



Bid Number 50-0015001

**Two (2) Year Contract for Preventative Maintenance & Repairs of
Electrical Switchgear & Related Equipment for the Jefferson Parish
Department of Public Works-Water**

BID DUE: June 4, 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: Stacey Champagne
Email: stacey.champagne@jeffparish.gov
Phone: 504-364-2688**

ARE YOU A VENDOR WITH JEFFERSON PARISH?

Jefferson Parish is in the process of updating its procurement system. All vendors are encouraged to register for an upcoming training session to learn more about the new system and what to expect. Don't miss your chance to learn how to register, update your profile, and upload certifications, insurance, and licenses!

Register to attend one of the training sessions listed below at www.JeffParish.gov/Purchasing



Friday,
May 8, 2026



East Bank Regional Library -4747 West
Napoleon Avenue, Metairie, LA 70001



1:45 to
4:00 PM



Friday,
May 15, 2026



General Government Building -200 Derbigny Street,
2nd Floor Council Chambers, Gretna, LA 70053



1:30 to
4:30PM

Vendor Registration for the new system will open on Monday, May 18, just before Memorial Day. If you don't register, you won't be able to bid on any future opportunities. For questions, please email My.Ngo@jeffparish.gov.



JEFFERSON PARISH

OFFICE OF THE PARISH PRESIDENT



CYNTHIA LEE SHENG
PARISH PRESIDENT

April 22, 2026

Re: Action Required from our Vendor Community – Jefferson Parish Transition to New Financial Management System

Dear Jefferson Parish Vendor,

Jefferson Parish is pleased to announce that we are transitioning to a new Financial Management System — an Enterprise Resource Planning (ERP) solution by Infor Public Sector— which will replace our current financial system. The new system is scheduled to go live on July 1, 2026, and represents a significant step forward in improving efficiency, transparency, and service across our financial and procurement operations.

As part of this transition, Jefferson Parish will soon begin a phased migration from our legacy Financial Management System to our new ERP. During this time, certain financial and procurement activities will be limited or temporarily paused to shift workflows and data to the new system. Specifically, this includes the issuance of new Purchase Orders, the awarding of new contracts, and the processing of invoices for payment. We strongly encourage vendors to plan accordingly to minimize any disruption to your operations.

Additionally, ALL VENDORS will be REQUIRED to register in the new Infor Supplier Portal to interact with the Parish's Purchasing Department to ensure continued eligibility for payments and contract opportunities with the Parish. Through the new Infor self-service Supplier Portal, our vendors will be able to better manage their profiles, respond to solicitations, track Purchase Orders, and upload invoices, certifications, insurance documents, and licenses.

Registering in the Infor Supplier Portal is MANDATORY. To assist our vendor community, the Parish Purchasing Department will host two Infor Supplier Portal training sessions—details are below and in the attached flyer.

The following are noteworthy dates to prepare you for our transition to the new Infor ERP:

- May 8th – Supplier Portal Training at East Bank Regional Library (first of two training opportunities)
- May 15th – Supplier Portal Training at General Government Building, Gretna (final training opportunity)
- May 22nd – Final day for issuance of new Purchase Orders
- June 5th – Final day to submit invoices for payment
- June 13th – June 30th – full stop of accounting processes



JEFFERSON PARISH

OFFICE OF THE PARISH PRESIDENT



CYNTHIA LEE SHENG
PARISH PRESIDENT

We strongly encourage all vendors to submit invoices, payment requests, and any outstanding documentation as early as possible, no later than June 5th, to help minimize potential delays. Please be assured that every effort is being made to complete this transition as efficiently as possible. We expect normal accounting operations to resume in early July as our Finance team and Infor are committed to minimizing any disruption to our valued vendor partners.

If you have any questions or require assistance during this time, please contact our Purchasing Department at 504-364-2690 or email My.Ngo@jeffparish.gov.

We appreciate your continued partnership and cooperation during this important transition.

Sincerely,

Cynthia Lee Sheng
Jefferson Parish President

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at www.jeffparish.net or 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 a web browser window with the URL <https://www.centrauctionhouse.com>. The page features a navigation bar with the following links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, #PROCUREMENT SOLUTIONS, LOGIN, and REGISTER. A dropdown menu is open under "CENTRAL BIDDING", listing: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. The main content area has a background image 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 this is a navigation bar with three buttons: CENTRAL BIDDING, SURPLUS SALES, and REGISTER NOW!. The statistics section displays: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. A "Learn More" button is located below the statistics. The footer contains the URL: <https://www.centrauctionhouse.com/central-bidding/bid-bonds>.

\$41.6 Billion

38,136 Bid Opportunities

18,123 Vendors

568 Agencies

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Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities. Vendors have trusted Central Bidding to securely deliver more than \$31.2 Billion worth of electronic bids for more than 450 buying entities since their founding. Central Bidding works under exclusive contract with each of these buying entities and in each instance Central Bidding is the only official electronic location to receive the bid documents, the automated updates and allowance of electronic bids.

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<https://www.centrauctionhouse.com/central-bidding/bid-bonds>

**SWITCHGEAR MAINTENANCE CONTRACT FOR THE
JEFFERSON PARISH WATER DEPARTMENT**

Bid #50-00150001

Jefferson Parish Department of Public Works (Water) – Specifications for two (2) year contract for Preventative Maintenance and Repairs of Electrical Switchgear and Related Equipment.

*****MANDATORY PRE-BID AND SITE VISIT*****

A MANDATORY Pre-Bid Conference will be held at 9:00 AM on May 15, 2026 at the Jefferson Parish Westbank Water Plant, located at 4500 Westbank Expressway, Marrero, LA 70072. All interested parties are invited to attend

There will be the meeting, then a site visit for the WB Plant, then drive over to the EB Water Plant, 3600 Jefferson Hwy., Bldg., Jefferson, LA 70121 for that site visit.

Westbank Contact: Louis Jackson 504-349-5084
Eastbank Contact: Mervin Graves 504-349-4398

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 LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the Mandatory Pre-Bid Conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

GENERAL CONDITIONS

Licenses:

- A) Contractor shall be NETA (InterNational Electrical Testing Association) (Certified and proof of certification shall be submitted with bid.)
- B) Contractor shall also possess a current Louisiana State Contractor's License in the major classification ELECTRICAL. (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.)

Bonds:

- Performance Bond is required in the amount of 50% of the contract amount and due at the signing of the formal contract.
- Payment Bond is required in the amount of 50% of the contract amount and due at the signing of the formal contract.
- An Electronic Bid Bond in the amount of 5% of the total bid price is required with bid submission. The electronic bond number shall be in the appropriate field on the electronic bid envelope. Scanned copies of bonds will not be accepted.

1.1 SCOPE OF WORK

These specifications cover all labor, vendor's owned consumable materials, and equipment required to perform technical appraisal, repairs, and testing for all switchgear, motors, and transformers, and related emergency repairs as needed and specified below.

1.2 The words "owner" or "Parish" refer to the Parish of Jefferson, Louisiana, acting through duly authorized governing authority, the Jefferson Parish Council.

1.3 The work consists of performing preventative maintenance and emergency repairs on the electrical switchgear, and equipment at the East and/or West Jefferson Waterworks, for a contract period of two (2) years.

1.4 Vendors are requested to submit quoted bid prices on the following main work items:

- A. Item 0010, (First year) Major Preventative Maintenance Program on All Existing Electrical Systems at East Jefferson Waterworks.
- B. Item 0020, (Second year) Major Preventative Maintenance Program on All Existing Electrical Systems at West Jefferson Waterworks.
- C. Item 0030, (Second Year) Inspection of Grounding System at Elevated Water Storage Tanks (Excluding Grand Isle).
- D. Item 0035, (Second Year) Inspection of Grounding System at Elevated Water Storage Tanks (Grand Isle Only).
- E. Item 0040, (Second Year) Related Manhole Work and Inspections as Described.
- F. Item 0050, Cost per One (1) Man-Hour for Engineering Services.
- G. Item 0060, Cost per One (1) Man-Hour for Technician Services.
Item 0070, Cost per One (1) Man-Hour for Electrician Services.

All preventative maintenance programs are to be completed for the electrical systems as described hereinafter in these specifications and their associated plans.

1.5 Contractor shall respond to emergency callout situations within thirty (30) minutes by phone and be on site of the emergency location within ninety (90) minutes. Response and arrival times shall be clocked from the time at which the Parish places the initial phone call to the contractor. Contractor shall submit emergency call out communications information for Parish approval upon Water Department request.

Contractor shall submit an updated list of all electrical equipment that will be used during the major preventive maintenance program for Parish approval upon Water Department request. Serial No., Model No., manufacturer's name of each equipment piece shall be included in the list. A record of maintenance and repair on each piece of equipment is to be included in order to verify that the equipment meets applicable standards.

1.6 The contractor shall complete all work outlined below within the appropriately specified period for each item from the date of written Notice to Proceed to be issued by the Parish during the two (2) year contract period as follows:

- A. Item No. 0010 - (First Year) within 150 consecutive days.
- B. Item No. 0020 - (Second Year) within 120 consecutive days.
- C. Item No. 0030 - (Second Year) within 50 consecutive days.
- D. Item No. 0035 - (Second Year) within 10 consecutive days.
- E. Item No. 0040 - (Second Year) within 60 consecutive days.

However, contractor shall submit time schedule for each item for Parish approval.

The work shall commence within ten (10) days after the Notice to Proceed for the respective item is issued.

If the contractor continually fails to perform work to the satisfaction of the Parish, then the Parish reserves the right to cancel the contract, readvertise, and rebid this contract. Also, "On-Call" periodical electrical switchgear emergency services shall be required at any time during the period of the contract and will be applied to East Jefferson and West Jefferson Waterworks, respectively. The above completion times cover the time needed for preparing a final report describing all the services, inspections, and recommendations of all work performed for submittal to the Parish.

1.7 The lowest responsible bid on all items will be awarded to only one contractor, unless otherwise specified.

1.8 Neither the final payment nor any provision in the contract documents shall relieve the contractor of the responsibility for negligence or faulty materials, equipment, or workmanship, and upon written notice he shall remove any defects due thereto and pay for any damage due to other work resulting therefrom which shall appear within one year after date of completion and acceptance of any repair task performed during the contract period. The warranty period for the work covered by each such task shall commence upon the completion of work covered by the particular task and the acceptance of the Parish thereof and shall expire one (1) year after such date.

1.9 Emergency work items that the contractor may be called for by the Parish and are to be done by him during the contract period will be considered for payment unless these work items fall under work correction as per item 1.8 above.

1.10 Price per service cost quoted is to include all matters of charges, i.e., travel time, labor, dismantling electrical components, analysis, testing, evaluation, and preparation of reports recommending repairs needed. Hourly rates shall commence once on job site. There will be no extra charges for things such as mileage, fuel, etc. Please include all incidental costs in hourly rate.

1.11 In general the regular work day schedule of hours between 7 A.M. and 5 P.M. (for a total of 8 regular hours) each day, Monday through Friday will prevail as straight time; overtime will be those hours after straight time of working days, weekends, and established declared legal holidays.

The contractor shall provide qualified personnel for electric service, and also be subject to call out on short-notice at any time on any day during the contract period, regardless of weather conditions.

The contractor shall have two (2) contact employees, one primary and one backup, on a 24-hour basis available to coordinate work initiation.

Contractor shall be paid for overtime rate, if called for service on weekends, holidays, or overtime basis. All overtime rates shall be 1.5 times the regular base rates after straight time of working days, on Saturdays, on Sundays, and Holidays.

1.12 Contractor shall submit a report after each inspection or preventative maintenance program to evaluate the magnitude of the repair work and the corresponding cost.

1.13 The contractor shall cooperate with the Parish and schedule his work around the plant production demand. This requires that part of the preventive maintenance work be performed during night time hours (during the specified period of work completion of the preventive maintenance program). Also, coordination shall be required to minimize the shutdown of the operations of Plant equipment.

1.14 Repair materials that are used on the job shall be paid at the contractor's actual face value cost. Related third party invoices shall be attached to the contractor's billing invoice for payment. Invoices will be checked and verified for accuracy and compliance with the terms of this contract.

1.15 Contractor shall cooperate fully with Parish personnel who may be assigned to observe the contractor's work performance.

1.16 All payment requests or invoices must be forwarded to the Parish for approval. Payment shall be made through standard purchase requisitions upon receiving the corresponding endorsed contractor's invoices for all work completed and accepted in accordance with the Parish procedures on monthly basis (as a minimum).

1.17 All necessary emergency repairs that may be discovered during the inspection and testing may be performed by the contractor at his hourly rates upon approval of the Parish.

1.18 The times needed for such repairs will be excluded from the specified completion period of the main Items 0010 through 0040 above if repairs occur during the relative periods.

1.19 All work must proceed at an effective rate of service as judged by the Parish. In the case of certain significant work items, the Parish may request a detailed estimate of work time and materials if any exists and, in such event, contractor shall begin work only upon the written approval of said estimate. The contractor shall not exceed this estimated time and material cost without prior approval. Also, in the case of certain work items, the Parish reserves the right to make payment only upon the basis of mutually agreed upon number of hours to complete the work. Council authorization may be required to perform such significant work items.

1.20 Parish reserves the right to stop work at any time and to withhold payment thereon, whenever in its judgment the work is not being performed properly. The Parish also reserves the right to cancel the contract if in its judgment inferior work is being repeatedly performed.

1.21 Parish reserves the option and the right to delete some of the items when circumstances arise during the contract period. In these instances, associated costs and time shall be deducted from the original contract without any penalty to be imposed on the Parish.

1.22 Jefferson Parish, its employees, and/or its appointee(s) reserve the right to audit the contractor's books at any time during the contract period for any matters relating to contractor's billing for payment by Jefferson Parish. Additionally, contractor agrees to maintain such books and records for a period of three (3) years from the date such costs were incurred by Jefferson Parish and to make those books and records available to Jefferson Parish at any reasonable time within the three-year period.

TECHNICAL SPECIFICATIONS

SECTION 1

GENERAL REQUIREMENTS

1.0 DESCRIPTION

This contract covers technical appraisals and testing to determine equipment maintenance needs. It also covers corrective maintenance work, mostly clean up and adjustments that are required to restore the designated equipment to the proper operating condition, and that can normally be done during an appraisal. In addition, the contract calls for engineering services and recommendations on additional maintenance work, repairs and overhauls that should be scheduled for subsequent shutdowns.

1.1 Contractor shall be capable of performing pre-shutdown technical appraisals and a thermographic survey of all designated equipment while they are in the operating mode. Pre-shutdown appraisals shall provide recommendation for significant repairs, overhauls or maintenance work that should be scheduled during the pending shutdown. These recommendations should identify parts and material that must be available during shutdown to avoid procurement delays.

1.2 Following the appraisal and testing work, reports shall be issued within four (4) weeks to the parish. The reports shall include:

1) An executive summary of principal findings and corrective work.

2) Recommendations on repairs, overhauls and other maintenance work that should be scheduled for subsequent shutdown. It shall be complete with listing of parts and materials. It shall also include any engineering services and recommendations on additional maintenance work.

3) An estimated cost breakdown for each recommendation item on repairs, overhauls, and other needed maintenance work not included in the specifications. The cost breakdown shall cover all labor and materials cost related to each item with a time frame for its completions. Also, equipment and material specifications shall be included.

4) Complete documentation of all test and inspection results on each significant item. Test and inspection results shall be submitted on each protective relay, each power transformer, each motor, each generator, and other equipment whenever specified.

1.2 All maintenance work shall be performed with the equipment or device de-energized from the normal power system. The Parish will open and secure all power sources. The appraisal and testing organization shall make suitable tests to assure de-energizing and install temporary protective grounds, tags, and locks, as appropriate. The appraisal and testing organization shall review their safety rules and practices with the Parish prior to start of work. National and Local safety codes shall apply.

SECTION 2

2.0 QUALIFICATIONS

2.1 Contractor shall utilize comprehensive report forms to document engineering appraisal and test results on all equipment and products. Upon completion of the work, the report forms shall be signed by the managing or supervising engineering representative and included in the final report. Report forms shall identify equipment by model number and by customer's identification number where assigned. Report form shall be suitable for reproduction on normal office copying machines. Sample forms shall be available for the Parish's review.

2.2 Testing shall be done in accordance with the manufacturer's instruction, these specifications and applicable NEMA, ASA, ANSI, IEEE, AEIC, IPCEA, ICEA, NFPA, NETA, OSHA, UL, and ASTM standards.

2.3 Contractor shall cooperate with any manufacturer's representative that may be retained by the Parish and who is on site during the appraisals and testing.

SECTION 3

DESIGNATED EQUIPMENT

Electrical preventive maintenance shall be performed in accordance with the manufacturer's instruction, these specifications, and applicable NEMA, ASA, ANSI, IEEE, AEIC, IPCEA, ICEA, NFPA, NETA, OSHA, UL, and ASTM standards on all pertinent equipment (circuit breakers, motors, generators, transformers, and protective relays), indicated in the attached sets of drawings designed as:

1. Single Line Diagrams, Schematics, East Jefferson Waterworks
2. Single Line Diagrams, Schematics, West Jefferson Waterworks

The following types of equipment shall be covered under this maintenance contract:

1. All motors (15 horsepower and larger); all generator sets
2. All transformers (liquid-filled; 500KVA and larger dry-type)
3. All 13.8KV protective relays
4. All circuit breakers (main and MCC switchgear)
5. All transfer switches (oil and SF6) medium-voltage
6. All 480V zig zag grounding transformers (liquid-filled and dry-type)
7. All 125VDC battery systems
8. All generator switchgear and protective relays
9. All metal-enclosed busways; all cables (low-voltage and medium-voltage)
11. All disconnect switches (medium-voltage)
12. All grounding systems and ground-fault protection systems

SECTION 4

TECHNICAL APPRAISAL AND TESTING REQUIREMENTS FOR PREVENTIVE MAINTENANCE ELEMENTS

4.0 GENERAL

The work elements listed herein shall be completed on all designated equipment. Other tests, checks, and, maintenance events specifically required by the manufacturers' instructions shall also be conducted and reported.

In the event some work elements are not listed herein, a list of work elements shall be prepared by the contractor and submitted to the Parish.

4.1 SWITCHGEAR EQUIPMENT AND CIRCUIT BREAKER - MEDIUM VOLTAGE

4.1.1 Compare switchgear breaker and device nameplate information with the Parish's single-line diagram and report discrepancies.

4.1.2 Inspect equipment and each breaker and report damage, loose material, or contamination that must be corrected; clean where appropriate.

4.1.3 Inspect equipment location and report any unfavorable environmental conditions that must be corrected, such as excessive moisture, conduction dust, etc.

4.1.4 Check equipment for level, security to foundations, and operation of doors. Report conditions that must be corrected.

4.1.5 Visually check the equipment ground and record the number and size of ground bus and straps. Report deficiencies.

4.1.6 Operate drawn-out devices and racking mechanism, manually and electrically where appropriate, check operation of shutters and interlocks. Report deficiencies, adjust where appropriate.

4.1.7 Remove protective enclosures from each breaker, operate breakers manually and check operation of auxiliaries, interlocks, contact wipe and GAP clearances as identified in the manufacturer's instructions. Test each pole of each breaker for conductivity with a micro-ohmmeter. Test insulation of each breaker phase-to-ground and phase-to-phase with megohmmeter. Record values, report deficiencies, clean dress contacts, and adjust where appropriate.

4.1.8 Check control and heater voltage to assure conformance with requirements. Report discrepancies.

4.1.9 Insert breakers into positions and check positioning, operation or racking mechanism, and interlocking, both mechanically and electrically. Report deficiencies, adjust where appropriate.

4.1.10 Operate each breaker through all control stations. Operate all relays, sensors, and interlocking contacts manually to test operation of all circuits related to tripping of each breaker. Report deficiencies and adjust where appropriate.

4.1.11 Clean and vacuum all interior space.

4.1.12 Replace all existing air filters.

4.1.13 Energize control buses, make polarity and voltage checks, operate each breaker through all control stations. Operate all relays, sensors, and interlocking contacts manually to test operation of all circuits related to tripping of each breaker. Report deficiencies and adjust where appropriate.

4.1.14 Calibrate each protective relay per manufacturer's specification using current sources that do not require correction curves to compensate for wave shape distortion. Adjust to settings furnished by and in accordance to Parish's current records. Record values, clean where appropriate.

4.1.15 Test each instrument and meter for proper operation, correct rotation, and circuitry. Instruments and meters energized from instrument transformer shall be tested at transformer secondary level. Report deficiencies, clean where appropriate.

4.1.16 Power factor test each breaker pole and the primary bus in accordance with applicable standards or manufacturer's recommendations. Record values and report unfavorable conditions.

4.1.17 Test each current and potential transformer for ratio and polarity. Record values and report deficiencies.

4.1.18 Test designated instruments and meters for calibration and adjust for accuracy, traceable to standards.

4.1.19 Inspect the insulation system on the primary bus and assemblies. Report unfavorable conditions. Test insulation on each bus; Phase-to-Phase and Phase-to-Ground with suitable megohmmeter. Record values and report deficiencies. Clean where appropriate.

4.1.20 Test insulation of all control and relay circuits to ground with a suitable megohmmeter. Take suitable precautions where electronic devices, instruments, and instrument transformers are involved. Record values and report deficiencies.

4.1.21 Compare bolted connection resistances to values of similar connections. Bolt-torque levels should be in accordance with NETA Maintenance Testing Specifications, unless otherwise specified by the manufacturer's published data.

4.1.22 On F60 GE UR relays at East Jefferson Water Works, verify that all inputs are properly recorded, trigger all output relays, verify breaker control scheme interlocks. Verify inter F60 relay communications

4.1.23 Switchgear communication interfaces to HMI. Verify all HMI functionality – control and monitoring. Verification of all HMI functionality is only required once during the respective East Bank and West Bank Water Plant inspections. Detail drawings are unavailable. The contractor will be responsible for performing an operational test of the HMI to verify the equipment is working as intended.

4.1.24 At East Jefferson Water Works, switchgear 125VDC battery bank "A" and battery bank "B": Test individual cells, battery charger, and distribution circuits.

4.2 SWITCHGEAR EQUIPMENT, ATS, AND BREAKERS - LOW VOLTAGE

4.2.1 Compare switchgear, breaker, and device nameplate information with the Parish's single-line diagram and report discrepancies.

4.2.2 Inspect the equipment and each breaker and report damage, loose material, contamination that must be corrected, clean where appropriate.

4.2.3 Inspect installation location and report any unfavorable environmental conditions that must be corrected.

4.2.4 Check equipment for level, security to foundations, and operation of doors and draw-out devices. Report conditions that must be corrected.

4.2.5 Visually check the equipment ground and record the number and size of ground busses and straps. Report deficiencies.

4.2.6 Inspect the overall bus assembly, control, and meter wiring. Report unfavorable conditions. Test insulation of each bus phase-to-phase and phase-to-ground and all control circuits to ground with a suitable megohmmeter. Record values and report deficiencies, clean where appropriate.

- 4.2.7** Check control and heater voltage to assure conformity with requirements. Report discrepancies.
- 4.2.8** Check all integral breaker lifting devices for proper operation. Report deficiencies, adjust when appropriate.
- 4.2.9** Insert breaker into positions and check positioning, operation of racking mechanism, and interlocks. Operate breakers manually and check and adjust main and auxiliary contacts. Test each pole of each breaker for conductivity with a micro-ohmmeter. Test insulation of each breaker; Phase-to-Phase and Phase-to-Ground with a suitable megohmmeter. Record values and report deficiencies, clean dress contacts, and adjust where appropriate.
- 4.2.10** Operate breakers electrically when appropriate. Operate each breaker through all control stations. Operate all relays and interlocks manually to test operation of all circuits. Report deficiencies, clean, and adjust where appropriate.
- 4.2.11** Clean and vacuum all interior space.
- 4.2.12** Replace all existing air filters.
- 4.2.13** Energize the control bus and operate breakers electrically, when appropriate. Operate each breaker through all control stations. Operate all relays and interlocks manually to test operation of all circuits. Report deficiencies, clean and adjust where appropriate.
- 4.2.14** Adjust all breaker trips and relays to settings according to Parish current records and verify settings versus manufacturer's curves by passing controlled high test current through the breaker stubs. Record values and report deficiencies.
- 4.2.15** Test each instrument and meter for proper operation. Correct rotation and circuitry. Instruments and meters energized from instrument transformers shall be tested at transformer secondary level. Report deficiencies.
- 4.2.16** Test main switchboard current and potential transformer for ratio and polarity. Record values and report deficiencies.
- 4.2.17** Test designated instruments and meters for calibration and adjust for accuracy, traceable to standards. Record values.
- 4.2.18** Compare bolted connection resistances to values of similar connections. Bolt-torque levels should be in accordance with NETA Maintenance Testing Specifications unless otherwise specified by the manufacturer's published data.
- 4.2.19** Switchgear communication interfaces to HMI, PMCS, and protective relay communications. Verify all HMI functionality – control and monitoring.

4.3 TRANSFORMERS - LOAD CENTER TYPE - LOW VOLTAGE

4.3.1 Compare the transformer and accessories' nameplates information with the Parish's single-line diagrams and report discrepancies.

4.3.2 Inspect transformer primary disconnect switch if furnished and report damage, loose materials, or contamination that must be corrected, clean and adjust where appropriate.

4.3.3 Inspect installation location and report any unfavorable environmental conditions that must be corrected.

4.3.4 Visually check the equipment ground and record the number and size of ground bus and straps. Report deficiencies.

4.3.5 Check pressure relief, fault pressure, and temperature relays and meters for functional operation. Report deficiencies, clean and adjust where appropriate.

4.3.6 On liquid-filled transformer, take an insulation sample and perform the following oil tests. Record values and report deficiencies:

Mineral Oil (10C/10CA/DIALA. /ETC.)

Test	ASTM #
1. Dielectric Strength	D-877 or D1816
2. Water Content	D-1533
3. Acidity	D-1534/D-644/D-974
4. Color	D-1524
5. Visual Condition	D-1524
6. Specific Gravity	D-1298
7. Refractive Index	D-1807
8. Viscosity (TS)	D-445
9. Gas-in-oil analysis	D-3612

4.3.7 High-Voltage switches enclosed or open-type shall be manually and electrically where appropriate, tested for operation and adjustment. Clean and adjust where appropriate. Internal inspection of oil switches is not to be included.

4.3.8 Check key interlocks when furnished.

4.3.9 Include the following in Item 4.3.2 above:
Internal inspection of oil switches.

4.3.10 Move no-load tap, change through all positions and test turns ratio on each tap. Record values and report deficiencies, set on appropriate tap. The latest NETA standard in effect at the time shall govern.

4.3.11 Remove access covers and report any damage or loose materials inside of tank that must be corrected.

4.3.12 Power factor test transformer high-voltage bushings and record values and report unfavorable conditions.

4.3.13 High-voltage switches enclosed or open-type shall be manually and electrically where appropriate, tested for operation and adjustment. Test insulation quality of switch Phase-to-Phase and Phase-to-Ground with megohmmeter. Record values and report conditions that must be corrected, clean and adjust where appropriate.

4.3.14 Test insulation of all control circuits to ground with a suitable megohmmeter. Record values and report deficiencies.

4.3.15 Check key interlocks when furnished.

4.3.16 Perform a comprehensive laboratory analysis on insulating liquid and issue a report. Identify inadequacies. Level transformers, if necessary, to meet EPA requirements.

4.3.17 Identify inadequacies of insulating liquid level of transformers, if necessary add insulating liquid to meet EPA requirements.

4.3.18 Compare bolted connection resistances to values of similar connections. Bolt-torque levels should be in accordance with NETA Maintenance Testing Specifications unless otherwise specified by the manufacturer's published data.

4.4 SWITCHBOARDS AND MOLDED CASE BREAKERS

4.4.1 Compare switchboard and breaker nameplate information with the Parish's single-line diagram and report discrepancies.

4.4.2 Inspect equipment and each breaker and report damage, loose material, contamination or unfavorable environmental conditions that must be corrected, clean where appropriate.

4.4.3 Check equipment for operation of doors, security of mounting. Report deficiencies.

4.4.4 Visually check the equipment ground and record the number and size of ground bus and straps. Report deficiencies.

4.4.5 Inspect the bus assembly for deficiencies. Clean where appropriate.

4.4.6 Inspect each breaker, operate manually and electrically where appropriate, test shunt trips, under-voltage or alarm devices manually. Record values and report deficiencies, clean dress contacts, and adjust where appropriate.

4.4.7 Clean and vacuum all interior space. Replace all air filters.

4.4.8 The following shall be included in Item 4.4.5 above. Test insulation of each bus Phase-to-Phase and Phase-to-Ground with a suitable megohmmeter. Record values and report deficiencies.

4.4.9 The following shall be included in Item 4.4.6 above. Test shunt trips, under voltage or alarm devices, electrically test insulation of each pole with suitable megohmmeter.

4.5 OPERATOR CONTROL AND RELAYING PANELS - BENCHBOARDS

4.5.1 Compare all items on the Parish's single-line diagrams with the panels or bench boards furnished and report discrepancies.

4.5.2 Inspect the panels and devices and report damage, loose material, or contamination that must be corrected, clean where appropriate.

4.5.3 Inspect installation location and report any unfavorable factors that must be corrected. Test hinged panels and doors for proper operation. Report conditions that must be corrected.

4.5.4 Visually check the equipment ground and record the number and size of ground bus and straps. Report deficiencies.

4.5.5 Functionally check equipment under simulated operating conditions (where possible) to test circuits to outgoing terminal blocks. Report conditions that must be corrected.

4.5.6 Test insulation of all control and relay circuits to ground with a suitable megohmmeter. Take suitable precautions where electronic devices, instruments, and instrument transformers are involved. Record values, clean where appropriate.

4.5.7 Adjust each protective relay to current settings as per existing Parish records and verify settings using test equipment approved by the relay manufacturer and using current sources that do not require correction curves to compensate for wave shape distortion. Record values, clean where appropriate.

4.5.8 Test each instrument and meter for proper operation. Instruments and meters energized from instrument transformers shall be tested at transformer secondary level. Report deficiencies, clean where appropriate.

4.5.9 Test designated instruments and meters for calibration and adjust for accuracy, traceable to standards. Record values.

4.6 MOTOR CONTROL CENTERS AND COMBINATION STARTERS - LOW VOLTAGE

4.6.1 Compare the control center, starter, breaker and fuse nameplate information with the Parish's single-line diagram and report deficiencies.

4.6.2 Inspect the equipment and each starter and report any damage, loose material, or contamination that must be corrected, clean and adjust where appropriate.

4.6.3 Inspect the installation location and report unfavorable environmental conditions that must be corrected.

4.6.4 Check equipment for level, security to foundations, operation of doors, and hinged panels. Report conditions that must be corrected.

4.6.5 Visually check the equipment ground and record the number and size of ground bus and straps. Report deficiencies.

4.6.6 Inspect insulation of bus and assemblies. Clean where appropriate.

4.6.7 Check operation of each switch or breaker in each starter manually. Test door interlocking. Report deficiencies.

4.6.8 Check each contactor and thermal overload for proper coil size and proper operation. Report deficiencies, clean where appropriate.

4.6.9 Clean and vacuum all interior space. Replace all air filters.

4.6.10 Include in Item 4.6.6 above the following:
Test insulation of the bus Phase-to-Phase and Phase-to-Ground and all control circuits to ground with a suitable megohmmeter. Record values and report deficiencies.

4.6.11 Include in Item 4.6.7 above the following:
Test insulation of each unit Phase-to-Phase and Phase-to-Ground with suitable megohmmeter.

4.6.12 Check and test all field application and motor protective relays in accordance with the manufacturer's instructions. Record values and report conditions that must be corrected, clean and adjust where appropriate.

4.6.13 Compare bolted connection resistances to values of similar connections. Bolt-torque levels should be in accordance with NETA Maintenance Testing Specifications unless otherwise specified by the manufacturer's published data.

4.7 BUSWAYS AND POWER CABLES

4.7.1 Compare busway nameplate information and cable identification numbers with the Parish's single-line diagram and report discrepancies.

4.7.2 Inspect all busway and cables where possible and report damage, contamination of unfavorable environmental conditions that must be corrected, clean where appropriate.

4.7.3 Visually check the equipment ground and record the number and size of ground bus and straps. Report deficiencies.

4.7.4 Inspect the insulation on the buses. Test insulation of each bus Phase-to-Phase and Phase-to-Ground with a suitable megohmmeter. Record values and report deficiencies, clean where appropriate.

4.7.5 Test insulation of all cables Phase-to-Phase and Phase-to-Ground with a suitable megohmmeter. Record values and report any deficiencies or unbalanced conditions. Whenever possible, cable terminations shall be included.

4.7.6 Visually check each cable or bus for corona discharge. Report deficiencies.

4.7.7 If, in addition to the visual inspection, cables are to be touched or moved, they should be de-energized.

4.7.8 Cables in manholes should be inspected for sharp bends, physical damage, excessive tension, oil leaks, pits, cable movement, insulation swelling, soft spots, cracked jackets in nonlead cables, damaged fireproofing, poor ground connections, deterioration of metallic sheath bonding, as well as corroded and weakened cable supports, and the continuity of any main grounding system. Terminations and splices of nonlead cables should be squeezed in search of soft spots and inspected for tracking of signs of corona. The ground braid should be inspected for corrosion and tight connections. Inspect the bottom surface of the cable for wear or scraping due to movement at the point of entrance into the manhole and also where it rests on the cable supports.

4.7.9 Inspect the manhole itself for spalling concrete or deterioration of the aboveground portion. In some instances, the manhole may be equipped with drains, and these may require cleaning. In some instances, it may be necessary to pump water from the manhole prior to entrance. Do not enter a manhole unless a test for dangerous gas has been made and adequate ventilation is provided. The inspection crew should always consist of two or more persons with at least one remaining outside of the manhole.

4.7.10 Potheads should be inspected for oil or compound leaks and cracked or chipped porcelains. The porcelains surfaces should be cleaned, and if the connections are exposed, their tightness should be checked.

4.7.11 Cable identification tags or marking should be checked.

4.7.12 Aerial Installations. Aerial cable installations should be inspected for mechanical damage due to vibration, deteriorating supports, or suspension systems. Special attention should be given to the dead-end supports to assure that the cable insulation is not abraded, pinched, or bent too sharply. Terminations should be inspected as covered in 4.7.8

4.7.13 Raceway Installations. Since the raceway is the primary mechanical support for the cable, it should be inspected for signs of deterioration or mechanical damage or if the cable jacket is being abraded or mechanically damaged. In many installations, the raceway serves as a part of the ground-fault current circuit. Joints should be inspected for signs of looseness or corrosion that could result in high resistance. The other recommendations for splices and terminations covered in 4.7.8 should also apply in this section.

4.7.14 MEDIUM-VOLTAGE CABLE TESTING

- A. Perform partial discharge testing on each of the cable circuits identified by site one-line drawings. Partial discharge testing shall be performed in accordance with the latest NFPA standard in effect at the time.
- B. Perform the work while the medium-voltage circuits and equipment remain in service and energized. The cable circuits shall not be disconnected or de-energized and the testing shall not expose the cables to voltages that exceed normal operating voltage.

- C. Use a frequency domain detection process incorporating a spectrum analyzer with radio frequency current transformer (RF CT) sensors. The detection system, including spectrum analyzer, RF CTs and interconnecting cable, shall have a PD detection range that at least covers the frequency range of 10kHz to 300MHz. The testing shall be performed in a manner that complies with the requirements of:
- IEEE Standard 400-2001, IEEE Guide for Field Testing and Evaluation of the Insulation of Shielded Power Cable Systems.
 - IEEE Draft Standard 400-3 (Draft No. 5-1), Partial Discharge Testing of Shielded Power Cable Systems in a Field Environment.
 - Partial discharge testing shall be performed in accordance with the latest NFPA standard in effect at the time.
- D. Provide a comprehensive report that identifies numerically and graphically the magnitude of partial discharge detected for each circuit and each cable section tested. The report shall also provide conclusions and recommendations for corrective action as appropriate. In addition, the test report shall include the following:
- Summary of project
 - Description of tested circuits, cable sections, test location
 - Identification of the testing organization
 - Identification of the test equipment used
 - Date work was performed
 - Identification of the person that performed the tests
- E. Personnel performing these electrical tests and inspections shall be trained and experienced concerning the apparatus and cable systems being evaluated. These individuals shall be capable of conducting the tests in a safe manner and with complete knowledge of the hazards involved. They must evaluate the test data and make an informed judgment regarding serviceability of the cable circuits tested. Each person involved in this project must be provided with and use appropriate PPE. All applicable safety codes and practices shall be followed.
- F. Perform all testing work in accordance with the applicable codes and standards of the following agencies except as provided otherwise herein:
1. InterNational Electrical Testing Association – NETA ATS latest Edition: Acceptance Testing Specifications, and/or NETA MTS latest Edition: Maintenance Testing Specifications.
 2. National Fire Protection Association – NFPA.
 - a. ANSI/NFPA 70: National Electrical Code.
 - b. ANSI/NFPA 70B: Recommended Practice for Electrical Equipment Maintenance.
 - c. NFPA 70E: Electrical Safety Requirements for Employee Workplaces.

- G. Contractor shall have a calibration program that assures all applicable test instruments are maintained within rated accuracy, and the accuracy shall be directly traceable to the National Institute of Standards and Technology (NIST). Calibration program interval shall be at a minimum of once per year.

4.8 ROTATING APPARATUS – MOTORS AND GENERATORS

4.8.1 Compare machine nameplate information with the current Parish's current documentation and report discrepancies.

4.8.2 Inspect each motor or generator and report damage, contamination or unfavorable environmental conditions that must be corrected, clean where appropriate.

4.8.3 Visually check frame for proper ground and record size and type of ground straps. When appropriate, check that bearing insulation systems are functioning as required. Report conditions that must be corrected, clean where appropriate.

4.8.4 Check slip rings, brushes, and brush rigging for damage, contamination, loose connections, and seating. Report conditions that must be corrected, clean and adjust where appropriate.

4.8.5 Check exciters and voltage regulators for proper operation. Report conditions that must be corrected, clean and adjust where appropriate.

4.8.6 Check winding temperature detectors, bearing temperature relays, and over-speed devices for proper operation. Report deficiencies, clean where appropriate.

4.8.7 Test insulation of motor (and/or generator) stators with a suitable megohmmeter for one minute (normalizing to the base temperature). Record values, compare with other values previously recorded, report conditions that must be corrected.

4.8.8 Motors over 500 horsepower or operating at 1000 volts or higher should be subjected to an annual polarization index test (PI). The DC test voltage should be no less than nominal operating voltage. Polarization index ratios of 2 to 5 are considered acceptable for most insulation types. Test records shall be kept for comparison.

4.8.9 Measure operating power factor on all motors equal to or greater than 100 HP. Make recommendations for power factor improvements.

4.8.10 Inspect all phase motor protection monitors/relays SLA-440 ale, adjust setting and report deficiencies with recommendation for repairs or replacement.

4.8.11 Test conditions of associated batteries and starters, clean if necessary and report conditions and recommendation for repairs or replacement.

4.8.12 Check automatic transfer switch for proper operation and clean contact as necessary, whenever applicable.

4.8.13 When all items are satisfactorily checked out, start engine and run at no-load test. Check voltage regulator, engine governor, safety pressure and temperature devices gauges, and remaining instrumentation for proper operation.

4.9 OIL CIRCUIT BREAKERS AND/OR SWITCHES

4.9.1 Compare the circuit breaker (switch) nameplate information with the Parish's single-line diagram (when available) and report discrepancies.

4.9.2 Inspect each breaker (switch) and report damage, loose material, or contamination that must be corrected, clean where appropriate. Internal inspection of oil switches is not to be included.

4.9.3 Inspect equipment location and report any unfavorable environmental factors that must be corrected.

4.9.4 Check equipment for level, security to foundation, operation of doors and all items field assembled, and report conditions that must be corrected.

4.9.5 Visually check the equipment ground and record the number and size of ground bus and straps. Report deficiencies.

4.9.6 Check heaters (where used) for operation, size, and connections. Report discrepancies.

4.9.7 Take an oil sample, test dielectric and neutralization. Record values and report deficiencies.

4.9.8 Verify all electrical and mechanical adjustments and measurements of breaker (switch) and operating mechanism. Record values and report deficiencies.

4.9.9 Operate breaker (switch) electrically, record deficiencies. Adjust when appropriate.

4.9.10 Include in Item 4.9.9 above the following:
Conduct time-motion tests per manufacturer's specifications. Record values.

4.9.11 Power factor test each breaker bushing, record values, and report unfavorable conditions.

4.9.12 Inspect the overall assembly. Report unfavorable conditions. Test insulation of each Phase-to-Phase and Phase-to-Ground with suitable megohmmeter. Record values and report deficiencies. Clean where appropriate.

4.9.13 Compare bolted connection resistances to values of similar connections. Bolt-torque levels should be in accordance with NETA Maintenance Testing Specifications, unless otherwise specified by the manufacturer's published data.

4.10 PROTECTIVE RELAYS AND RELATED DEVICES

The protective relays in the 13.8 KV switchgear shall be calibrated per the manufacturer's correction curves to compensate for sources that do not require correction curves to compensate for wave shape distortion. Adjust to settings furnished by and in accordance to Parish's current records. Record values, clean whenever appropriate.

4.11 THERMOGRAPHIC INSPECTION (INFRA- SCAN)

The following electrical equipment and systems shall undergo a comprehensive infra-scan inspection using the latest thermographic equipment:

- Circuit breakers
- Current transformers
- Panelboards
- Isolators
- Power transformers
- Capacitor banks
- Metal clad switchgear and switchboards
- Busway connections and cabling
- Rotating machines and motors
- Knife Switch Stabs
- Fuse Clips

A separate report for the above inspection shall be submitted indicating findings and relative recommendations.

4.12 SYSTEM GROUND COMPLIANCE TESTING:

4.12.1 Depending on size of grounding system, use appropriate method (fall of potential, slope, intersection) to measure OHMIC value of ground system to earth. Record values and report deficiencies.

4.12.2 Verify all equipment ground terminations with respect to prime point used to establish OHMIC value in No. 4.12.1 above. Record values and report deficiencies. Grounding shall be verified on each piece of equipment tested.

NOTE:

- A. Certified measurements to be taken and submitted. Ground grid resistance shall not exceed 5 ohms.
- B. The testing shall utilize either an earth resistance meter and be conducted in accordance with the IEEE Standard 3-point fall of potential method or with a Clamp-on Resistance Test meter.
 - 1. If the 3-Point fall of potential test is utilized, the ground system must be isolated from any utility neutral connections and/or outside ground references prior to testing.
 - 2. If the Clamp-on resistance test is utilized, a single path must exist between the ground system and a utility reference.

- C. Notify the Owner's representatives three days prior to the scheduled testing date so they may be present at the time of testing.
- D. The grounding system shall pass either a 3-Point Fall of Potential test or the Clamp-on Resistance test. The minimum of 5 times the length of the electrode for a single rod, or 5 times the diagonal of a ground grid (10 times is desired). Contractor shall provide a plot of the curve of resistance vs. distance to the Owner. Contractor shall immediately notify the Owner's representative if the measured resistance is above 5 ohms.
- E. The Clamp-On Resistance testing shall be completed utilizing a single ground reference path between the ground system and the reference utility. This will be accomplished either through the ground conductor of a single point ground or by means of a temporary bonding jumper between the installed ground system and a utility reference, prior to any bonding to the system. Should the measurement of the resistance be less than 1 ohm to earth, contact the Owner's representative to verify that the ground system has been designed to achieve 1 ohm. If not, the reading is likely a measurement of continuity and not ground resistance.

4.13 METALLIC ENCLOSURE INSPECTION

4.13.1 All metallic enclosures and buildings encasing electrical equipment shall be subject to visual and mechanical inspections.

4.13.2 Surface areas having corrosion and/or cracks must be identified with clear photographic views associated with recommendations for repainting, sealing, repairs, and/or replacement.

4.13.3 Compare bolted enclosure grounding connections' resistances to values of similar connections. Bolt-torque levels should be in accordance with NETA Maintenance Testing Specifications unless otherwise specified by the manufacturer's published data. Grounding shall be verified on each piece of equipment tested.

4.14 REPORT SUBMITTALS

A separate report for the above inspection shall be submitted indicating findings and relative recommendations for maintenance of Switchgears for each site (East Bank and West Bank Water).

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

DATE: 4/29/2026

BID NO: 50-00150001

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, 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, 6/04/2026 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, 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)

DATE: 4/29/2026

BID NO: 50-00150001

- 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.
- 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.
 - 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.)
 - 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.
- 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.
- Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- P. **ANTI- DISCRIMINATION:** Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,5,6,8,9,10,11,12,13,14

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: 4500 Westbank Expwy., Marrero, La 70072
10:00 AM
ON 5/15/2026**

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.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS - All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS - A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS - A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. INSURANCE - All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. BID BOND - A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. AS-NEEDED WORK - This is a requirements-based contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. FREIGHT - Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. AFFIDAVIT - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled GENERIC BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. FEDERAL FUNDING - The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. TAX EXEMPT - For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.
17. TECH AFFIDAVIT - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 4/29/2026

BID NO: 50-00150001

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

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

Are you requesting an escalation provision?

YES _____ NO _____

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____

E-MAIL: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150001

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>Two (2) Year Contract for Preventative Maintenance & Repairs of Electrical Switchgear & Related Equipment for the Jefferson Parish Department of Public Works-Water</p> <p>0010 - MAJOR PREVENTATIVE MAINTENANCE PROGRAM ON EXISTING ELECTRICAL SWITCHGEAR SYSTEMS AT EAST JEFFERSON WATERWORKS, TO BE APPLIED ONLY AT EAST JEFFERSON WATERWORKS, (AS PER SPECIFICATIONS AND *** (AS PER SPECIFICATIONS AND THE RELATED SINGLE LINE DIAGRAM).***</p> <p>TWO (2) YEAR CONTRACT FOR PREVENTATIVE MAINTENANCE AND REPAIRS OF ELECTRICAL SWITCHGEAR AND RELATED EQUIPMENT FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS-WATER</p> <p>***MANDATORY PRE-BID & SITE VISIT*** ***AS PER ATTACHED SPECIFICATIONS***</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
2	1.00	JOB	<p>0020 - MAJOR PREVENTATIVE MAINTENANCE PROGRAM ON EXISTING ELECTRICAL SYSTEMS AT WEST JEFFERSON WATERWORKS, TO BE APPLIED ONLY AT WEST JEFFERSON WATERWORKS, (AS PER SPECIFICATIONS AND THE RELATED SINGLE LINE DIAGRAM).</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
3	1.00	EA	<p>0030 - INSPECTION OF GROUNDING SYSTEM AT ELEVATED WATER STORAGE TANKS.</p> <p>EASTBANK 3 WESTBANK 5</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
4	1.00	EA	<p>0035 - INSPECTION OF GROUNDING SYSTEM AT ELEVATED WATER STORAGE TANKS.</p> <p>(FOR GRAND ISLE ONLY)</p> <p>GRAND ISLE 2</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
5	1.00	EA	<p>0040 - RELATED MANHOLE WORK AND INSPECTIONS AS DESCRIBED IN SUB-PARAGRAPHS NOS. 4.7.8 & 4.7.9</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>
6	1.00	HR	<p>0050 - COST PER ONE (1) MAN-HOUR FOR ENGINEERING SERVICES</p>	<p>\$</p> <hr/>	<p>\$</p> <hr/>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150001

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	1.00	HR	<p>(ALL ASSOCIATED COSTS SHALL BE INCLUDED IN THE UNIT PRICE BID)</p> <p>0060 - COST PER ONE (1) MAN-HOUR FOR TECHNICIAN SERVICES</p>	\$ _____	\$ _____
8	1.00	HR	<p>(ALL ASSOCIATED COSTS SHALL BE INCLUDED IN THE UNIT PRICE BID)</p> <p>0070 - COST PER ONE (1) MAN-HOUR FOR ELECTRICIAN SERVICES</p>	\$ _____	\$ _____
9	1.00	EA	<p>9999 - PARTS AND MATERIALS</p> <p>THIS IS A NON-BIDABLE ITEM. THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR UP TO \$10,000.00 PER JOB, WITH THE APPROVAL FROM THE REQUESTING DEPARTMENT.</p> <p>INVOICES SHALL BE SUBMITTED AT COST ONLY (WITH NO MARKUP)</p>	\$XXXXXXXXXX	\$XXXXXXXXXX

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

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.

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 _____ (Title) of

_____ (Entity), who submitted a bid to the Parish of Jefferson, and who attested as follows:

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:

LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- (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)

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S.14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Issuing worthless checks (R.S. 14:71)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Contractors; misapplication of payments (R.S. 14:202)
- (i) Malfeasance in office (R.S. 14:134)

Affiant further said:

LA. R.S. 38:2212.10 VERIFICATION OF EMPLOYEES

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer 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.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

Affiant further said:

**LA. R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS
COMPENSATION INSURANCE**

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.

- B. By signing this Affidavit, Affiant certifies that no such assessment is in effect against the bidding /proposing entity.

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. The Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council shall be named as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract.

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.