



**Bid Number 50-00148341**

**Purchase of Vertical Turbine Pumps with On-Site Training for The  
Jefferson Parish Department of Water**

**BID DUE: September 9, 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, [www.jeffparishbids.gov](http://www.jeffparishbids.gov) , by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist II: Stacey Champagne  
Email: [stacey.champagne@jeffparish.gov](mailto:stacey.champagne@jeffparish.gov)  
Phone: 504-364-2688**



# 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 The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid.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.

**Bid# 50-00148341**

**VERTICAL TURBINE PUMP**

**PART 1 - GENERAL**

**1.01 SCOPE OF WORK**

- A. The bidder shall supply one (1) Fairbanks model 36F-1-Stage, vertical turbine pump, or approved equal. Any bids submitted for alternate successful bidder, other than that as specified, must include in their bid all information needed to fully demonstrate complete compliance with the requirements of these specifications, and dimensional duplicity of the existing pump. It is the bidder's responsibility to provide adequate information necessary for the complete evaluation of their proposed equipment. Jefferson Parish shall be the sole judge as to the equality of any alternate manufacturer's offering.
- B. These Specifications are intended to give a general description of what is required, but do not cover all details which will vary in accordance with the requirements of the equipment application. It is, however, intended to cover the furnishing, the shop testing, the delivery and field testing, of all materials, equipment and all appurtenances for the complete pumping units as herein specified, whether specifically mentioned in these Specifications or not.

**1.03 DESCRIPTION OF SYSTEMS**

- A. One pumping units are required under this Contract, each of which shall be driven by a squirrel cage induction motor as specified.
- B. Each pumping unit will take suction from the raw water pump station.
- C. All working parts of the pump such as bearings, wearing rings, shaft, sleeves, etc., shall be standard dimensions built to limit gauges or formed to templates, such that parts will be interchangeable between like units and such that the Owner may, at any time in the future, obtain replacement and repair parts for those furnished in the original machines. All parts shall be properly stamped for identification and location in the machines as shown on the Assembly Drawings in the Instruction books furnished.

**1.04 QUALIFICATIONS**

1. Pump shall be NSF 61 / 372 certified.
  - A. The equipment covered by these Specifications is intended to be standard units of proven ability, as manufactured by a competent organization having long experience in the production of such equipment. A single manufacturer shall furnish units specified herein. The furnished pump shall be designed, constructed and installed in accordance with the best practice and methods, and shall operate satisfactorily when installed. Pumps shall be manufactured in accordance with the Hydraulic Institute Standards, except where otherwise specified herein.
  - B. All equipment furnished under this Specification shall be new and unused and shall be the standard product of manufacturers who have a successful record in manufacturing and servicing the equipment and systems specified herein for a minimum of ten (10) years.
  - C. The successful bidder shall be fully responsible for the design, arrangement, and operation of all connected rotating components of the assembled pumping unit to ensure that neither harmful nor damaging vibrations occur at any speed within the specified operating range. Design shall include all supporting sole plates and fabricated steel base plate for mounting the units.
  - D. The successful bidder shall perform both lateral and torsional critical speed analyses to identify and ensure that (a) the first lateral critical speed shall be at least 20 percent above the maximum pump speed, and that (b) no torsional natural frequencies occur within a range extending from 20 percent below to 20 percent above the specified operating speed range, and that (c) any blade excited resonant frequency shall be no closer than plus or minus 20 percent of the natural frequency of any part of the installed assembled pumping unit. Prior to manufacture, a statement must be forwarded to the Engineer indicating that the required analyses have been made and that the specified limitations will be met.
  - E. Vibration, when measured in the direction of maximum amplitude at the top motor bearing, shall not exceed 7 mils, peak-to-peak displacement at a maximum peak velocity of 0.4-in per second at any speed within the specified operating speed range.
  - F. Pump shall be exactly duplicate to the existing river water pumps with parts interchangeable for redundancy purpose. Pumps must match existing discharge piping elevation, bowl/bell diameter, etc. Piping changes shall not be allowed, the hole opening for bell will not be adjusted or modified and must fit into existing opening. This is a critical path pump that supplies water to the West Bank of Jefferson Parish and cannot be down for structural or construction modifications.
  - G. Any bids submitted for the pump other than that as specified must include in their bid all the information needed to fully demonstrate complete compliance and duplicity of existing pump and meet the requirements of these specifications. The bid will be awarded to the lowest responsible bidder complying with all provisions of this invitation, providing the bid is reasonable, and in the best interest of

Jefferson Parish to accept. Jefferson Parish reserves the right to accept or reject the bid in whole or part, any bids that are incomplete or do not demonstrate that they are equal to the requirements of these specifications. It is the bidder's responsibility to provide adequate information necessary for the complete evaluation of their proposed equipment. Jefferson Parish shall be the sole judge as to the equality of any manufacture's offering.

#### **1.05 SUBMITTALS**

- A. Copies of all materials required to establish compliance with the specifications shall be submitted upon request. Submittals shall include at least the following:
  - 1. Certified shop and erection drawings showing all-important details of construction, dimensions and anchor bolt locations.
  - 2. Descriptive literature, bulletins, and/or catalogs of the equipment.
  - 3. Data on the characteristics and performance of each pump. Data shall include guaranteed performance curves, based on actual shop tests of similar units, which show that they meet the specified requirements for head, capacity, efficiency, NPSHR, and horsepower. Curves shall be submitted on 8-1/2-inch by 11-inch sheets; at as large a scale as is practical. Curves shall be plotted from no flow at shut off head to pump capacity at minimum specified total head. Catalog sheets showing a family of curves will not be acceptable. Curves shall be plotted for both minimum and maximum speed. The minimum head system curve shall also be plotted on the submittal.
  - 4. The total weight of the equipment including the weight of the single largest item.
  - 5. A complete total bill of materials for all equipment.
  - 6. A list of the manufacturer's recommended spare parts to be supplied in addition to those specified in paragraph 1.07, with the manufacturer's current price for each item. Include gaskets, packing, etc., on the list. List bearings by the bearing manufacturer's numbers only.
  - 7. Copies of all factory test results, as specified in PART 2 - PRODUCTS of this Section of the Specifications.
- B. Test Reports
  - 1. A schedule of the date of shop testing and delivery of the equipment to the job site.
  - 2. Description of pump factory test procedures and equipment.
- C. Operation and Maintenance Data

Complete operating and maintenance instructions shall be furnished for all equipment included under these specifications as provided in Paragraph 1.07. The maintenance instructions shall include troubleshooting data and full preventative maintenance schedules, and complete spare parts lists with ordering information.

- D. If it is impossible to conform to certain details of the specifications due to different manufacturing techniques, describe completely all non-conforming aspects.
- E. The submittal format shall be in the form of a booklet, suitably tabbed and divided to cover all areas noted in Paragraphs 1.06 A. and B. above for each major equipment item. The submittal booklet shall include adequate detail and sufficient information for the Engineer to determine that all the equipment proposed meets the detailed requirements of the Specifications.

#### **1.06 OPERATING INSTRUCTIONS**

- A. Operating and maintenance manuals shall be furnished. The manuals shall be prepared specifically for this installation and shall include all required cuts, drawings, equipment lists, descriptions, etc., that are required to instruct operation and maintenance personnel unfamiliar with such equipment.
- B. A factory representative of all major component manufacturers, who has complete knowledge of proper operation and maintenance, shall be provided for one (1) day to instruct representatives of the Owner on proper operation and maintenance. If there are difficulties in the operation of the equipment due to the manufacturer's design or fabrication, additional service shall be provided at no cost to the Owner.

#### **1.07 PRODUCT HANDLING**

- A. All parts shall be properly protected so that no damage or deterioration will occur during a prolonged delay from the time of shipment until installation is completed, and the units and equipment are ready for operation.
- B. All equipment and parts must be properly protected against any damage during a prolonged storage period at the site.
- C. Factory assembled parts and components shall not be dismantled for shipment unless permission is received in writing from the Engineer.
- D. Finished surfaces of all exposed pump openings shall be protected by wooden blanks, strongly built and securely bolted thereto.
- E. Finished iron or steel surfaces not painted shall be properly protected to prevent rust and corrosion.

- F. After hydrostatic or other tests, all entrapped water shall be drained prior to shipment, and proper care shall be taken to protect parts from the entrance of water during shipment, storage and handling.
- G. Each box or package shall be properly marked to show its net weight in addition to its contents.

#### **1.08 WARRANTY**

- A. All equipment supplied under this section shall be warranted for a period of one (1) year by the successful bidder and the successful bidder. Warranty period shall commence on the date of Owner acceptance.
- B. The equipment shall be warranted to be free from defects in workmanship, design and materials. If any part of the equipment fails during the warranty period, it shall be replaced in the machine(s) and the unit(s) restored to service at no expense to the Owner. **Push-Pull and all labor cost are excluded.**

### **PART 2 - PRODUCTS**

#### **2.01 GENERAL**

- A. The pumping units required under this section shall be complete including pumps and motors with proper alignment and balancing of the individual units. All parts should be so designed and proportionated as to have liberal strength, stability, and stiffness and to be especially adapted for the service to be performed. Ample room for inspection, repairs and adjustments shall be provided.
- B. All necessary anchor bolts, nuts and washers shall be furnished and installed by the parish. The anchor bolts, nuts and washers shall be 316 stainless steels. A molybdenum disulfide anti-seize agent shall be supplied for use with all stainless-steel bolts.
- C. Stainless steel nameplates giving the name of the manufacturer, the rated capacity, head, speed and all other pertinent data shall be attached to each pump.
- D. Each pumping unit and its driving equipment shall be designed and constructed to withstand the maximum turbine run-away speed of the unit due to back flow through the pump with the maximum TDH specified available at the pump discharge flange. The maximum reverse runaway speed shall not exceed 130 percent of the design pump maximum operating speed. A statement of compliance with this requirement must be furnished with the Shop Drawings submittal.

#### **2.02 PUMP**

**A. General**

1. The pump shall be of the vertical turbine type.
2. The pump shall be built to standard dimensions such that parts will be interchangeable between existing pumps in service and the new pump being supplied.
3. The High Service pumps shall be *Fairbanks Morse Model 36F-1 stage*. All products must meet the detailed requirements of this Specification.

**B. Performance Requirements:**

1. When operating at the maximum output speed of the motor, each pump shall have a characteristic performance curve, which meets all the minimum conditions listed in **Table 11214-1A**. The pump and drive motors shall be capable of operating satisfactorily under the full range of conditions as defined by **Table 11214-1A**.
2. Each pump shall be capable of continuous adjustable speed operation over the speed range from 100 percent to 80 percent of pump design speed. There shall be no significant change in vibration and noise level over the entire listed range of speed and flow of the pumping system. (If applicable)
3. Maximum motor speeds shall not exceed those listed in **Table 11214-1A** to satisfy the specified hydraulic duty requirements. The pump design speed shall be the maximum output speed of the motor furnished, when operating at the pump's design capacity and head at 60 Hertz on utility power (full motor speed). All pumps shall have identical impeller sizes.
4. With the pumping units operating at full motor speed, the maximum brake horsepower required by the pumps shall not exceed the maximum horsepower listed in **Table 11214-1A**. If the pumping units require more than the maximum horsepower listed in **Table 11214-1A** at the motor output shaft at any full motor speed operation point between primary and secondary discharge head, they will be rejected.
5. Certified Factory Tests:
  - a. Factory testing in accordance with the standards of the Hydraulic Institute shall be required for all pumps. The test shall be performed but non-witnessed by Jefferson Parish. Test standards shall be per H.I. Level 1U
  - b. Certified pump performance curves shall be submitted, including head, capacity, brake horsepower, and pump efficiency for each pump supplied. Certified data shall be provided to indicate the NPSH required by the pumps when operating at full speed at the minimum head system conditions listed in **Table 11214-1A**
  - c. In lieu of testing with job equipment, pumps may be tested with a laboratory column pipe and discharge head similar in size to that furnished for final installation.



- d. All pumps shall be tested at full speed and complete staging through the specified range of flow, and head/capacity/efficiency curves plotted at four points along its curve. During each test, the pump shall be run at each head condition for sufficient time to accurately determine discharge, head, power input, and efficiency.
- e. If any pump test fails to meet any specification requirement it will be modified until it meets all specification requirements. If any pump tested fails to meet the efficiency requirements at any of the listed flow or head conditions listed in **Table 11214-1A**, and all reasonable attempts to correct the inefficiency and unsuccessful, the pump(s) shall be replaced with unit(s), which meets the specified requirements.

### **C. Pump Construction**

- 1. The connection of the output shaft of the motor to the head shaft shall be made with a top adjusting nut within the VHS motor. Impeller adjustments shall be made via top adjusting nut.
- 2. The pump shall be furnished with a suitable, integral fabricated ASTM A-36 steel-mounting ring of adequate design with registered fit to match the mounting dimensions of the drive motor.
- 3. The pump's discharge head shall be fabricated steel construction of ASTM A36 of the above base type and shall be not less than the diameters listed in the attached tables. The discharge flange shall be a 150 lb. flat faced flanged discharge connection conforming, dimensionally, to ANSI/AWWA A21.15/C115. The packing gland access openings shall be of adequate size to allow for packing adjustment and replacement and shall be protected by expanded metal screens constructed of 316 stainless steel. The High Service pump's discharge head shall use 4-3" sch 80 pipes set at 90 degrees apart, connecting the top motor base ring with the head support base.
- 4. Incorporated in the fabrication of the Raw Water Pump's discharge head shall be a suitable pump support base not less than 1.50- inch in thickness of standard ANSI B16 B2 flanged dimensions to support both the pump and the motor. The flange bolting shall be in accordance with the requirements of ANSI B16 B2. Minimum thickness shall be 1.50 inches. A fabricated sole plate shall be provided, minimum thickness of 1.50 inches, to be installed on top of the house keeping mounting pad, grouted in place.
- 5. The discharged head will be fitted with a packing for enclosed line shaft freshwater flush.
- 6. The pump head shaft shall be constructed of ASTM A-582 416 stainless steel alloy. ANSI B58.1 standards for Deep Well Vertical Turbine Pumps, Section A4.3.3, but in no case are less than the diameter shown in Table 11214-1A. shall determine shaft diameter.

7. The pump column shall be constructed of ASTM A-36 steel, Schedule 30, flanged at each end. The column shall mate with the pump bowl assembly and the discharge head with fits to assure correct alignment. Maximum length of column sections shall be 5 feet
8. The enclosed line shaft pump line shaft shall be constructed of ASTM A-582 416 Stainless Steel Alloy and its diameter determined as described in 2.02 C.5 above but in no case shall it be less than the minimum diameter listed in Table 11214-1A. Line shaft bearing shall be fluted neoprene rubber bearings. The enclosed tube shall be made of 316 stainless steels suitable for freshwater flush.
9. The line shaft couplings shall be of the threaded type constructed of ASTM A-582 416 Stainless Steel Alloy and of such design that no threaded parts, which could cause "galling", are interconnected.
10. The pump impeller shall be of the radial type constructed of 316 stainless steels. The impeller shall be attached to the shaft by means of a collet constructed of ASTM A-276 316 Stainless Steel. High Service pump shall be supplied with 316 Stainless wear rings
11. The pump bowl shall be constructed of ASTM A-48 Class 30 cast iron having a minimum tensile strength of 30,000 psi. The pump bowl shall be of sufficient thickness to withstand stresses and strains at full operating pressure. The bowl shall be subjected to a hydrostatic test 150 percent of that specified at the design conditions in **Table 11214-1A**. The bowl shall be designed and manufactured with open and smooth water passages to ensure efficient, reliable operation. Bowls shall be supplied with stainless rings. Bowls shall receive an internal coating of Tnemec N140.
12. The suction bowl bearing, and all bowl bearings shall be constructed of ASTM B-505 alloys 932 or 836 bronze.
13. Pump Coating: All portions of the column and pump discharge head not exposed to view, except for the interior of the bowls, have an interior and an exterior coating of high build modified epoxy of 7 mils dry thickness, compatible with the pump service. Interior of the bowls shall be coated with Tnemec N140 Epoxy paint. Surface preparation shall be in accordance with the coating manufacturer's recommendations.

## 2.4 MOTOR

USE EXISTING PARISH SUPPLIED MOTOR

**Table 11214-1A**  
**HIGH SERVICE PUMPING UNIT DESIGN REQUIREMENTS**

Item	Design Conditions
Pump Model	36F-1 stage
Maximum Motor Speed (rpm)	710
Motor to be Supplied (Hp)	250

Minimum Column Wall thickness (inches)	Sch. 30
Column and Discharge Size (inches)	24"/24"
Minimum Discharge Head Wall thickness (inches)	.375"
Minimum Pump Shaft Diameter (inches)	3.437"
Minimum Line shaft Diameter (inches)	3.1875"
Pump Shut-Off Head at Design Speed (feet)	96
Secondary Capacity (gpm)	10000
Minimum Bowl TDH at Secondary Capacity (feet)	72
Minimum Bowl efficiency at Secondary Capacity (%)	69%
Design Capacity (gpm)	14000
Design Head (ft)	56
Minimum Bowl Efficiency at Design Capacity (%)	82%
Maximum NPSHR at Design Capacity (feet)	19'
Minimum Run out Capacity (gpm)	18000
Minimum Bowl TDH at Run out Condition (feet)	44
Minimum Bowl Efficiency at Run out (%)	75%
Minimum eye area (in <sup>2</sup> )	258"
Minimum Bowl weight - 1st stage (lbs)	2580
Minimum Bowl pressure rating (psi)	300
Minimum Bowl Hydro Test Pressure (psi)	450

# **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

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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.

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**Secretary-Treasurer**

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**Date**

## **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.

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**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.

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### **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.