



**Bid Number 50-00149204**

**Three (3) Year Contract for All Labor, Materials, and Equipment  
Necessary to Provide Annual Maintenance on Existing Chillers at  
Various Locations for The Jefferson Parish Department of General  
Services**

**BID DUE: January 29, 2026 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](http://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  
Email: [stacey.champagne@jeffparish.gov](mailto:stacey.champagne@jeffparish.gov)  
Phone: 504-364-2688**

## **ANNUAL MAINTENANCE OF WATER-SOURCE AND AIR-COOLED CHILLERS**

### **Bid 50-00149204**

#### **Section 1.0 – Site Visit:**

All prospective bidders can schedule a site visit through Robert Brouillette with the Department of General Services between 8:00 a.m. and 3:00 p.m., Monday through Friday. Mr. Brouillette can be reached at (504)364-3460 or (504) 487-2724.

#### **Section 2.0 - Scope:**

We extend this bid to provide all labor, materials, testing instruments, equipment, software, and all other incidentals necessary to provide a three (3) year contract to perform annual maintenance on existing air-cooled chillers at various locations throughout Jefferson Parish, as identified in these specifications.

#### **Section 3.0 - License Requirements:**

A Louisiana State Contractor's License will be required by LSA R.S. 37-2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system.

#### **License(s) issued by the Louisiana State Licensing Board for Contractors:**

- Mechanical

#### **Section 4.0 - Bonds:**

##### **Surety Bond:**

An Electronic bid bond will be required with bid submission in the amount of 5% of the total bid. The vendor shall indicate the electronic bid bond number in the location specified on the electronic envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

##### **Performance Bond:**

A Performance Bond in the amount of 10% of the total contract amount will be required. The performance bond shall be produced upon contract execution.

#### **Section 5.0 - Quantities/Inspection:**

Bidders must inspect the site and perform their measurements to determine the proper quantity of labor, materials, and equipment required to complete this project.

**Section 6.0 - Locations and Equipment Information:**

Location	Make	Model Number	Chiller Unit Number	Unit Serial Number	Size/ Tons
First Parish Court 924 David Drive Metairie, LA 70003	Trane	CGAM040A2A	1	U24J03601	40
First Parish Court 924 David Drive Metairie, LA 70003	Trane	CGAM040A2A	2	U24J03602	40
Jefferson Performing Arts Center 6400 Airline Highway Metairie, LA 70003	Trane	ACRB2005EU	1	U23M03954	200
Jefferson Performing Arts Center 6400 Airline Highway Metairie, LA 70003	Trane	ACRB2005EU	2	U23M03955	200
East Bank Health Unit 111 Causeway Blvd. Metairie, LA 70001	Trane	CGAM100F2	1	U02K07006	100
West Bank Health Unit 1855 Ames Blvd. Marrero, LA 70072	Daikin	AGZ070EDSEMNN00	1	STNU170400156	70
West Bank Health Unit 1855 Ames Blvd. Marrero, LA 70072	Daikin	AGZ070EDSEMNN00	2	STNU170400142	70
Joseph S. Yenni Bldg. 1221 Elmwood Park Blvd. Jefferson, LA 70121	Trane	CGAM026F2A02AX	1	U09M13051	25
Emergency Operations & Communications Center 910 3 <sup>rd</sup> Street Gretna, LA 70053	Trane	RTAC 2504 U1KN UAFN L4TY 1TDB NN5T N1 1C REEX N	1	U21H02713	80
Emergency Operations & Communications Center 910 3 <sup>rd</sup> Street Gretna, LA 70058	Trane	RTAC 2504 U1KN UAFN L4TY 1TDB NN5T N1 1C REEX N	2	U21H02712	80

**Section: 7.0 - Bid Specifications:**

**The following shall be performed during each preventive maintenance of the air-cooled chiller unit:**

**A: Tasks Required Before the Start of the Preventive Maintenance.**

1. Thirty (30) days before the scheduled annual maintenance, the successful bidder shall obtain a refrigerant sample and an oil sample from existing chiller units.
2. Perform a complete spectrum analysis to identify contamination in the samples of refrigerant and oil obtained.
3. Within seven working days, the requesting department provided a full report listing all findings of the refrigerant and oil analysis to the requesting department.

**B: Tasks Required for the Preventive Maintenance:**

1. Chemically clean all condenser coils. The use of acid-based cleaners is not permitted.
2. Preventive maintenance shall be performed per the manufacturer's recommendations and guidelines.
3. Verify flow-proving devices. Advise the owner of any needed adjustments.
4. Verify proper operation of automatic and manual capacity controls. Advise the owner of any needed adjustments.
5. Provide and replace all refrigerant driers, oil, oil filters, oil eductor filters, water filters, and dehydrators.
6. Check refrigerant charge and correct if necessary. If the refrigerant is required, Jefferson Parish will provide refrigerant if necessary.
7. Leak check the entire chiller unit.
8. Inspect all control and electrical wiring on the chiller unit. Advise the owner of any faulty issues that need to be addressed.
9. Inspect all safety switches for proper operation. Advise the owner of any faulty issues that need to be addressed.

**Section: 7.1 - Inspection and maintenance for Trane/Daikin air-cooled chiller**

**The following shall be performed during each preventive maintenance of the air-cooled chiller unit:**

**A: Tasks Required Before the Start of the Preventive Maintenance.**

10. Thirty (30) days before the scheduled annual maintenance, the successful bidder shall obtain a refrigerant sample and an oil sample from existing chiller units.
11. Perform a complete spectrum analysis to identify contamination in the samples of refrigerant and oil obtained.
12. Within seven working days, provide a complete report listing all findings of the refrigerant and oil analysis to the requesting department.

**Section: 7.1 - Inspection and maintenance for Trane/Daikin air-cooled chiller: Continued**

**B: Tasks Required for the Preventive Maintenance and Inspection.**

1. A laminated or hard plastic tag shall be placed on all switches, thermostats, gauges, and any other device where a calibration check was performed. The tag shall indicate the reading(s) and date of recalibration.
2. Provide a typed, written annual stop inspection report to the owner within five (5) working days of completing the inspection and maintenance of each chiller.
3. Supply all necessary oil and lubricants per the manufacturer's recommendations.
4. Properly dispose of all removed oil and filters from the Parish site as per local, state, and federal guidelines, including EPA and OSHA.
5. No factory setting or controls (operation and safety) shall be changed without the owner's written approval.
6. Should any insulation cutting be required, the vendor shall replace all damaged insulation.
7. Clean Condenser Tubes:
  - The bidder will be responsible for the valve off, draining, and refilling system.
  - Remove Heads.
  - Photograph tubes and provide copies of photos to the owner.
  - Allow the owner representative to inspect tubes and heads for corrosion.
  - Mechanically clean tubes using manufacturer-approved cleaning brushes.
  - Reassemble the unit using new gaskets. Verify the proper fit of the division plate and gasket.
8. Check all safety switches and alarms for proper operation.
  - High-pressure cut-off
  - Low-pressure cutoff
  - Low oil pressure switch
  - Oil pump timers
  - Flow switches
  - Pump interlocks
  - System monitors timers
  - System freeze stats
  - Vane closing switches
9. Check operating controls for proper operation:
  - Temperature control stats
  - Motor load limit controls
  - Vane operation controls
  - All electrical controls should be inspected for malfunctions and reported to the owner.

**Section: 7.1 - Inspection and maintenance for Trane/Daikin air-cooled chiller: Continued**

**10. Vibration Analysis:**

- Perform a vibration analysis on each chiller unit.
- Provide a typed report within five (5) working days indicating the range. The report shall tell whether the range is normal/abnormal. Bidder shall provide the owner with the manufacturer's benchmark settings.

**11. Eddy Current Test**

*NOTE: In the year(s) 2026 and 2028, an Eddy current test shall be performed on each water-cooled chiller unit listed in Section 6.0.*

- The full length of each tube contained in the chiller unit shall be inspected.
- Probe speed shall not exceed 60 feet per minute.
- Provide a typed report within two (2) working days of completion of testing.

The typed written report shall contain the following.

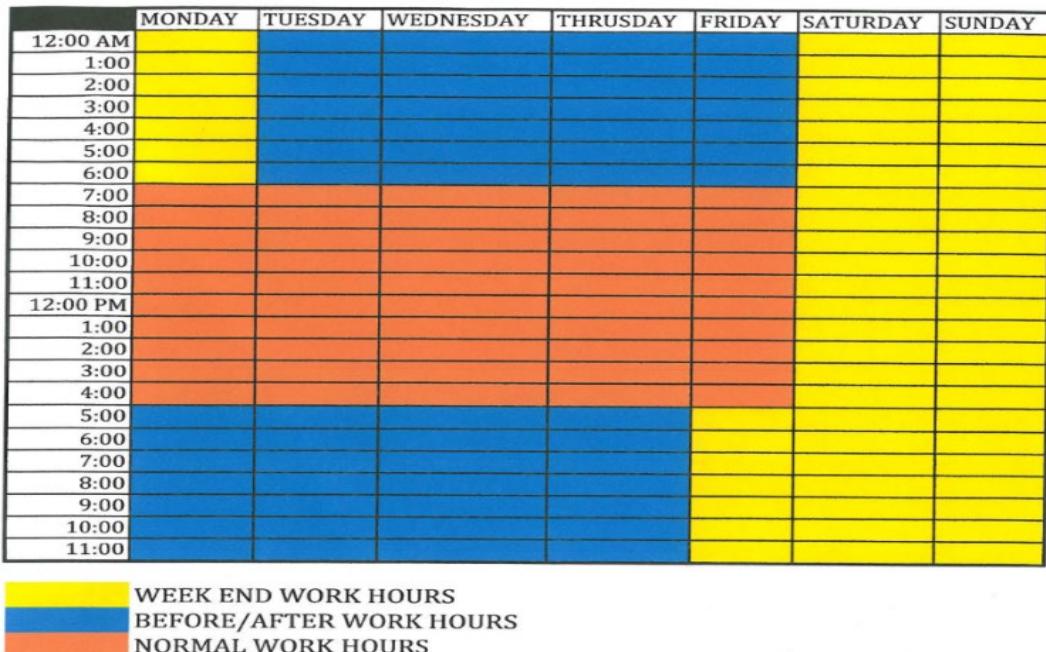
- The chiller model and serial number, tube specifications, test end, row, and tube numbering information.
- Summary of findings listing the percentage of the tube(s) affected and the degree of each defect found.
- Tabulated defect data sheets detailing the type, degree, and location by row and tube number to permit selective plugging/replacement.
- Tube bundle layout (Tube Map) shall include defective tube(s) marked by deficiency, description, and severity.
- Strip charts showing the vertical, horizontal, and XY detector outputs of all tubes. Defects will be labeled on the strip charts to identify type and location.
- Recommendations for corrective actions.

## Section 8.0 Labor only for the repair of existing Trane/Daikin Air Cooled Chiller

- Labor, materials, transportation, supervision, and equipment necessary for a three (3) year labor-only contract to troubleshoot and repair existing high and low-pressure air and water-cooled chillers.
- Troubleshooting and repairing of equipment shall only be performed by a lead technician. The use of a “helper” will only be allowed upon approval from a General Services representative.
- All work shall be provided on an “as-needed” basis. There is no guarantee regarding the amount of work to be performed throughout this contract.
- There shall be no minimum call-out, work, service, etc. time in terms of hours charged under the terms of this contract.
- Time charged to the contract shall be from the time personnel arrive on site to the time when work is completed.
- Hourly pricing for a technician and for a helper shall include the following:
  - Labor for troubleshooting
  - Labor for repair work
  - Incidental equipment needed to perform troubleshooting and repairs
  - Tools needed to perform troubleshooting and repairs
  - Transportation/Travel time to and from the work site and for picking up parts, tools, equipment, etc.
  - License(s) required to perform this type of work
- Technicians arriving at the work site to perform services shall verify start time by meeting with an owner’s representative and sign in on an owner-provided log book.  
*NOTE- Failure to sign in with a parish representative may be cause for non-payment of the invoice for services.*
- Upon completion of work for the day, technicians shall verify end time by meeting with an owner’s representative and sign out on an owner-provided log book.  
*NOTE- Failure to sign out with a parish representative may be cause for non-payment of the invoice for services.*
- Bidder must receive a reference number from the requesting department before any work is performed. If the successful bidder proceeds without a reference number issued by the department, they may not be eligible for compensation for their labor and parts.
- In case of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain necessary part(s) to complete the repair work. Jefferson Parish will not allow any markup of invoice cost.
- Bidder must be proficient in the repair of low-pressure chillers with and without variable frequency drives (VFD) and purge units.

## **Section 9.0 Working Hours:**

The blow chart indicates normal, weekend, and before- and after-hours operations. These times are to be used for pricing purposes, as identified.



## **Section 10.0 – Safety Precautions:**

Safety precautions must be exercised at all times to safeguard the welfare and safety of personnel while work is being performed.

## **Section 11.0 – Start of Work Conference and Notice to Proceed:**

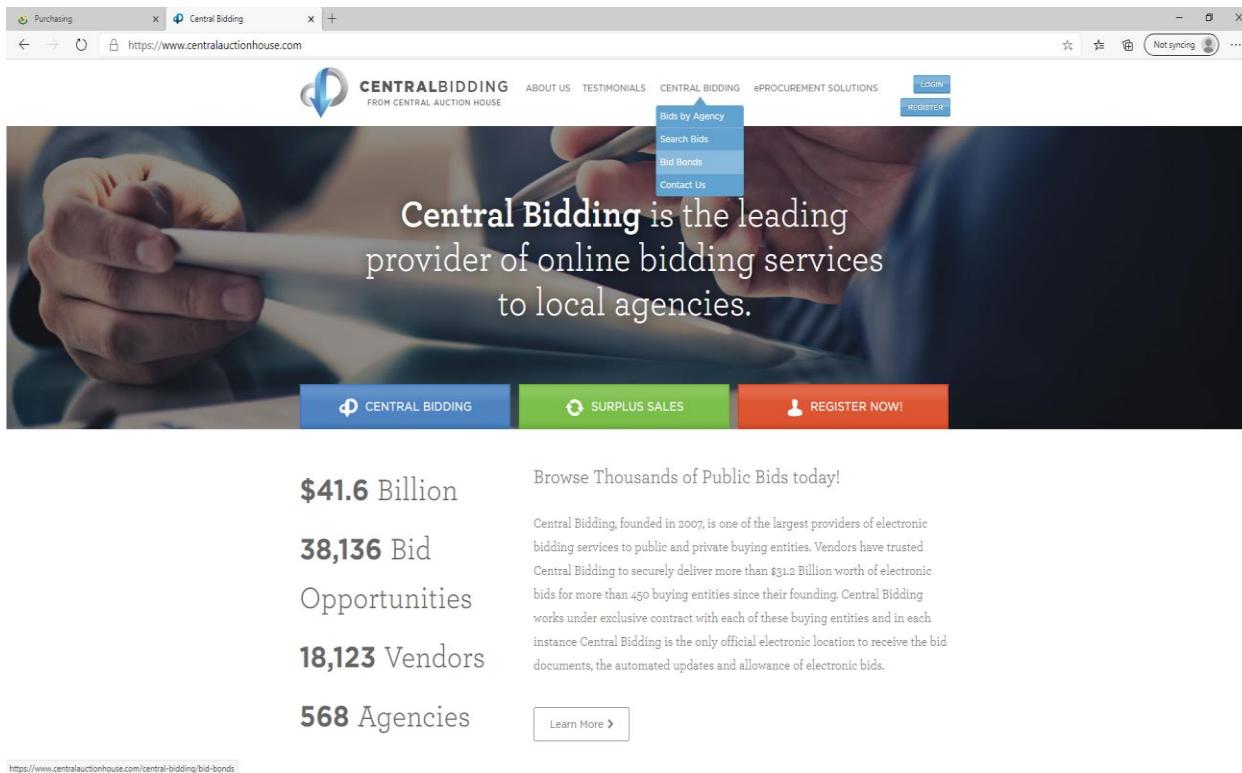
A “Start of Work Conference” shall be held between the successful bidder and the owner prior to any work commencing.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the Department of General Services to begin work.

# Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at [www.jeffparish.net](http://www.jeffparish.net) or [www.centralbidding.com](http://www.centralbidding.com). To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



The screenshot shows the homepage of Central Bidding. At the top, there is a navigation bar with links for Purchasing, Central Bidding, and other site sections like About Us, Testimonials, and eProcurement Solutions. A login and register button are also present. A dropdown menu for 'Bids by Agency' is open, showing options like Search Bids, Bid Bonds, and Contact Us. The main banner features a photograph of hands holding a pen over a document, with the text: 'Central Bidding is the leading provider of online bidding services to local agencies.' Below the banner are three buttons: 'CENTRAL BIDDING' (blue), 'SURPLUS SALES' (green), and 'REGISTER NOW!' (orange). On the left side, there are four statistics: '\$41.6 Billion', '38,136 Bid Opportunities', '18,123 Vendors', and '568 Agencies'. On the right side, there is a 'Browse Thousands of Public Bids today!' section with a 'Learn More' button and a link to the bid bonds page: <https://www.centralauctionhouse.com/central-bidding/bid-bonds>.

DATE: 12/31/2025

BID NO: 50-00149204

## JEFFERSON PARISH

PURCHASING DEPARTMENT  
P. O. BOX 9  
GRETNNA, 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, 1/29/2026**

**AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNNA, 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, Gretna, 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.

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](http://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.

**3,4,5,6,8,10,11,12,13,14**

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(l), 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.

**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.

**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.: 50-00149204

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	3.00	EA	<p>Three (3) Year Contract for All Labor, Materials, and Equipment Necessary to Provide Annual Maintenance on Existing Chillers at Various Locations for The Jefferson Parish Department of General Services</p> <p>0010 - CHILLER INSPECTIONS CHILLER UNIT NO. 1</p> <p>TRANE 40-TON AIR COOLED WATER CHILLER MODEL NO. CGAM040A2A SERIAL NO. U24J03601</p> <p>LOCATED AT: FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA 70003</p> <p>THREE (3) YEAR CONTRACT FOR ALL LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE ANNUAL MAINTENANCE ON EXISTING CHILLERS AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES</p>	\$ _____	\$ _____
2	3.00	EA	<p>0020 - CHILLER UNIT NO. 2</p> <p>DAIKIN 40-TON AIR COOLED WATER CHILLER</p> <p>MODEL NO. CGAM040A2A SERIAL NO. U24J03602</p> <p>LOCATED AT: FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA 70003</p>	\$ _____	\$ _____
3	3.00	EA	<p>0030 - CHILLER UNIT NO. 1</p> <p>TRANE 200-TON AIR COOLED WATER CHILLER</p> <p>MODEL NO. ACRB2005EU SERIAL NO. U23M03954</p> <p>LOCATED AT: JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE HIGHWAY METAIRIE, LA 70003</p>	\$ _____	\$ _____
4	3.00	EA	<p>0040 - CHILLER UNIT NO. 2</p> <p>TRANE 200-TON AIR COOLED WATER CHILLER</p> <p>MODEL NO. ACRB2005EU SERIAL NO. U23M03955</p> <p>LOCATED AT: JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE HIGHWAY METAIRIE, LA 70003</p>	\$ _____	\$ _____
5	3.00	EA	0050 - CHILLER UNIT NO. 1	\$ _____	\$ _____
			TRANE 100-TON AIR COOLED CHILLER		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149204

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			MODEL NO. CGAM100F2 SERIAL NO. U02K07006  LOCATED AT: EASTBANK HEALTH UNIT 111 NORTH CAUSEWAY BLVD. METAIRIE, LA 70001		
6	3.00	EA	0060 - CHILLER UNIT NO. 1 DAIKIN 70-TON AIR COOLED CHILLER  MODEL NO. AGZ070EDSEMNN00 SERIAL NO. STNU170400156  LOCATED AT: WESTBANK HEALTH UNIT 1855 AMES BLVD. MARRERO, LA 70072	\$ _____	\$ _____
7	3.00	EA	0070 - CHILLER UNIT NO. 2 DAIKIN 70-TON AIR COOLED CHILLER  MODEL NO. AGZ070EDSEMNN00 SERIAL NO. STNU170400142  LOCATED AT: WESTBANK HEALTH UNIT 1855 AMES BLVD. MARRERO, LA 70072	\$ _____	\$ _____
8	3.00	EA	0080 - CHILLER UNIT NO. 1 TRANE 25-TON AIR COOLED CHILLER  MODEL NO. CGAM026F2A02AX SERIAL NO. U09M13051  LOCATED AT: JOSEPH S. YENNI BUILDING 1221 ELMWOOD PK. BLVD. JEFFERSON, LA 70123	\$ _____	\$ _____
9	3.00	EA	0090 - CHILLER UNIT NO. 1 TRANE 80-TON AIR COOLED CHILLER  MODEL NO. RTAC 2504 U1KN UAFN L4TY- 1TDB NN5T N1 1C REEX N SERIAL NO. U21H02713  LOCATED AT: EMERGENCY OPERATIONS & COMMUNICATION CENTER 910 3RD STREET GRETNNA, LA 70053	\$ _____	\$ _____
10	3.00	EA	0100 - CHILLER UNIT NO. 2 TRANE 80-TON AIR COOLED CHILLER  MODEL NO. RTAC 2504 U1KN UAFN L4TY- 1TDB NN5T N1 1C REEX N SERIAL NO. U21H02712	\$ _____	\$ _____

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149204

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			LOCATED AT: EMERGENCY OPERATIONS & COMMUNICATIONS CENTER 910 3RD STREET GRETNNA, LA 70053		
11	32.00	EA	0110 - TECHNICIAN NORMAL HOURLY RATE  (7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY, EXCLUDING HOLIDAYS)	\$ _____	\$ _____
12	1.00	EA	0120 - HELPER NORMAL HOURLY RATE  (7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY EXCLUDING HOLIDAYS)	\$ _____	\$ _____
13	1.00	EA	0130 - TECHNICIAN BEFORE/AFTER HOURS WEEKDAY RATE  (5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY, AND 12:00 AM TO 7:00 AM TUESDAY THRU FRIDAY)	\$ _____	\$ _____
14	1.00	EA	0140 - HELPER BEFORE/AFTER HOURS WEEKDAY RATE  (5:00 PM TO 12:00 AM MONDAY THRU THURSDAY, AND 12:00 AM TO 7:00 AM TUESDAY THRU FRIDAY)	\$ _____	\$ _____
15	1.00	EA	0150 - TECHNICIAN AFTER HOURS WEEKEND RATE  (5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM) (AUTHORIZATION REQUIRED)	\$ _____	\$ _____
16	1.00	EA	0160 - HELPER AFTER HOURS WEEKEND RATE  (5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM) (AUTHORIZATION REQUIRED)	\$ _____	\$ _____
17	1.00	EA	0170 - TECHNICIAN HOLIDAY RATE	\$ _____	\$ _____

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149204

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	1.00	EA	(12:00 AM TO 11:59 PM)  0180 - HELPER HOLIDAY RATE (12:00 AM TO 11:59 PM)  ***AS PER ATTACHED SPECIFICATIONS***	\$ _____	\$ _____

## **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**

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**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.

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Signature of Affiant

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Printed Name of Affiant

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

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Notary Public

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Printed Name of Notary

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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 **Specifications**. Except as where otherwise precluded by law, the Parish Attorney or her designee, with the concurrence of the Director of Risk Management or her designee, may agree on a case-by- case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. **Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date.** Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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**Within ten (10) calendar days of bid opening, the apparent low bidder will be required to provide final insurance certificates that fully comply with these requirements and any additional requirements set forth in the specifications to the Parish. Failure to provide final insurance certificates within the ten (10) calendar days of bid opening shall result in the Parish rejecting your bid and moving on to the next lowest bidder.**

Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **WORKER'S COMPENSATION INSURANCE**

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

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

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

**worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) calendar 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) calendar 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.