JEFFERSON PARISH
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

October 16, 2020

ADDENDUM #3

Bid Number: 50-00131874

Bid Opening Date: October 20, 2020
Postponed Bid Opening Date: October 29, 2020

Description of Bid: TWO YEAR CONTRACT FOR LANDSCAPE IRRIGATION SYSTEM MAINTENANCE FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS-PARKWAYS

REVISION:

***BID HAS BEEN REVISED.**

*********PLEASE USED REVISED PER ADDENDUM 3 BID PACKET*********

Sincerely,

Donna M. Evans
Donna M. Evans
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.

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

BID 50-00131874

TWO YEAR CONTRACT FOR LANDSCAPE IRRIGATION SYSTEM MAINTENANCE WORK FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - PARKWAYS

October 20, 2020 @ 2:00 P.M.

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Please Email Any Questions To:
Donna Evans
DMEVANS@JEFFPARISH.NET
504-364-2691

REVISED PER ADDENDUM 3

DATE: 10/16/2020

BID NO.: 50-00131874

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: DMEVANS@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 10/20/2020 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 AND VIA TELECONFERENCE (DIAL-IN AT (504) 323-1800, MEETING ID: 181357) At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting 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

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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.

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 local taxes. For purchases of labor and materials, 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. 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).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 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 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 as amended. 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.

3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15, 17

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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

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

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

10. 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. All sureties must be in original format (no copies) When 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.

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.

REVISED PER ADDENDUM 3

See Page 1 for Conflicts of Interest Statement

BID FORM

Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

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

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: ( ) _____ FAX: ( ) _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form.Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number 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.: 50-00131874

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT FOR LANDSCAPE IRRIGATION SYSTEM MAINTENANCE WORK		
			Kid Face Mask W/Earloop 3 Ply Multi Colo		
1	1.00	EA	0010 1 INCH IRRIGATION VALVE HUNTER ICV, RAINBIRD PEB OR APPROVED EQUAL		
2	1.00	EA	0020 1.5 INCH IRRIGATION VALVE HUNTER ICV, RAINBIRD PEB OR APPROVED EQUAL		
3	1.00	EA	0030 2 INCH IRRIGATION VALVE HUNTER ICV, RAINBIRD PEB OR APPROVED EQUAL		
4	1.00	EA	0040 DIAPHRAM - 1 INCH VALVE HUNTER		
5	1.00	EA	0050 DIAPHRAM - 1 INCH VALVE RAINBIRD		
6	1.00	EA	0060 DIAPHRAM - 1.5 INCH VALVE HUNTER		
7	1.00	EA	0070 DIAPHRAM - 1.5 INCH VALVE RAINBIRD		
8	1.00	EA	0080 DIAPHRAM - 2 INCH VALVE HUNTER		
9	1.00	EA	0090 DIAPHRAM - 2 INCH VALVE RAINBIRD		
10	1.00	EA	0100 1 INCH VALVE SOLENOID + ADAPTOR HUNTER, RAINBIRD OR APPROVED EQUAL		
11	1.00	EA	0110 1.5 INCH VALVE SOLENOID + ADAPTOR HUNTER, RAINBIRD OR APPROVED EQUAL		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131874

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	1.00	EA	0120 2 INCH VALVE SOLENOID + ADAPTOR HUNTER, RAINBIRD OR APPROVED EQUAL		
13	1.00	EA	0130 6 INCH IRRIGATION POP-UP RISER HUNTER, RAINBIRD OR APPROVED EQUAL		
14	1.00	EA	0140 12 INCH IRRIGATION POP-UP HUNTER PROS, RAINBIRD 1800 OR APPROVED EQUAL		
15	1.00	EA	0150 4 INCH IRRIGATION POP-UP HUNTER PROS, RAINBIRD 1800 OR APPROVED EQUAL		
16	1.00	EA	0160 IRRIGATION NOZZLE HUNTER OR RAINBIRD SPRAY NOZZLE OR APPROVED EQUAL		
17	1.00	EA	0170 IRRIGATION NOZZLE HUNTER MP ROTATOR OR APPROVED EQUAL		
18	1.00	EA	0180 IRRIGATION TURF ROTOR HEAD HUNTER PGP ULTRA, RAINBIRD 5000 OR APPROVED EQUAL		
19	1.00	LF	0190 IRRIGATION MAIN LINE REPAIR 1 INCH PVC LINE		
20	1.00	LF	0200 IRRIGATION MAIN LINE REPAIR 1-1/2 INCH PVC LINE		
21	1.00	LF	0210 IRRIGATION MAIN LINE REPAIR 2 INCH PVC LINE		
22	1.00	LF	0220 IRRIGATION LATERAL LINE REPAIR 3/4 INCH PVC LINE		
23	1.00	LF	0230 IRRIGATION LATERAL LINE REPAIR 1 INCH PVC LINE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131874

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	1.00	LF	0240 IRRIGATION LATERAL LINE REPAIR 1-1/2 INCH PVC LINE		
25	1.00	LF	0250 IRRIGATION LATERAL LINE REPAIR 2 INCH PVC LINE		
26	1.00	EA	0260 IRRIGATION CONTROLLER HUNTER PRO-C OR APPROVED EQUAL		
27	1.00	EA	0270 IRRIGATION CONTROLLER HUNTER I-CORE OR APPROVED EQUAL		
28	1.00	EA	0280 IRRIGATION CONTROLLER HUNTER ACC-99D (METAL CABINET) OR APPROVED EQUAL		
29	1.00	EA	0290 IRRIGATION CONTROLLER HUNTER XC HYBRID CONTROLLER WITH STAINLESS STEEL BOX: XCH-600-SS (6 STATION)		
30	1.00	EA	0300 IRRIGATION CONTROLLER HUNTER XC HYBRID CONTROLLER WITH STAINLESS STEEL BOX: XCH-1200-SS (12 STATION)		
31	1.00	EA	0310 IRRIGATION CONTROLLER IRRIGATION CONTROLLER STATION EXPANSION MODULE		
32	1.00	EA	0320 HUNTER ICM-600 IRRIGATION CONTROLLER STATION EXPANSION MODULE		
33	1.00	EA	0330 HUNTER PCM-300 IRRIGATION CONTROLLER STATION EXPANSION MODULE		
34	1.00	EA	0340 HUNTER PCM-900 IRRIGATION CONTROLLER (BATTERY)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131874

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	1.00	EA	0350 HUNTER NODE-100 IRRIGATION CONTROLLER (BATTERY)		
36	1.00	EA	0360 HUNTER NODE-200 IRRIGATION CONTROLLER (BATTERY)		
37	1.00	EA	0370 HUNTER NODE-400 IRRIGATION CONTROLLER (BATTERY)		
38	1.00	EA	0380 HUNTER NODE-600 IRRIGATION CONTROLLER DECODER		
39	1.00	EA	0390 HUNTER ICD-100 TWO-WIRE IRRIGATION GROUNDING ROD		
40	1.00	EA	0400 IRRIGATION CONTROLLER RAINBIRD ESP-ME OR APPROVED EQUAL		
41	1.00	EA	0410 IRRIGATION CONTROLLER (BATTERY) RAINBIRD ESP-9V OR APPROVED EQUAL		
42	1.00	EA	0420 IRRIGATION 2 INCH RPA BACKFLOW PREVENTER		
43	1.00	EA	0430 CLASS II 1 INCH RPA BACKFLOW COVER (NO BASE) GREEN		
44	1.00	EA	0440 CLASS II 1 INCH RPA BACKFLOW BASE (NO COVER) GREEN		
45	1.00	EA	0450 CLASS II 1 INCH RPA BACKFLOW COVER CONCRETE FOUNDATION GREEN		
46	1.00	EA	0460 CLASS II 2 INCH RPA BACKFLOW COVER (NO BASE) GREEN		
47	1.00	EA	0470 CLASS II 2 INCH RPA BACKFLOW BASE (NO COVER) GREEN		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131874

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
48	1.00	EA	0480 CLASS II 2 INCH RPA BACKFLOW COVER CONCRETE FOUNDATION GREEN		
49	1.00	EA	0490 6 INCH ROUND IRRIGATION VALVE BOX (NO LID)		
50	1.00	EA	0500 6 INCH ROUND IRRIGATION VALVE BOX LID		
51	1.00	EA	0510 10 INCH ROUND IRRIGATION VALVE BOX (NO LID)		
52	1.00	EA	0520 10 INCH ROUND IRRIGATION VALVE BOX LID		
53	1.00	EA	0530 14 INCH X 19 INCH IRRIGATION VALVE BOX (NO LID)		
54	1.00	EA	0540 14 INCH X 19 INCH IRRIGATION VALVE BOX LID		
55	1.00	EA	0550 13 INCH X 20 INCH IRRIGATION VALVE BOX (NO LID)		
56	1.00	EA	0560 13 INCH X 20 INCH IRRIGATION VALVE BOX LID		
57	1.00	EA	0570 13 INCH X 24 INCH IRRIGATION VALVE BOX (NO LID)		
58	1.00	EA	0580 13 INCH X 24 INCH IRRIGATION VALVE BOX LID		
59	1.00	EA	0590 25 INCH X 19 INCH RECTANGULAR VALVE BOX (NO LID)		
60	1.00	EA	0600 25 INC X 19 INCH RECTANGULAR VALVE BOX LID		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131874

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
61	1.00	HR	0610 IRRIGATION WIRE TRACKING		
62	1.00	LF	0620 WIRE REPAIR WITHOUT TRENCHING		
63	1.00	LF	0630 WIRE REPAIR WITH TRENCHING		
64	1.00	EA	0640 WATERPROOF IRRIGATION WIRE SPLICE		
65	1.00	FT	0650 16 GAUGE DIRECT BURIAL IRRIGATION WIRE		
66	1.00	FT	0660 14 GAUGE SOLID CORE TWISTED IRRIGATION WIRE		
67	1.00	FT	0670 MULTI-STRAND IRRIGATION WIRE		
68	1.00	EA	0680 3M DBR/Y-6 WATERPROOF CONNECTORS		
69	1.00	EA	0690 HUNTER WIRELESS SOLAR SYNC WEATHER SENSOR (HUNTER WSS-SEN)		
70	1.00	EA	0700 1 INCH BRASS GATE VALVE		
71	1.00	EA	0710 1-1/2 INCH BRASS GATE VALVE		
72	1.00	EA	0720 2 INCH BRASS GATE VALVE		
73	1.00	EA	0730 9V BATTERY AND INSTALLATION (FOR BATTERY TIMER)		
74	1.00	EA	0740 C BATTERY AND INSTALLATION (FOR BATTERY TIMER)		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131874

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
75	1.00	ONLY	0750 DIRECTOR APPROVED INCIDENTAL **NON-BIDDABLE ITEM**		
76	1.00	EA	0760 HUNTER G-35B GOLF ROTOR		
77	1.00	EA	0770 IRRIGATION TIMER ADJUSTMENT (CHANGE SETTINGS)		
78	1.00	EA	0780 BACKFLOW PREVENTER ADJUSTMENT (TURN ON OR TURN OFF)		
79	1.00	EA	0790 COMPLETE IRRIGATION SYSTEM DIAGNOSIS (1 - 10 ZONES)		
80	1.00	EA	0800 COMPLETE IRRIGATION SYSTEM DIAGNOSIS (11 - 20 ZONES)		
81	1.00	EA	0810 COMPLETE IRRIGATION SYSTEM DIAGNOSIS (21 - 30 ZONES)		
82	1.00	EA	0820 COMPLETE IRRIGATION SYSTEM DIAGNOSIS (31 - 40 ZONES)		
83	1.00	EA	0830 COMPLETE IRRIGATION SYSTEM DIAGNOSIS (41 - 50 ZONES)		

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 <u>or</u> 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 **<u>NO</u>** 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, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

❒ **WORKER'S COMPENSATION INSURANCE**

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

❒ **COMMERCIAL GENERAL LIABILITY**

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

❒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES - 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

September 2020

Changes to Jefferson Parish Bidding Information

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

Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured: Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

Electronic Procurement: Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com or www.jeffparishbids.net. All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: https://www.centralauctionhouse.com/registration.php.

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 WEBSITE: WWW.JEFFPARISH.NET
REVISED PER ADDENDUM 3

JEFFERSON PARISH
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

October 2020

PURCHASING DEPARTMENT ANNOUNCEMENT

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

Jefferson Parish Government buildings are open to the public. Due to COVID-19 safety precautions, all visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

Bid Openings:

All bids will be publicly opened at the West Bank location and via teleconference at 2:30 p.m., by calling the following number:

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. Manually-submitted bids will only be accepted until October 31, 2020 for bids opening before November 1, 2020. 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 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 WEBSITE: WWW.JEFFPARISH.NET

REVISED PER ADDENDUM 3

LANDSCAPE IRRIGATION SYSTEM MAINTENANCE WORK
FOR THE JEFFERSON PARISH
DEPARTMENT OF PUBLIC WORKS - PARKWAYS

The Jefferson Parish Department of Public Works – Parkways (Parkways Department) is soliciting qualified Contractors for a two (2) year contract for landscape irrigation system maintenance work to be performed throughout unincorporated Jefferson Parish.

BID BOND:
A bid bond in the amount of 5% of bid response is due with the bid submission.

PERFORMANCE BOND:
A performance bond in the amount of 100% of the contract is required at the signing of the formal contract.

PAYMENT BOND:
A payment bond in the amount of 100% of the contract is required at the signing of the formal contract.

LIQUIDATED DAMAGES:
The Parkways Department shall have the ability to charge the Contractor for Liquidated Damages for unsatisfactory work. Liquidated Damages may be assessed as outlined below:

Unapproved Schedule Changes
Scheduling of work is an important part of this contract. Liquidated Damages of two hundred fifty dollars ($250.00) per calendar day may be assessed for any unapproved schedule changes and/or missed assignments. Agreed upon weather delays shall not warrant Liquidated Damages.

Incomplete Work
Once an invoice for a completed work order is received, the Parkways Department will inspect the site to ensure the work was completed as specified. Unsatisfactory work shall be immediately addressed by the Contractor (within 24 hours of notice). Incomplete work will result in the assessment of Liquidated Damages in the amount of fifty dollars ($50.00) per site.

The Parkways Department will notify the Contractor of any Liquidated damages in writing. Assessed Liquidated Damages shall be deducted from the corresponding invoice.

LICENSE REQUIREMENTS:
The Contractor must be licensed and bonded through the Louisiana Department of Agriculture & Forestry by the Louisiana Horticulture Commission, as an Irrigation Contractor, under applicable state law; Section 3808 of the Horticulture Commission Law and/or Specialty: Landscape, Grading and Beautification.

For any water supply connections, and/or backflow preventer installation and/or repair, the Contractor, or his subcontractor, must hold a water supply protection specialist endorsement from the State Plumbing Board.

However, in the event that the Contractor does not hold a water supply protection endorsement from the State Plumbing Board, a subcontractor(s) shall be permitted for water supply connection and/or backflow preventer installation and/or repair work.

In addition, the Contractor shall poses a current Louisiana State Contractor's license in the category SPECIALTY: LANDSCAPE, GRADING AND BEAUTIFICATION.

WORK LOCATION:
This as-needed contract will encompass all of unincorporated Jefferson Parish including the rights-of-way and public buildings and facilities. No work shall be required within the city limits of Grand Isle, the Town of Jean Lafitte, the City of Kenner, the City of Harahan, the City of Gretna or the City of Westwego. A list of common irrigation system locations is as follows:

East Bank
West Esplanade Avenue – from Power Boulevard to Orpheum Avenue
West Napoleon Avenue – from Michigan Avenue to Kent Avenue
Focis Street – from Canal Street to Old Metairie Village Shopping Center
Severn Avenue – 17th Street, 18th Street, 19th Street (N. Arnoult Rd. to Severn Ave.)

West Bank
Manhattan Boulevard – from Lapalco Boulevard to 12th Street
Lapalco Bridge (Lapalco Boulevard) – Northwest side of Lapalco Bridge to Destrehan Avenue
Terry Parkway – from Carol Sue to Laurel Avenue
Carol Sue Avenue – near Whitney Avenue intersection
Stumpf Boulevard – near Whitney Avenue intersection
Park Place Drive – near Fairfax Drive intersection
Wall Boulevard – near Willowbrook Drive intersection
Wall Boulevard – near Cameron Drive intersection
Wall Boulevard - near Lapalco Boulevard (south side)
Wall Boulevard – near Fairfield Avenue intersection

MINIMUM EQUIPMENT:
The Contractor shall determine the type, and volume, of equipment and labor required to perform the work. Unit pricing shall include all equipment, operators, fuel, maintenance, insurance and transportation. All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame. Continual breakdowns, repair or work stoppage due to equipment failure will not be permitted. Any damage that occurs to the Site related to the use of equipment shall be immediately repaired at the Contractor's expense. Upon request by the Parkways Department, the Contractor shall furnish information on his equipment such as make, model and year of manufacture.

SUBCONTRACTORS:
All irrigation maintenance work shall be performed by the Contractor. However, in the event that the Contractor does not hold a water supply protection endorsement from the State Plumbing Board, a subcontractor(s) shall be permitted for water supply connection and/or backflow preventer installation and/or repair work (see LICENSE REQUIREMENTS).

WORK PERIODS:
No work shall be done between 6:00 p.m. and 7:00 a.m., or on Saturdays, Sundays, or legal holidays without permission from Jefferson Parish. However, emergency work may be done without prior permission. In the event that the Contractor wishes to work weekends, holidays or outside the allowed times of the local governing bodies, he must secure permission from the Parkways Department and provide at least 72 hours notification of his intentions. The Contractor must also be aware of any local event that may affect his maintenance operations.

TRAFFIC CONTROL AND SIGNAGE:
The Contractor shall provide all necessary barricades, signs, lights and warning devices or any other item necessary in order to properly move traffic around or through his operations. Set up, removal and maintenance of all traffic control equipment shall be by the Contractor. Slow moving vehicle signs and flashing lights shall be installed on all moving equipment that will use the public rights-of-way for movement of equipment. In the event that a lane of traffic will need to be closed, the Contractor shall

provide sufficient notification to the Jefferson Parish Traffic Engineer of the necessity to close any portion of the roadway carrying vehicles or pedestrians. The Contractor will request final approval of such closings from the Department of Public Works, Traffic Engineering Division, at least ten (10) working days in advance.

UTILITY SERVICE INTERRUPT:
In the event of interruption of public or private utility service or general damage to public or private properties as a result of accidental breakage or any other actions by the Contractor, he shall immediately notify the proper authority and/or property owner and shall fully cooperate with said authority or owner until the service is restored to its previous capacity. All costs associated with the notification and repair shall be paid for by the Contractor.

ONGOING CONTRACTS:
It is possible that other Contractors may be working within close proximity of the locations of work. The Contractor shall coordinate his work with any other Contractors working in or around the locations. Should a conflict occur, a Parish representative will make all final decisions.

NUISANCE CONTROL:
The Contractor shall include in his bid the control of dust, noise and odors created by his operations. All controls shall be completed in order that nuisances are minimized and occur within the standards of all governing bodies.

TRANSFERRING CONTRACTS:
Transfer of this contract shall not be allowed under any circumstances unless an amendment is passed by the Jefferson Parish council.

SAFETY PRECAUTIONS:
The Contractor shall strictly follow approved and normal safety practices during all operations. The Contractor shall follow the guidelines as noted in the OSHA requirements.

GENERAL SPECIFICATIONS:
The contractor shall submit unit prices for typical irrigation components to be repaired and/or for installation. All bid items shall include a turnkey price that includes, material, labor, tools and incidentals.

This is an as-needed contract and there is no minimum or maximum quantity of guaranteed work associated with the contract.

Contractor agrees to be bound to all applicable provisions of State and Parish laws concerning irrigation work, as well as policy decisions of the Parkways Department.

Irrigation repair and maintenance work shall occur on an as-needed basis on various automated irrigation systems located throughout Jefferson Parish. The majority of these systems are located within the public right-of-way. The Contractor is encouraged to become familiar with the locations of these systems and assess his approach for site access, traffic control, worker safety and anticipated common repair issues. A list of location is included with these specifications.

Unless permission is granted from the Director of Parkways, and with the proper documentation, the Contractor shall not access private property for any irrigation work.

All traffic control, signs, barricades and signals are the responsibility of the Contractor. Unless prior approval is given from the Parkways Department, the Contractor shall not block more than one lane of traffic when performing his work. The Contractor must provide a minimum of 72 hours' notice to the Parkways Department prior to blocking any lanes and/or sidewalks along commercial corridors.

Any trash or debris generated by irrigation work shall be removed from the site by the Contractor the same day that it was generated. There shall be no trash or debris left at a site unless the Contractor is present and working.

The Contractor shall not leave a site with any open holes or trenches. When working, the site must be secure before the Contractor can leave.

Whenever possible, the Contractor shall make repairs utilizing the same equipment already associated with each system. This shall include, but not be limited to, valves, controllers, backflow preventers and irrigation heads and nozzles. In the event that a product is no longer available, the Parkways Department shall approve any as-equal replacement parts prior to installation.

INSPECTIONS AND REPAIR:

Deficiencies in the irrigation system(s) shall be detected by the Parkways Department. When a system(s) is not operational, a representative from the Parkways Department will notify the Contractor of the anticipated issue and the location of the problem. It is likely that the description of the deficiency will not be fully investigated by the Parkways Department. An explanation of the problem from the Parkways Department may be described as 'a leak has been detected', 'the system is not coming on', 'a valve is stuck', 'a head appears to be broken', or similar. In the event of a leak, it is likely that a Parkways Department representative will turn off the irrigation system at the backflow preventer(s) and the controller. It will then be the responsibility of the Contractor to investigate the location and provide the Parkways Department with a written proposal for the work required to make the repair.

While investigating the site(s), the Contractor will have the ability to make minor repairs to save time and limit the number of site visits to correct the problem. Minor repairs shall include, but not be limited to, head replacement, main or lateral line leak repairs or nozzle adjustment. In order to receive on-site approval to make minor repairs, the Contractor shall call the Parkways Department representative to explain the issue(s) and provide a solution for repair based on the incidental bid item pricing sheet. If the representative from the Parkways Department agrees with the Contractor's proposal, he shall verbally approve the work and send the Contractor an e-mail approving the work. In the event that the repair cannot be made at the time of the site inspection, or if the proposal is not agreeable with the Parkways Department representative, then the Contractor must provide a written proposal for approval and perform the work at a later date.

When making any irrigation repair, the Contractor shall be required to test the entire repaired system to ensure no additional issues are present. If any other problems such as leaks or malfunctioning equipment, they should be brought to the attention of the Parkways Department representative.

MAINTENANCE REPORTS:

Any time a repair is made, the Contractor shall be required to submit a maintenance report outlining the repairs. The report shall include the following minimum information: date, site location, technician(s), description of the repair and any parts that are replaced. When listing any replacement parts, a manufacturer and model number shall be included. A completed maintenance report shall be included with the invoice for the work. Failure to provide a maintenance report will delay payment of the invoice.

WARRANTIES:

It is possible that some existing irrigation components associated with this contract are still covered under the original manufacturer's warranty. In the event of any required warranty work for existing irrigation components, it will be the Contractor's responsibility to acquire the warranted replacement part(s), but all associated labor and installation costs will be paid by the Parkways Department. The Contractor shall provide a proposal for his labor and installation costs for approval by the Parkways Department when warranty work is required.

All replacement parts shall carry a manufacturer's warranty. If any replacement part installed by the Contractor malfunctions under the stipulations of the manufacturer's warranty, it shall be the responsibility of the Contractor to cover all associated cost with repair and or replacement.

While manufacturer's warranties will vary, the Contractor's associated labor for any installed irrigation part shall be warranted for a minimum of six (6) months from the installation date, or until the end of the contract. The Contractor shall not be held responsible for any damage outside of his control.

Section 2.0
Technical Specifications

2.1 Summary of Work

2.1.1 Approach - Jefferson Parish is the turnkey operation to include, but not limited, automatic irrigation maintenance, and associated maintenance of the sites throughout Jefferson Parish. This will be a more specialized maintenance assistance bid which is intended to supplement the work performed by the current maintenance contract with Jefferson Parish with respect to the maintenance of Parish facilities and public rights-of-way.

2.1.2 General Scope - Jefferson Parish is soliciting bids from qualified Contractors for the turnkey operation to include, but not limited, automatic irrigation maintenance, and associated maintenance of the sites throughout Jefferson Parish. The expression turnkey shall include but may not be limited to all labor, material, equipment, transportation, insurances, licenses, qualifications, experience, removal and disposal, to accomplish the scope of work as defined in Section 2.2. Jefferson Parish will contract with a qualified Contractor capable of providing turnkey planning, management, implementation and the coordination of these efforts with Parish officials.

2.2 Scope of Work

2.2.1 General - The scope of work shall include all items as listed within Section 2.0 of these specifications. This shall include turnkey maintenance of the designated Sites to include all irrigation pertaining to the listed maintenance for Jefferson Parish.

2.2.1.1 Questions – All questions must be submitted in writing to the Jefferson Parish Purchasing Department a minimum of five (5) working days prior to the bid opening. All questions will be answered in writing, and submitted to all Contractors involved in the bidding process.

2.2.2 Bid Amount – The bid price includes all insurance, products, equipment, labor, operators, fuel and transportation to and from the work Sites. The Contractor shall be aware and shall be held responsible under this contract to the requirements prescribed by the following resolution and all the amendments. Contractor shall refer to resolution **113646** "Provides for a uniform set of general specifications and conditions for all Contractors engaged in performing works or services for the Parish of Jefferson".

2.2.3 Automatic Irrigation – As an integral part of the improvements, and for the long term success and survivability of the planted areas, an automatic irrigation system has been installed in all garden bed areas turf areas. Monitoring of the system and performing the necessary repairs to the system is required by the Contractor. These tasks include, but may not be limited to, replacement of heads, broken water lines and valves; adjustment of the controller, heads, valves and zone water durations and frequencies. All irrigation repair costs will be as per the incidental list provided by the contractor and shall be performed within two workings days of the issue being discovered by the Contractor and/or the Owner. Irrigation repair costs shall be submitted with the monthly invoice. The Contractor must receive approval from Jefferson Parish prior to any repairs.

The Contractor shall be responsible for making a complete walk-through/test of each irrigation system approximately nine (9) to twelve (12) visits per year as directed by Jefferson Parish. The Contractor shall create a report of the system for each site detailing the following information:

- Date/Time of test;
- Irrigation technician performing the test;
- Weather conditions;
- Note the controller settings for that day;
- As needed, or requested by Jefferson Parish, adjust controller settings for each site;
- Note any malfunctioning components of the system;
- Recommend repairs for any discovered malfunctions.

In addition to the monthly test of the irrigation systems, the Contractor shall include approximately six (6) to ten (10) additional site visits for controller adjustment as directed by Jefferson Parish. When requested by Jefferson Parish, the Contractor shall have an irrigation technician adjust the irrigation controllers at each site to account for weather changes. This may included, but not be limited to, watering frequencies and durations.

Sprinkler head adjustment (aiming) is not considered incidental work or part of the required site inspections and controller adjustments, and shall not be charged as such. Head adjustments shall be made, when noticed by the Contractor, at each site(s) visit.

2.2.4 Drainage – Monitor all aspects of the drainage system located within the maintenance sites including catch basins, grates and swales. Clean and discard any blockages as necessary. Clogged or broken drain lines, or defects in catch

basins are to be reported to the Jefferson Parish Streets Department as soon as they are discovered.

2.2.5 General – At the discretion of the Jefferson Parish Horticulturalist products, methods and application rates may be adjusted due to cultural changes or plant needs. Any changes in these specifications will not create additional financial obligations for the Contractor.

2.3 Locations of the Sites (Base Bid)

2.3.1 Manhattan – from Lapalco Boulevard to 12th Street
2.3.2 West Esplanade – from Power Boulevard to Orpheum Avenue
2.3.3 West Napoleon – from Michigan Avenue to Kent Avenue
2.3.4 Lapalco Bridge – Northwest side of Lapalco Bridge to Destrehan Avenue
2.3.5 Terry Parkway – from Carol Sue to Laurel Avenue
2.3.6 Focis Street – from Canal Street to Old Metairie Village Shopping Center
2.3.7 Jefferson Pocket Park – 9932 Jefferson Highway, River Ridge
2.3.8 Severn Avenue – 17th Street, 18th Street, 19th Street (N. Arnoult Rd. to Severn Ave.)