Bid Number 50-00132947

TWO (2) YEAR CONTRACT TO PROVIDE ON AN AS NEEDED BASIS, COLLECTION OF USED/WASTE MOTOR FLUIDS FROM JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS

BID DUE: January 21, 2021 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 in the Purchasing Department by the bid due date and time.

Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Melissa Ovalle
Buyer Email: movalle@jeffparish.net
Buyer Phone: (504) 364-2687

JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

September 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured: Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

Electronic Procurement: Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com or www.jeffparishbids.net. All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: https://www.centralauctionhouse.com/registration.php.

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

Two (2) Year Contract for Collection of Used/Waste Motor Fluids from Jefferson Parish Facilities for the Department of Environmental Affairs

Specifications for Bid 50-00132947

Pre-Bid Conference:

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held at 10:00 am on January 7, 2021 in the Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 4400, Gretna, LA 70053. 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.

Submittals:

Bidders must fill out the table on page 5 of this document and submit it with bid submission in order to complete the bid. Failure to submit this completed table with bid submission will deem bid non-responsive and rejected.

Specifications:

Jefferson Parish is seeking bids from potential vendors to provide as-needed collection of used/waste motor fluids such a gasoline, antifreeze, motor oil (including: transmission fluid, brake fluid, lubricating oils, compressor fluids, and other motor oils), contaminated/mixed waste fluids, and used oil filters from Jefferson Parish facilities.

Service Locations:

Jefferson Parish currently has 32 locations, managed by 4 different governmental departments, which produce and store waste motor oil in tanks and in 55 gallon drums. Most of these locations will need to be serviced one to three times per year (see waste oil station spreadsheet for details). Four of these locations will need to be serviced several times a year, in some cases, once or several times per month. These four locations (described below) produce gasoline, antifreeze, and waste oil filters as well as waste oil.

- **Parish Waste Fluids Drop Sites:** The Parish operates two (2) waste motor fluid collection centers for use by Parish residents. Residents are allowed to dispose of small quantities of waste fluids from autos, lawn mowers, boats, etc., daily at these drop sites. The facilities are located at 400 David Drive, Metairie, LA., and 6440 Lapalco Blvd., Marrero, LA. Each site has separate, permanent containers for used motor oils and used antifreeze. The vendor must service these containers with a vacuum pump. Additionally, each drop site uses 55

gallon drums to containerize gasoline (4 drums) and used oil filters (1 drum). These drums may be emptied at the site and left in place, or they may be removed completely and replaced with empty drums. Finally, although the containers at these sites are clearly labeled and site attendants work to monitor citizens depositing fluids, there have been cases when containers became contaminated with other fluids (e.g. water, diesel, paint, or other household chemicals).

- **Fleet Management:** The Parish has two facilities where maintenance of all local governmental vehicles is performed. These sites are located at 4901 Jefferson Highway, Suite A, Jefferson, LA. and 1501 River Park Road, Bridge City, LA. Both sites produce several thousand gallons of waste oil per year that must be vacuum pumped for removal. The Jefferson Highway location uses 55 gallon drums to house waste gasoline and antifreeze for both sites. Despite efforts to maintain drums with only used gasoline, some drums at this location hold gasoline that becomes mixed with water or other contaminants such as diesel fuel.

All other locations only produce waste oil.

Additional Parish-owned locations to be serviced may be identified during the contract term.

Requested Services:

Vendor shall provide labor, equipment, transportation, and all else incidental to remove waste fluids from specified locations safely and in compliance with federal, state, and local regulations.

- The Parish will not provide equipment for loading fluids into vendor vehicles.
- The Parish will not be responsible for marking or labeling materials for transport.

Services must be provided at each location on an as-needed basis within seventy-two (72) hours of request by the Parish (including weekend hours).

All fluids shall be sold, disposed of, processed, and/or recycled in accordance with federal, state, and local regulations.

Non-Conforming Materials:

Vendor will be responsible for removing contracted fluids in the event that the fluids become contaminated.

The Parish will be responsible for the extra costs incurred by transportation and disposal of any waste fluids that are contaminated with incompatible materials or hazardous waste upon proof of said contamination.

Vendor must notify the appropriate Parish department in writing if fluid contamination has been detected and has incurred extra charges. Notification must specify the type of contaminant if it can be identified.

Any unsuitable product must be disposed of in accordance with federal, state, and local regulations.

Testing and Measurements:
Vendor must provide its own equipment to measure the quantity and test for the quality of the fluids it removes from Parish service locations.

Vendor measurements and test results will govern the transactions employed for this contract.

Proof of vendor's proper calibration and equipment inspection must be provided to the Parish upon request.

Emergency Services:
In the event of an emergency such as severe storm or hurricane, all drums of gasoline and oil filters must be picked up from the Parish Waste Fluids Drop Sites (400 David Dr., Metairie, LA. and 6440 Lapalco Blvd., Marrero, LA.) within 48 hours of notification.

Replacement drums must not be left at the site when full drums are picked up for an emergency. Replacement drums must be dropped off within 48 hours after notification by the Department of Environmental Affairs that the emergency has passed.

Bid Requirements:

Inclusive Pricing: Provide bid prices for each material to be serviced on the attached bid form. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of each fluid/material. Read the following specifications as a guide to filling out the bid form.

- **Price per Gallon of Waste Oil:** Provide a current price per gallon for removal of waste oil based on the most recent month's value for a barrel of crude oil (use the U.S. Energy Information Administration's WTI index found here:
  https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=pet&s=rwtc&f=M)
  Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of used motor oil. The Parish understands that the cost of collecting waste oil will vary. Provisions for changes to the bid price for waste oil will be made in the following section.

- **Price for Waste Gasoline and Used Oil Filters:** Provide prices for removing waste gasoline and used oil filters by the drum. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of waste gasoline and used oil filters.

- **Replacement Drums:** If the vendor intends to remove the drums of gasoline and used oil filters from Parish sites rather than empty and leave them in place, the vendor must fill out the second line item for each material on the bid form specifying the price of the vendor's provision of a replacement drum. If vendor does not plan to remove drums, leave these line items blank.

- **Price for Waste Antifreeze:** Provide a price per gallon for removing waste antifreeze. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting , administration, etc.) required to pick up, transport, and process/recycle/dispose of used antifreeze.

- **Common Contaminated Fluids:** Provide a price per gallon for servicing each of the contaminated fluids listed below. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose of each fluid.
  - Motor oil contaminated with gasoline.
  - Gasoline contaminated with water.
  - Antifreeze contaminated with motor oil.
  - Antifreeze contaminated with gasoline.

- **Unknown/Uncommon Contaminated Fluids:** Vendor must NOT fill out this line item on the bid form. It is a place holder for non-conforming materials which will be filled in as necessary in the event of fluid contamination with an unknown or uncommon material.

- **Emergency Service Trip Fee:** To avoid inflating the cost of regular service, the Parish requests an independent quote for the price of emergency gasoline and oil filter pick up from the Waste Fluids Drop Sites. Prices must include all costs and fees (equipment, fuel, labor, testing, permitting, administration, etc.) required to pick up, transport, and process/recycle/dispose both waste gasoline and used oil filters in emergency conditions and within the 48 hour time frame required. This quote must be given as cost per trip and include picking up both materials in the same price. This quote should not include the price of the replacement drums but must include all costs for the extra trip transporting the replacement drums to the Drop Sites after the emergency has passed.

- **Waste Oil Royalties:** The Parish is to receive royalties for waste oil when the value of the commodity reaches a specific threshold . This threshold and the formulas that will govern fluctuations in the price of oil removal services are discussed in the following section.

Accounting for Variance in Waste Oil Pricing: Due to fluctuating market conditions based on the price of crude oil, the Parish expects the cost of removing waste oil to change during the course of the contract. The Parish currently anticipates paying for waste oil removal services because the price per barrel of crude oil is so low. As the price of crude oil rises and the value of recycled oil increases again, the Parish will expect to earn royalty payments for the waste oil collected from Parish service locations. The table in this section is organized to generate an accountable system

that will govern changes in waste oil prices and royalties. Use the following specifications as a guide to filling out the table below.

- **Waste Oil Pricing Formula:** The vendor must generate a formula for prescribed use in determining the cost of waste oil removal services. We advise that the formula be based on the above referenced EIA's West Texas Intermediate (WTI) index. Using the formula, the Parish must be able to review changes in the price charged for waste oil removal services.

- **Price per Barrel Threshold:** Because used oil can also be a profitable commodity, the Parish requires that royalties be paid for material if and when the price per barrel of crude oil reaches a specified amount. The vendor must identify a threshold for the price of a barrel of crude oil over which it will agree to pay Jefferson Parish a royalty fee per net gallon of used oil (for all used oil which contains 5% or less water).

- **Waste Oil Royalties Amount/Formula:** The vendor must specify an amount, or a formula to determine an amount, that it will agree to pay per gallon of oil in royalties if the price per barrel of oil reaches the agreed upon threshold. The vendor must also specify an amount for a transportation fee should the price per barrel of oil

******** Bidders shall fill out the below table and submit with bid submission. ********
Failure to submit the completed table with bid submission will result in a bid rejection.

Waste Oil Pricing Fluctuation Rationale:	Formula/Threshold Based on WTI Index:
Formula based on WTI index determining the dollar/gallon charged to the Parish for removal of waste oil.	Formula:
Threshold (WTI indexed price/barrel of crude oil) over which vendor will pay Parish royalties for waste oil removal.	Price/Barrel Crude Oil (bbl):
Fixed dollar/gallon amount or formula determining the dollar/gallon paid to the Parish for removal of waste oil.	Fixed Price/Gallon or Formula:

Vendor shall provide, upon departmental request, before award, copies of any and all required federal, state, and local permits for the transport of specified waste fluids.

All drivers shall be properly licensed to haul these wastes and licenses must be made available upon request.

Vendor shall provide, upon departmental request, before award, copies of any and all applicable LA Department of Environmental Quality permits, including the Used Oil Storage and Transfer Permit, for processing, recycling and disposal sites to be used as transport destinations.

Vendor shall provide, upon departmental request, before award, samples of manifests (one if universal, several if different for each fluid) to be used in governing service provision.

Contract Terms:

Invoicing and Payment:

Invoices must be submitted to Parish departments on a monthly basis.

Each Parish department will pay separately for services rendered to their facilities. Billing information is listed on the second sheet of the attached waste fluid spreadsheet.

Invoices with relevant manifests attached must be provided to each Parish department for payment for services rendered to their facilities.

Invoices must reference manifest numbers and accurately reflect the information on the manifests in order for payment to be processed.

Payment will only be processed after services are rendered and proper invoices and manifests have been received by the appropriate department.

Waste oil charges must be calculated each pay period using the formula stated in the vendor's bid. The formula must utilize the most recent monthly average for the price of crude oil found on the US Energy Information Administration website:
https://www.eia.gov/dnav/pet/hist/LeafHandler.ashx?n=pet&s=rwtc&f=M

All royalty payments from the vendor to the Parish garnered by any service location (regardless of the supervising department), shall be submitted to the Jefferson Parish Department of Environmental Affairs. Related oil manifests must be sent to the Department of Environmental Affairs with the royalty check.

Manifests:

The vendor shall supply the Parish with two copies of a completed manifest or certificate of receipt for each fluid removed from a Parish site. One copy of the manifest will be left with a Parish employee or approved agent at the pick-up location and one copy of the manifest will be sent with the invoice to

the associated Parish Department billing address or with the royalty check to the Department of Environmental Affairs.

A unique manifest will be filled out for each fluid removed from each Parish service location (even if more than one fluid is picked up in a trip).

The manifests must certify the type of material collected, date material is collected, and quantity collected, the site collected from, and the destination of the materials collected.

All manifests must be signed by a Parish employee or authorized agent certifying that service was provided. Failure to do so will result in delay of payment of non-payment for services.

All manifests must be signed by an employee or authorized agent of the vendor certifying receipt of materials. Failure to do so will result in delay of payment or non-payment for services.

Reporting:

The vendor shall, each month, provide the Parish's Department of Environmental Affairs with a written report, within 15 days after the end of each month, showing for each site collected from, the amounts of each fluid collected, dates collected, and the charge invoiced to the correlating department. The monthly report shall also identify the end-use of each material.

In the case that royalties are paid, payment totals and the related oil quantities shall also be included with the monthly report.

In addition to the above, total amounts collected shall be reported monthly as follows:

- Gallons per month of used motor oils and end destination (processing or disposal).
- Gallons per month of used antifreeze and end destination (processing or disposal).
- Gallons per month of used gasoline and end destination (processing or disposal).
- Gallons per month of contaminated fluids and end destination (processing or disposal). Include type of containment.
- Total# or weight of used oil filters collected per month.

Liability/Indemnification:

The vendor is responsible for the cleanup of any spills that occur during loading, unloading, or transport of materials in their vehicles.

The Parish cannot guarantee any minimum quantity of product or need for services.

Quantities of product will vary.

Service locations will vary.

Jefferson Parish has the right to cancel a contract for any reason providing a 30 day cancellation notice.

Station Name	Address	City	Waste Oil Storage	Estimated waste oil quantity to be collected per year	Estimated gasoline quantity to be collected per year	Estimated antifreeze quantity to be collected per year	Estimated oil filter quantity to be collected per year
Department of Environmental Affairs							
David Drive Waste Fluids Drop-Off Site	400 David Drive	Metairie, LA 70003	1,000 gal	8,000 gal	25 drums	200 gallons	2 drums
Marrero Waste Fluids Drop-Off Site	6440 Lapalco Blvd.	Marrero, LA. 70072	1,000 gal	8,000 gal	10 drums	200 gallons	2drums
Fleet Management East Bank							
Fleet Management East Bank	4901 Jefferson Highway, Suite A	Jefferson, LA 70121	6 tanks: 500 gal + 55 gal drums	10,000 gal	8 drums	550 gallons	(25) 55 gallon drums
Fleet Management West Bank							
Fleet Management West Bank	1501 River Park Rd	Bridge City, LA 70094	2,000 gal + 55 gal drums	6,000 gal	55 gallons	105 gallons	(4) 55 gallon drums
Drainage East Bank							
Bonnabel Pump Station	1500 Beverly Gardens Drive	Metairie, LA 70002	760 gal	150 gal			
Suburban Pump Station	4800 Lake Villa Drive	Metairie, LA 70005	2 tanks: 250 gal+ 55 gal drums	250 gal			
Elmwood Pump Station	5400 Cayota Drive	Kenner, LA 70005	10,000 gal + 55 gal drums	250 gal			
Duncan Pump Station	1800 Joe Yenni Boulevard	Kenner, LA 70065	760 gal	150 gal			
Harahan Pump to the River Station	1088 Dickory Avenue	Harahan, LA 70123	1000 gallon tank	100 gal			
Drainage West Bank							
Ames Pump Station	5100 Rochester Drive	Marrero, LA. 70072	300 gal + 200 gal + 55 gal drums	275 gal			
Old Bayou Segnette Pump Station	801 Louisiana Street	Westwego, LA. 70094	500 gal	132 gal			
New Bayou Segnette Pump Station	801 Louisiana Street	Westwego, LA. 70094	750 gal	185 gal			
Lake Catouache Station # 1	3901 Highway 90	Avondale, LA. 70094	55 gal drums	80 gal			
Lake Catouache Station #2	3901 Highway 90	Avondale, LA. 70094	500 gal	240 gal			
Westminster Pump Station	2050 Watling Drive	Marrero, LA. 70072	250 gal	225 gal			
Estelle Station #1	4105 Destrehan Avenue	Harvey, LA. 70058	55 gal drums	125 gal			
Estelle Station #2	3850 Destrehan Avenue	Harvey, LA. 70058	2 tanks: 150 gal	300 gal			
Planters Pump Station	268 By Pass Road	Belle Chasse, LA. 70037	320 gal	500 gal			
Whitney Barataria	3301 Engineers Road	Belle Chasse, LA. 70037	1,000 gal + 55 gal drums	500 gal			
Hero Pump Station	4644 Peters Road	Harvey, LA. 70058	500 gal	500 gal			
Cousins Canal Pump Station	2466 Destrehan Avenue	Harvey, LA. 70058	2 tanks: 600 gal	500 gal			
Harvey Pump Station	1600 Destrehan Avenue	Harvey, LA. 70058	200 gal	225 gal			
Westwego Station #1	100 Vic A Pitre Drive	Westwego, LA. 70094	55 gal drums	100 gal			
Westwego Station #2	820 Larousini Street	Westwego, LA. 70094	55 gal drums	180 gal			
Sewerage East Bank							
EBWWTP	#2 Humane Way	Harahan, LA. 70123	300 gal	150 gal			
EB Lift Station Mechanic Shop	4901 Jefferson Hwy.	Jefferson,LA 70123	220 gals (4-55gal drums)	660 gal			
Sewerage West Bank							
Marrero WWTP	6250 Lapalco Blvd	Marrero, LA 70072	220 gals (4-55 gal drums)	100 gal			
Bridge City WWTP	1400 Hwy. 90W	Bridge City, LA 70094	110 gals (2-55 gal drums)	50-100 gal			
Jonathan Davis WWTP	4500 Privateer Blvd.	Barataria, LA 70036	55 gal drums	10-15 gal			
Rosethorne WWTP	865 Jean Lafitte Blvd.	Lafitte, LA 70067	55 gal drums	30 gal			
Harvey WWTP	2343 Pellet Ave.	Harvey, LA 70058	220 gals (4- 55 gal drums)	110 gal			
WB Lift Station Mechanic Shop	1450 River Park Road	Bridge City, LA 70094	220 gals (4-55 gal drums)	660gal			
Billing Information							
Waste Fluids Drop Off Sites	Contact: Christina Duggar	Department of Environmental Affairs					
	Email: cduggar@jeffparish.net	834 S. Clearview Parkway					
	Phone: 504-731-4621	Harahan, LA 70123					
Fleet Management East Bank	Contact: Carl Foret	Fleet Management WB	Verified				
	Email: cforet@jeffparish.net	4901 Jefferson Hwy. Suite A					
	Phone: 504-736-6893	Jefferson, LA 70121					
Fleet Management West Bank	Contact: Ken Teen	Fleet Management EB	Verified				
	Email: kteen@jeffparish.net	1501 River Park Rd.					
	Phone: 504-437-4844	Bridge City, LA 70094					
Drainage East Bank	Contact: Cordell Farrar	Department of Drainage EB	Verified				
	Email: cfarrar@jeffparish.net	4800 Lake Villa Drive					
	Phone: 504-838-4373	Metairie, LA 70006					
Drainage West Bank	Contact: Jamal Singleton	Department of Drainage WB	Verified				
	Email: jsingleton@jeffparish.net	5100 Rochester Drive					
	Phone: 504-349-5143	Marrero, LA 70072					
Sewerage East Bank	Contact: Diane Landry	Department of Sewerage EB	Verified				
	Email: dlandry@jeffparish.net	1221 Elmwood Park Blvd. Suite 803					
	Phone: 504-736-6704	Harahan, LA 70123					
Sewerage West Bank	Contact: Rose Martin	Department of Sewerage WB	Verified				
	Email: rmartin@jeffparish.net	1221 Elmwood Park Blvd. Suite 803					
	Phone: 504-731-4631	Harahan, LA 70123					

DATE: 12/09/2020

BID NO.: 50-00132947

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 1/21/2021 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 AND VIA TELECONFERENCE (DIAL-IN AT (504) 323-1800, MEETING ID: 181357) At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. 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 OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal 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, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, 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.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from http://purchasing.jeffparish.net 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.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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 and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should 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.

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. 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.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an 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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. 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.

NOTE: A sample corporate resolution can be downloaded from our website http://purchasing.jeffparish.net or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website http://purchasing.jeffparish.net or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. 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 days.

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"

B. 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.

C. 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 anytime 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.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-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. 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.

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).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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://purchasing.jeffparish.net.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 by visiting the Purchasing Department webpage at http://purchasing.jeffparish.net and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

2,3,5,6,10,11,12,13,15

PRE-BID CONFERENCE TO BE HELD AT: GENERAL GOVERNMENT BLDG. 200 DERBIGNY ST STE. 4400 GRETNA, LA 70053 AT 10:00 AM ON 1/07/2021

1. 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.

2. 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. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. 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 Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

6. 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.

11. 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. All sureties must be in original format (no copies) When submitting a bid online, 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. This is a requirements 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 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. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 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 PUBLIC WORKS 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 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-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS 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.

16. 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. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. 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.

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.

See Page 1 for Conflicts of Interest Statement

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 unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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: ( ) _____ FAX: ( ) _____

EMAIL ADDRESS: _____

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.: 50-00132947

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PROVIDE ON AN AS NEEDED BASIS, COLLECTION OF USED/ WASTE MOTOR FLUIDS FROM JEFFERSON PARISH FACILITIES FOR THE DEPARTMENT OF ENVIRONMENTAL AFFAIRS		
1	1.00	GL	0010 Waste Motor Oil and other Lubricating Oils Recycling, includes all labor, equipment, transporation, testing and incidentals		
2	1.00	DRUM	0020 Waste Oil Contaminated with Gasoline Unit price to include labor, equipment transportation and proper disposal of waste		
3	300.00	DRUM	0030 Waste Oil Filter Recycling/Disposal includes removel/disposal of 55 gallon drums, all labor, equipment, transportation, testing and incidentals		
4	1.00	GL	0040 Waste Anti-Freeze Recycling includes all labor, equipment, transportation, testing and incidentals		
5	1.00	GL	0050 Waste Anti-Freeze contaminated with motor oil Unit price to include labor, equipment, transportation and proper disposal of waste		
6	1.00	GL	0060 Waste Anti-Freeze contaminated with gasoline Unit price to include labor, equipment, transporation and proper disposal of waste		
7	100.00	DRUM	0070 Waste Gasoline Recycling,includes removal/disposal of 55 gallon drums, all labor, equipment, transportation, testing and incidentals		
8	1.00	DRUM	0080 Waste Gasoline Contaminated with water Unit price to include labor, equipment		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132947

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			transportation and proper disposal of waste		
9	1.00	DRUM	0090 Replacement Drum for Waste Gasoline		
			Unit price should include labor, equipment, transportation to supply Jefferson Parish with an empty drum at the site		
10	1.00	DRUM	0100 Replacement Drum for Waste Used Oil Filters		
			Unit price should include labor, equipment, transportation to supply Jefferson Parish an empty drum at the site		
11	1.00	DRUM	0110 Hazardous Waste Elimination with unknown/uncommon contaminates not		
			listed in this bid		
12	1.00	DRUM	0120 Emergency Facility Support Services includes removal of Hazardous Materials		
			during an emergency situation and a trip fee to replace drum after emergency		
13	1.00	EA	0130 (NON-BIDDABLE) This line item is non-biddable and will be used for billing purposes		
			Waste Oil- Stop Fee/or Transportation Fee for pick up when price of oil falls at a determined amount based on price of oil at that time		

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

Non-Public Works Bid
Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **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.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____ _____, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a bid in response to Bid Number _____, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. 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.

Debt Disclosures

(Choose A <u>or</u> 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 to the Affiant.

Choice B _____ There are **<u>NO</u>** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[*The remainder of this page is intentionally left blank.*]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

_____
Signature of Affiant

_____
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
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. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his 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.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☑ **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be $1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than $500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy 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.

☑ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: $1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☑ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability $1,000,000.00 each person; $1,000,000.00 each occurrence. Property Damage Liability $1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. 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.

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.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

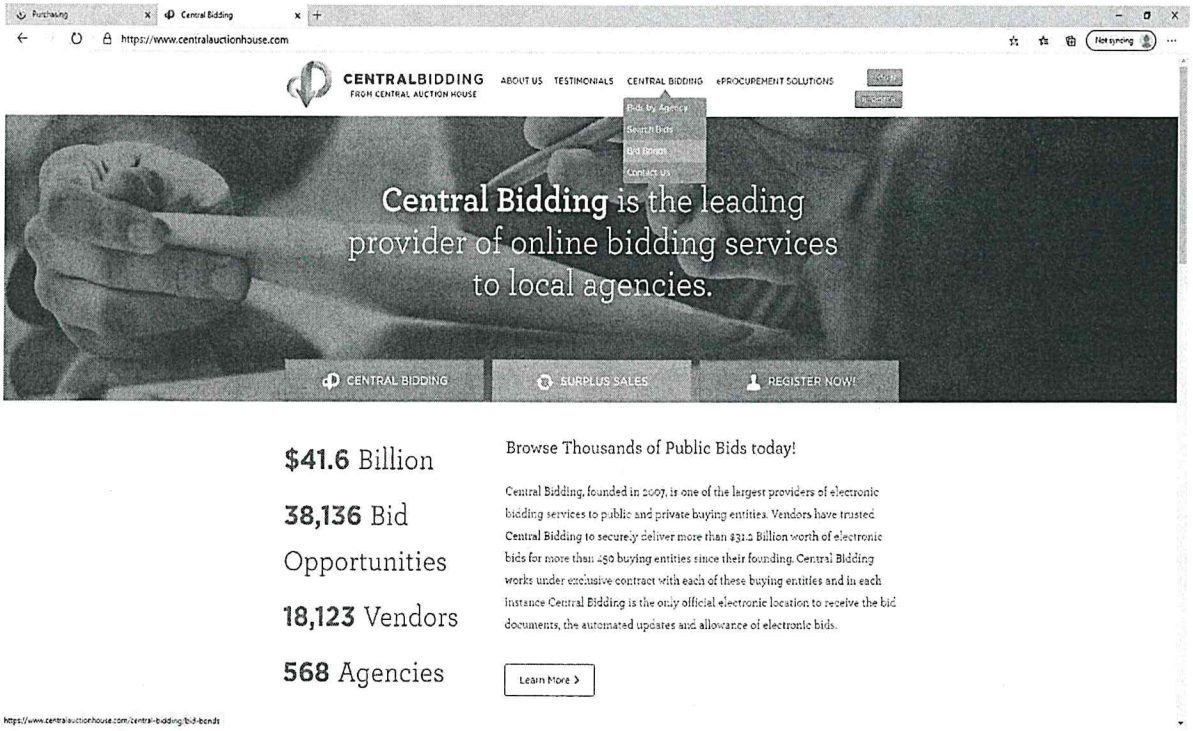
☐ **OWNER'S PROTECTIVE LIABILITY**

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.

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.