

INVITATION TO BID

Lime

Solicitation #2024-SWB-103



Bid Due Date: December 2, 2024

Bid Due Time: 11:00 AM CST

Sewerage and Water Board of New Orleans
Invitation to Bid
Furnishing Lime to the Algiers Water Plant

The Sewerage and Water Board of New Orleans (SWBNO) is soliciting bids from companies to supply Lime to the Algiers Water Plant 900 Lamarque Street.

Invitation to Bid (ITB) will be available **November 13, 2024**, for download at the following websites:

Board: https://www2.swbno.org/business_bidspecifications.asp

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

Fax and email submission will not be accepted.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department by **December 2, 2024, at 11:00 a.m.** (CST). For submission instructions, see bid documents.

Bids will be publicly opened on **December 2, 2024, at 11:30 a.m.** (CST) in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165.

LATE BIDS WILL NOT BE ACCEPTED.

Sewerage and Water Board of New Orleans
Invitation to Bid
Lime

Bidder's Information

1. Point of Contact/ Inquiries/ Requests for Information:

The point of contact for this ITB is Connor Metcalf. All correspondence and other communications regarding this ITB shall be directed to Kimberly Barnes, Procurement Analyst, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

Inquiries and/or Requests for Information are due to the Board's Procurement Department via email to kbarnes@swbno.org no later than timeline stated in the **Anticipated Bid Timetable** below. 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.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable**.

2. Submission Instructions:

Ways to submit a bid:

Hard Copy Submission:

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

Mark the front envelope with the following:

Solicitation # 2024-SWB-103 Lime

Company Name

Company Address

Company Contact Name, Phone Number, and Email Address

Address envelope to:

Sewerage and Water Board of New Orleans

Attn: Kimberly Barnes

625 St. Joseph St. Rm 133, New Orleans, LA 70165

Fax and email submission will not be accepted.

3. Mail or courier specifications:

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.

- Bid documents should be contained in a sealed envelope and be placed in the shipping envelope or box. If the mailed bid is not contained in a separate sealed envelope, the bidder takes the risk that the envelope may be inadvertently opened, and the information compromised.
- Please add the Procurement Analyst's name in the Attention Line of the shipping label to ensure proper delivery.

4. Bid Opening

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable**.

Bids will be publicly opened in the Procurement Conference Room, Rm 131, 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

[Join the meeting now](#)

Meeting ID: 220 512 438 074

Passcode: vEo3qg

Dial in by phone

[+1 504-224-8698,,608777527#](#) United States, New Orleans

[Find a local number](#)

Phone conference ID: 608 777 527#

5. Anticipated Bid Timetable

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. The Procurement Department will a written addendum to the ITB should there be any changes.

Event	Date	Local
ITB Release	November 13, 2024	
Bidders' Written Questions Deadline	November 21, 2024	5:00 p.m.
Responses to Questions	November 25, 2024	
Bid Due Date and Time	December 2, 2024	11:00 a.m.
Bid Opening	December 2, 2024	11:30 a.m.
Award of Contract	TBD	

3. Changes, Addenda, or Withdrawal of Bids Before Deadline:

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.

4. Prohibition on 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 the Board staff. Breaking the established prohibition on communication may result in a disqualification of the bid.

The point of contact for this ITB is Connor Metcalf. All correspondence and other communications regarding this ITB shall be directed to Connor Metcalf, Procurement Analyst, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

5. Economically Disadvantaged Business Program

It is the policy of the Board to encourage all vendors/contractors to identify and use S&WB certified DBE vendors to the fullest extent possible, even when a definitive DBE participation goal has not been established by the Board for a specific contract.

Contractor agrees to use its best efforts to carry out this policy by utilizing the current listings of approved DBE vendors available at the Board's website at https://www.swbno.org/business_disadvantagedbusinessprogram.asp.

6. Bidders must complete all required attachments. Failure to complete and submit the required documents and attachments shall result in your bid being deemed non-responsive.

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

7. All bids must be received by the Board on or before the Delivery Deadline. Bids delivered after the said deadline shall be rejected.
8. The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the bidder is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

NOTE: ITEMS WILL BE ORDERED ON AN AS NEEDED BASIS ONLY.

9. Prices bid in the submission must be written or typed legibly. Erasures or other changes in the Bid Prices must be initialed by the Bidder.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN WILL BE ACCEPTED. PENCIL FIGURES OR PENCIL SIGNATURES WILL DISQUALIFY BIDDER.

10. Discrepancies between the indicated product of any row of figures on the Bid Form and the correct product will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
11. Submissions from any person, firm or corporation in default upon any contract with the Board will neither be received nor considered.
12. **Any bid which does not fully comply with all the provisions of the "Bidder's Instructions" and the "Specifications" will be deemed non-responsive.**

13. 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 for this ITB in accordance with La. R.S. 38:2214(D)(1).
14. 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 bids 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 La. R.S. 38:2184.
15. The Board reserves the right to reject any and all bids or proposals for just cause.
16. All bid pricing shall remain firm for a period of ninety (90) days after the date of bid opening.

17. Awards

The Board 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 Board, and to reject all proposals if that is in the best interest of the Board.

18. 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 according to the Board's Policy 83(R): Procedural Rules for Bid Appeals.

19. Tabulations

To view unofficial bid tabulations after the bids have opened, please visit the Board website under Doing Business – Bids – Tabulations

https://www2.swbno.org/business_bidtabulations.asp

20. 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.

21. 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.

22. 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.

23. 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.

24. Public Records Requests

To request a public record for the proposal documents, please submit to the following website: <https://swbno.nextrequest.com/>

Sewerage and Water Board of New Orleans
Invitation to Bid
Lime

General Specifications

1. Beginning Dates of Contract and Shipments

The initial contract period will begin on the date the contract is signed by the Board and will cover the requirements of the one (1) year. The contractor shall be prepared to begin shipments per the shipment delivery requirements in these specifications immediately upon execution of the contract.

The quantity listed is an estimate. In the event a greater or lesser quantity is needed, the Board reserves the right to increase or decrease quantity as needed.

2. Length of Contract Term

The unit prices shall cover the requirements of the Board for a period of one (1) year, with four (1) one-year renewal options. If requested by the Contractor and approved by the Board.

Upon the expiration of the initial contract term or any contract extension, the Contractor will continue to supply the product or services under the same terms and conditions on a month-to-month basis, for a maximum of three (3) months, until receiving a 30-day written notice of termination.

3. Contract Renewal Option

Between ninety (90) and one hundred twenty (120) days prior to the end of the initial contract period, the Contractor shall submit in writing to the Board (to the address specified in Paragraph 1, herein) stating their intent to renew (or not to renew) the contract with all terms, conditions, and prices of the original contract. Upon receiving and evaluating any proposals for contract renewal, the Board will have the option to accept this proposal for the additional renewal term(s), or to reject this proposal and open the contract for public bid if doing so would be in the best interest of the Board.

4. 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 his 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 the Board's Procurement Department prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the Board.

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. The Board may request decrease of prices under the same terms and conditions.

5. In case of failure on the part of the Contractor to make deliveries as required by the Board, and failure on his part to prove delivery to the carrier of the amounts so required and if such failure of delivery on the part of the Contractor shall result in endangering the proper operation of its facilities, then the Board shall have the right to place the Contractor in default and if necessary to purchase its commodity requirements in the open market, and any difference in the cost to the Board of the materials so purchased, over and above, the price bid by the Contractor shall be charged to the Contractor, and the Board will retain the same from any monies due or to become due the Contractor. Contractors placed in default shall be precluded from bidding on any future requirements of the Board. It is understood, however, that the requirements of this paragraph shall not be enforced if it can be shown that failure of delivery was caused by strikes in the Contractor's plant or other causes beyond the control of the Contractor.

TECHNICAL SPECIFICATIONS

Approval and Certification

It is the intention of the Sewerage and Water Board to accept bids only from vendors or manufacturers whose Lime conforms to the current version of AWWA Standard B202. The Lime must also be certified as suitable for the treatment of drinking water by an accredited certification organization in accordance with ANSI/NSF Standard 60, Drinking Water Treatment Chemicals-Health Effects. Verification of NSF Standard 60 certification must also be included within the completed bid package.

Shipment, Delivery, And Quantity Requirements

Furnish and deliver approximately one thousand two hundred (1,200) tons of Lime for delivery, F.O.B., Algiers Water Plant, 900 Lamarque Street, New Orleans (Algiers), Louisiana, in hopper bottom "Butler" type or equivalent pneumatic trailers, with a twenty (20) ton capacity, complete with the high velocity blower capable of unloading into the Board's bulk storage tanks at a rate of approximately twenty (20) tons per hour.

Pneumatic trailer deliveries will be made between the hours of 8:00 A.M. and 2:00 P.M. on regular working days. Truck drivers making deliveries shall notify Plant personnel of their arrival and shall not connect to the Board's storage tanks until authorized by a representative of the Chemical Building. It is essential that trailers be thoroughly cleaned before loading. At least twenty-four (24) hours' notice prior to delivery must be made for Board personnel to prepare to receive a shipment.

Approximately seventy-five (75) tons of Lime can be stored by the Algiers Water Plant under present conditions. The quantity of Lime will be fairly constant from day to day but will vary with seasons of the year and with the character of the Mississippi River. Orders for individual shipments will routinely be placed on an as needed basis and will be placed forty-eight (48) hours in advance of the date set for delivery.

It is absolutely essential that the quantity of Lime requested be supplied at a fairly uniform rate each week so as to maintain a reasonable quantity of inventory. If for any reason the Contractor should fail to deliver as required, the operation of the Algiers Water Plant and the quality of the potable water produced would be seriously affected. In case of failure on the part of the Contractor to make deliveries as called for above, and if such failure to deliver on the part of the Contractor shall result in the endangering of the proper operation of the Algiers Water Plant (such conditions being deemed to exist when the quantity of Lime in inventory at the Chemical Building becomes less than three hundred (20) tons, the Board may exercise its option as specified in Paragraph 6 of Specifications.

Bid Samples

The Contractor shall furnish two (2) ten-pound samples of the type of Lime. These samples must be hermetically sealed in a metal container, and properly labeled as to Bid number, type of Lime, and name of the bidder. These samples will be used as standards for the type and quality of Lime to be shipped under this contract. If any doubt exists as to the acceptability of this Lime, the Board may request samples as large as one rail car or truck load. The Contractor will be reimbursed for this Lime at bid price. Bids from Contractor who fail to submit samples, or whose samples do not meet specifications as called for herein will be considered nonresponsive. The Contractor should obtain a dated receipt signed by a Board representative as proof that the samples were delivered as specified herein. All samples submitted become the property of the Board. These samples should be submitted to the following address no later than 3 days prior to the bid opening time:

Algiers Water Plant
Chemical Building
900 Lamarque St.
New Orleans, Louisiana 70114
Attn. Kerry Foret

CHEMICAL AND PHYSICAL REQUIREMENTS

These specifications are for furnishing and delivering pebble Lime for use in the treatment of municipal water supplies. The Lime herein shall be the product resulting from the calcination of limestone and shall consist essentially of calcium oxide. It shall be freshly burned, and shall be substantially free of carbonate solids, siliceous residue, and over burned, recarbonated, or hydrated lime. It shall be of the quality known as "quick slaking", and shall slake satisfactorily, readily disintegrating into a suspension of finely divided material without the production of objectionable amounts of undissolved or unslaked material.

The Lime supplied shall contain no mineral or organic substances in quantities capable of producing deleterious or injurious effects upon the health of those consuming water that has been properly treated with Lime. The method of production shall yield a product in which the following impurity levels are not exceeded:

<u>IMPURITY</u>	<u>MAXIMUM LEVEL</u>
Arsenic	10 ppm
Cadmium	2 ppm
Chromium	10 ppm
Lead	10 ppm
Selenium	2 ppm
Silver	10 ppm

The Lime furnished shall be produced of such size or crushed and screened so that none shall be retained on a three-quarter (3/4) inch screen opening, no greater than twenty five percent (25%) by weight shall pass through a one-eighth (1/8) inch screen opening, and no greater than five percent (5%) by weight shall pass through a 100-mesh sieve.

Two (2) one-pound samples per rail car or trailer will be collected. The samples will be taken in the full flow of Lime from the hopper, after the hopper is half empty, or from the trailer hatch prior to unloading, as appropriate. Samples from multiple truck deliveries in one day will be analyzed as a single sample. In the sample to be analyzed, each truckload will be considered an equal aliquot. These samples will be placed in airtight jars for analysis. One of the samples may be analyzed by the Board, and the other saved for a period of two (2) months, and if requested, sent to the Contractor.

PROCEDURES FOR ANALYSIS OF LIME

Available calcium oxide is defined as that constituent which enters in the reaction under conditions of the Rapid Sugar Method. Chemical analysis of available calcium oxide will be performed in accordance with the procedure specified in AWWA Standard B202. The Slaking Rate test shall be performed as specified in AWWA Standard B202. Sample results obtained from the modification of these procedures will not be accepted.

BASIS FOR REJECTION OF CHEMICALS

Any Lime shipments which fail to conform to AWWA Standard B202 specifications or those listed herein will be rejected.

The basis for rejection shall be any of the following:

- Available calcium oxide content of less than eighty five percent (85%).
- Failure of Lime to produce more than a ten-degree Centigrade (10°C) temperature rise within three minutes during a slaking test.
- More than five percent (5%) insoluble matter as determined by procedures in AWWA Standard B202.
- Failure of the Lime to meet the size requirements specified herein.
- Impurity levels in excess of those specified herein.

ATTACHMENT A
INVITATION TO BID REQUIREMENTS

Lime
Solicitation #2024-SWB-103

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. Please review the solicitation in its entire requirements, specifications, terms, and conditions of the solicitation for details.

_____ Attachment B Cover Sheet **(Required)**

_____ Attachment C Bid Form **(Required)**

_____ Attachment D Affidavits

_____ Safety Data Sheet **(Required)**

_____ NSF Standard 60 Certification **(Required)**

_____ Typical Analysis Form **(Required)**

Attachment A Invitation to Bid Requirements **(Informational Purposes)**

Attachment H Terms and Conditions **(Informational Purposes)**

Failure to submit all required documents will render your bid non-responsive.

ATTACHMENT B

COVER SHEET

Invitation to Bid: 2024-SWB-103 Lime

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 C
Bid Form
Lime
(ITEM NOS. 1-1)

Vendor:					
Item No.	Quantity	Description	Delivery Type	Price Per Ton	Total Price
Item No. 1-1	1,200 Tons	Lime	Pneumatic Trucks	\$	\$
TOTAL FOR ITEM NOS. 1-1					\$

Manufactures Name and Adress	
Point of Shipment	
Location and Capacity of Manufacturing Facility	
Storage Capacity	
Standard Transportation Commodity Code	

Please fill in all information on the bid form. Failure to answer the bid form in its entirety will render bid non-responsive.

ATTACHMENT
CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared _____ who, being first duly sworn, deposed and said that:

He/She is the _____ and authorized representative of _____, hereafter called "Proposer."

The Respondent hereby confirms that a conflict(s) of interest **exists /does not exist/may exist (circle one)** in connection with this solicitation which might impair Respondent's ability to perform if awarded the contract, including any familial or business relationships that the Respondent, the proposed subcontractors, and their principals have with the Board officials or employees.

(If a conflict(s) of interest exists and/or may exist, describe in a letter the nature of the conflict, the parties involved and why there is a conflict. Attach said letter to this form).

Respondent Representative (Signature)

(Print or type name)

(Address)

SWORN TO AND SUBSCRIBED BEFORE ME
THIS _____ DAY OF _____ 20_____.

NOTARY PUBLIC (Signature)

NOTARY PUBLIC (Print Name)

Notary ID#/Bar Roll # _____

ATTACHMENT
CONVICTED FELON AFFIDAVIT

STATE OF _____

PARISH 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.

Contractor 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
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)

ATTACHMENT
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
CORPORATE RESOLUTION

A meeting of the Board of Directors of _____ a corporation organized under the laws of the State of _____ and domiciled in _____ was held this _____ day _____, 20 ____ and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and after discussion was unanimously adopted by said quorum:

BE IT RESOLVED, that _____ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the Sewerage and Water Board of New Orleans (“SWBNO”).

BE IT FURTHER RESOLVED, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of SWBNO, shall have been furnished a copy of said resolution, duly certified.

I, _____, hereby certify that I am the Secretary of _____, a corporation created under the laws of the State of _____ domiciled in _____; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the _____ day of _____ 20____, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession.

This _____ day of _____, 20____

SECRETARY

**ATTACHMENT
BIDDER'S ORGANIZATION**

AN INDIVIDUAL

Individual's Name: _____

Doing business as: _____

Address: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A PARTNERSHIP

Firm Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A LIMITED LIABILITY COMPANY

Corporation Name: _____

Address: _____

Name of person authorized to sign: _____

Title: _____

Telephone No.: _____ Fax No.: _____ Email: _____

A CORPORATION

IF PROPOSAL IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH PROPOSAL.