



Bid Number 50-00148851

**Purchase of Butterfly Valves for The Jefferson Parish
Department of Drainage**

BID DUE: November 6, 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.net , 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
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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 The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid.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.

PURCHASE OF VALVES FOR THE DRAINAGE DEPARTMENT

BID #50-00148851

The intent of this specification is to define the minimum requirements of the Parish of Jefferson for the purchase and delivery of the various valve assemblies. All assemblies shall come new, assembled, tested, and ready for installation. A bid is a guarantee by the vendor of all specifications being met.

Submittals:

If a vendor submits a bid with any exception to this specification, the vendor may be required to submit a letter attached to the documents listing in detail how it differs from the specifications upon request from Jefferson Parish within five business days upon request for the submittal. Any bidder not able to supply information shall be considered non-responsive and shall not be accepted.

Mere attachment of brochures covering standard manufactured equipment when such differs from these specifications shall not be adequate to satisfy the letter of exceptions request. Such items may include:

- A complete specification and submittal of all major components for the proposed valve
- One copy of all pump "Bill of Materials" of the unit's construction, cutaway drawings, and dimensions as offered to confirm compliance with the specifications.

Delivery:

Freight shall be included in base bid. The valve shall be delivered to the Ames Pump Station Warehouse at 5100 Rochester Drive, Marrero, LA 70072. All deliveries shall be made during operating hours between 7:00 AM and 3:00 PM Monday through Friday. Deliveries will not be accepted during Jefferson parish holidays.

Training:

Upon delivery vendor shall train Parish personnel on manual operation, spring returns, preventive maintenance, limit switch operation, speed control knobs and valve operation.

Specifications:

Wherever a brand name, make, manufacturer, model, or catalog number is specified, it is used only to denote the quality standard of product desired and does not restrict bidders to that brand or manufacturer. Such references are intended solely to convey the general style, type, character, and minimum quality of product required. Equivalent products may be acceptable if, in the Parish's sole discretion, they meet all specifications and project needs. Required documentation for proposed equivalents shall be submitted in accordance with Section 1 Submittals.

Item 0010: 10" lugged butterfly valve with lever, actuator, limit switch, and solenoid assembled (FAIL OPEN)

VALVE

1. 10" Butterfly valves shall have single-offset disc and shall be of the lugged body style. All valves shall be suitable for use with ASME class 125/150 flanges, or specify. Valves shall provide bi-directional bubble-tight shutoff at pressures to 250 psi (1720 kPa) with ductile iron or aluminum bronze discs or 200 psi (1380 kPa) with 316 stainless steel disc/shaft. When specified, valves shall be NSF/ANSI 372 certified lead-free and NSF/ANSI 61 certified for drinking water.
2. Bodies shall be ductile iron. Lugged body valves shall provide bubble-tight shutoff up to the full valve rating on dead end service without the use of downstream flanges.
3. Discs shall be offset to provide an uninterrupted 360-degree seating edge and shall be nickel plated ductile iron, aluminum bronze or 316 stainless steel. The disc/shaft connection shall be splined.
4. Shafts shall be one-piece 410 stainless steel when valves have ductile iron or aluminum bronze discs and 316 stainless steel when valves have 316 stainless steel discs. Shaft diameters shall meet the AWWA C504, class 75B standard. Multiple shaft seals shall be provided to prevent leakage.
5. Elastomer seats shall fully line and be permanently bonded to the valve body. Seats shall be EPDM. Seats shall have integral flange seals so flange gaskets are not required.
6. Three shaft bearings made of heavy-duty aluminum bronze shall be provided to ensure smooth, reliable valve operation. Bearings are located adjacent to the top and bottom of the disc, and a third bearing at the top of the valve neck to support loading from actuators.

ACTUATOR AND ACCESSORIES

K-TORK PNEUMATIC ROTARY VANE C540-02 VALVE ACTUATOR with manual override, fail open position, limit switch, and solenoid.

1. Actuator Design: Pneumatic actuators are to be of the vane type design with only one (1) moving part. Actuators shall have male output shafts on both sides of actuator to drive valve and control accessories. Actuator shall have a vane position indicator milled into the output shaft. One side of the actuator shall be manufactured to ISO/NAMUR mounting standards for attachment of accessories (limit switches, indicators, positioners). Seals shall be double opposed lip seals with stainless steel expanders. Seal backing plates shall be steel. O-ring seals on vane will not be acceptable.

2. Actuator Materials of Construction: Housing: Pressure die cast A413 or A356 aluminum casting with all surfaces coated with thermosetting hybrid polyester/epoxy powder coat with Ultraviolet Inhibitor. Zinc housing will not be permitted. Actuator housing to include industry-standard NAMUR accessory mount interfaces as an integral part of the housing. The NAMUR VDI/VDE 3845 to be included on top of the actuators and on the solenoid manifold to allow for the easy installation of standard actuator control accessories.
3. Actuator Position-Control Capability:
 - a. Open/Close Valves: Actuators shall be solenoid operated. Solenoids for smaller size actuators shall be standard ISO/NAMUR VDI/VDE 3845 direct mounted with the option to be remote mounting for increased accessibility. Solenoid coils shall be 120 VAC / 60 Hz, NEMA 4 rated. Speed control devices shall allow independent adjustment of OPEN and CLOSE cycling speed. Each solenoid valve to include detented pushbutton manual override to lock-and-hold valve in either the OPEN or CLOSE position in the event of a power outage. Exhaust air mufflers shall be standard. Provide 80 to 150 PSI clean, dry air to solenoid valve. Solenoid valves shall be as manufactured by K-TORK 'SIDEWINDER' Series.
 - b. Each Open/Close actuator shall include valve position feedback limit switches for remote OPEN and CLOSE indication. Two SPDT switches shall be housed in a NEMA 4/4X aluminum enclosure with polycarbonate lid and include a 3D Dome-style visual valve position indicator that can be seen from above and from the side. Green=Open and Red=Close. The switch box output shaft and fasteners to be stainless steel and shall mount to the actuator per NAMUR VDI/VDE 3845 with a stainless steel bracket. The two electromechanical switch contacts shall be rated 5A@250 VAC, 0.5A@24 VDC, resistive/inductive. Limit switches shall be adjustable by press, turn and release motion requiring the use of no tools. The limit switch assembly to be UL and CUL Listed and approved and shall be manufactured by K-TORK 'INFORMER' Series.
 - c. The solenoid coil must be pre-wired to spare terminals labeled 'Solenoid Valve' inside the limit switch enclosure.
4. Mechanical Manual Override: Actuator shall include a mechanical manual override de-clutch gearbox and hand wheel. The manual override shall be able move and hold the valve in any position between full OPEN and full CLOSE. The manual override shall be capable of remaining on the valve and fully operational with the actuator removed and include two mechanical valve position stops. The manual override shall have a cast iron housing and stainless steel input shaft and fasteners, rated for IP68 / NEMA 4/4X environments. Hand wheel diameter to be selected to limit rim pull to a maximum of 80#. Include 3-way actuator vent valve(s) as required to bleed the actuator and isolate the supply air during manual operation. The 3-way vent valve(s) shall include "Auto" and "Manual" legend plate and the hand wheel shall include OPEN and CLOSE designations and directional arrows. The de-clutch manual override shall be manufactured by the actuator supplier without exception.
5. Accessories such as limit switches, positioners, solenoid valves as required by the specification, shall be mounted and tested by the vendor actuators prior to shipment to the jobsite.

6. Torque Capability: The rated torque capability of each actuator shall be sufficient to seat, unseat, and rigidly hold, in any intermediate position, the valve disc it controls under the operating conditions specified herein. Torque safety factors shall conform to AWWA Standards and in no case be less than 1.25 times the valve manufactures specified torques based on operating conditions.
7. The pneumatic actuators shall have a working pressure of 150 psig per AWWA C540-2 standards with an overload pressure of 220 psig. Actuators with a published 100 psig maximum operating pressure rated will not be acceptable.
8. Actuators shall not require more than three (3) psig to be cycled a complete stroke in each direction before they are connected to the valve.
9. Actuator shall include fail-safe spring return to close valve under power failure. Spring return shall be totally-enclosed and have reversible rotation for fail-close or fail-open applications.

Item 0020: 10" lugged butterfly valve with lever, actuator, limit switch, and solenoid assembled (FAIL CLOSE)

VALVE

7. 10" Butterfly valves shall have single-offset disc and shall be of the lugged body style. All valves shall be suitable for use with ASME class 125/150 flanges, or specify. Valves shall provide bi-directional bubble-tight shutoff at pressures to 250 psi (1720 kPa) with ductile iron or aluminum bronze discs or 200 psi (1380 kPa) with 316 stainless steel disc/shaft. When specified, valves shall be NSF/ANSI 372 certified lead-free and NSF/ANSI 61 certified for drinking water.
8. Bodies shall be ductile iron. Lugged body valves shall provide bubble-tight shutoff up to the full valve rating on dead end service without the use of downstream flanges.
9. Discs shall be offset to provide an uninterrupted 360-degree seating edge and shall be nickel plated ductile iron, aluminum bronze or 316 stainless steel. The disc/shaft connection shall be splined.
10. Shafts shall be one-piece 410 stainless steel when valves have ductile iron or aluminum bronze discs and 316 stainless steel when valves have 316 stainless steel discs. Shaft diameters shall meet the AWWA C504, class 75B standard. Multiple shaft seals shall be provided to prevent leakage.
11. Elastomer seats shall fully line and be permanently bonded to the valve body. Seats shall be EPDM. Seats shall have integral flange seals so flange gaskets are not required.
12. Three shaft bearings made of heavy-duty aluminum bronze shall be provided to ensure smooth, reliable valve operation. Bearings are located adjacent to the top and bottom of the disc, and a third bearing at the top of the valve neck to support loading from actuators.

ACTUATOR AND ACCESSORIES

K-TORK PNEUMATIC ROTARY VANE C540-02 VALVE ACTUATOR with manual override, fail close position, limit switch, and solenoid.

10. Actuator Design: Pneumatic actuators are to be of the vane type design with only one (1) moving part. Actuators shall have male output shafts on both sides of actuator to drive valve and control accessories. Actuator shall have a vane position indicator milled into the output shaft. One side of the actuator shall be manufactured to ISO/NAMUR mounting standards for attachment of accessories (limit switches, indicators, positioners). Seals shall be double opposed lip seals with stainless steel expanders. Seal backing plates shall be steel. O-ring seals on vane will not be acceptable.
11. Actuator Materials of Construction: Housing: Pressure die cast A413 or A356 aluminum casting with all surfaces coated with thermosetting hybrid polyester/epoxy powder coat with Ultraviolet Inhibitor. Zinc housing will not be permitted. Actuator housing to include industry-standard NAMUR accessory mount interfaces as an integral part of the housing. The NAMUR VDI/VDE 3845 to be included on top of the actuators and on the solenoid manifold to allow for the easy installation of standard actuator control accessories.
12. Actuator Position-Control Capability:
 - a. Open/Close Valves: Actuators shall be solenoid operated. Solenoids for smaller size actuators shall be standard ISO/NAMUR VDI/VDE 3845 direct mounted with the option to be remote mounting for increased accessibility. Solenoid coils shall be 120 VAC / 60 Hz, NEMA 4 rated. Speed control devices shall allow independent adjustment of OPEN and CLOSE cycling speed. Each solenoid valve to include detented pushbutton manual override to lock-and-hold valve in either the OPEN or CLOSE position in the event of a power outage. Exhaust air mufflers shall be standard. Provide 80 to 150 PSI clean, dry air to solenoid valve. Solenoid valves shall be as manufactured by K-TORK 'SIDEWINDER' Series.
 - b. Each Open/Close actuator shall include valve position feedback limit switches for remote OPEN and CLOSE indication. Two SPDT switches shall be housed in a NEMA 4/4X aluminum enclosure with polycarbonate lid and include a 3D Dome-style visual valve position indicator that can be seen from above and from the side. Green=Open and Red=Close. The switch box output shaft and fasteners to be stainless steel and shall mount to the actuator per NAMUR VDI/VDE 3845 with a stainless steel bracket. The two electromechanical switch contacts shall be rated 5A@250 VAC, 0.5A@24 VDC, resistive/inductive. Limit switches shall be adjustable by press, turn and release motion requiring the use of no tools. The limit switch assembly to be UL and CUL Listed and approved and shall be manufactured by K-TORK 'INFORMER' Series.
 - c. The solenoid coil must be pre-wired to spare terminals labeled 'Solenoid Valve' inside the limit switch enclosure.
13. Mechanical Manual Override: Actuator shall include a mechanical manual override de-clutch gearbox and hand wheel. The manual override shall be able move and hold the valve in any position between full OPEN and full CLOSE. The manual override shall be capable of remaining on the valve and fully operational with the actuator removed and

include two mechanical valve position stops. The manual override shall have a cast iron housing and stainless steel input shaft and fasteners, rated for IP68 / NEMA 4/4X environments. Hand wheel diameter to be selected to limit rim pull to a maximum of 80#. Include 3-way actuator vent valve(s) as required to bleed the actuator and isolate the supply air during manual operation. The 3-way vent valve(s) shall include "Auto" and "Manual" legend plate and the hand wheel shall include OPEN and CLOSE designations and directional arrows. The de-clutch manual override shall be manufactured by the actuator supplier without exception.

14. Accessories such as limit switches, positioners, solenoid valves as required by the specification, shall be mounted and tested by the vendor actuators prior to shipment to the jobsite.
15. Torque Capability: The rated torque capability of each actuator shall be sufficient to seat, unseat, and rigidly hold, in any intermediate position, the valve disc it controls under the operating conditions specified herein. Torque safety factors shall conform to AWWA Standards and in no case be less than 1.25 times the valve manufactures specified torques based on operating conditions.
16. The pneumatic actuators shall have a working pressure of 150 psig per AWWA C540-2 standards with an overload pressure of 220 psig. Actuators with a published 100 psig maximum operating pressure rated will not be acceptable.
17. Actuators shall not require more than three (3) psig to be cycled a complete stroke in each direction before they are connected to the valve.
18. Actuator shall include fail-safe spring return to close valve under power failure. Spring return shall be totally-enclosed and have reversible rotation for fail-close or fail-open applications.

Item 0030: 8" lugged butterfly valve with lever, actuator, limit switch, and solenoid assembled (FAIL CLOSE)

VALVE

1. 8" Butterfly valves shall have single-offset disc and shall be of the lugged body style. All valves shall be suitable for use with ASME class 125/150 flanges, or specify. Valves shall provide bi-directional bubble-tight shutoff at pressures to 250 psi (1720 kPa) with ductile iron or aluminum bronze discs or 200 psi (1380 kPa) with 316 stainless steel disc/shaft. When specified, valves shall be NSF/ANSI 372 certified lead-free and NSF/ANSI 61 certified for drinking water.
2. Bodies shall be ductile iron. Lugged body valves shall provide bubble-tight shutoff up to the full valve rating on dead end service without the use of downstream flanges.

3. Discs shall be offset to provide an uninterrupted 360-degree seating edge and shall be nickel plated ductile iron, aluminum bronze or 316 stainless steel. The disc/shaft connection shall be splined.
4. Shafts shall be one-piece 410 stainless steel when valves have ductile iron or aluminum bronze discs and 316 stainless steel when valves have 316 stainless steel discs. Shaft diameters shall meet the AWWA C504, class 75B standard. Multiple shaft seals shall be provided to prevent leakage.
5. Elastomer seats shall fully line and be permanently bonded to the valve body. Seats shall be EPDM. Seats shall have integral flange seals so flange gaskets are not required.
6. Three shaft bearings made of heavy-duty aluminum bronze shall be provided to ensure smooth, reliable valve operation. Bearings are located adjacent to the top and bottom of the disc, and a third bearing at the top of the valve neck to support loading from actuators.

ACTUATOR AND ACCESSORIES

K-TORK PNEUMATIC ROTARY VANE C540-02 VALVE ACTUATOR with manual override, fail close position, limit switch, and solenoid.

1. Actuator Design: Pneumatic actuators are to be of the vane type design with only one (1) moving part. Actuators shall have male output shafts on both sides of actuator to drive valve and control accessories. Actuator shall have a vane position indicator milled into the output shaft. One side of the actuator shall be manufactured to ISO/NAMUR mounting standards for attachment of accessories (limit switches, indicators, positioners). Seals shall be double opposed lip seals with stainless steel expanders. Seal backing plates shall be steel. O-ring seals on vane will not be acceptable.
2. Actuator Materials of Construction: Housing: Pressure die cast A413 or A356 aluminum casting with all surfaces coated with thermosetting hybrid polyester/epoxy powder coat with Ultraviolet Inhibitor. Zinc housing will not be permitted. Actuator housing to include industry-standard NAMUR accessory mount interfaces as an integral part of the housing. The NAMUR VDI/VDE 3845 to be included on top of the actuators and on the solenoid manifold to allow for the easy installation of standard actuator control accessories.
3. Actuator Position-Control Capability:
 - a. Open/Close Valves: Actuators shall be solenoid operated. Solenoids for smaller size actuators shall be standard ISO/NAMUR VDI/VDE 3845 direct mounted with the option to be remote mounting for increased accessibility. Solenoid coils shall be 120 VAC / 60 Hz, NEMA 4 rated. Speed control devices shall allow independent adjustment of OPEN and CLOSE cycling speed. Each solenoid valve to include detented pushbutton manual override to lock-and-hold valve in either the OPEN or CLOSE position in the event of a power outage. Exhaust air mufflers shall be standard. Provide 80 to 150 PSI clean, dry air to solenoid valve. Solenoid valves shall be as manufactured by K-TORK 'SIDEWINDER' Series.

- b. Each Open/Close actuator shall include valve position feedback limit switches for remote OPEN and CLOSE indication. Two SPDT switches shall be housed in a NEMA 4/4X aluminum enclosure with polycarbonate lid and include a 3D Dome-style visual valve position indicator that can be seen from above and from the side. Green=Open and Red=Close. The switch box output shaft and fasteners to be stainless steel and shall mount to the actuator per NAMUR VDI/VDE 3845 with a stainless steel bracket. The two electromechanical switch contacts shall be rated 5A@250 VAC, 0.5A@24 VDC, resistive/inductive. Limit switches shall be adjustable by press, turn and release motion requiring the use of no tools. The limit switch assembly to be UL and CUL Listed and approved and shall be manufactured by K-TORK 'INFORMER' Series.
 - c. The solenoid coil must be pre-wired to spare terminals labeled 'Solenoid Valve' inside the limit switch enclosure.
- 4. Mechanical Manual Override: Actuator shall include a mechanical manual override de-clutch gearbox and hand wheel. The manual override shall be able move and hold the valve in any position between full OPEN and full CLOSE. The manual override shall be capable of remaining on the valve and fully operational with the actuator removed and include two mechanical valve position stops. The manual override shall have a cast iron housing and stainless steel input shaft and fasteners, rated for IP68 / NEMA 4/4X environments. Hand wheel diameter to be selected to limit rim pull to a maximum of 80#. Include 3-way actuator vent valve(s) as required to bleed the actuator and isolate the supply air during manual operation. The 3-way vent valve(s) shall include "Auto" and "Manual" legend plate and the hand wheel shall include OPEN and CLOSE designations and directional arrows. The de-clutch manual override shall be manufactured by the actuator supplier without exception.
- 5. Accessories such as limit switches, positioners, solenoid valves as required by the specification, shall be mounted and tested by the vendor actuators prior to shipment to the jobsite.
- 6. Torque Capability: The rated torque capability of each actuator shall be sufficient to seat, unseat, and rigidly hold, in any intermediate position, the valve disc it controls under the operating conditions specified herein. Torque safety factors shall conform to AWWA Standards and in no case be less than 1.25 times the valve manufactures specified torques based on operating conditions.
- 7. The pneumatic actuators shall have a working pressure of 150 psig per AWWA C540-2 standards with an overload pressure of 220 psig. Actuators with a published 100 psig maximum operating pressure rated will not be acceptable.
- 8. Actuators shall not require more than three (3) psig to be cycled a complete stroke in each direction before they are connected to the valve.
- 9. Actuator shall include fail-safe spring return to close valve under power failure. Spring return shall be totally-enclosed and have reversible rotation for fail-close or fail-open applications.

Item 0040: 16" Double Door Check Valve

1. Double Door Check Valves shall be compact lug design to fit between pipe flanges.
2. Flow from the pump shall cause the doors to open, and upon pump shut down the torsion spring shall shut the doors prior to flow reversal.
3. Check valve doors shall be spring loaded, normally closed, by means of one or more stainless steel designed for low air pressure applications. Door material shall be stainless steel ASTM A351 CF8M.
4. Hinge and stop pins shall be type 316 stainless steel.
5. Door material shall be 316 stainless steel.
6. Spring material shall be 316 stainless steel.
7. Valve seating of a resilient material shall create a bubble tight seal and shall be made of fluoro rubber (FKM).
8. Metal seat shall be same material as the body on stainless steel valves, or metal seat with stainless steel inlay on carbon steel body valves.
9. Body shall be ductile iron with pressure ratings per ASME B16.42. Cast iron will not be allowed.
10. End connection shall be wafer, ASME 150#.
11. Flange gasket material shall be Buna-N.
12. Valves shall be fitted with a lifting eye bolt for installation purposes.
13. All hardware shall be provided to secure valves to the existing flanges. Hardware shall be stainless steel and properly sized with manufactures torque recommendation provided.
14. Coating shall be 3 mils minimum (non-stainless-steel parts) of enamel on exterior and standard SP10 surface prep.

Warranty:

1. Special Warranty: Manufacturer's two-year warranty shall be provided

Item 0050: Sluice Gate Actuator and Gearbox for Suburban**General specification multi-turn electric actuators****1. General**

The actuators shall be suitable for use on a nominal 460-volt, 3 phase, 60 Hz power supply and are to incorporate motor, integral reversing starter, local control facilities and terminals for remote control and indication connections housed within a self-contained, sealed enclosure.

As a minimum the actuators should meet the requirements set out in EN15714-2 and ISA SP96.02

In order to maintain the integrity of the enclosure, setting of the torque levels, position limits and configuration of the indication contacts etc. shall be carried out without the removal of any actuator covers and without mains power over an Infra-red or *Bluetooth*® wireless interface. Sufficient commissioning tools shall be provided with the actuators and must meet the enclosure protection and certification levels of the actuators. Commissioning tools shall not form an integral part of the actuator and must be removable for secure storage / authorized release. In addition, provision shall be made for the protection of configured actuator settings by a means independent of access to the commissioning tool. Provision shall be made to disable *Bluetooth*® communications or only allow a *Bluetooth*® connection initiated by an Infra-Red command for maximum security.

The actuator shall include a device to ensure that the motor runs with the correct rotation for the required direction of valve travel irrespective of the connection sequence of the power supply.

All stem machining shall be coordinated with the Drainage Department.

Complete drawings and O&M information shall be provided upon delivery.

Unit shall provide 60% more torque than the existing unit and shall be field verified.

Maximum 86 rpm input to gearbox.

Gearbox ratio: 6:1.

Maximum 14 rpm at the stem.

Base on gearbox FA16.

Maximum operating load of actuator is approximately 56,000 lbs.

Actuator shall be Rotork IQ25 series with IB7 gearbox or engineer approved equal.

2. Actuator Sizing

The actuator shall be sized to guarantee gate closure at the specified differential pressure and temperature. The safety margin of motor power available for seating and unseating the gate shall be sufficient to ensure torque switch trip at maximum torque with the supply voltage 10% below nominal.

3. Environmental

Actuators shall be suitable for indoor and outdoor use. The actuator shall be capable of functioning in an ambient temperature ranging from -33°C (22°F) to 70°C (140°F), up to 100% relative humidity. Actuators for hazardous area applications shall meet the area classification, gas group and surface temperature requirements specified in data sheet.

4. Enclosure

Actuators shall be o-ring sealed, watertight to IP66/IP68 7m for 72hrs, NEMA 4, 6. The motor and all other internal electrical elements of the actuator shall be protected from ingress of moisture and dust when the terminal cover is removed for site for cabling, the terminal compartment having the same ingress protection rating as the actuator with the terminal cover removed.

Enclosure must allow for temporary site storage without the need for electrical supply connection.

All external fasteners shall be plated stainless steel. The use of un-plated stainless steel or steel fasteners is not permitted.

5. Motor

The motor shall be an integral part of the actuator, designed specifically for valve actuator applications. It shall be a low inertia high torque design, class F insulated with a class B temperature rise giving a time rating of 15 minutes at 40°C (104°F) at an average load of at least 33% of maximum valve torque. Temperature shall be limited by 2 thermostats embedded in the motor end windings and integrated into its control. Electrical and mechanical disconnection of the motor should be possible without draining the lubricant from the actuator gearcase.

6. Motor Protection

Protection shall be provided for the motor as follows:

- Stall - the motor shall be de-energized within 8 seconds in the event of a stall when attempting to unseat a jammed valve.
- Over temperature - thermostat will cause tripping of the motor. Auto-reset on cooling
- Single phasing - lost phase protection.
- Direction – phase rotation correction.

7. Gearing

The actuator gearing shall be totally enclosed in a oil-filled gearcase suitable for operation at any angle. Grease lubrication is not permissible. All drive gearing and components must be of metal construction and incorporate a lost-motion hammer blow feature. For rising spindle valves the output shaft shall be hollow to accept a rising stem, and incorporate thrust bearings of the ball or roller type at the base of the actuator. The design should be such as to permit the opening of the gearcase for inspection or disassembled without releasing the stem thrust or taking the valve out of service. For 90° operating type of valves drive gearing shall be self-locking to prevent the valve back-driving the actuator.

8. Hand Operation

A handwheel shall be provided for emergency operation, engaged when the motor is declutched by a lever or similar means, the drive being restored to electrical operation automatically by starting the motor. The handwheel or selection lever shall not move on restoration of motor drive. Provision shall be made for the hand/auto selection lever to be locked in both hand and auto positions. It should be possible to select hand operation while the actuator is running or start the actuator motor while the hand/auto selection lever is locked in hand without damage to the drive train.

Clockwise operation of the handwheel shall give closing movement of the valve unless otherwise stated in the data sheet. For linear valve types the actuator handwheel drive must be mechanically independent of the motor drive and should be such as to permit valve operation in a reasonable time with a manual force not exceeding 400N through stroke and 800N for seating/unseating of the valve.

9. Drive Interface

The actuator shall be furnished with a drive bushing easily detachable for machining to suit the valve stem or gearbox input shaft. The drive bush shall be positioned in a detachable base of the actuator. Thrust bearings shall be sealed for life and the base shall be capable of withstanding five times the rated thrust of the actuator.

10. Local Controls

The actuator shall incorporate local controls for Open, Close and Stop and a Local/Stop/Remote mode selector switch lockable in any one of the following three positions: local control only, stop (no electrical operation), remote control plus local stop only. It shall be possible to select maintained or non-maintained local control.

The local controls shall be arranged so that the direction of valve travel can be reversed without the necessity of stopping the actuator. The local controls and display shall be rotatable through increments of 90 degrees to suit valve and actuator orientation.

11. Torque and Limits

Torque and turns limitation to be adjustable as follows:

- Position setting range – multi-turn: 2.5 to 8,000 turns, with resolution to 7.5 deg. of actuator output.
- Position setting range – direct drive part turn actuators: 90° +/-10°, with resolution to 0.1 deg. of actuator output.
- Torque setting: 40% to 100% rated torque.

Position measurement – Absolute position measurement should be incorporated within the actuator. The technology must be capable of reliably measuring position even in the case of a single fault. The design must be simple with the minimum amount of moving parts (no more than 5). Technologies such as LEDs or potentiometers for position measurement are considered unreliable and therefore not preferred.

Measurement of torque shall be from direct measurement of force at the output of the actuator. Methods of determining torque-using data derived from the motor such as motor speed, current, flux etc are not acceptable

A means for automatic “torque switch bypass” to inhibit torque off during valve unseating and “latching” to prevent torque switch hammer under maintained or repeated control signals shall be provided.

The electrical circuit diagram of the actuator should not vary with valve type remaining identical regardless of whether the valve is to open or close on torque or position limit.

12. Remote Valve Position and Status Indication

Four contacts shall be provided which can be selected to indicate any position of the valve; Provision shall be made for the selection of a normally closed or open contact form. Contacts shall maintain and update position indication during handwheel operation when all external power to the actuator is isolated.

The contacts shall be rated for 5mA to 5A, 120V AC, 30V DC.

As an alternative to providing valve position indication any of the four above contacts shall be selectable to signal one of the following:

- Valve opening, closing or moving
- Thermostat tripped, lost phase
- Motor tripped on torque in mid travel, motor stalled
- Remote selected
- Actuator being operated by handwheel
- Actuator fault

Provision shall be made in the design for an additional eight contacts having the same functionality.

A configurable monitor relay shall be provided as standard, which can be used to indicate either Availability or Fault. The relay should be a spring return type with a Normally Open / Normally Closed contact pre-wired to the terminal bung.

The Monitor (availability or fault) relay, being energized from the control transformer will de-energize under any one or more the following conditions:

Available Mode

- Loss of main or customer 24V DC power supply
- Actuator control selected to local or stop
- Motor thermostat tripped
- Actuator internal fault

Fault Mode

- Loss of main or customer 24V DC power supply
- Motor thermostat tripped
- Actuator internal fault

Provision shall be made in the design for the addition of a contactless transmitter to give a 4-20mA analogue signal corresponding to valve travel and / or torque for remote indication when required. The transmitter will auto range to the set limits

13. Local Position Indication

The actuator display shall include a dedicated numeric/symbol digital position indicator displaying valve position from fully open to fully close in 0.1% increments. Valve closed and open positions shall be indicated by symbols showing valve position in relation to the pipework to ensure that valve status is clearly interpreted. With mains power connected, the display shall be backlit to enhance contrast at all ambient light levels and shall be legible from a distance of at least 5m (16ft).

Red, green, and yellow LEDs corresponding to open, closed and intermediate valve positions shall be included on the actuator display when power is switched on. The yellow LED should also be fully programmable for on/off, blinker and fault indication. The digital display shall be maintained and updated during handwheel operation when mains power to the actuator is isolated.

The actuator display shall include a fully configurable dot-matrix display element with a minimum pixel resolution of 168 x 132 to display operational, alarm, configuration and graphical datalogger information. The text display shall be selectable between English and other languages such as: Spanish, German, French, and Italian. Provision shall be made to upload a different language without removal of any covers or using specialized tools not provided as standard with the actuator.

Datalogger graphical displays should as a minimum be able to display log and trend graphs on the local LCD for the following:

- Torque versus Position
- Number of Starts versus Position
- Number of starts per hour
- Dwell Time
- Average temperature

The main display shall be capable of indicating 4 different home-screens of the following configuration:

- Position and status
- Position and torque (analogue)

- Position and torque (digital)
- Position and demand (positioning)

Provision shall be made for the addition of an optional environmental cover to protect the display from high levels of UV radiation or abrasive materials.

The local controls and display shall be rotatable through increments of 90 degrees to suit valve and actuator orientation.

14. Integral Starter and Transformer

The reversing starter, control transformer and local controls shall be integral with the valve actuator, suitably housed to prevent breathing and condensation. The starter shall be suitable for 60 starts per hour and of rating appropriate to motor size. The controls supply transformer shall be fed from two of the incoming three phases and incorporate overload protection. It shall have the necessary tapping and be adequately rated to provide power for the following functions:

- Energizing of the contactor coils.
- 24V DC or 110V AC output for remote controls (maximum 5W/VA)
- Supply for all the internal electrical circuits.

15. Remote Control Facilities

The necessary control, wiring and terminals shall be provided integral to the actuator enclosure. Open and close external interlocks shall be made available to inhibit local and remote valve opening / closing control. It shall be possible to configure the interlocks to be active in remote control only.

Remote control signals fed from an internal 24V DC (or 110VAC) supply and/or from an external supply between 20V and 60 VDC or 40V and 120VAC, to be suitable for any one or more of the following methods of control:

- Open, Close and Stop control.
- Open and Close maintained or “push to run” (inching) control.
- Overriding Emergency Shut-down to close (or open) valve from a normally closed or open contact.
- Two-wire control, energize to close (or open), de-energize to open (or close).

Additionally, provision shall be made for a separate ‘drive enable’ input to prevent any unwanted electrical operation.

It shall be possible to reverse valve travel without the necessity of stopping the actuator. The motor starter shall be protected from excessive current surges during rapid travel reversal. The internal circuits associated with the remote control and monitoring functions are to be designed to withstand simulated lightning impulses of up to 2kV.

Provision shall be made for operation by distributed control system utilizing the modbus network system as well as hard wired start/stop and open close status. A 4 to 20 ma output signal shall be available.

16. Monitoring Facilities

Facilities shall be provided for monitoring actuator operation and availability as follows:

Actuator text display indication of the following status/alarms:

- Closed Limit, open limit, moving open, moving closed, stopped
- Torque trip closing, torque trip opening, stalled
- ESD active, interlock active

- Thermostat trip, phase lost, 24V supply lost, Local control failure
- Configuration error, Position sensor failure, Torque sensor failure
- Battery low, power loss inhibit

Integral datalogger to record and store the following operational data:

- Opening last /average torque against position
- Closing last /average torque against position
- Opening motor starts against position
- Closing motor starts against position
- Total open/closed operations
- Maximum recorded opening and closing torque values
- Event recorder logging operational conditions (valve, control and actuator)

The datalogger shall record relevant time and date information for stored data.

Datalogger data shall be accessed via non-intrusive *Bluetooth*® communication and data displayed on the local LCD. Sufficient standard intrinsically safe tools shall be provided for downloading datalogger and actuator configuration files from the actuators and subsequent uploading to a PC. The actuator manufacturer shall supply PC software to enable datalogger files to be viewed and analyzed.

17. Wiring and Termination

Internal wiring shall be tropical grade PVC insulated stranded cable of appropriate size for the control and 3-phase power. Each wire shall be clearly identified at each end. The terminals shall be embedded in a terminal block of high tracking resistance compound.

The terminal compartment shall be separated from the inner electrical components of the actuator by means of a watertight seal and shall be provided with a minimum of 3 threaded cable entries with provision for an additional 5 extra conduit entries.

All wiring supplied as part of the actuator to be contained within the main enclosure for physical and environmental protection. External conduit connections between components are not acceptable. A durable terminal identification card showing a plan of terminals shall be provided attached to the inside of the terminal box cover indicating:

- Serial number
- External voltage values
- Wiring diagram number
- Terminal layout

The code card shall be suitable for the contractor to inscribe cable core identification alongside terminal numbers.

18. Commissioning Kit

Each actuator shall be supplied with a start-up kit comprising installation instruction manual, electrical wiring diagram and cover seals to make good any site losses during the commissioning period. In addition, sufficient actuator commissioning tools shall be supplied to enable actuator set up and adjustment during valve/actuator testing and site installation commissioning.

19. Performance and Test Certificate

Each actuator must be performance tested and individual test certificates shall be supplied free of charge. The test equipment should simulate a typical valve load, and the following parameters should be recorded.

- Current at maximum torque setting
- Torque at max. torque setting
- Flash test voltage
- Actuator output speed or operating time.

In addition, the test certificate should record details of specification such as gear ratios for both manual and automatic and second stage gearing if provided, drive closing direction, wiring diagram number.

20. Secondary Gearboxes

A side-mounted gearbox to hook up to the existing gearbox will be required for mounting configuration.

The gearing and spindle shall be totally enclosed within the gearbox which shall be greased filled for life. Gearbox shall be built to IP67 standard for temporary submergence of 1 meter for up to 30 minutes. (See enclosure rating sheet). Grease shall have a formulated operating temperature within the range of -40F to +250F [-40C to +120C]. Exotic lubricants shall not be used due to sourcing issues

Materials of Construction:

- Baseplate: Cast Ductile Iron ASTM A536 65-45-12
- Gear case/Input Housing: BS1452 grade 250, Cast Iron ASTM A48 35B/40B
- Case shall include cast input flange that will permit and allow the actuator to be removed and a manual flange to be installed during a future date upon emergency.
- A threaded connection shall be provided on the gear case to accept a stem cover of suitable size to permit the stem to move freely within the cover.
- Input Shaft: AISI/SAE 4340 Steel
- Input shaft shall be one-piece, heat treated stainless steel and will be mounted on internal ball bearings.
- Gears: Ductile Iron AISI/SAE 1010 or 4340.
- Splined connection required between the gear and the drive sleeve
- Output/Drive Sleeve
- Non-Rising Stem: Steel AISI/SAE 1023
- Rising Stem: Aluminum Bronze Gr ASTM B505 C95800
- Drive Sleeve shall be removable.
- Mounted on needle roller bearings.
- All exposed fasteners and unpainted surfaces and shafts shall be of AISI/SAE 4340 Steel.
- Gearbox shall have a 2x safety factor above rated output torque to accommodate for stall torque in actuator.
- Gearbox shall be tested to 10,000 cycles

- Gearbox drive nuts shall be machined to fit current sluice gate stem. Field dimensioning and verification is required from vendor.

Item 0060: Electric Actuator Estelle 2

General specification multi-turn electric actuators

1. General

The actuators shall be suitable for use on a nominal 480-volt, 3 phase, 60 Hz power supply and are to incorporate motor, integral reversing starter, local control facilities and terminals for remote control and indication connections housed within a self-contained, sealed enclosure.

As a minimum the actuators should meet the requirements set out in EN15714-2 and ISA SP96.02

In order to maintain the integrity of the enclosure, setting of the torque levels, position limits and configuration of the indication contacts etc. shall be carried out without the removal of any actuator covers and without mains power over an Infra-red or *Bluetooth*® wireless interface. Sufficient commissioning tools shall be provided with the actuators and must meet the enclosure protection and certification levels of the actuators. Commissioning tools shall not form an integral part of the actuator and must be removable for secure storage / authorized release. In addition, provision shall be made for the protection of configured actuator settings by a means independent of access to the commissioning tool. Provision shall be made to disable *Bluetooth*® communications or only allow a *Bluetooth*® connection initiated by an Infra-Red command for maximum security.

The actuator shall include a device to ensure that the motor runs with the correct rotation for the required direction of valve travel irrespective of the connection sequence of the power supply.

Complete drawings and O&M information shall be provided upon delivery.

Maximum 57 rpm input to gearbox.

Actuator shall be Rotork IQ90 series or engineer approved equal.

2. Actuator Sizing

The actuator shall be sized to guarantee gate closure at the specified differential pressure and temperature. The safety margin of motor power available for seating and unseating the gate shall be sufficient to ensure torque switch trip at maximum torque with the supply voltage 10% below nominal.

3. Environmental

Actuators shall be suitable for indoor and outdoor use. The actuator shall be capable of functioning in an ambient temperature ranging from -33°C (22°F) to 70°C (140°F), up to 100% relative humidity. Actuators for hazardous area applications shall meet the area classification, gas group and surface temperature requirements specified in data sheet.

4. Enclosure

Actuators shall be o-ring sealed, watertight to IP66/IP68 7m for 72hrs, NEMA 4, 6. The motor and all other internal electrical elements of the actuator shall be protected from ingress of moisture and dust when the terminal cover is removed for site for cabling, the terminal compartment having the same ingress protection rating as the actuator with the terminal cover removed.

Enclosure must allow for temporary site storage without the need for electrical supply connection.

All external fasteners shall be plated stainless steel. The use of un-plated stainless steel or steel fasteners is not permitted.

5. Motor

The motor shall be an integral part of the actuator, designed specifically for valve actuator applications. It shall be a low inertia high torque design, class F insulated with a class B temperature rise giving a time rating of 15 minutes at 40°C (104°F) at an average load of at least 33% of maximum valve torque. Temperature shall be limited by 2 thermostats embedded in the motor end windings and integrated into its control. Electrical and mechanical disconnection of the motor should be possible without draining the lubricant from the actuator gearcase.

6. Motor Protection

Protection shall be provided for the motor as follows:

- Stall - the motor shall be de-energized within 8 seconds in the event of a stall when attempting to unseat a jammed valve.
- Over temperature - thermostat will cause tripping of the motor. Auto-reset on cooling
- Single phasing - lost phase protection.
- Direction – phase rotation correction.

7. Gearing

The actuator gearing shall be totally enclosed in a oil-filled gearcase suitable for operation at any angle. Grease lubrication is not permissible. All drive gearing and components must be of metal construction and incorporate a lost-motion hammer blow feature. For rising spindle valves the output shaft shall be hollow to accept a rising stem, and incorporate thrust bearings of the ball or roller type at the base of the actuator. The design should be such as to permit the opening of the gearcase for inspection or disassembled without releasing the stem thrust or taking the valve out of service. For 90° operating type of valves drive gearing shall be self-locking to prevent the valve back-driving the actuator.

8. Hand Operation

A handwheel shall be provided for emergency operation, engaged when the motor is declutched by a lever or similar means, the drive being restored to electrical operation automatically by starting the motor. The handwheel or selection lever shall not move on restoration of motor drive. Provision shall be made for the hand/auto selection lever to be locked in both hand and auto positions. It should be possible to select hand operation while the actuator is running or start the actuator motor while the hand/auto selection lever is locked in hand without damage to the drive train.

Clockwise operation of the handwheel shall give closing movement of the valve unless otherwise stated in the data sheet. For linear valve types the actuator handwheel drive must be mechanically independent of the motor drive and should be such as to permit valve operation in a reasonable time with a manual force not exceeding 400N through stroke and 800N for seating/unseating of the valve.

9. Drive Interface

The actuator shall be furnished with a drive bushing easily detachable for machining to suit the valve stem or gearbox input shaft. The drive bush shall be positioned in a detachable base of the actuator. Thrust bearings shall be sealed for life and the base shall be capable of withstanding five times the rated thrust of the actuator.

10. Local Controls

The actuator shall incorporate local controls for Open, Close and Stop and a Local/Stop/Remote mode selector switch lockable in any one of the following three positions: local control only, stop (no electrical operation), remote control plus local stop only. It shall be possible to select maintained or non-maintained local control.

The local controls shall be arranged so that the direction of valve travel can be reversed without the necessity of stopping the actuator. The local controls and display shall be rotatable through increments of 90 degrees to suit valve and actuator orientation.

11. Torque and Limits

Torque and turns limitation to be adjustable as follows:

- Position setting range – multi-turn: 2.5 to 8,000 turns, with resolution to 7.5 deg. of actuator output.
- Position setting range – direct drive part turn actuators: 90° +/-10°, with resolution to 0.1 deg. of actuator output.
- Torque setting: 40% to 100% rated torque.

Position measurement – Absolute position measurement should be incorporated within the actuator. The technology must be capable of reliably measuring position even in the case of a single fault. The design must be simple with the minimum amount of moving parts (no more than 5). Technologies such as LEDs or potentiometers for position measurement are considered unreliable and therefore not preferred.

Measurement of torque shall be from direct measurement of force at the output of the actuator. Methods of determining torque-using data derived from the motor such as motor speed, current, flux etc are not acceptable

A means for automatic “torque switch bypass” to inhibit torque off during valve unseating and “latching” to prevent torque switch hammer under maintained or repeated control signals shall be provided.

The electrical circuit diagram of the actuator should not vary with valve type remaining identical regardless of whether the valve is to open or close on torque or position limit.

12. Remote Valve Position and Status Indication

Four contacts shall be provided which can be selected to indicate any position of the valve; Provision shall be made for the selection of a normally closed or open contact form. Contacts shall maintain and update position indication during handwheel operation when all external power to the actuator is isolated.

The contacts shall be rated for 5mA to 5A, 120V AC, 30V DC.

As an alternative to providing valve position indication any of the four above contacts shall be selectable to signal one of the following:

- Valve opening, closing or moving
- Thermostat tripped, lost phase
- Motor tripped on torque in mid travel, motor stalled
- Remote selected
- Actuator being operated by handwheel
- Actuator fault

Provision shall be made in the design for an additional eight contacts having the same functionality.

A configurable monitor relay shall be provided as standard, which can be used to indicate either Availability or Fault. The relay should be a spring return type with a Normally Open / Normally Closed contact pre-wired to the terminal bung.

The Monitor (availability or fault) relay, being energized from the control transformer will de-energize under any one or more the following conditions:

Available Mode

- Loss of main or customer 24V DC power supply
- Actuator control selected to local or stop
- Motor thermostat tripped
- Actuator internal fault

Fault Mode

- Loss of main or customer 24V DC power supply
- Motor thermostat tripped
- Actuator internal fault

Provision shall be made in the design for the addition of a contactless transmitter to give a 4-20mA analogue signal corresponding to valve travel and / or torque for remote indication when required. The transmitter will auto range to the set limits.

13. Local Position Indication

The actuator display shall include a dedicated numeric/symbol digital position indicator displaying valve position from fully open to fully close in 0.1% increments. Valve closed and open positions shall be indicated by symbols showing valve position in relation to the pipework to ensure that valve status is clearly interpreted. With mains power connected, the display shall be backlit to enhance contrast at all ambient light levels and shall be legible from a distance of at least 5m (16ft).

Red, green, and yellow LEDs corresponding to open, closed and intermediate valve positions shall be included on the actuator display when power is switched on. The yellow LED should also be fully programmable for on/off, blinker and fault indication. The digital display shall be maintained and updated during handwheel operation when mains power to the actuator is isolated.

The actuator display shall include a fully configurable dot-matrix display element with a minimum pixel resolution of 168 x 132 to display operational, alarm, configuration and graphical datalogger information. The text display shall be selectable between English and other languages such as: Spanish, German, French, and Italian. Provision shall be made to upload a different language without removal of any covers or using specialized tools not provided as standard with the actuator.

Datalogger graphical displays should as a minimum be able to display log and trend graphs on the local LCD for the following:

- Torque versus Position
- Number of Starts versus Position
- Number of starts per hour
- Dwell Time
- Average temperature

The main display shall be capable of indicating 4 different home-screens of the following configuration:

- Position and status
- Position and torque (analogue)

- Position and torque (digital)
- Position and demand (positioning)

Provision shall be made for the addition of an optional environmental cover to protect the display from high levels of UV radiation or abrasive materials.

The local controls and display shall be rotatable through increments of 90 degrees to suit valve and actuator orientation.

14. Integral Starter and Transformer

The reversing starter, control transformer and local controls shall be integral with the valve actuator, suitably housed to prevent breathing and condensation. The starter shall be suitable for 60 starts per hour and of rating appropriate to motor size. The controls supply transformer shall be fed from two of the incoming three phases and incorporate overload protection. It shall have the necessary tapping and be adequately rated to provide power for the following functions:

- Energizing of the contactor coils.
- 24V DC or 110V AC output for remote controls (maximum 5W/VA)
- Supply for all the internal electrical circuits.

15. Remote Control Facilities

The necessary control, wiring and terminals shall be provided integral to the actuator enclosure. Open and close external interlocks shall be made available to inhibit local and remote valve opening / closing control. It shall be possible to configure the interlocks to be active in remote control only.

Remote control signals fed from an internal 24V DC (or 110VAC) supply and/or from an external supply between 20V and 60 VDC or 40V and 120VAC, to be suitable for any one or more of the following methods of control:

- Open, Close and Stop control.
- Open and Close maintained or “push to run” (inching) control.
- Overriding Emergency Shut-down to close (or open) valve from a normally closed or open contact.
- Two-wire control, energize to close (or open), de-energize to open (or close).

Additionally, provision shall be made for a separate ‘drive enable’ input to prevent any unwanted electrical operation.

It shall be possible to reverse valve travel without the necessity of stopping the actuator. The motor starter shall be protected from excessive current surges during rapid travel reversal. The internal circuits associated with the remote control and monitoring functions are to be designed to withstand simulated lightning impulses of up to 2kV.

Provision shall be made for operation by distributed control system utilizing the modbus network system as well as hard wired start/stop and open close status. A 4 to 20 ma output signal shall be available.

16. Monitoring Facilities

Facilities shall be provided for monitoring actuator operation and availability as follows:

Actuator text display indication of the following status/alarms:

- Closed Limit, open limit, moving open, moving closed, stopped
- Torque trip closing, torque trip opening, stalled
- ESD active, interlock active

- Thermostat trip, phase lost, 24V supply lost, Local control failure
- Configuration error, Position sensor failure, Torque sensor failure
- Battery low, power loss inhibit

Integral datalogger to record and store the following operational data:

- Opening last /average torque against position
- Closing last /average torque against position
- Opening motor starts against position
- Closing motor starts against position
- Total open/closed operations
- Maximum recorded opening and closing torque values
- Event recorder logging operational conditions (valve, control and actuator)

The datalogger shall record relevant time and date information for stored data.

Datalogger data shall be accessed via non-intrusive *Bluetooth*® communication and data displayed on the local LCD. Sufficient standard intrinsically safe tools shall be provided for downloading datalogger and actuator configuration files from the actuators and subsequent uploading to a PC. The actuator manufacturer shall supply PC software to enable datalogger files to be viewed and analyzed.

17. Wiring and Termination

Internal wiring shall be tropical grade PVC insulated stranded cable of appropriate size for the control and 3-phase power. Each wire shall be clearly identified at each end. The terminals shall be embedded in a terminal block of high tracking resistance compound.

The terminal compartment shall be separated from the inner electrical components of the actuator by means of a watertight seal and shall be provided with a minimum of 3 threaded cable entries with provision for an additional 5 extra conduit entries.

All wiring supplied as part of the actuator to be contained within the main enclosure for physical and environmental protection. External conduit connections between components are not acceptable. A durable terminal identification card showing a plan of terminals shall be provided attached to the inside of the terminal box cover indicating:

- Serial number
- External voltage values
- Wiring diagram number
- Terminal layout

The code card shall be suitable for the contractor to inscribe cable core identification alongside terminal numbers.

18. Commissioning Kit

Each actuator shall be supplied with a start-up kit comprising installation instruction manual, electrical wiring diagram and cover seals to make good any site losses during the commissioning period. In addition, sufficient actuator commissioning tools shall be supplied to enable actuator set up and adjustment during valve/actuator testing and site installation commissioning.

19. Performance and Test Certificate

Each actuator must be performance tested and individual test certificates shall be supplied free of charge. The test equipment should simulate a typical valve load, and the following parameters should be recorded.

- Current at maximum torque setting
- Torque at max. torque setting
- Flash test voltage
- Actuator output speed or operating time.

In addition, the test certificate should record details of specification such as gear ratios for both manual and automatic and second stage gearing if provided, drive closing direction, wiring diagram number.

Warranty:

1. Valves and actuators shall be warranted by the manufacturer for defects in materials and workmanship for a period of two years (24 months) from date of shipment.
2. All actuator assemblies shall be warranted for a period of three (3) years from date of shipment. A certificate listing actuator serial numbers shall be provided prior to shipment in order to validate the warranty.

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

Page: 1

DATE: 10/22/2025

BID NO: 50-00148851

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
stacey.champagne@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 11/06/2025 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: 10/22/2025

BID NO: 50-00148851

- 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.

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.

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

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: 10/22/2025

Page: 6

BID NO: 50-00148851

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.: 50-00148851

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	EA	Purchase of Butterfly Valves for The Jefferson Parish Department of Drainage 0010 10" LUGGED BUTTERFLY VALVE,ACTUATOR , LIMIT SWITCH, AND SOLENOID ASSEMBLED (FAIL OPEN) DELIVER TO: WESTBANK PUMP STATION WAREHOUSE 5100 ROCHESTER DR. MARRERO, LA 70072 ATTN: BEN LEPINE *UPGRADES TO PUMP STATION INFRASTRUCTURE INCL.VACUUM & CUT-OFF SYSTEMS* ***** SEE ATTACHED SPECIFICAITONS *****	\$ _____	\$ _____
2	3.00	EA	0020 10" LUGGED BUTTERFLY VALVE,ACTUATOR , LIMIT SWITCH, AND SOLENOID ASSEMBLED (FAIL CLOSE)	\$ _____	\$ _____
3	4.00	EA	0030 8" LUGGED BUTTERFLY VALVE, ACTUATOR , LIMIT SWITCH, AND SOLENOID ASSEMBLED (FAIL CLOSE)	\$ _____	\$ _____
4	3.00	EA	0040 16" DOUBLE DOOR CHECK VALVE	\$ _____	\$ _____
5	1.00	EA	0050 DISCHARGE BUTTERFLY VALVE, ROTORK IQ90 ****FOR ESTELLE #2****	\$ _____	\$ _____
6	1.00	EA	0060 ACTUATOR AND GEARBOX FOR SLUICE GATE 1B, ROTORK IQ25 ****SUBURBAN SLUICE GATE 1B****	\$ _____	\$ _____

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

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 _____.

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.