



Bid Number 50-00149323

Two (2) Year Contract to Provide Preventative Mechanical Maintenance Non-Emergency and Emergency Repairs for the Jefferson Parish Department of Drainage

BID DUE: February 24, 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, 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: Ruby Tran
Email: ruby.tran@jeffparish.gov
Phone: 504-364-2687**

**Two (2) Year Contract to Provide Mechanical Maintenance,
Non-Emergency and Emergency Repairs and Services for Jefferson Parish Department of
Public Works - Drainage and all Jefferson Parish Agencies**

This is a two (2) year contract to provide mechanical maintenance, non-emergency and emergency repairs and services for Jefferson Parish Department of Public Works-Drainage and all Jefferson Parish Agencies. The work is outlined in section 1-11.

Most work will be at drainage facilities located on both the East Bank and West Bank of Jefferson Parish. To schedule a site visit contact Benjamin Lepine by email at benjamin.lepine@jeffparish.gov or by phone at (504) 736-6759.

License Requirements:

A Louisiana State Contractor's License is required in the following categories:

- Mechanical

A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.

Bond Requirements:

An electronic bid bond will be required with bid submission in the amount of 5% of the total bid.

Vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

Performance Bond and Payment Bond in the amount of 50% of the contract price will be required at the signing of the contract. These are two separate bonds and they are each 50% of the contract price.

1-01 Extent of Contract:

(A) The unit price bid for each of the various categories of materials, or work items, shall include all direct costs attributable to that category of work including, but not limited to, labor, tools, consumable, instruments, equipment, fabrication work, transportation, travel, supervision, insurance, payroll, other taxes, overhead, and profits, etc. No payment for the actual work performed on various items will be made other than upon the unit prices quoted in the bid.

Fabrication materials do not include welding rods or any other consumable supplies necessary to perform welding services.

(B) This contract shall be in force for a period of two (2) calendar years starting upon the date of the execution of the contract. The unit price bid must be held firm.

(C) The unit price bid for each of the various categories of work shall include all direct and indirect costs attributable to that category of work.

(D) The unit price for each of the bid items listed in this contract will be on an hourly basis.

(E) All material, rough stock, etc. To be used in performing the work of the various categories will be furnished by Jefferson Parish unless the contractor is instructed by Jefferson Parish to furnish such items for a particular work effort. Contractor furnished items shall not exceed \$10,000.00 and will be invoiced to Jefferson Parish at wholesale cost or dealer's cost with no markup with prior approval by the Drainage Department. Supporting data i.e., a copy of actual invoicing showing the contractor's procurement cost for such items shall be submitted with request for payment. All required materials must be noted on the estimate form along with who is to supply and the cost of the material.

(F) This is a unit price contract and the quantities shown on the "bid form" are for comparison of bids only. This contract and actual quantities installed will be on an as-needed basis and may vary significantly from estimated quantities. Contractor waives any claim for loss profit, overhead, or otherwise on account of varying quantities. The funds budgeted for expenditures under this contract may be used in part or in whole, and there is no guarantee of usage of the total budgeted amount. As stated elsewhere usage will be on an as-needed basis and could fall substantially short of the budgeted ceiling.

(G) Bidders must bid upon all proposed classes of work. All classes will be awarded to a single bidder.

1-02 General Conditions:

- (A) Contractor must have qualified and experienced personnel and equipment available to respond within 24 hours for both emergency and non-emergency work orders.
- (B) Each work order will designate a job number. All correspondence, billing, etc. pertaining to the work must reference this job number designation. Payment will be made upon receipt of detailed and itemized invoices and verification by the engineer of quantity and quality of work performed. See payment section for details.
- (C) Work order estimates –

The use of bid item numbers may be authorized to determine and provide work order estimates in such events not limited to equipment disassembly, technical evaluation, submitted reports, drawings, and specifications and professional assessments for projects and repairs. Written approval from the parish is required to invoice line items for estimates.

Upon written request with a scope of work from a Parish engineer, the contractor shall provide an estimate via email, with adequate plans and specifications or written directions. The estimate should include all labor, equipment, parts and/or materials (with referenced job number and bid line-item number) required to perform the work specified under the requested work order. Upon authorization, actual work shall not exceed the Contractor's estimate without the Parish's written approval. The estimates should include if applicable:

- Material Certifications for the materials proposed for use demonstrating that the materials meet the requirements of application.
- Welding Procedure Specifications for approval by the Parish or pre-qualified Welding Procedure Specifications.
- Welder Qualification documentation for approval by the Parish or the names of pre-qualified welders.
- Cost estimate which specifies estimated labor hours and if applicable, fabrication material costs.

All work order estimates shall be submitted to Parish engineer within three days after issuance of estimate request and begin the work within five (5) days after the estimate approval, provided materials are available, or on a date mutually agreed upon.

The Contractor is free to propose modifications to the scope that may result in cost savings and/or a better product. Any modifications shall be clearly spelled out in the estimate and approved by the Parish.

1-03 Defective Work:

- (A) The contractor shall remedy any defective work performed by him, all in such manner as solely determined by Jefferson Parish, and perhaps including the replacement of the piece so damaged. Defective work will be considered as work performed outside of the tolerance limits established, inaccurate setup, distortion of work piece, and/or such damage as results from improper handling. There will be no compensation allowed to remedy any defective work.
- (B) Jefferson Parish reserves the right to stop work at any time, and to withhold payment thereon, whenever in his judgement the work is not being properly performed. Jefferson Parish also reserves the right to cancel the contract if in his judgement inferior work is being repeatedly performed.

1-04 Progress of the Work / Payment Alternatives:

All work must proceed at an effective rate of production, as judged by Jefferson Parish. In the case of certain significant work pieces, Jefferson Parish may request a detailed estimate of work time, and in such event, he shall begin work only upon the written approval of said estimate. The contractor shall not exceed this estimated time without prior approval. Also in the case of certain work pieces, wherein the work effort can be precisely defined and established, then Jefferson Parish reserves the right, subject to mutual agreement to make payment on the basis of a lump sum dollar amount, cognitive of the total direct and indirect costs therewith, and also cognitive of the value of the piece. In case of disagreement, Jefferson Parish reserves the right to utilize the services of another contractor in the performance of the work.

1-05 Premium Time Work:

The regular Jefferson Parish work day schedule shall be from 6:00 A.M. to 4:00 P.M., Monday thru Friday. All work performed during this time period shall be performed on straight time basis. Premium time will apply only when work is performed on weekends, Jefferson Parish legal holidays or before 6:00 A.M. and after 4:00 P.M.

No premium time work may be done unless specifically authorized from the Director of Drainage in writing prior to completion, and the unit price bid shall be for work done during basic work time conditions. In the event of an emergency, Jefferson Parish may request premium time work, in which case compensation for the specific operation being performed shall be 1.5 times the regular hour rates.

1-06 Liens:

The contractor shall furnish Jefferson Parish with satisfactory evidence that all persons who have done work or furnished materials under this contract and are entitled to a lien therefore under any law of the state of Louisiana have been fully paid or are no longer entitled to such a lien. And in case such evidence is not furnished, as aforesaid, such amounts as Jefferson Parish may consider necessary to meet the lawful claims of the person aforesaid, shall be retained from the money due the contractor under this contract, until the aforesaid liabilities have been fully discharged and the evidence thereof furnished to Jefferson Parish. In lieu thereof, Jefferson Parish may accept a lien bond.

1-07 Payment:

Payments shall be made through purchase requisition numbers upon receiving the contractor's invoices for all bid items performed or third-party invoices for materials and/or parts.

The Contractor shall submit all invoices to the Jefferson Parish Department of Drainage C/O Contract Administrator, 1221 Elmwood Park Blvd., Suite 907, Harahan, and La 70123 AND via email to Parish engineer. Invoices will be checked and verified for accuracy and compliance with the terms of this contract. Any errors may be discussed via telephone with the contractor and corrections will be made by the submission of a new invoice by the contractor, once agreeable to both Jefferson Parish and contractor. All invoices shall have proper documentation for expeditious processing. All invoices shall contain the following:

- Contractor's invoice.
- Job # of work order
- Summary of Work performed
- Repair estimate sheet (if available).
- Valid material invoices from third parties with verifiable tracking numbers for audit purposes (supply vendors, subcontractor, and UL charges).
- Copy of employee's time card (For overtime labor verification).
- Service call time sheets must include employee's name, certification/license number if applicable, and job title
- Before and after photo or video when requested of work performed (via email only for engineer review)

Invoices which are received without all proper documentation will be returned to the contractor or held until such documentation is received.

Invoices submitted covering work not addressed under the terms of this contract will not be paid and will be returned to the contractor.

Invoices for payment on completed and accepted work shall be submitted within or before thirty (30) days from date of completion. Payment terms shall be Net-30 Days.

If deemed necessary by Jefferson Parish, a certified payroll may be required.

1-08 Guarantee and Warranty of Work:

Unless provided otherwise, the Contractor shall guarantee all work covered under this contract against defects resulting from the use of substandard materials, equipment or workmanship for one year from the date of work completed by the Parish.

1-09 Safety:

It is the responsibility of the contractor to provide the adequate safety precautions to his crews that will be taken for all work performed under this contract. All necessary personal protection equipment shall be in accordance with applicable Louisiana and OSHA codes, rules and regulations, and shall be installed and maintained by the contractor at no direct pay to Parish.

It is the responsibility of the contractor to have the equipment used in good working order and in compliance with applicable OSHA, CEC, and NEMA codes.

1-10 Workmanship:

It is the intention of the Jefferson Parish, Department of Drainage, to call for the highest level of quality in the requested service compatible with standard price. All work shall be performed by the trained, qualified and experienced contractor and his/her personnel. The contractor shall cooperate with Parish representatives to ensure the repairs conform to equipment specifications.

All mechanical repair work, materials, and equipment, in whole or in part, shall conform to the applicable portions of the standard specification, codes and regulations in effect on the date of invitations for bids, and which are established by the following societies and/or organizations:

- (A) American Society of Tool Engineering (ASA)
- (B) American Society of Mechanical Engineer (ASME)
- (C) American Society for Testing and Materials (ASTM)
- (D) Steel Founders Society of America (SFS)
- (E) International Organization for Standardization (ISO)
- (F) American Gear Manufacturers Association (AGMA)
- (G) American National Standards Institute, Inc. (ANSI)
- (H) American Welding Society, Inc. (AWS)

- (I) Diamond Core Drill Manufacturers Association (DCDMA)
- (J) National Machine Tool Builders Association (NMTBA)
- (K) National Standards Associations, Inc. (NSA)
- (L) Society of Manufacturing Engineers (SME)
- (M) Cemented Carbide Producers Association (CCPA)
- (N) Met cut Research Association, Inc., Machining Data Handbook
- (O) American Petroleum Institute (API)
- (P) Mechanical Power Transmission Association (MPTA)
- (Q) National Association of Corrosion Engineers, (NACE)
- (R) National Lubricating Grease Institute (NLGI)
- (S) Steel Structures Painting Council (SSPC)
- (T) Occupational Safety & Health Administration (OSHA)
- (U) Hydraulic Institute (HI)
- (V) All applicable NFPA codes apply

All other national codes and regulations relevant to mechanical maintenance work, practice, operation and inspection, shall apply herein and shall form a part of these specifications.

1-11 Categories of Work:

Through the listed bid items, contractors should be able but not limited to performing the following mechanical maintenance tasks:

- Provide routine welding services; able to weld various materials including but not limited to stainless steel, cast iron, low carbon steel, aluminum, and copper and brass; able to perform various types welds at a high-quality including but not limited to stick, tig, and mig in both indoor and outdoor environments; and able to perform various weld joints at a high-quality including but not limited to butt, lap, tee, edge, and corner joints.
- Install, maintenance, and repair piping of various sizes including up to 84-inches in diameter.
- Field construct large diameter (up to 96") mitered elbows
- Installation and maintenance of variable speed hydraulic pumps up to 48" and all system components.
- Replacement/fabrication of steel vacuum lines, coolant piping, barometric tanks, and structural steel
- Maintenance and diagnostics of variable displacement piston pumps including adjustments for proper control pressures.

- Install, maintenance, and repair of hydraulic and pneumatic systems, including such components as heating, ventilation, air conditioning, refrigeration, hydronic and steam systems, pressure vessels, plumbing, gas piping, grease piping, oil piping, process piping, mechanical equipment, air and process heaters and seals, and air vacuums and filters.
- Installation and adjustments for hydraulic relief valves.
- Installation and maintenance of pneumatic actuators, air compressors, reactive air systems, and controlled air systems.
- Install, fabricate, and repair piping for industrial applications including but limited to compressed air, vacuum, and fuel lines in a code-acceptable manner including all insulation where applicable.
- Construct, install, maintenance, and repair potable and non-potable tap water and/or sewer water piping, components, and related systems.
- Installation and service of grease tubing for lubrication systems.
- Sizing and installation of heat exchangers and lube oil manifolds.
- Installation and maintenance of compressors, dryers, and vacuum equipment including pneumatic solenoids, actuating valves, and regulators.
- Design, fabrication, and installation of auxiliary gearbox filter, pre-lube, and pressure regulator skid packages.
- Installation, maintenance, and repair of air conditioning, ventilation, heaters, coolers, and ductwork.
- Replacement of hydraulic hoses and connections on high pressure systems
- Examine mechanical systems for malfunctions and to locate damage or wear, such as blown out packing, misaligned shafts, belt slippage, worn bearings, or need for lubrication.
- Dismantle mechanical systems and perform maintenance including but not limited to repacking of stuffing boxes, tightening glands, and replacing bearings.
- Verify and install couplings with manufacturer recommended shaft alignment tolerances.
- Install mechanical equipment in accordance with API recommended practice 686.
- Ability to mechanically and electrically assemble and disassemble machinery, troubleshoot, repair, replace equipment and ability to install/remove equipment.

- Cut, fit, and place miscellaneous metal supports accurately in location, alignment, and elevation to support and anchor mechanical materials and equipment.
- Erection of stairs, walkways, and ladders according to OSHA standards or from drawings provided by Parish engineer.
- Work with catenary rakes and climber screens to identify and correct any issues with components such as but not limited to roller bearing failure, catenary chain failures, motors, and gearboxes.

1-12 Item Description:

Item 0010 - Mechanical Technician

Job Description: On or off-site field mechanical maintenance repair services on: mechanical equipment, diesel engines, debris and catenary rakes and ancillary equipment, hydraulic pumps and accessory equipment, valves, industrial piping, plumbing systems, insulation, intake screens, gear boxes, motor operated valves, hydraulic systems, pneumatic systems, air storage tanks, fuel storage tanks, pressure vessels, and HVAC equipment and systems by mechanics, machinists, and mill wrights. This is an hourly rate bid item for one Mechanical Technician.

Item 0020 - Mobile Welding Service – One (1) certified welder

Job Description: Provide routine field welding, routine repairs and installation, routine application of coatings to field welds and other related services. This is an hourly rate bid item for one Certified Welder.

As described in 1-01 A: Welding truck, fuel, welding machine, cutting torch, and all necessary fabrication materials and tools to complete work shall be included in the hourly unit price. Fabrication materials do not include welding rods or any other consumable supplies necessary to perform welding services.

Welder Qualifications:

Welders shall maintain current qualifications for material being welded under the provisions of ANSI/AWS D1.1 or the ASME Boiler and Pressure Vessel Code, Section 9 by an independent local, approved testing agency for the work covered under this contract.

All employee welding certification information shall be submitted with each invoice.

Item 0030 - Boom Truck Service

This item is an hourly rate for a minimum of a 30-ton hydraulic boom truck with a minimum 110 ft boom length. Operator, rigging equipment, travel time, insurance, and fuel shall be in base bid price. See details in 1-01 A.

Item 0040 - Alignment Specialist

Job Description: Perform alignment checks and realignment of rotating machinery. Specialist must have tools (laser alignment device) and skill to ensure maximum precision to meet all industry standards. This is an hourly rate bid item for one Alignment Specialist.

Item 9999A – (Non-Biddable)

Purchase of parts and/or materials for mechanical maintenance repairs and related equipment. Parts and/or materials purchased by contractor from third parties will be paid at contractor's actual cost with prior approval by the Drainage Department and not to exceed \$10,000.

Bidders are to leave the unit price quoted blank for this item. This item shall not be included in the total of all items quoted. This line is to be used as a reference to process invoices.

Item 9999B – (Non-Biddable)

Premium Time Work - 1.5 times the regular hour rates. Premium time will apply only when work is performed on weekends, Jefferson Parish legal holidays or before 7:00 AM and after 5:00 PM. No premium time work may be done unless specifically authorized from the Director of Drainage in writing prior to completion, and the unit price bid shall be for work done during basic work time conditions.

Bidders are to leave the unit price quoted blank for this item. This item shall not be included in the total of all items quoted. This line is to be used as a reference to process invoices.

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

DATE: 1/28/2026

BID NO: 50-00149323

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JEFFERSON PARISH

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

**PURCHASING SPECIALIST:
ruby.tran@jeffparish.gov**

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 2/24/2026

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.

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

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.

4,5,6,8,9,11,12,13,14

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.: 50-00149323

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>Two (2) Year Contract to Provide Mechanical Maintenance, Non-Emergency and Emergency Repairs and Services for Jefferson Parish Department of Public Works - Drainage and all Jefferson Agency</p>		
1	200.00	HR	<p>0010 MECHANICAL TECHNICIAN ON OR OFF-SITE FIELD PUMP STATION REPAIR</p> <p>SERVICES ON: PUMPING PLANT EQUIPMENT, FACILITIES EQUIPMENT, DIESEL ENGINES, DEBRIS AND CATEINARY RAKES AND ANCILLARY EQUIPMENT, PUMP AND PUMP ACCESSORY EQUIPMENT, VALVES, PIPING, INTAKE SCREENS, GEAR BOXES, MOTOR OPERATED VALVES, HYDRAULIC SYSTEMS, AND TANK, BY PUMP MECHANICS, MACHINISTS, AND MILL WRIGHTS</p>	\$ _____	\$ _____
2	450.00	HR	<p>0020 MOBILE WELDING SERVICE- ONE CERTIFIED WELDER</p> <p>PROVIDE ROUTINE FIELD WELDING, ROUTINE REPAIRS AND INSTALLATION, ROUTINE APPLICATION OF COATINGS TO FIELD WELDS AND OTHER RELATED SERVICES. THIS IS AN HOURLY RATED ID ITEM FOR ONE CERTIFIED WELDER</p> <p>AS DESCRIBED IN 01-01 A: WELDING TRUCK, FUEL, WELDING MACHINE, CUTTING TORCH, AND ALL NECESSARY FABRICATION MATERIALS AND TOOLS TO COMPLETE WORK SHALL BE INCLUDED IN THE HOURLY UNIT PRICE. FABRICATION MATERIALS DO NOT INCLUDE WELDING RODS OR ANY OTHER CONSUMABLE SUPPLIES NECESSARY TO PERFORM WELDING SERVICES.</p> <p>WELDER QUALIFICATIONS: WELDERS SHALL MAINTAIN CURRENT QUALIFICATIONS FOR MATERIAL BEING WELDED UNDER THE PROVISIONS OF ANSI/AWS D1.1 OR THE ASME BOILER AND PRESSURE VESSEL CODE, SECTION 9 BY AN INDEPENDENT LOCAL, APPROVED TESTING AGENCY FOR THE WORK COVERED UNDER THIS CONTRACT.</p> <p>ALL EMPLOYEE WELDING CERTIFICATION INFORMATION SHALL BE SUBMITTED WITH EACH INVOICE.</p>	\$ _____	\$ _____
3	250.00	HR	<p>0030 BOOM TRUCK SERVICE THIS ITEM IS AN HOURLY RATE FOR MINIMUM</p> <p>OF A 15-TON HYDRAULIC BOOM TRUCK, OPERATOR, RIGGING, TRAVEL TIME, INSURANCE AND FUEL. (SEE DETAILS IN 1-01A).</p>	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149323

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	100.00	HR	<p>0040 ALIGNMENT SPECIALIST PERFORM ALIGNMENT CHECKS AND REALIGNMENT OF ROTATING MACHINERY AT PUMP STATIONS. SPECIALIST MUST HAVE TOOLS (LASER ALIGNMENT DEVICE) AND SKILL TO ENSURE MAXIMUM PERCISION TO MEET ALL INDUSTRY STANDARDS.</p>	\$ _____	\$ _____
5	1.00	EA	<p>9999A (NON-BIDDABLE) PURCHASE OF PARTS AND/OR MATERIALS FOR PUMP STATION REPAIRS AND RELATED EQUIPMENT. PARTS AND/OR MATERIALS PURCHASED BY CONTRACTOR FROM THIRD PARTIES WILL BE PAID AT CONTRACTOR'S ACTUAL COST WITH PRIOR APPROVAL BY THE DRAINAGE DEPARTMENT AND NOT TO EXCEED \$10,000.</p> <p>*BIDDERS ARE TO LEAVE THEIR UNIT PRICE QUOTE BLANK FOR THIS ITEM. THIS ITEM SHALL NOT BE INCLUDED IN THE TOTAL OF ALL ITEMS QUOTED. THIS LINE IS TO BE USED AS A REFERENCE TO PROCESS INVOICES.</p>	\$ <u>XXXXXXXX</u>	\$ <u>XXXXXXXXXX</u>
6	1.00	EA	<p>9999B (NON-BIDDABLE) PREMIUM WORK TIME- 1.5 TIMES THE REGULAR HOUR RATES, PREMIUM TIME WILL APPLY ONLY WHEN WORK IS PERFORMED ON WEEKENDS, JEFFERSON PARISH LEGAL HOLIDAYS OR BEFORE 7:00 AM AND AFTER 5:00 PM. NO PREMIUM TIME WORK MAY BE PERFORMED UNLESS SPECIFICALLY AUTHORIZED FROM THE DIRECTOR OF DRAINAGE IN WRITING PRIOR TO COMPLETION, AND THE UNIT PRICE BID SHALL BE FOR WORK DONE DURING BASIC WORK TIME CONDITIONS.</p> <p>*BIDDERS ARE TO LEAVE THE UNIT PRICE QUOTED BLANK FOR THIS ITEM. THIS ITEM SHALL NOT BE INCLUDED IN THE TOTAL OF ALL ITEMS QUOTED. THIS LINE IS TO BE USED AS A REFERENCE TO PROCESS INVOICES.</p>	\$ <u>XXXXXXXX</u>	\$ <u>XXXXXXXXXX</u>

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at <https://www.centralbidding.com/bid-bonds/> 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.



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 **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.

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.

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.