Jefferson Parish
State of Louisiana

Bid Number 50–00136703

Two (2) Year Contract for Environmental Laboratory Analytical Services for the Jefferson Parish Department of Environmental Affairs

BID DUE: February 10, 2022 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
Buyer Name: Melissa Ovalle
Buyer Email: MOvalle@jeffparish.net
Buyer Phone: 504-364-2687

Two (2) Year Contract for Environmental Laboratory Analytical Services for the Jefferson Parish Department of Environmental Affairs

The Jefferson Parish Department of Environmental Affairs is seeking a Laboratory to serve on a contractual basis as back-up support to perform laboratory analyses. In the event the Parish Water Quality Laboratory and or Bacteriology Laboratory cannot perform required analyses due to unavailability of laboratory staff, missing or broken equipment or any other unforeseeable conditions, said support lab would perform such analyses.

Analyses shall be performed using any EPA approved method that achieves the required MQL and which is currently listed in 40 CFR Part 136 and provided that the Quality Assurance /Quality Control (QA/QC) requirements of the method that identifies the analyte are achieved. All QA/QC data shall be submitted with the analytical results. All analyses are to be completed in a standard 10 to 15 day turnaround. Analytical results must be provided no later than 21 days following receipt of the samples. Occasionally samples will be submitted with a request for expedited analysis or "rush turnaround". In this instance a 5-day turnaround for analysis completion and immediate analysis results may be requested.

Environmental laboratories submitting bids must be accredited in the state of Louisiana under the Louisiana Environmental Laboratory Accreditation Program (LELAP) for the specified parameter. The original laboratory contracted to perform the requested scope of testing must ensure that if any samples are subcontracted to a second environmental laboratory; that the second laboratory is also accredited to perform the requested scope of testing.

Any instances beyond that of a force majeure causing samples to not arrive at a subcontracted laboratory intact and within the holding time (such as a wrong address provided to the courier, FedEx, etc. by the main laboratory) shall constitute a penalty. The main contracted laboratory shall be penalized by analyzing the replacement sample free of charge.

- The penalty for a second incidence would be analyzing the replacement sample free of charge in addition to a monetary fine of twenty-five dollars ($25).
- The penalty for a third incidence would be analyzing the replacement sample free of charge in addition to a monetary fine of fifty dollars ($50).

- Additional incidences shall result in analyzing the replacement sample free of charge in addition to further escalating monetary fines in increments of twenty-five dollars ($25).

If the successful bidder is located outside of the New Orleans metropolitan area, the bidder must furnish all containers and pay all shipping costs for these analyses or include the cost of shipping in the bid and the bidder must be able to meet the holding times for the required analytes. **If the bidder has a local laboratory they intend to use for receipt of samples via drop off or courier service; the day(s) of the week and hours of the day for sample pick-up via courier shall be submitted with bid submission. Failure to submit this information with bid submission will result in a bid rejection.**

Upon commencement of the laboratory contract, the successful bidding laboratory shall have personnel on site to receive samples from the Environmental field staff. The laboratory personnel shall inspect the samples as they receive them (in the presence of the Environmental staff), record the sample condition as per the Chain of custody (COC) and account for each sample bottle present prior to signing the COC.

Upon signing the COC a copy of the COC shall be presented to the Environmental field staff. If the receiving laboratory is a satellite or sub-contracted laboratory, the main contracted laboratory shall by way of email (IndustrialPretreatment@jeffparish.net) notify the Environmental Affairs Industrial Pretreatment Division of receipt of samples at the time of their receipt. The sample condition and temperature shall be included in this email. If the transport of the samples to a sub-contracted lab is by courier, FedEx, etc., the tracking number shall be provided to the Environmental Affairs Industrial Pretreatment Division in the form of an email upon shipment by the main contracted laboratory.

The attached pages are a list of testing requirements required to satisfy the Wastewater Treatment Plant NPDES permits, the Industrial Pretreatment Program, Storm Water Program and any emergency testing to satisfy Public Service requests or Inter-departmental assistance. The approximate number of analyses per parameter is based upon the approximate number of analyses required or anticipated annually.

Payment under this contract shall be for the actual number of samples and the type of analyses requested at the agreed upon submitted unit prices. Invoices for billing shall be submitted at the same time interval as the final assembled analysis reports.

PARAMETER	MQL (µg/l)
METALS	
Aluminum (Total)	2.5
Antimony (Total)	60
Arsenic (Total)	5
Barium (Total)	100
Beryllium (Total)	0.5
Cadmium (Total)	1
Chromium (3+)	10
Chromium (6+)	10
Chromium (Total)	10
Copper (Total)	3
Lead (Total)	2
Mercury (Total) Lo level	**0.0005**
Mercury (Total)	0.2
Molybdenum (Total)	30
Nickel (Total) (Freshwater)	5
Selenium (Total)	5
Silver (Total)	0.5
Thallium (Total)	0.5
Zinc (Total)	20
Cyanide (Total)	10
Phenolics, Total Recoverable (4AAP)	5
Volatile Compounds	
Acrolein	50
Acrylonitrile	20
Benzene	10
Bromodichloromethane	10
Bromoform	10
Carbon Tetrachloride	2
Chlorobenzene	10
Chlorodibromomethane	10
Chloroethane	50
Chloroform	10
2-Chloroethyl vinyl ether	10
Dichlorobromomethane	10
1,1-Dichloroethane	10
1,1-Dichloroethylene	10

1,2-Dichloroethane	10
1,2-Dichloropropane	10
1,3-Dichloropropylene	10
1,2-trans-Dichloroethylene	10
Ethylbenzene	10
Methy Bromide (Bromomethane)	50
Methyl Chloride (Chloromethane)	50
Methylene Chloride	20
1,1,2,2-Tetrachloroethane	10
Tetrachloroethylene	10
Toluene	10
1,1,1-Trichloroethane	10
1,1,2-Trichloroethane	10
Trichloroethylene	10
Vinyl Chloride	10
Acid Compounds	
2-Chlorophenol	10
2,4-Dichlorophenol	10
2,4-Dimethylphenol	10
4,6-Dinitro-o-Cresol	50
2,4-Dinitrophenol	50
2-Nitrophenol	20
4-Nitrophenol	50
p-Chloro-m-Cresol	10
Pentachlorophenol	5
Phenol	10
2,4,6-Trichlorophenol	10
PESTICIDES	
Aldrin	0.01
Chlorodane	0.2
4,4'-DDD	0.1
4,4'-DDE	0.1
4,4'-DDT	0.02
Dieldrin	0.02
Alpha-Endosulfan	0.01
Beta-Endosulfan	0.02
Endosulfan Sulfate	0.1
Endrin	0.02
Endrin Aldehyde	0.1

Heptachlor	0.01
Heptachlor Epoxide	0.01
Alpha-BHC	0.05
Beta-BHC	0.05
Gamma-BHC (Lindane)	0.05
Delta-BHC	0.05
PCB-1016	0.2
PCB-1221	0.2
PCB-1232	0.2
PCB-1242	0.2
PCB-1248	0.2
PCB-1254	0.2
PCB-1260	0.2
Toxaphene	0.3
BASE/NEUTRAL	
Acenaphthene	10
Acenapthylene	10
Anthracene	10
Benzidine	50
Benzo(a)anthracene	5
Benzo(a)pyrene	5
Benzo(ghi)perylene	20
Benzo(b)fluoranthene	10
Benzo(k)fluoranthene	5
Butylbezyl Phthalate	10
Bis(2-chloroethoxy) Methane	10
Bis(2-chloroethyl) Ether	10
Bis(2-chloroisopropyl) Ether	10
Di(2-ethylhexyl)Phthalate (DEHP)	10
4-Bromophenyl Phenyl Ether	10
4-Chlorophenyl Phenyl Ether	10
2-Chloronaphthalene	10
Chrysene	5
Dibenzo(a,h)anthracene	5
3,3'-Dichlorobenzidine	5
Diethyl Phthalate	10
Dimethyl Phthalate	10
2,4-Dinitrotoluene	10
2,6-Dinitrotoluene	10

Di-n-butyl Phthalate	10
Di-n-octy-Phthalate	10
1,2-Diphenylhydrazine	20
Fluoranthene	10
Fluorene	10
Hexachlorobenzene	5
Hexachlorbutadiene	10
Hexachlorocyclopentadine	10
Hexachloroethane	20
Indeno(1,2,2-cd)pyrene	5
Isophorone	10
Naphthalene	10
Nitrobenzene	10
n-Nitrosodimethylamine	50
n-Nitrosodi-n-Propylamine	20
n-Nitrosodiphenylamine	20
Phenanthrene	10
Pyrene	10
1,2,4-Trichlorobenzene	10
1,2-Dichlorobenzene	10
1,3-Dichlorobenzene	10
1,4-Dichlorobenzene	10
NONCONVENTIONAL	
3-Chlorophenol	10
4-Chlorophenol	10
2,3-Dichlorophenol	10
2,5-Dichlorophenol	10
2,6-Dichlorophenol	10
3,4-Dichlorophenol	10
2,4-D	10
2,4,5-TP (Silvex)	4
Dioxin (2,3,7,8-TCDD)	**0.00001**

DATE: 1/26/2022

BID NO.: 50-00136703

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, 2/10/2022 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 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.

10,12,13,15

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 NO.: 50-00136703

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.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Two (2) Year Contract for Environmental Laboratory Analytical Services for the Jefferson Parish Department of Environmental Affairs		
1	90.00	JOB	0001 Biochemical Oxygen Demand (BOD5) Analysis Unit: mg/L One sample = one job Per submitted specs		
2	12.00	JOB	0002 BioChemical Oxygen Demand (BOD7) Analysis Unit: mg/L One sample = one job Per submitted specs		
3	90.00	JOB	0003 Total Suspended Solids (TSS) Analysis Unit: mg/L One sample = one job Per submitted specs		
4	15.00	JOB	0004 Total Dissolved Solids (TDS) Analysis Unit: mg/L One sample = one job Per submitted specs		
5	5.00	JOB	0005 E. Coli Analysis Unit: colonies/100 Ml One sample = one job Per submitted specs		
6	30.00	JOB	0006 Enterococci Analysis Unit: colonies/ 100 ml One sample = one job Per submitted specs		
7	30.00	JOB	0007 Enterococci Analysis Unit: MPN One sample = one job Per submitted specs		
8	10.00	JOB	0008 Fecal Coliform Analysis Unit: colonies/ 100 ml		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			One sample = one job Per submitted specs		
9	90.00	JOB	0009 Chemical Oxygen Demand (COD) Analysis Unit: mg/L One sample = one job Per submitted specs		
10	90.00	JOB	0010 Oil and Grease (O&G) Analysis Unit: mg/L One sample = one job Per submitted specs		
11	10.00	JOB	0011 Total Phosphate Analysis Unit: mg/L One sample = one job Per submitted specs		
12	25.00	JOB	0012 Total Ammonia Analysis Unit: mg/L One sample = one job Per submitted specs		
13	26.00	JOB	0013 Total Kjeldahl Nitrogen (TKN) Analysis Unit: mg/L One sample = one job Per submitted specs		
14	16.00	JOB	0014 Nitrite (NO2) Analysis Unit: mg/L One sample = one job Per submitted specs		
15	16.00	JOB	0015 Nitrate (NO3) Analysis Unit: mg/L One sample = one job Per submitted specs		
16	10.00	JOB	0016 Ortho Phosphate Analysis Unit: mg/L One sample = one job Per submitted specs		
17	10.00	JOB	0017 CaCO3 Analysis Unit: mg/L		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			One sample = one job Per submitted specs		
18	20.00	JOB	0018 Total Aluminum Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
19	100.00	JOB	0019 Total Antimony Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
20	100.00	JOB	0020 Total Arsenic Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
21	100.00	JOB	0021 Total Barium Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
22	100.00	JOB	0022 Total Beryllium Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
23	110.00	JOB	0023 Total Cadmium Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
24	100.00	JOB	0024 Total Chromium Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
25	20.00	JOB	0025 Chromium (3+) Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
26	20.00	JOB	0026 Chromium (6+) Analysis Unit: micrograms/ per liter		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			One sample = one job Per submitted specs		
27	80.00	JOB	0027 Total Cobalt Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
28	110.00	JOB	0028 Total Copper Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
29	110.00	JOB	0029 Total Lead Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
30	30.00	JOB	0030 Total Mecury (low level mercury) Analysis Method: EPA Method 1631E Unit: ng/L One sample = one job Per submitted specs **These methods or any approved method to reach required MQL**		
31	90.00	JOB	0031 Total Mecury Analysis Unit: micrograms/ per liter Method: EPA Method 245.1 One sample = one job Per submitted specs **These methods or any approved method to reach required MQL**		
32	100.00	JOB	0032 Total Molybdenum Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
33	110.00	JOB	0033 Total Nickel (Freshwater) Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
34	100.00	JOB	0034 Total Selenium Analysis Unit: micrograms/ per liter		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			One sample = one job Per submitted specs		
35	100.00	JOB	0035 Total Silver Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
36	100.00	JOB	0036 Total Thallium Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
37	80.00	JOB	0037 Total Tin Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
38	110.00	JOB	0038 Total Zinc Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
39	160.00	JOB	0039 Total Cyanide Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
40	160.00	JOB	0040 Phenolics, Total Recoverable (4AAP) Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
41	15.00	JOB	0041 Chloride Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
42	15.00	JOB	0042 Sulfate Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
43	12.00	JOB	0043 Base/Neutral Compounds Analysis Unit: micrograms/ per liter		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			One sample = one job Per submitted specs		
44	12.00	JOB	0044 Acid Compounds Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
45	25.00	JOB	0045 Volatiles Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
46	18.00	JOB	0046 Pesticides Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
47	35.00	JOB	0047 Polychlorinated Biphenyls (PCBs) Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
48	12.00	JOB	0048 Herbicides Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
49	12.00	JOB	0049 3-Chlorophenol Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
50	12.00	JOB	0050 4-Chlorophenol Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
51	12.00	JOB	0051 2,3-Dichlorophenol Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
52	12.00	JOB	0052 2,5-Dichlorophenol Analysis Unit: micrograms/per liter		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			One sample = one job Per submitted specs		
53	12.00	JOB	0053 2,6-Dichlorophenol Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
54	12.00	JOB	0054 3,4-Dichlorophenol Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
55	20.00	JOB	0055 2,4-Dichlorophenol Analysis Unit: mg/l One sample = one job Per submitted specs		
56	12.00	JOB	0056 2,4,5-TP (Silvex) Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
57	12.00	JOB	0057 Dioxin Analysis Method: EPA Method 1613 TCDD Unit: ng/l One sample = one job Per submitted specs **These methods or any approved method to reach required MQL**		
58	6.00	JOB	0058 Total Residual Chlorine Analysis Unit: mg/l One sample = one job Per submitted specs		
59	3.00	JOB	0059 BTEX Analysis Unit: micrograms/ per liter One sample = one job Per submitted specs		
60	20.00	JOB	0060 TCLP - Zero Headspace Extraction (ZHE) solid/liquid Analysis One sample = one job Per submitted specs		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
61	20.00	JOB	0061 TCLP Volatiles solid/liquid Analysis Unit: mg/l One sample = one job Per submitted specs		
62	20.00	JOB	0062 TCLP BNAs Analysis Unit: mg/l One sample = one job Per submitted specs		
63	20.00	JOB	0063 TCLP Semi-Volatiles Analysis Unit: mg/l One sample = one job Per submitted specs		
64	20.00	JOB	0064 TCLP Pesticides Anaylsis Unit: mg/l One sample = one job Per submitted specs		
65	20.00	JOB	0065 TCLP Herbicides Analysis Unit: mg/l One sample = one job Per submitted specs		
66	20.00	JOB	0066 TCLP PCBs Analysis Unit: ug/kg One sample = one job Per submitted specs		
67	20.00	JOB	0067 TCLP Metals Analysis Arsenic Barium Cadmium Chromium Lead Mercury Selenium Silver Unit: mg/l One sample = one job Per submitted specs		
68	20.00	JOB	0068 Total Cyanide Analysis Unit: mg/kg		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			One sample = one job Per submitted specs		
69	20.00	JOB	0069 Total Phenol Anlysis Unit: mg/kg One sample = one job Per submitted specs		
70	20.00	JOB	0070 Percent Solids Analysis Unit: % One sample = one job Per submitted specs		
71	20.00	JOB	0071 Paint Filter Test Analysis Unit: Pass or Fail One sample = one job Per submitted specs		
72	20.00	JOB	0072 Reactive Cyanide Analysis Unit: mg/Kg One sample = one job Per submitted specs		
73	20.00	JOB	0073 Reactive Sulfide Analysis Unit: mg/Kg One sample = one job Per submitted specs		
74	20.00	JOB	0074 Corrosivity Analysis Unit: S.U. One sample = one job Per submitted specs		
75	20.00	JOB	0075 Closed Cup Flash Point Analysis Unit: degrees F One sample = one job Per submitted specs		
76	10.00	JOB	0076 Total Petroleum Hydrocarbons (TPH) Oil Analysis Unit: mg/l One sample = one job Per submitted specs		
77	5.00	JOB	0077 Total Petroleum Hydrocarbons (TPH) Diesel Analysis		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00136703

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Unit: mg/l One sample = one job Per submitted specs		
78	5.00	JOB	0078 Total Petroleum Hudrocarbons (TPH) Gasoline Analysis Unit: mg/l One sample = one job Per submitted specs		
79	5.00	JOB	0079 Fluoride Analysis Unit: mg/l One sample = one job Per submitted specs		
80	2.00	JOB	0080 Fingerprints with explanation of findings (MS/GC) Analysis One sample = one job Per submitted specs		
81	125.00	JOB	0081 Sample Disposal Fees Quanity is an estimate, normally only one disposal fee is charged per invoice, not necessarily based on the number of tests run		
82	25.00	JOB	0082 Expedited Analysis **This is to cover additional charges occuring from a rush anaylsis request. Estimated number.**		

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 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 to the Affiant.

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

Affiant further said:

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

[*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.