INVITATION TO BID

Brass Water Service Fittings (Rebid)

Solicitation # 2026-SWB-41

Bid Due Date: December 07, 2026
Bid Due Time: 11:00 AM CST

Sewerage and Water Board of New Orleans
Invitation to Bid
2026-SWB-41
Brass Water Service Fittings

The Sewerage and Water Board of New Orleans (Board) is soliciting bids from companies to supply Brass Water Service Fittings

Invitation to Bid (ITB) will be available **November 13, 2026,** for download at the following websites:
Board: https://www2.swbno.org/business_bidspecifications.asp
LAPAC:https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=181

Fax and email submission will not be accepted.

All bidders may attend a **non-mandatory** pre-bid conference on **November 20, 2026, at 11:00 AM (CST)**, at the Sewerage & Water Board Administrative Building, the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

Microsoft Teams
Join: https://teams.microsoft.com/meet/2415372326189936?p=vzJKFzDoaTzB49zqmW
Meeting ID: 241 537 232 618 993 6
Passcode: vT3kj3it
Dial in by phone
+1 504-224-8698,,36612422# United States, New Orleans
Phone conference ID: 366 124 22#

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department by **December 07, 2026, at 11:00 AM.** (CST). For submission instructions, see bid documents.

Bids will be publicly opened on **December 07, 2026, at 11:30 AM** (CST) in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165.

Microsoft Teams
Join: https://teams.microsoft.com/meet/237214618708754?p=69vWgEIjldJXJmeOMz
Meeting ID: 237 214 618 708 754
Passcode: bP92nw7P
Dial in by phone
+1 504-224-8698,,442306837# United States, New Orleans
Find a local number
Phone conference ID: 442 306 837#

LATE BIDS WILL NOT BE ACCEPTED.

Sewerage and Water Board of New Orleans
Invitation to Bid
Brass Water Service Fittings

Bidder's Information

1. **Point of Contact/ Inquiries/ Requests for Information:**

   The point of contact for this ITB is Kevin Smith. All correspondence and other communications regarding this ITB shall be directed to Kevin Smith Procurement Analyst, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

   Inquiries and/or Requests for Information are due to the Board's Procurement Department via email to ksmith6@swbno.org no later than timeline stated in the **Anticipated Bid Timetable** below. Any request received after that time may not be reviewed for inclusion in this ITB. The request shall contain the requester's name, address, and telephone number.

   The Procurement Department will issue a response to any inquiry if it deems it necessary, by written addendum to the ITB, posted on Board's website, and issued prior to the ITB's Delivery Deadline. The Bidders shall not rely on any representation, statement, or explanation other than those made in this ITB or in any addenda issued. Where there appears to be a conflict between this ITB and any addendum issued, the last addendum issued will prevail.

   Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable.**

2. **Submission Instructions:**

   Ways to submit a bid:

   Hard Copy Submission:

(1) Signed hardcopy of the bid in a sealed envelope

Mark the front envelope with the following:
Solicitation # 2026-SWB-41 Brass Water Service Fittings
Company Name
Company Address
Company Contact Name, Phone Number, and Email Address

Address envelope to:
Sewerage and Water Board of New Orleans
Attn: Kevin Smith
625 St. Joseph St. Rm 133
New Orleans, LA 70165

Fax and email submission will not be accepted.

3. **Mail or courier specifications:**

Bidder remains responsible for ensuring that the bid is delivered prior to the submission deadline with proof of delivery. Failure to meet the submission deadline, irrespective of the mode of delivery, shall result in the rejection of the bid.

- Bid documents should be contained in a sealed envelope and be placed in the shipping envelope or box. If the mailed bid is not contained in a separate sealed envelope, the bidder takes the risk that the envelope may be inadvertently opened and the information compromised.
- Please add the Procurement Analyst's name in the Attention Line of the shipping label to ensure proper delivery.

4. **Pre-Bid Conference**

All bidders may attend a **non-mandatory** pre-bid conference on **November 20, 2026,** for **11:00 AM** at the Sewerage & Water Board Administrative Building, the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

Microsoft Teams
Join: https://teams.microsoft.com/meet/2415372326189936?p=vzJKFzDoaTzB49zqmW
Meeting ID: 241 537 232 618 993 6
Passcode: vT3kj3it
Dial in by phone
+1 504-224-8698,,36612422# United States, New Orleans
Phone conference ID: 366 124 22#

Representatives from the Board will be available for discussions at this meeting. The purpose of the pre-bid conference is to provide assistance to interested contractors in the interpretation of the Invitation to Bid (ITB), DBE requirements and other technical and contractual matters.

Nothing stated or discussed during the course of this Pre-Bid Conference shall be considered to modify, alter or change the requirements of the ITB, unless it shall be subsequently incorporated into an addendum to the ITB. All questions asked during the pre-bid conference deemed to be pertinent by the Board will be addressed in an addendum following the pre-bid conference.

5. **Bid Opening**

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable.**

Bids will be publicly opened in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

Microsoft Teams
Join: https://teams.microsoft.com/meet/237214618708754?p=69vWgEIjldJXJmeOMz
Meeting ID: 237 214 618 708 754
Passcode: bP92nw7P
Dial in by phone
+1 504-224-8698,,442306837# United States, New Orleans
Find a local number
Phone conference ID: 442 306 837#

6. **Anticipated Bid Timetable**

The Board will make every effort to administer the ITB process in accordance with the terms and dates discussed in this solicitation. However, the Board reserves the right to modify the ITB process and dates as deemed necessary at its sole discretion. The Procurement Department will a written addendum to the ITB should there be any changes.

Event	Date	Local
ITB Release	November 13, 2026	
Non-Mandatory Pre-Bid Meeting	November 20, 2026	11:00 AM
Bidders' Written Questions Deadline	November 30, 2026	5:00 PM
Responses to Questions	December 4, 2026	
Bid Due Date and Time	December 07, 2026	11:00 AM
Bid Opening	December 07, 2026	11:30 AM

7. **Changes, Addenda, or Withdrawal of Bids Before Deadline:**

Any changes or addenda to a bid must be submitted in writing, signed by the authorized representative, cross-referenced clearly to the relevant bid section, and received by the Board's Procurement Department prior to the bid due date and time. Changes and addenda must meet all requirements for the bid. Any Bidder choosing to withdraw must submit written withdrawal request to the Board's Procurement Department prior to the bid due date and time.

8. **Prohibition on Communication:**

   From the time of advertising, and until the final award, there is a prohibition on communication by Bidders (or anyone on their behalf) with Board's staff, Selection Committee members and elected officials. This does not apply to communications at any time with any Board employees or elected officials regarding matters not concerning this ITB. Breaking the established prohibition on communication may result in a disqualification of the bid.

   The point of contact for this ITB is Kevin Smith. All correspondence and other communications regarding this ITB shall be directed to Kevin Smith Procurement Analyst, Sewerage and Water Board of New Orleans, 625 St. Joseph Street, Room 133, New Orleans, Louisiana 70165.

9. Bidders must complete all required attachments. Failure to complete and submit the required documents and attachments shall result in your bid being deemed non-responsive.

   NOTE: BIDS ON FORMS OTHER THAN THOSE PROVIDED WILL NOT BE CONSIDERED.

10. All bids must be received by the Board on or before the Delivery Deadline. Bids delivered after the said deadline shall be rejected.

11. The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the bidder is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired and that equivalent products will be acceptable.

    NOTE: ITEMS WILL BE ORDERED ON AN AS NEEDED BASIS ONLY.

12. Prices bid in the submission must be written or typed legibly. Erasures or other changes in the Bid Prices must be initialed by the Bidder.

    NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN WILL BE ACCEPTED. PENCIL FIGURES OR PENCIL SIGNATURES WILL DISQUALIFY BIDDER.

13. Discrepancies between the indicated product of any row of figures on the Bid Form and the correct product will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.

14. Submissions from any person, firm or corporation in default upon any contract with the Board will neither be received nor considered.

15. Any bid which does not fully comply with all the provisions of the "Bidder's Instructions", and the "Specifications" will be deemed non-responsive.

16. If a Bidder withdraws their bid after the bid due date and time and/or the bid opening time, the withdrawing Bidder will be prohibited from resubmitting for this ITB in accordance with La. R.S. 38:2214(D)(1).

17. The Contract may be awarded to a single bidder or to separate bidders whichever should appear to the best interest of the Board. If two or more bids are received, equal in amount and lower than any other bid, the Board reserves the right to evaluate the bids and to decide which bid will be accepted. All other conditions being equal, preference will be given in accordance with La. R.S. 38:2184.

18. The Board reserves the right to reject all bids or proposals for just cause.

19. All bid pricing shall remain firm for a period of ninety (90) days after the date of bid opening.

20. **Awards**

    The Board specifically reserves the right to evaluate bids and award items separately, grouped or an all or none basis, and to accept the bid which is in the best interest of the Board, and to reject all proposals if that is in the best interest of the Board.

21. **Objection of Recommendation/Award**

    Any formal protest against the recommendation of award which is to be made by an aggrieved Proposer must be submitted in writing to the Procurement Director, Cashanna K Moses at cmoses@swbno.org according to the Board's Policy 83(R): Procedural Rules for Bid Appeals.

22. **Tabulations**

    To view unofficial bid tabulations after the bids have opened, please visit the Board website under Doing Business – Bids – Tabulations

    https://www2.swbno.org/business_bidtabulations.asp

23. **Ownership:**

    All bids to this ITB are the property of the Board for all purposes. Bidders must clearly mark individual documents or information that the applicant claims are exempt from public record disclosure and specifically justify the exemption. The Board does not guarantee the confidentiality of submissions.

24. **Effect:**

This ITB and any related discussions, evaluations, qualifications, or resulting solicitations by the Board or any person on its behalf create no rights or obligations whatsoever except as provided in this ITB. The Board may cancel or modify this ITB or any resulting solicitation at any time at will, with or without notice. Anything to the contrary notwithstanding, any professional services agreement executed by the Board will be issued with the exclusive statement of rights and obligations extending from this solicitation.

25. **Errors or Omissions:**

The Board will not be liable for any error in any bid. Bidder will not be allowed to alter bid documents after the deadline for bid submission, except under the following condition: The Board reserves the right to make corrections or clarifications due to patent errors identified in bids by the Board or the Bidder. The Board, at its option, has the right to request clarification or additional information from the Bidder.

26. **Cost of Preparation:**

The Board is not liable for any costs incurred by prospective Bidders or Contractors prior to issuance of or entering a Contract. Costs associated with developing the bid, and any other expenses incurred by the Bidder in responding to the ITB are entirely the responsibility of the Bidder and shall not be reimbursed in any manner by the Board.

28. **Public Records Requests**

To request a public record for the proposal documents, please submit to the following website: https://swbno.nextrequest.com/

General Specifications

1. **Beginning Dates of Contract and Shipments**

   The initial contract period will begin on the date the contract is signed by the Board and will cover the requirements of two (2) years. The contractor shall be prepared to begin shipments by the shipment delivery requirements in these specifications immediately upon execution of the contract.

2. **Length of Contract Term**

   The unit prices shall cover the requirements of the Board for a period of two (2) years, with three (3) one-year renewal options. If requested by the Contractor and approved by the Board.

   Upon the expiration of the initial contract term or any contract extension, the Contractor will continue to supply the product or services under the same terms and conditions on a month-to-month basis, for a maximum of three (3) months, until receiving a 30-day written notice of termination.

3. **Contract Renewal Option**

   Between ninety (90) and one hundred twenty (120) days prior to the end of the initial contract period, the Contractor shall submit in writing to the Board (to the address specified in Paragraph 1, herein) stating their intent to renew (or not to renew) the contract with all terms, conditions, and prices of the original contract. Upon receiving and evaluating any proposals for contract renewal, the Board will have the option to accept this proposal for the additional renewal term(s), or to reject this proposal and open the contract for public bid if doing so would be in the best interest of the Board.

4. **Price Adjustments:**

   Contract prices are to remain firm through the effective dates of the contract. The Contractor may request a price adjustment, in writing, between ninety (90) and one hundred twenty (120) days prior to the contract renewal date with the Contractor's proposal stating his intent to renew the contract. If the Contractor does not request a price adjustment between 90 and 120 days prior to the contract renewal date with the Contractor's proposal to renew the contract, no price adjustment will be made. All price adjustments must be approved by the Board's Procurement Department prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the Board.

   Price adjustments will be made in accordance with the percentage change in the U.S. Bureau of Labor Statistics Producer Price Index (PPI) for the commodity associated with the product or other industry recognized, mutually agreed upon index. The percentage difference between the PPI issued for the contract's effective month and year, and the PPI issued for the month prior to the request will determine the maximum allowable adjustment of original contract prices. Only final PPI data will be used to adjust contract pricing. No retroactive contract price adjustment will be allowed. The Board may request decrease in pricing under the same terms and conditions.

Technical Specifications

1. Approved Manufacturers and Equivalents

Brass fittings shall be manufactured by Ford Meter Box Co., Inc., Wabash, Indiana; Mueller Co., Decatur, Illinois; A.Y. McDonald Mfg. Co., Dubuque, Iowa; or an SWBNO-approved equivalent meeting these specifications.

2. Samples and pre-approval

Bidders proposing a product other than one manufactured by the named manufacturers, or a product not previously approved by SWBNO, shall submit a sample to the Warehouse Manager, 2900 Peoples Avenue, New Orleans, LA, (504) 942-2905, at least ten (10) days before proposal opening.

3. Equivalent Products

Brand, make, manufacturer, or definite specification references establish the desired standard for quality, style, type, character, and performance. Bidders are not restricted to the named brand or manufacturer. Equivalent products may be considered when they meet these specifications and receive SWBNO approval.

4. Brass Material Requirements

Requirement	Specification
Copper	86.0%–91.0%
Tin	4.0%–6.0%
Lead	0.09% maximum
Zinc	2.0%–6.0%
Bismuth	1.7%–2.7%
Standard	ASTM B62

5. Identification

All brass parts shall have "NL" and "SWBNO" cast or pinned into the main body for identification.

SWBNO reserves the right, at its discretion, to waive the logo-stamping requirement when unforeseen circumstances or excessive stamping lead times delay the delivery of required fittings. When authorized by SWBNO, the Bidder may furnish the specified brass water service fittings without the SWBNO logo. All other Contract specifications and requirements shall remain applicable.

6. Delivery and Packaging

Deliver fittings to the SWBNO Central Yard, 2900 Peoples Avenue, New Orleans, LA 70122. No more than twenty-five (25) fittings shall be packaged in any one box.

7. Approved Brass Fittings

List of SWBNO Approved Brass Fittings as of June 1, 2002

Section I – No Lead Pack Joint Couplings for Extra Strong Pipe

- Ford Meter Box – Q24-NL and Q28 Series-NL
- A.Y. McDonald – 74753-67 and 74758-22-67 NL

Section II – Pack Joint Couplings for Copper or Plastic Tubing

- Ford Meter Box Co. – C44, C84
- A.Y. McDonald Co. – 74758T, 74753T
- Mueller Co. – H-15403, H15428

Section III – Ball Valve Curb Stop

- Ford Meter Box – B-11 Series-NL
- A.Y. McDonald – 76101 Series-NL
- Mueller – H1500-2 Series-NL

Section IV – Eight Bend Pack Couplings

- Ford Meter Box – LA04, LA104 and LA14 Series
- A.Y. McDonald – 74750-22 Series; 74749-22

Section V – Corporation Stops

- A.Y. McDonald – 73120, 3121 and 74701L Series-NL
- Mueller – H9971, H10003 and H15000 Series-NL

Section VI – Pack Joint Tees for Copper or Plastic Tubing

- Ford Meter Box – T444 Series-NL
- A.Y. McDonald – 74760-22 and 74764-22 Series-NL
- Mueller – H15381 Series-NL

Any manufacturer alteration to an already-approved fitting makes it unacceptable. If an altered or unacceptable fitting is discovered after delivery, the vendor shall pick up the fittings from the SWBNO Warehouse and issue an immediate credit.

8. Award of Contract

SWBNO reserves the right to evaluate bids and award items separately, by group, or on an all-or-none basis, as determined to be in the best interest of SWBNO.

If the lowest responsive bidder is unable to supply Brass Water Service Fittings within the required delivery time, or if an emergency requires immediate delivery, the Board reserves the right to purchase Brass Water Service Fittings from the **second-lowest bidder at the price quoted in the bidder's proposal**, without obtaining additional pricing.

9. Drop Shipments

Direct manufacturers drop shipments are acceptable. For shipper errors, the vendor shall pick up the fittings from the SWBNO Warehouse and issue an immediate credit.

10. Delivery Tickets

Each delivery shall include a ticket showing the PO number, delivery date, quantity, ticket number, item description, and delivery point.

11. Invoicing

Each invoice shall reference the delivery ticket number, delivery date, PO number, quantity, unit price, and delivery point. Submit a separate invoice for each order delivered and accepted, in duplicate, to the Procurement Department. Invoices shall be on the contractor's own form and show any cash discount. For multi-item bids, the cash discount must be the same for all items; otherwise, no discount will be considered in bid tabulation or comparison.

12. Pricing

Prices shall be FOB SWBNO Central Yard, 2900 Peoples Avenue, New Orleans, LA.

13. Quantities

Proposal quantities are approximate. SWBNO may order only the quantities and items determined necessary during the contract period.

Source-date note: The approved fitting list is identified in the source specification as of June 1, 2002. That date has been retained; current approval status should be verified before issuance of a new solicitation.

14. Bid Form Instruction

Bidder should complete the following in the Bid Form:

- Manufacturer item description
- Manufacturer
- Manufacturer item number
- Non-stamped cost
- Stamped cost

DBE LANGUAGE FOR MATERIALS/SUPPLIES BIDS

The Sewerage and Water Board of New Orleans established the Economically Disadvantaged Business Program to offer Disadvantaged Business Enterprises (DBEs) the maximum allowable opportunity to compete for the award of and participation in Board contracts and subcontracts.

All solicitations for bids for contracts where DBE percentage goals have been established and recommended by the Staff Contract Review Committee (SCRC) and approved by the Board, shall inform all Bidders of the DBE requirements that must be submitted to the Board as part of the bid. The award of the contract will depend on the DBE requirements set below.

DBE Contract Percentage Goal ____30%____

See Attachment Section for DBE Forms
Each Bidder must submit the following forms in completion:

1. EDBP Participation Summary Sheet Form
    - Name, address and phone number of each DBE Firm
    - Scope of Work
    - Percentage for each DBE
    - Signature of Prime on Form

2. EDBP Acknowledgement of Negotiated Terms Form
    - Name, address and phone number of DBE Firm
    - Scope of Work
    - Percentage
    - Signatures of Prime and DBE subcontractor on Form

An Acknowledgement Form must be completed for each DBE Firm.

The Board expects Bidders to ensure every effort has been made to meet the DBE goals by utilizing the current listings of approved SLDBE and LaUCP vendors. The current listing of approved DBE vendors, DBE compliance, and instructions regarding submission of "good faith effort" are available at the Board's website at https://www.swbno.org/Business/DisadvantagedBusinesses.

Failure to complete and submit the DBE forms according to the above instructions will render your bid non-responsive.

ATTACHMENT

INVITATION TO BID REQUIREMENTS

Solicitation #2026-SWB-41 Brass Water Service Fittings

Please note this checklist serves ONLY as a helpful guide. The Solicitation Checklist DOES NOT relieve the Bidder of the responsibility of ensuring that all requirements are included with their response. Please review the solicitation in its entire requirements, specifications, terms, and conditions of the solicitation for details.

__ _____Attachment Cover Sheet **(Required)**

__ _____Attachment EDBP Participation Sheet **(Required)**

__ _____Attachment EDBP Acknowledgement of Negotiated Terms Form **(Required)**

__ _____Attachment Bid Form **(Required)**

Please do not submit the Bidder's Instructions, General Specifications, or Technical Specifications.

Attachment Invitation to Bid Requirements **(Informational Purposes)**
Attachment Terms and Conditions **(Informational Purposes)**
Attachment Affidavits
Attachment - Estimated Yearly Quantities

Failure to submit all required documents will render your bid non-responsive.

ATTACHMENT
COVER SHEET

Invitation to Bid: 2026-SWB-41 Brass Water Service Fittings

Company Name: _____

Company Address: _____

Please provide the key contact person's information below:

Primary Contact Person:

Name: _____ Title: _____

Cell Phone: _____ Email Address: _____

This ITB must be signed by an authorized Representative of the Company/Firm for bid to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This form must be completed in its entirety. Deviations and failure to complete and sign this form will deem your proposal non-responsive.

ATTACHMENT
BID FORM

ATTACHMENT

TERMS AND CONDITIONS