

# **INVITATION TO BID**

## **Utility Print and Mailing Services**

### **Solicitation # 2022-SWB-33**



**Bid Due Date: July 22, 2022**  
**Bid Due Time: 11:00 AM CST**

**Sewerage and Water Board of New Orleans**  
**Invitation to Bid**  
**Solicitation # 2022-SWB-33**  
**Utility Print and Mailing Services**

The Sewerage and Water Board of New Orleans (SWBNO) has identified the need for a qualified Contractor to furnish print and mailing services. The Contractor will need to print SWBNO bills and provide USPS mail services. Contractor will be required to print and mail Monday through Friday. SWBNO bills 20 cycles and averages 120,000 bill statements per month.

Bidders will provide a Primary Contact person to oversee and assure successful operation of the Contract; the name of the Primary Contact should be included with the bidder's response to this ITB.

ITB will be available **June 28, 2022**, for download at the following websites:

SWBNO: [https://www2.swbno.org/business\\_bidspecifications.asp](https://www2.swbno.org/business_bidspecifications.asp)

LAPAC: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=181>

A **non-mandatory** pre-bid conference for this RFP will be held on **July 6, 2022** at **11:00 a.m. CST** at the SWBNO Administration Building, 625 St. Joseph St. – Executive Boardroom, New Orleans, LA 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

## Microsoft Teams meeting

**Join on your computer or mobile app**

[Click here to join the meeting](#)

**Or call in (audio only)**

[+1 504-224-8698,684617770#](tel:+15042248698684617770)

Phone Conference ID: 684 617 770#

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department by **July 22, 2022, at 11:00 a.m.** (CST). For submission instructions, see bid documents.

Bids will be publicly opened on **July 22, 2022, at 11:30 a.m.** (CST) in the Executive Board Room, Rm 240, located at 625 St. Joseph St., New Orleans, Louisiana 70165.

**LATE BIDS WILL NOT BE ACCEPTED.**

**Sewerage and Water Board of New Orleans**  
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Bidders will provide a Primary Contact person to oversee and assure successful operation of the Contract; the name of the Primary Contact should be included with the bidder's response to this ITB.

**1. Submission Instructions:**

Bidders who are interested must submit either courier/mail service or via email.

**Ways to submit a response:**

**Hard Copy Submission:**

- (1) Signed hardcopy of the bid in a sealed envelope

Solicitation # 2022-SWB-33 -Utility Print and Mailing Services

Sewerage and Water Board of New Orleans  
Attn: Kimberly Barnes – Procurement Dept.  
625 St. Joseph St. Rm 133  
New Orleans, LA 70165

**Mail or courier:** Bidder remains responsible for ensuring that the bid is delivered prior to the submission deadline with a proof of delivery. Failure to meet the submission deadline, irrespective of the mode of delivery, shall result in the rejection of the bid.

2. Fax submission will not be acceptable.
3. Bidders must complete all required attachments. Failure to complete and submit the required documents and attachments may result in your bid deemed non-responsive.
4. All bids must be received by SWBNO on or before the Delivery Deadline. Bids delivered after the said deadline will not be accepted and returned.
5. All proposals must be made upon the printed Bid Form (Attachment B) embodied in these specifications.

NOTE: BIDS ON FORMS OTHER THAN THOSE PROVIDED WILL NOT BE CONSIDERED.

6. Each proposal shall contain the full name and address of each person interested therein, if made by an individual, firm or co-partnership. If made by a corporation, it must be signed in the name of the corporation by a duly authorized officer or agent thereof, who shall also subscribe his own name and office. If possible, the seal of the corporation must be affixed.
7. Prices bid in the proposal must be written or typed legibly.
8. Erasures or other changes in the Bid Prices must be initialed by the Bidder.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE WILL BE ACCEPTED. PENCIL FIGURES OR PENCIL SIGNATURES WILL DISQUALIFY BIDDER.

9. Proposals from any person, firm or corporation in default upon any contract with the Sewerage and Water Board will neither be received nor considered.
10. **Any proposal which does not fully comply with all the provisions of the “Information for Bidders” and the “Technical Specifications” will be considered informal and may be rejected.**
11. Permission will not be given to alter or add to any bid after due date and time.
12. If a Bidder withdraws their bid after the bid due date and time and/or the bid opening time, the withdrawing Bidder will be prohibited from resubmitting a bid on the re-bid.
13. The Contract may be awarded to a single bidder or to separate bidders whichever should appear to the best interest of the Board. If two or more proposals are received, equal in amount and lower than any other bid, the Board reserves the right to evaluate the bids and to decide which bid will be accepted. All other conditions being equal, preference will be given in accordance with Act 318 of 1958, which is described within Attachment D – Terms and Conditions.
14. The Sewerage and Water Board reserves the right to reject any and all bids or proposals for just cause.
15. All bids shall remain firm for a period of seventy-five (75) days after the date of bid opening.

**16. Anticipated Bid Timetable**

Event	Date	Local Time
ITB Release	June 28, 2022	11:00am
Non-Mandatory Pre-Bid Meeting	July 6, 2022	11:00am
Bidders Written Questions Due Date and Time	July 11, 2022	5:00pm
Responses to Questions/Clarification	July 15, 2022	5:00pm
Bid Due Date and Time	July 22, 2022	11:00am
Bid Opening	July 22, 2022	11:30am
Award of Contract	TBD	

The Board will make every effort to administer the ITB process in accordance with the terms and dates discussed in this solicitation. However, the Board reserves the right to modify the ITB process and dates as deemed necessary at its sole discretion.

**17. Point of Contact/ Inquiries/ Requests for Information:**

All correspondence and other communications regarding this ITB shall be directed to Kimberly Barnes Procurement Analyst I, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165, 504-585-2348, [kbarnes@swbno.org](mailto:kbarnes@swbno.org).

Inquiries and/or Requests for Information are due to the Board's Procurement Department via email to [kbarnes@swbno.org](mailto:kbarnes@swbno.org) no later than timeline stated in the **Anticipated Bid Timetable**. Any request received after that time may not be reviewed for inclusion in this ITB. The request shall contain the requester's name, address, and telephone number.

The Procurement Department will issue a response to any inquiry if it deems it necessary, by written addendum to the ITB, posted on Board's website, and issued prior to the ITB's Delivery Deadline. The Bidders shall not rely on any representation, statement, or explanation other than those made in this ITB or in any addenda issued. Where there appears to be a conflict between this ITB and any addendum issued, the last addendum issued will prevail.

## **18. Pre-Bid Conference**

A **non-mandatory** pre-bid conference for this RFP will be held on **July 6, 2022** at **11:00 a.m. CST** at the SWBNO Administration Building, 625 St. Joseph St. – Executive Boardroom, New Orleans, LA 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

### Microsoft Teams meeting

**Join on your computer or mobile app**

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[+1 504-224-8698,,684617770#](#)

Phone Conference ID: 684 617 770#

Representatives from the Board will be available for discussions at this meeting. The purpose of the pre-proposal conference is to provide assistance to interested contractors in the interpretation of the ITB and other technical and contractual matters.

Nothing stated or discussed during the course of this Pre-Bid Conference shall be considered to modify, alter or change the requirements of the ITB, unless it shall be subsequently incorporated into an addendum to the ITB. All questions asked during the pre-proposal conference deemed to be pertinent by the Board will be addressed in an Addendum following the pre-proposal conference.

## **19. Bid Opening**

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department by **July 22, 2022, at 11:00 a.m.** (CST). For submission instructions, see bid documents.

Bids will be publicly opened on **July 22, 2022, at 11:30 a.m.** (CST) in the Executive Board Room, Rm 240, located at 625 St. Joseph St., New Orleans, Louisiana 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

### Microsoft Teams meeting

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**Or call in (audio only)**

[+1 504-224-8698,,814086419#](#)

Phone Conference ID: 814 086 419#

## **20. Changes, Addenda, or Withdrawal of Bids:**

Any changes or addenda to a bid must be submitted in writing, signed by the authorized representative, cross-referenced clearly to the relevant bid section, and received by the Board's Procurement Department prior to the bid due date and time. Changes and addenda must meet all requirements for the bid. Any Bidder choosing to withdraw must submit a written withdrawal request to the Board's Procurement Department prior to the bid due date and time.

## **21. Objection of Recommendation/Award**

Any formal protest against the recommendation of award which is to be made by an aggrieved Proposer must be submitted in writing to the Procurement Director, Cashanna K Moses at [cmoses@swbno.org](mailto:cmoses@swbno.org) according to Sewerage and Water Board of New Orleans Policy 83: Procedural Rules for Bid Appeals.

## **22. Tabulations**

To view unofficial bid tabulations after the bids have opened at Bid Tabulations - Sewerage and Water Board of New Orleans ([swbno.org](http://swbno.org)).

## **23. Awards**

The Sewerage and Water Board of New Orleans specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, and to accept the bid which is in the best interest of the Sewerage and Water Board of New Orleans, and to reject all proposals if that is in the best interest of Sewerage and Water Board of New Orleans.

## **24. Prohibition of Communication:**

From the time of advertising, and until the final award, there is a prohibition on communication by any Bidder (or anyone on their behalf) with Board's staff. Breaking the established prohibition on communication may result in a disqualification of the bid.

## **25. Ownership:**

All bids to this ITB are the property of the Board for all purposes. Bidders must clearly mark individual documents or information that the applicant claims are exempt from public record disclosure and specifically justify the exemption. The Board does not guarantee the confidentiality of submissions.

## **26. Effect:**

This ITB and any related discussions, evaluations, qualifications, or resulting solicitations by the Board or any person on its behalf create no rights or obligations whatsoever except as provided in this ITB. The Board may cancel or modify this ITB or any resulting solicitation at any time at will, with or without notice. Anything to the contrary notwithstanding, any professional services

agreement executed by the Board will be issued the exclusive statement of rights and obligations extending from this solicitation.

**27. Errors or Omissions:**

The Board will not be liable for any error in any bid. Bidder will not be allowed to alter bid documents after the deadline for bid submission, except under the following condition: The Board reserves the right to make corrections or clarifications due to patent errors identified in bids by the Board or the Bidder. The Board, at its option, has the right to require clarification or additional information from the Bidder.

**28. Cost of Preparation:**

The Board is not liable for any costs incurred by prospective Bidders or Contractors prior to issuance of or entering a Contract. Costs associated with developing the bid, and any other expenses incurred by the Bidder in responding to the ITB are entirely the responsibility of the Bidder and shall not be reimbursed in any manner by the Board.



## **Technical Specifications**

### **Sewerage and Water Board of New Orleans Invitation to Bid Solicitation # 2022-SWB-33 Utility Print and Mailing Services**

The Supplier shall furnish all labor, tools, supplies, parts, materials, equipment, and facilities necessary to provide the following items:

#### **A. INTRODUCTION**

The Sewerage and Water Board of New Orleans (SWBNO) has identified the need for a qualified Contractor to furnish print and mailing services. The Contractor will need to print SWBNO bills and provide USPS mail services. Contractor will be required to print and mail Monday through Friday. SWBNO bills 20 cycles and averages 120,000 bill statements per month.

Bidders will provide a Primary Contact person to oversee and assure successful operation of the Contract; the name of the Primary Contact should be included with the bidder's response to this ITB.

#### **AWARD OF CONTRACT**

The Sewerage and Water Board of New Orleans specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, and to accept the bid which is in the best interest of the Sewerage and Water Board of New Orleans.

#### **TERM OF CONTRACT**

The Contract shall be for 2 years, beginning the start of the contract. At the option of the Sewerage and Water Board and with acceptance of the Contractor.

#### **RENEWAL PERIOD**

The Contract may be renewed with the same terms, conditions, and prices for up to two (2) additional one (1) year periods. The total term of the Contract shall not exceed four (4) years, or forty-eight (48) months.

Between ninety (90) and one hundred twenty (120) days prior to the end of the initial contract period, the Contractor shall submit a proposal to the Board stating their intent to renew (or not to renew) the contract with all terms conditions and prices of the original contract remaining unchanged for the renewal term. Upon receiving and evaluating any proposals for contract renewal, the Sewerage and Water Board will have the option to accept this proposal for the additional term in writing, or to reject this proposal and open the contract for public bid if doing so would be in the best interest of the Board.

## **PRICE ADJUSTMENTS**

Contract prices are to remain firm through the effective dates of the contract. The contractor may request a price adjustment, in writing, between ninety (90) and one hundred twenty (120) days prior to the contract renewal date with the contractor's proposal stating their intent to renew the contract. If the contractor does not request a price adjustment between 90 and 120 days prior to the contract renewal date with the contractor's proposal to renew the contract, no price adjustment will be made. All price adjustments must be approved by Sewerage and Water Board of New Orleans Procurement Department prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by SWBNO.

Price adjustments will be made in accordance with the percentage change in the U.S. Bureau of Labor Statistics Producer Price Index (PPI) for the commodity associated with the product or other industry recognized, mutually agreed upon index. The percentage difference between the PPI issued for the contract's effective month and year, and the PPI issued for the month prior to the request will determine the maximum allowable adjustment of original contract prices. Only final PPI data will be used to adjust contract pricing. No retroactive contract price adjustment will be allowed. SWBNO may request decrease of prices under the same terms and conditions.

## **B. DEFINITIONS**

The following definitions are provided as a courtesy to potential bidders and shall not be considered to limit or otherwise prescribe language or features, for the purposes of this ITB, except as may be noted.

*Apply postage* references the vendor printing the vendors mail indicia onto the mail pieces.

*Business hours (Sewerage and Water Board)*, for the purposes of this Invitation to Bid (ITB), commence at 8:00 am Central Time and conclude at 5:00 pm Central Time on Monday, Tuesday, Wednesday, Thursday, and Friday, except for Sewerage and Water Board and United States Postal Service holidays

*Contractor* means a successful, responsible, responsive bidder awarded a Contract for the commodities described in this Invitation to Bid (ITB)

*Page* means one side of a flat sheet, measuring either eight- and one-half inches (8.5") by eleven inches (11") or eight- and one-half inches (8.5") by fourteen inches (14")

*Delivery Date* means the date the mail is delivered from the contractor to USPS for delivery

*Proof (electronic)* means a representation of the final printed material(s), in electronic (Portable Document Format / PDF) format, suitable for ensuring compliance with task order specifications and for assessing the accuracy and completeness of layout and design

*Proof (physical)* means a representation of the final printed material(s), in physical format, with stock type(s) and weight(s) and ink color(s) representative of those that will be utilized in or on the final printed material(s), suitable for ensuring compliance with task order specifications and for assessing the accuracy and completeness of layout and design and of actual physical media and ink color(s)

*Sheet* means one whole, flat piece of paper of a finished size, measuring either eight- and one-half inches (8.5") by eleven inches (11") "pages" (see "Page")

*State* means, generally, the State of Louisiana, the Division of Administration (DOA), the Office of Technology Services (OTS), the Production Support Services (PSS) section of the OTS, or any of its duly authorized employees, agents, or officials

*Statement* means a discrete record or set of records, printed either by offset or digital printing machinery, onto a sheet or multiple sheets of paper, and inserted into an envelope; which envelope includes all relevant markings and indicia necessary for that record to reach via courier service a particular recipient, 'Whose individual and personally-identifiable information might be included on that record; the term "statement" may be used interchangeably with the comparable terms "letter" and "notice".

*Variable Data Printing* means a type of digital printing wherein certain elements of each printed piece, such as text or graphics, might vary from one printed piece to another printed piece; and this term [variable data printing] is herein used interchangeably with the related term "Transactional Printing"

### **C. PROJECT LIASONS & TASK ORDERS**

The Sewerage and Water Board shall designate one (1) or more staff to serve as Project Liaison(s), and the Project Liaison(s) shall be the primary and central point of contact for all questions, concerns, and correspondence related to a particular mailing request. The Project Liaison(s) shall furnish to the Contractor, on an ad hoc or as-needed basis, an order, which shall contain specific information relevant to a particular mailing request.

### **D. FILE TRANSFER**

The Contractor shall provide a secure electronic file location using Secure File Transfer Protocol (SFTP) to SWBNO to upload the PDF files each day. The SFTP site shall be managed by the Contractor and will remain the Contractor's responsibility and available to SWBNO personnel for review at any time (except for any scheduled maintenance).

### **E. MAILING SERVICES**

Upon receipt from the Project Liaison, the Contractor shall commence work to complete the order within the agreed-upon timeframe. Except as provided for in this Invitation to Bid, the Contractor may not contract or subcontract any part of the mailing services provided for on the order to a third party; all work shall be performed by employees of the Contractor. Questions regarding the permissibility of subcontracting may be directed to the Sewerage and Water Board's Procurement Office.

1. Envelopes:

- a. Bill envelope - Double Window mailing envelope will be provided by Contractor. Double Windowed envelope must fit current bill. Contractor should use an envelope that is both cost effective and does not require SWBNO to modify the bill template. Contractor may modify bill customer mailing address box to fit envelopes that would provide cost savings to SWBNO. Current specifications for double window envelope used by SWBNO are below: Envelope Type: #10 Commercial – DG1- Double Window – If a physical copy of the envelope and sample bill are needed, please email, (*Purchasing Analyst, email*)

Top Window Size: 7/8" X 4 1/4"  
Top Window Location: 5/8" from left - 2 3/8" from bottom  
Bottom Window Size: 1" X 4"  
Bottom Window Location: 5/8" from left - 1" from bottom

- b. Return Envelope – (Attachment A) Envelope specifications are below: Check Envelopes 24#-White regulars-printed two sides. Print should be in black or blue ink – If a physical copy of the envelope is needed, please email, (*Purchasing Analyst, email*)

Should read in all CAPS:

COLLECTION DEPARTMENT  
SEWERAGE AND WATER BOARD  
625 SAINT JOSEPH ST  
NEW ORLEANS, LA 70165

- 2. Inserts: There will be cases where SWBNO will request that the contractor print and cut inserts for monthly mail cycles. The inserts may be full sheets that have to be tri folded to fit into the envelope.
- 3. Statement Printing:
  - a. SWBNO will submit PDF file of the statements to be printed via SFTP.
  - b. Statements are to be printed on 8 1/2" X 11" 24 lb. perforated paper (perforation at 3.25" from bottom) that will be provided by the Contractor.
  - c. Statements should be printed in black ink on 92 brightness white paper.
- 4. Mailing: In all cases, a manifest of mailed records must be reconciled by the Contractor against the list of data records provided by the Sewerage and Water Board, to ensure that all mail pieces were successfully mailed. If one or more destination addresses are determined by the Sewerage and Water Board or by the Contractor as invalid or incorrect, the Contractor shall not mail documents for those records without approval from the Sewerage and Water Board.

5. Inserting: The Contractor shall fold the document or documents and insert them into an envelope. An order may require the Contractor to insert an additional document, or additional documents, into the mailing envelope. A maximum of (4) total documents may be inserted into any given envelope. The total weight of each mail piece should not exceed 13 ounces. In the event of a finished mail piece weighing more than 13 ounces, the Contractor must notify the Project Liaison as quickly as possible, and the article in question shall not be mailed, except with prior written approval by the Sewerage and Water Board.

Documents may include pages of account records, a return envelope, and additional inserts. For example, a bill statement of one (1) sheets of paper may also include one (1) return envelope and two (2) additional inserts for a total of four (4) documents.

6. Pre-Sorting & Mailing

Mailing services provided by the United States Postal Service shall be First Class, Presort Standard, or comparable, as may be required. Ancillary services endorsements, such as Address Service Requested, or additional envelope endorsements or messages, should be specified.

The Contractor shall pre-sort the printed records by destination ZIP Code, in a manner that maximizes, to the greatest possible extent, all potential 5-Digit postage pre-sort discounts to the Sewerage and Water Board. **In the event Sewerage and Water Board delivers mail pre-sorted by Zip Code, Contractor to offer Sewerage and Water Board a pre-sort discount.** The sorted materials shall be bundled in United States Postal Service letter trays, with sleeves, and delivered to an appropriate USPS facility, such as a Business Mail Entry Unit (BMEU).

Additionally, the Sewerage and Water Board may from time to time specify a particular mailing date for a specific cycle. Sewerage and Water Board may authorize the Contractor in writing to hold (not to deliver) materials until a specified date.

7. Postage: The Contractor may pre-pay postage and shall invoice the Sewerage and Water Board in arrears or use SWBNO postage permit to mail bills, whichever is the most cost effective.

The Contractor shall attach as backup a copy of any mailing documentation and postage statements provided by the United States Postal Service respective to the cost of postage on the Contractor's invoice.

8. Reporting: The Contractor shall provide to the project liaison a daily reporting of mail pieces processed. The reporting shall contain; number of pieces received from, number of pieces rejected, number of pieces of processed with first class discount, number of pieces process without discount, number of pieces delivered to USPS and date and time of delivery to USPS.

- a. Optional - Vendor may provide the above information in a web-based interface that would allow SWBNO to monitor all billing cycles through the entire process.
9. The quantity listed is estimated to determine lowest bidder. In the event a greater or lesser quantity is needed, Sewerage and Water Board of New Orleans reserve the right to increase or decrease the amount at the unit prices stated in the bid.
10. Invoicing  
Contractor to bill once (1) per month at an agreed up on billing interval.

**ATTACHMENT A**  
**INVITATION TO BID CHECKLIST**  
**Solicitation # 2022-SWB-33**  
**Utility Print and Mailing Services**

Please note this checklist serves ONLY as a helpful guide. The Solicitation Checklist DOES NOT relieve the Bidder of the responsibility of ensuring that all requirements are included with their response. See the complete requirements, specifications, terms, and conditions of the solicitation for details.

\_\_\_\_\_ Attachment A Invitation to Bid Checklist

\_\_\_\_\_ Attachment B Bid Form

\_\_\_\_\_ Attachment C Cover Sheet

\_\_\_\_\_ Attachment E Convicted Felon Affidavit

\_\_\_\_\_ Attachment F Conflict of Interest Disclosure Affidavit

\_\_\_\_\_ Attachment G Non-Solicitation Affidavit

**ATTACHMENT B**

**BID FORM**

**Solicitation # 2022-SWB-33 - Utility Print and Mailing Services**

**Vendor Name:** \_\_\_\_\_

	<b>Monthly Piece Count (Estimated)</b>	<b>Price Per Piece</b>	<b>Monthly Total Line</b>
<b>Apply Postage (Metered)</b>	Estimated (120,000 per month)	\$	\$
<b>Machine Sorting</b>		\$	\$
<b>Printed Statements</b>		\$	\$
<b>Micro.Perf (Two Positions)</b>		\$	\$
<b>Inserting (1 Statement)</b>		\$	\$
<b>Printing Insert</b>		\$	\$
<b>Inserting (1 additional insert)</b>		\$	\$
<b>Inserting (2<sup>nd</sup> additional insert)</b>		\$	\$
<b>Inserting (1 Return Envelope)</b>		\$	\$
<b>Double Window Envelope</b>		\$	\$
<b>Preprinted Return Envelope</b>		\$	\$

<b>Total Price Per Year (Monthly Total Line * 12)</b>	
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**ATTACHMENT C  
COVER SHEET**

**Invitation to Bid:** 2022-SWB-33 - Utility Print and Mailing Services

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

**Please provide the key contact person's information below:**

**Primary Contact Person:**

Name: \_\_\_\_\_ Title: \_\_\_\_\_

Cell Phone: \_\_\_\_\_ Email Address: \_\_\_\_\_

**This ITB must be signed by an authorized Representative of the Company/Firm for bid to be valid. Signing indicates you have read and comply with the Instructions and Conditions.**

Name of Person Authorized to Sign: \_\_\_\_\_

Title of Person Authorized to Sign: \_\_\_\_\_

Signature of Person Authorized to Sign: \_\_\_\_\_

Email Address of Person Authorized to Sign: \_\_\_\_\_

Date: \_\_\_\_\_

## **ATTACHMENT D TERMS AND CONDITIONS**

### **ACT 318 OF 1958**

Under the terms of Act 318 of 1958, of the Regular Session of the Legislature of the State of Louisiana, all things being equal, preference must be given to either (1) firms doing business in the State of Louisiana or (2) to products produced, grown, or manufactured in the State.

Before any bill for supplies shall be paid to any non-resident firm, a statement in writing shall be submitted by the seller to the effect that his firm has paid all taxes duly assessed by the State of Louisiana and its political subdivisions including franchise taxes, privilege taxes, sales tax and all other taxes for which it is liable to the State and its political subdivisions.

### **JURISDICTION & CHOICE OF LAWS**

The law of the State of Louisiana shall govern this contract. Exclusive venue for any lawsuits of disputes arising from or related to this solicitation or an agreement negotiated pursuant thereto shall be in the Civil District Court for the Parish of Orleans. This agreement shall be construed and enforced in accordance with the laws of the State of Louisiana, excepting its conflict of law provisions.

### **RIGHT TO AUDIT**

The Sewerage and Water Board of New Orleans ("the Board") have the right to audit by its personnel or its authorized representative at all reasonable times, all records pertaining to the administration of this contract by the contractor, including its records of any subcontractor(s) employed on the contract. Such records shall be made and kept by the contractor in accordance with generally accepted accounting principles and practices. Records shall include, but are not limited to, accounting records, daily reports, correspondence, and subcontract files (hard copies as well as computer readable data, if it can be made available).

Records subject to audit shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to cost and/or change order requests associated with this contract. The Board also reserves the right to interview employees, make photocopies, inspect all records at a reasonable time for a minimum of five (5) years after completion of the project or formal acceptance by the Board of the contract. Contractors shall be required to retain such files of the project as described herein for a minimum of five (5) years after completion of the project or formal acceptance of the contract by the Board.

### **INDEPENDENT VENDOR STATUS**

The Vendor is an independent Vendor and will not be deemed an employee, servant, agent, partner, or joint venture of the Board and will not hold itself or any of its employees, subcontractors, or agents to be an employee, partner, or agent of the Board.

## **NON-DISCRIMINATION**

In the performance of this Agreement, the Vendor will not discriminate on the basis, whether in fact or perception, of a person's race, color, creed, religion, national origin, ancestry, age, sex (gender), sexual orientation, gender identity, domestic partner status, marital status, physical or mental disability, or AIDS – or HIV status against (1) any employee of the Board working with the Vendor in any of Vendor's operations within Orleans Parish or (2) any person seeking accommodations, advantages, facilities, privileges, services or membership in all business, social, or other establishments or organizations operated by the Vendor. The Vendor agrees to comply with and abide by all applicable federal, state, and local laws relating to non-discrimination, including, without limitation, Title VII of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

## **NON-DISCRIMINATION IN EMPLOYMENT**

In all hiring or employment made possible by, or resulting from this Agreement, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry, and (2) where applicable, affirmative action will be taken to ensure the Vendor's employees are treated during employment without regard to their race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry.

This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, orientation, creed, culture, or ancestry. The Vendor will require all sub-contractors to comply with the requirements of this article.

## **NON-COLLUSION STATEMENT**

The Contractor confirms that this Agreement is entered into with the Board without any connection with any person or persons making a proposal for the same services, and that it is in all respects fair and without collusion or fraud; also that no member of the Board or public official of the City, who are by law are excluded from participation herein, is directly or indirectly interested herein or in furnishing the services to which it relates or in any portion of the profits thereof.

## **NON-SOLICITATION STATEMENT**

The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.

## **CONVICTED FELON STATEMENT**

By submitting a bid, the Contractor confirms that no principal, member, or officer of the Contractor has, within the preceding 5 years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

## **INSURANCE**

1. Except as otherwise noted, at all times during this Agreement or the performance of work required by this Agreement, the Consultant will maintain the following insurance in full force and effect for the duration of the work under this Agreement:

### **A. Minimum Requirements:**

- i. Consultant shall maintain at its own expense, and in good standing, such insurance as will protect the SWBNO, the City of New Orleans, their officers, officials, employees, boards, commissions, and volunteers, and the Consultant itself, from and against any and all claims or damages to public or private property or personal injury, including death, to employees or the public, which may arise from any operations under this contract or any of its subcontracts. The coverage shall contain no special limitations on the scope of protection afforded to the SWBNO or the City. Both the SWBNO and the City shall appear as "Additional Insured" on all Commercial General Liability and Business Automobile Insurance. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the SWBNO and the City, their officers, officials, employees, boards and commissions, and volunteers.

The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

If this transaction requires the Consultant or subconsultant's employees to enter SWBNO's facilities or job sites, a senior employee of the Consultant and/or any subconsultant will review the SWBNO's Safety Orientation Notice (Notice) and will explain this Notice to every employee who will enter SWBNO facilities. This Notice is included as a part of the specifications for this contract.

Consultant and its insurers shall agree to waive all rights of subrogation, except on their Professional Liability Policy, against the SWBNO, the City, and their officers, officials, employees, boards and commissions, and volunteers for losses arising from work performed by the Consultant for SWBNO and the City. Each insurance policy required by this contract shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, that has been given to the Risk Manager of SWBNO. In general, insurance is to be placed with insurers with a Best's rating of at least A-, although this requirement may be reviewed and modified by the Risk Manager of SWBNO in the best interest of SWBNO. The Risk Manager may also consider performing such review upon written request from consultant. Consultant shall furnish SWBNO and the City with certificates of insurance affecting coverage required by this contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

The certificates of insurance are to be received and approved by the Risk Managers of SWBNO and the City before work commences. In the event of a claim, Consultant shall make applicable insurance policies available for review by SWBNO and the City. Consultant shall retain its rights to restrict disclosure of Consultant's proprietary information.

The following are the types of insurance policies and the minimum limits of insurance coverage which shall be maintained by consultant during the entire term of the Contract:

- a) **WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE**, as will protect him from claims under Workers' Compensation Laws. The Workers' Compensation section of the policy shall afford statutory limits and be in accordance with all Louisiana Workers' Compensation Statutes. The Employers' Liability limit shall not be less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee/policy limit for bodily injury by disease. Whenever any vessel or floating equipment is involved, the insurance shall afford coverage under the Federal Longshoremen's and Harbor Workers' Act, and shall also include protection for injuries and/or death to Masters and Members of the crews of vessels with statutory limits in accordance with the Jones Act.
- b) **COMMERCIAL GENERAL LIABILITY INSURANCE**, with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, including Explosion, Collapse, and Underground Property Damage Hazards. The Products-Completed Operations aggregate limit shall not be less than \$1,000,000 each occurrence. The general aggregate limit shall apply separately to this project.
- c) **BUSINESS AUTOMOBILE INSURANCE**, which shall cover liability arising from any auto (including owned, hired, and non-owned vehicle). The limit of liability shall not be less than \$1,000,000 combined with each accident for all injuries, property damage, and/or death resulting from one occurrence.
- d) **ERRORS AND OMISSIONS/PROFESSIONAL LIABILITY INSURANCE**, whichever is applicable to the particular profession or service to be provided, with limit of not less than \$1,000,000 each Claim, with a \$2,000,000 annual aggregate, **without** any restrictive "negligent act, negligent error, or negligent omission" clause and sufficient to protect the Consultant, SWBNO, and the City, for a five (5) year period from completion of this contract, against any and all claims which may arise from the Consultant's negligent performance of work described herein.

In addition, Consultant shall be required to furnish to the Risk Manager of SWBNO all copies of investigative reports regarding all claims filed with the Consultant and his insurance carriers relative to the contract, apart from claims filed against his Workers' Compensation Insurance. Such reports shall include date, location, and description of loss as well as amounts of settlements or judgments in order that annual aggregate limits may be monitored by SWBNO for Consultant's compliance with these specifications.

The furnishing of insurance as provided above shall not relieve Consultant of its responsibility for losses not covered by insurance. Prior to the signing of the contract, evidence of all such applicable insurance satisfactory to SWBNO shall be filed with the Risk Manager of SWBNO. All policies shall be in insurance companies authorized to do business in Louisiana and shall remain in full force and effect until the final completion of the work and acceptance

thereof by the authority of SWBNO. Consultant and/or his insurer shall notify the Risk Manager of SWBNO at least thirty (30) days in advance of any insurance coverage to be canceled or of any insurance coverage that will expire. Consultant shall simultaneously furnish the SWBNO evidence of new coverage to be effective the same day and hour of the expired or canceled coverage. In the event Consultant fails to submit this evidence of new coverage five (5) days prior to cancellation date or expiration date of any policy or policies, SWBNO will obtain the required coverage to become effective on date of cancellation or expiration of said policies. The cost of such new coverage shall be at the expense of Consultant and any expenditure incurred by SWBNO of this coverage will be deducted from any balance due to Consultant.

**B. Other Insurance Provisions.** The insurance policies are to contain, or be endorsed to contain, the following provisions:

- i. **Additional Insured Status.** **The Consultant will provide, and maintain current, a Certificate of Insurance naming the City of New Orleans, SWBNO, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as “Additional Insureds”** on the CGL policy with respect to liability arising out of the performance of this agreement. General liability coverage can be provided in the form of an endorsement to the Consultant’s insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). The Certificate of Insurance, as evidence of all required coverage, should name the Sewerage and Water Board of New Orleans Risk Manager and the City of New Orleans Risk Manager as Certificate holders and be delivered via U.S. Mail to 625 St. Joseph St., Room 119, New Orleans, LA 70165 and 1300 Perdido Street, 9E06—City Hall, New Orleans, LA 70112, respectively.
- ii. **Primary Coverage.** For any claims related to this contract, **the Consultant’s insurance coverage shall be primary** insurance as respects SWBNO, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by SWBNO shall be non-contributing to the Consultant’s coverage.
- iii. **Claims Made Policies.** If applicable, the retroactive date must be shown and must be before the date of the contract or the beginning of work.  
  
If the coverage is canceled or non-renewed, and not replaced with another claims-made policy, Consultant must purchase “extended reporting” coverage for minimum of 5 years after the termination of this agreement
- iv. **Waiver of Subrogation.** **The Consultant and its insurers agree to waive any right of subrogation** which any insurer may acquire against SWBNO by virtue of the payment of any loss under insurance required by this contract.
- v. **Notice of Cancellation.** Each insurance policy required above shall provide that **coverage shall not be canceled, except with prior notice to SWBNO of no less than 60 days.**
- vi. **Acceptability of Insurers.** Insurance is to be placed with **insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best’s rating of no less than A: VII**, unless otherwise acceptable to SWBNO’s Risk Manager.

2. The Consultant will provide SWBNO’s Risk Manager (at Attn: Risk Manager, 625 St. Joseph St., Room 119, New Orleans Louisiana 70165) and the City of New Orleans Risk Manager (at Attn: Risk

Manager, 1300 Perdido Street, 9E06 City Hall, New Orleans, LA 70112) within ten (10) calendar days of the Effective Date and at any other time at the SWBNO's request the following documents:

- a. Proof of coverage for each policy of insurance required by this Agreement.
  - b. Copy of the fully executed Agreement.
  - c. Copies of all policies of insurance, including all policies, forms, and endorsements; and
  - d. Statements disclosing any policy aggregate limit.
3. Without notice from the SWBNO, the Consultant will:
1. Replenish any policy aggregate limit that is impaired before commencement of any work or continuation of any work under this Agreement.
  2. Substitute insurance coverage acceptable to SWBNO within thirty (30) calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement: and
  3. Notify SWBNO's Risk Manager in writing within 48 hours of its receipt of any notice of non-renewal, cancellation, or reduction in coverage or limits affecting any policy of insurance maintained under this Agreement and provide proof of reinstatement or acceptable substitution prior to such non-renewal, cancellation, or reduction in coverage or limits.

Vendor shall indemnify, hold forever harmless, and defend the Board, its officers, agents, employees' representatives and insurers from any and all claims, demands, suits, money judgments, costs and expenses arising out of any accident, injury or damage to loss of property, life or personal injury during the performance of this contract, growing out of resulting from or by reason of any act or omission by the Vendor, their agents or employees.

The Vendor shall further indemnify and hold the Board harmless from all claims and liens for labor, services or material furnished to the Vendor in connection with the performance of this contract.

Limitations by statute as to Worker's Compensation or any other benefits payable by or on behalf of the Vendor to any injured party shall not limit the Vendor's indemnification of the Board under this agreement.

## **INDEMNIFICATION**

To the fullest extent permitted by law, the Vendor shall indemnify, hold forever harmless, and defend the Board, its officers, agents, employees' representatives and insurers from any and all claims, demands, suits, money judgments, costs and expenses arising out of any accident, injury or damage to loss of property, life or personal injury during the performance of this contract, growing out of resulting from or by reason of any act or omission by the Vendor, his agents or employees.

The Vendor shall further indemnify and hold the Board harmless from all claims and liens for labor, services or material furnished to the Vendor in connection with the performance of this contract.

Limitations by statute as to workers' compensation or any other benefits payable by or on behalf of the Vendor to any injured party shall not limit the Vendor's indemnification of the Board under this agreement.

### **WORKER'S COMPENSATION**

Vendor herein expressly agrees and acknowledges that it is an "independent contractor" as defined in LSA-R.S. 23:1021 (6). That its' employees shall not be considered employees of the Board for workers compensation coverage and that the Board shall not be liable to the Vendor or its employees for any workers compensation benefits or coverage.

### **EXCLUSION OF UNEMPLOYMENT COMPENSATION COVERAGE**

Vendor herein expressly agrees and acknowledges that it is an "independent contractor" as defined in LSA-R.S. 23:1472 (E), that neither the vendor nor anyone employed by the vendor shall be considered an employee or the Board for the purpose of unemployment compensation coverage.



**ATTACHMENT E**  
**CONVICTED FELON AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

Before me, the undersigned authority, came and appeared \_\_\_\_\_,

who, being first duly sworn, deposed and said that:

1. He/She is the \_\_\_\_\_ and authorized representative of \_\_\_\_\_, hereafter called "Contractor."
2. The Contractor complies with City Code Section 2-8 (c) for the City of New Orleans.
3. No Contractor principal, member, or officer has, within the preceding five years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

\_\_\_\_\_  
Proposer Representative (Signature)

\_\_\_\_\_  
(Print or type name) (Address)

Sworn to and subscribed before me, in (CITY/STATE) \_\_\_\_\_

This \_\_\_\_ day of (MONTH) \_\_\_\_\_, 20 \_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification No./Bar Roll No.

**ATTACHMENT F**  
**NON-SOLICITATION AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

Before me, the undersigned authority, came and appeared \_\_\_\_\_,

who, being first duly sworn, deposed and said that:

1. He/She is the \_\_\_\_\_ and  
authorized representative of \_\_\_\_\_ hereafter called "Contractor."
2. The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for him, to solicit or secure the subject contract. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for him, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from the subject contract.

\_\_\_\_\_  
Contractor Representative (Signature)

\_\_\_\_\_  
(Print or type name) (Address)

Sworn to and subscribed before me, in \_\_\_\_\_, Louisiana,

this \_\_\_ day of \_\_\_\_\_, 20 \_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Notary Identification No./Bar Roll No.

**ATTACHMENT G**  
**NON-COLLUSION AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

\_\_\_\_\_, being first duly sworn, deposes and says that:

(1) He is (Owner) (Partner) (Office) (Representative) or (Agent), of:

\_\_\_\_\_  
the Proposer that has submitted the attached Proposal:

(2) Such Proposal is genuine and is not a collusive or sham Proposal:

(3) Neither the said Proposer nor any of its officers, partners, owners, agents, representatives, employees or parties of interest, including this affiant, has in any way colluded, conspired, connived or agreed, directly, or indirectly with any other Proposer, firm or person to submit a collusive or sham proposal in connection with the Contract for which the attached Proposal has been submitted or to refrain from proposing in connection with such contract, or has in any manner, directly or indirectly sought by agreement or collusion or communication or conference with any other Proposer, or to fix any overhead, profit or cost element of the proposal price or the proposal price of any other proposer, or to secure through any advantage against the Sewerage and Water Board of New Orleans of any person interested in the proposed contract; and

(4) The price or prices quoted in the attached Proposal are fair and proper and are not tainted by any collusion, conspiracy, connivance or unlawful agreement on the part of the Proposer or any of its agents, representatives, owners, employees, or parties in interest, including this affiant.

\_\_\_\_\_  
Proposer Representative (Signature)

\_\_\_\_\_  
Title

\_\_\_\_\_  
(Print or type name)

SWORN TO AND SUBSCRIBED BEFORE ME

THIS \_\_\_\_\_ DAY OF \_\_\_\_\_ 20\_\_\_\_. Notary ID#/Bar Roll # \_\_\_\_\_

\_\_\_\_\_  
NOTARY PUBLIC (Signature)

\_\_\_\_\_  
NOTARY PUBLIC (Print Name)

