



Bid Number 50-00147883

**Two (2) Year Contract To Supply Residential/Commercial Water
Meters for all Water Districts for the Jefferson Parish Department of
Engineering**

July 08, 2025 at 2:00 pm

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Donna M Evans, Buyer II
Buyer Email: DONNA.EVANS@jeffparish.gov
Buyer Phone: 504-364-2691**

**INVITATION TO BID
THIS IS NOT AN ORDER**

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DATE: 6/18/2025

BID NO: 50-00147883

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 7/08/2025 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053. At no charge, bidders are to submit their bid via Jefferson Parish's electronic procurement page. 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 FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and in the terms and conditions of Resolution No. 136353 and/or Resolution No. 141125, all of which are made part of this bid proposal and ensuing contract by 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 ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for construction projects (141125) and the General Conditions for the purchase of materials, services and/or supplies (136353) are those adopted by the Jefferson Parish Council by Resolution No. 136353 and Resolution No. 141125, respectively. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. A copy of each may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretn, LA 70053. You may also obtain a copy of each by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. 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.
- D. All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> 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.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to Public Works projects.
- F. 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 on the bid form with bid submission. Supporting documentation may be required upon request.

Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)

DATE: 6/18/2025

BID NO: 50-00147883

- G. Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than five (5) working days prior to the bid opening. Bid numbers must 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. 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.
- H. All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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.
- I. 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.
- J. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. 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. A sample corporate resolution can be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document.
- L. 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.
 - a. 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 day increments.
 - b. 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.)
 - c. 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"
- M. 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.
- N. 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 any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.
 - a. 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.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. 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. The price quoted for work shall be stated in figures no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
 - a. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- P. **ANTI- DISCRIMINATION:** 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).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). 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.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

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.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**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://www.jeffparish.gov/464/Purchasing>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

10,12,13,14

1. **MANDATORY PRE-BID** - 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 LA.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. **NON-MANDATORY PRE-BID** - 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. **JP LICENSE** - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. 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 municipality, Federal and/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS** - All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise 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. **INSURANCE** - All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. **BID BOND** - 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. 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. **AS-NEEDED WORK** - This is a requirements-based 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** - 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. **AFFIDAVIT** - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 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 GENERIC 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. **FEDERAL FUNDING** - 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. **TAX EXEMPT** - For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.
17. **TECH AFFIDAVIT** - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 6/18/2025

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BID NO: 50-00147883

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 throughout the entirety of the contract. However, bidders may request that an escalation provision be added to their contract by selecting "yes" below. The escalation provision in the contract will state that only one escalation will be allowed during the term of the contract, and the escalation shall take effect only after the initial 12 month period of the contract. A vendor with an escalation provision in their contract must submit a request in writing to activate the provision, but should not do so any sooner than the first day of the 13th month of their contract. The escalation percentage shall be limited to the most recently published CPI figure issued at the time an adjustment is requested by bidder based on the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure.

Are you requesting an escalation provision?

YES _____ NO _____

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: () _____

E-MAIL: _____

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.: 50-00147883

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT TO SUPPLY RESIDENTIAL/ COMMERCIAL WATER METERS AND COMPONENTS FOR ALL WATER DISTRICTS FOR THE PARISH OF JEFFERSON		
1	10,000.00	EA	0010 Positive Displacement Meter (3/4 in. x 5/8 in.)	\$	\$
			TWO (2) YEAR CONTRACT FOR RESIDENTIAL/ COMMERCIAL WATER METERS AND ASSEMBLIES FOR ALL WATER DISTRICTS FOR JEFFERSON PARISH		
2	10,000.00	EA	0020 Positive Displacement Meter (1 in.)	\$	\$
3	2,000.00	EA	0030 Positive Displacement Meter (2 in.)	\$	\$
4	100.00	EA	0040 Turbine Meter (3 in.)	\$	\$
5	100.00	EA	0050 Turbine Meter (4 in.)	\$	\$
6	25.00	EA	0060 Turbine Meter (6 in.)	\$	\$
7	25.00	EA	0070 Turbine Meter (8 in.)	\$	\$
8	25.00	EA	0080 Turbine Meter (10 in.)	\$	\$
9	25.00	EA	0090 Turbine Meter (12 in.)	\$	\$
10	1,000.00	EA	0100 Compound Meter (2 in.)	\$	\$
11	500.00	EA	0110 Compound Meter (3 in.)	\$	\$
12	500.00	EA	0120 Compound Meter (4 in.)	\$	\$
13	25.00	EA	0130 Compound Meter (6 in.)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147883

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	25.00	EA	0140 Compound Meter (8 in.)	\$	\$
15	25.00	EA	0150 Compound Meter (10 in.)	\$	\$
16	25.00	EA	0160 Fire Service Meter (4 in.)	\$	\$
17	25.00	EA	0170 Fire Service Meter (6 in.)	\$	\$
18	25.00	EA	0180 Fire Service Meter (8 in.)	\$	\$
19	25.00	EA	0190 Fire Service Meter (10 in.)	\$	\$
20	25.00	EA	0200 Fire Service Meter (12 in.)	\$	\$
21	10,000.00	EA	0210 Floating Hydrant Meter (3 in.)	\$	\$
22	1,000.00	EA	0220 Replacement Measuring Chambers	\$	\$
23	1,000.00	EA	0230 Adapter Ring	\$	\$

Residential and Commercial Water Meters and Assemblies

Contract

Items Included in this Contract:

1. Positive Displacement Meters (Sizes $\frac{5}{8}$ " X $\frac{3}{4}$ ", 1")
2. Turbine Meter (3", 4", 6", 8", 10" & 12")
3. Compound Meters (Sizes 2", 3", 4", 6", 8" & 10")
4. Turbine Meters (Sizes 2", 3", 4", 6", 8" & 10")
5. Fire Service Meter (Size 4", 6", 8" & 10")
6. Residential Meter (Floating Hydrant Meter) (Size 2")
7. Replacement Measuring Chambers for all types and size meters.
8. Adapter Rings

Contract Terms:

These specifications are prepared for a two (2) year supply of Residential/Commercial Water Meters and Components for all Water Districts for the Parish of Jefferson.

Warranty:

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

General Specifications:

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

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

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

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

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

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

Technical Specifications:

All meters shall be compatible to the **Badger Touch Coil, Coil Ring Adapter and Sensus® Smart Point 520M Pit Set Module** automated meter reading system. All new meters shall come with the Badger Touch Coil and Coil Ring Adapter to allow for direct connection to the Sensus® Smart Point 520M radio included on the register. Meter registers must use an encoder technology with digital odometer. Pulse technology will not be accepted. Registers should be magnetic-driven, easily read with unobstructed number wheels. LCD displays are accepted unless otherwise specified.

The encoder register shall send data in ASCII format (American Standard Code for Information Interchange) to the endpoint. The encoder register shall transmit the complete odometer reading, with a minimum of 8 digits and all 8 positions. An 8-digit register identification number that has been factory set and never duplicated shall also be sent to the reading device. A locating chip or other suitable device shall be affixed in such a way that when the Sensus® Smart Point 520M interrogates the encoder register, the microprocessor shall determine the true position of each odometer digit, encode the reading and send it to the Endpoint.

Meter register resolution shall be 8 dial type.

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

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

1. Positive Displacement Meters (Sizes $\frac{5}{8}$ "x $\frac{3}{4}$ " & 1"):

Meters to be furnished shall meet or exceeds the American Water Works Associations Standards C-700-09 or latest revision.

Meters shall comply with the lead-free requirements as defined by NSF/ANSI Standard 61, Annex G (NSF 372) and 2014 provisions of the Safe Drinking Water Act.

Meters shall be nutating disc type and shall not exceed maximum number of nutations allowed under AWWA C-700-09. The thrust roller of the disc shall operate on a stainless-steel roller.

The register assembly shall be permanently encased and rolled sealed in a stainless steel can with a glass lens. The glass lens must be heavy duty, scratch resistant, molded glass for readability, and shall be as near to unbreakable as possible.

The main case bottom cover shall be lead-free bronze and attached with a minimum of four (4) stainless steel or bronze bolts of the cap screw type. Exterior trim bolts, nuts, and screws shall be bronze or stainless steel to insure long service life.

Laying lengths shall be as follows:

METER SIZE	LAYING LENGTH
5/8" X 3/4"	7-1/2"
1"	10-3/4"
2"	17"

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

Operating Characteristics

Meter Size	Low Flow (98.5% Min.)	Typical Operating Range	Maximum Continuous Flow	Pressure Loss (Not to Exceed)
5/8" X 3/4"	0.25 GPM	0.50 to 25 GPM	15 GPM	2.8 PSI @ 15 GPM
1"	0.75 GPM	1.25 to 70 GPM	50 GPM	6.5 PSI @ 50 GPM
2"	1.50 GPM	2.50 to 170 GPM	100 GPM	3.3 PSI @ 100 GPM

Flow ratings shall be 25 GPM for 5/8"x 3/4" meters, 70 GPM for 1" meters and 170 GPM for 2" meters.

Meters shall be a Badger Recordall® Disc Meter or an approved equal.

2. Commercial Turbine Meters (Sizes 2" - 12"):

CONFORMANCE TO STANDARDS

Turbine meters shall be magnetically driven through coupling of a magnet in the sealed register and a magnet within the main case which operates to transmit the revolutions of the turbine rotor to the sealed register. Turbine meters shall meet or exceed the most recent revision of the American Water Works Standard C-701-12 for Class II turbines.

MAINCASES

The meter main case shall be made of lead-free bronze alloy (Sizes 3"-12"). To assure the turbine meter to be tamper resistant it will be necessary to have the sealed register secured to the main case cover and/or the rotor measuring assembly with a manufacturer installed stainless steel nut, bolt or screw. Jefferson Parish will not accept field modified or second party modified meters as meeting specifications. Locking pin, break off screw, or seal wires will not be acceptable as equal.

The meter manufacturer must guarantee the turbine (for all meter sizes) hermetically sealed registers for a period of not less than five (5) years for satisfactory operating performance and against fogging or other defects. All internal working parts including flow tube, rotor, radial bearings, thrust bearings and magnets shall be guaranteed for a period of not less than five (5) years at no extra cost to the Jefferson Parish Department of Water. These guarantees shall not apply to the mechanical failure or damages to meters as a result of external abuse, hot water or water quality.

LAYING LENGTHS

Laying lengths shall be as follows:

METER SIZE	LAYING LENGTH
3"	12"*
4"	14"*
6"	18"*
8"	20"***
10"	26"***
12"	19-11/16"***

*These lay lengths will be extended by the respective size of the external strainer:
7 inches for 3" and 9 inches for 4"-6"

**The lay length will be extended by the respective size of the external strainer:
14 inches for 8", 16 inches for 10" and 19 inches for 12"

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

PERFORMANCE

Maximum head loss through the meter / strainer assembly shall not exceed those listed in the following table per meter size.

Operating Characteristics

Meter Size	Low Flow (95% Min.)	Typical Operating Range	Intermittent Flow	Pressure Loss (Not to Exceed)
2"	2.5 GPM	4 to 310 GPM	200 GPM	3.1 PSI @ 200 GPM
3"	4.0 GPM	5.0 to 550 GPM	450 GPM	1.8 PSI @ 450 GPM
4"	6.0 GPM	10 to 1250 GPM	1000 GPM	7.3 PSI @ 1000 GPM
6"	12 GPM	20 to 2500 GPM	2000 GPM	4.8 PSI @ 2000 GPM
8"	20 GPM	30 to 4500 GPM	3500 GPM	2.5PSI @ 3500 GPM
10"	30 GPM	50 to 7000 GPM	5500 GPM	1.6 PSI @ 5500 GPM
12"	65 GPM	90 to 8800 GPM	6200 GPM	0.8 PSI @ 6200 GPM

Flow ratings shall be 200 GPM 2" meters, 450 GPM for 3" meters, 1000 GPM for 4" meters, 2000 GPM for 6" meters, 3500 GPM for 8" meters, 5500 GPM for 10" meters and 6200 GPM for 12" meters.

Meters shall be a Badger Recordall® Turbo Series Meter or an approved equal.

3. Commercial Compound Meters (Sizes 2", 3", 4", 6" & 8"):

CONFORMANCE TO STANDARDS

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

MAINCASES

The meter main case shall be made of lead-free bronze alloy (Sizes 3"-12"). To assure the turbine meter to be tamper resistant it will be necessary to have the sealed register secured to the main case cover and/or the rotor measuring assembly with a manufacturer installed stainless steel nut, bolt or screw. Jefferson Parish will not accept field modified or second party modified meters as meeting specifications. Locking pin, break off screw, or seal wires will not be acceptable as equal.

The meter manufacturer must guarantee the turbine (for all meter sizes) hermetically sealed registers for a period of not less than five (5) years for satisfactory operating performance and against fogging or other defects. All internal working parts including flow tube, rotor, radial bearings, thrust bearings and magnets shall be guaranteed for a period of not less than five (5) years at no extra cost to the Jefferson Parish Department of Water. These guarantees shall not apply to the mechanical failure or damages to meters as a result of external abuse, hot water or water quality.

LAYING LENGTHS

Laying lengths shall be as follows:

METER SIZE	LAYING LENGTH
2"	15-1/4"*
3"	17"*
4"	20"*
6"	24"*
8"	41-7/8"***

*These lay lengths will be extended by the respective size of the external strainer:
7 inches for 2"-3" and 9 inches for 4"-6"

**The lay length will be extended by the respective size of the external strainer:
14 inches for 8"

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

PERFORMANCE

Maximum head loss through the meter / strainer assembly shall not exceed those listed in the following table per meter size.

Operating Characteristics

Meter Size	Low Flow (95% Min.)	Typical Operating Range	Maximum Cont. Flow	Pressure Loss (Not to Exceed)
2"	0.25 GPM	0.50 to 200 GPM	170 GPM	5.4 PSI @ 170 GPM
3"	0.25 GPM	0.50 to 450 GPM	400 GPM	6.0 PSI @ 400 GPM
4"	0.375 GPM	0.75 to 1000 GPM	800 GPM	11.0 PSI @ 800 GPM
6"	0.375 GPM	0.75 to 2000 GPM	1500 GPM	9.3 PSI @ 1500 GPM
8"	1.25 GPM	2.5 to 4500 GPM	3500 GPM	6.3 PSI @ 3500 GPM

Flow ratings shall be 170 GPM for 2" meters, 400 GPM for 3" meters, 800 GPM for 4" meters, 1500 GPM for 6" meters and 4500 GPM for 8" meters.

STRAINERS

The strainer's screen shall have a minimum net open area of at least two (2) times the pipe opening and be a V-shaped configuration for the purpose of maintaining a full unobstructed flow pattern.

The strainer body shall be identical to that of the meter's main case. All fasteners shall be stainless steel.

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

STRAIGHTENING VANES

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

CONNECTIONS

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

Meters shall be a Badger Recordall® Compound Series Meter (Recordall® Combo Meter for 8") or an approved equal.

4. Fire Service Meter (Sizes 4", 6", 8" & 10"):

CONFORMANCE TO STANDARDS

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

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

MAINCASES

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

LAYING LENGTHS

Laying lengths shall be as follows:

METER SIZE	LAYING LENGTH
4"	33"
6"	45"
8"	53"
10"	68"
12"	68"

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

PERFORMANCE

Maximum head loss through the meter/strainer assembly shall not exceed those listed in the following table per meter size.

Operating Characteristics

Meter Size	Low Flow (95% Min.)	Typical Operating Range	Max Intermittent Flow
4"	2.5 GPM	4.0 to 1250 GPM	1250 GPM
6"	2.5 GPM	4.0 to 2500 GPM	2500 GPM
8"	2.5 GPM	4.0 to 4500 GPM	4500 GPM
10"	2.5 GPM	4.0 to 7000 GPM	7000 GPM
12"	2.5 GPM	4.0 to 7000 GPM	7000 GPM

Flow ratings shall be 1250 GPM for 4" meters, 2500 GPM for 6" meters, 4500 GPM for 8" meters, and 7000 GPM for 10"-12" meters.

STRAINERS

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

STRAIGHTENING VANES

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

CONNECTIONS

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

Meters shall be a Badger Recordall® Fire Series Assemblies (FSAA) Meter or an approved equal.

5. Residential Turbine Meters (Floating Meter) (Size 3"):

CONFORMANCE TO STANDARDS

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

MAINCASES

Maincase shall be equipped with a standard brass female swivel fire hose coupling assembly on the inlet side and a standard brass male hose coupling on the outlet side.

An additional option with the Connections shall be a brass close nipple mounted to the outlet side of the meter with 2" gate valve and then the standard brass male hose coupling.

The maincase shall be cast aluminum and the cover of the head assembly cast bronze. The size, model, manufacturer's trademark, statement "AWWA Class II", and arrows indicating direction of flow shall be cast in raised characters on both sides of the maincase.

The size and arrows indicating direction of flow shall be cast in raised characters on the housing cover. The cover shall contain a calibration mechanism for the purpose of calibrating the turbine measuring element while in-line and under pressure. The calibration mechanism shall be mounted under the register and be covered by a protective cap.

The case shall be equipped with replaceable dual handles for ease of carrying, installation and maintenance.

PERFORMANCE

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

Operating Characteristics

Meter Size	Low Flow (95% Min.)	Operating Range (98.5% - 101.5%)	Pressure Loss (Not to Exceed)
3"	5.0 GPM	5.0 to 660 GPM	7.0 PSI @ 200 GPM

LAY LENGTHS

The size of the meter shall be determined by the nominal size (in inches) of the opening in the inlet and outlet flanges. Overall lengths of the meter shall be as follows:

<u>Meter Size</u>	<u>Laying Length</u>
3"	12" less couplings 17" with couplings

STRAINERS

The fire hydrant meter shall contain a double walled stainless-steel screen in the inlet end of the meter housing. The strainer shall be easy to remove for routine cleaning.

Acceptable meters shall be the Badger Turbo Series or approved equal.

6.Replacement Measuring Chambers for all types and size meters:

MEASURING CHAMBER

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

7.Adapter Ring:

The Adapter Ring shall create a secure connection between the Sensus SmartPoint 520M pit set module and the meter coupler.



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



May 2025

Changes to Jefferson Parish Bidding Information

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

➤ **Additional Requirements for Bid Instructions:**

The Additional Requirements for Bid Instructions have been revised. The numbers correlating with the instructions may not be the same number as past bids. **Please read ALL instructions and bid documents carefully and thoroughly prior to bid submission.**

➤ **Affidavits:**

There is a new affidavit for all bids named "Generic Bid Affidavit". The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid. **The "Generic Bid Affidavit" must be submitted with ALL bid submissions.**

➤ **Insurance Requirements:**

Within ten (10) days of bid opening, the apparent low bidder will be required to provide FINAL insurance certificates evidencing the insurance coverages of the subject bid (please refer to each individual bid specifications requirements) to Jefferson Parish which shall name "the Parish of Jefferson, its Districts, Departments, and Agencies under the direction of the Parish President and the Parish Council" as additional insured on the Commercial General Liability and the Comprehensive Automobile Liability policies to protect against negligence by the contractor, as provided by contract.

Failure to provide your certificate of insurance within the ten (10) days of bid opening shall result in the Parish rejecting your bid as non-responsive and moving on to the next apparent lowest bidder.

You may still opt to send in your insurance certificates with your bid submission, however, if the provided certificates are not in FINAL form, if you are the apparent low bidder, then you will still be required to send in a FINAL certificate within 10 days of bid opening.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her 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.

Within ten (10) days of bid opening, the apparent low bidder will be required to provide final insurance certificates to the Parish which shall name the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder. 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 Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

Waiver of Subrogation endorsement in favor of **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.**

Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then bidders must request a

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) days of the bid opening. A scanned copy may be submitted initially; 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**

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

☒ **BUSINESS AUTOMOBILE LIABILITY**

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; 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. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

FOR CONSTRUCTION AND RENOVATION PROJECTS: The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

☐ **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.

Generic Bid Affidavit Instructions

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

The Affidavit MUST comply with the following requirements to be accepted.

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

Affidavits with the following WILL NOT be accepted.

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

Instruction sheet may be omitted when submitting the affidavit.

Generic Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

_____ (Affiant) who after being duly sworn by me, deposed and
said that he/she is the fully authorized _____ of
_____ (Entity), who submitted a bid 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. 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.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish of Jefferson to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

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.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) False accounting (R.S. 14:70)
- (d) Issuing worthless checks (R.S. 14:71)
- (e) Bank fraud (R.S. 14:71.1)
- (f) Forgery (R.S. 14:72)
- (g) Contractors; misapplication of payments prohibited (R.S. 14:202)
- (h) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract canceled, the awarded entity

making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2) above.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME,
NOTARY PUBLIC ON THE _____ DAY
OF _____, 20_____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

Evidence of Authority Instructions

Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.

The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to ensure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>.

Instruction sheet may be omitted when submitting.

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