Jefferson Parish
State of Louisiana

Bid Number 50–00138103

Two (2) Year Contract for Preventative Maintenance and Repairs of Air Compressors for the Jefferson Parish Department of Public Works – Water.

BID DUE: June 2, 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
Donna Reamey
Email: Dreamey@jeffparish.net
Phone: 504-364-2684

AIR COMPRESSOR PREVENTATIVE MAINTENANCE AND REPAIRS

Two (2) Year Contract for Preventative Maintenance and Repairs of Air Compressors for the Jefferson Parish Department of Public Works (Water). This is a service and repair contract to be provided on an as needed basis.

Section - I Instructions

Article - 1.0 General Conditions and Requirements

1.1 Firm Proposals are requested from repair service companies who are familiar with all mechanical, physical make-up and operations of air compressors and their repairs as required at East Bank Waterworks, 3600 Jefferson Hwy., Jefferson, LA and West Bank Waterworks, 4500 West Bank Expressway, Marrero, LA.

1.2 Bidders are to present quotations covering all of their costs for providing their service to inspect and/or repair each of the items described below.

1.3 Inspections and/or repairs are to be provided during the contract period whenever service is scheduled or equipment becomes inoperable due to internal or external failures.

1.4 Preventative maintenance procedure for each type of equipment has been outlined hereby in these specifications in accordance with the relative manufacturer's instructions and recommendations.

1.5 Price per inspection service costs quoted is to include all matters of dismantling equipment components, analysis, evaluation and preparation of reports recommending repairs needed.

1.6 Price per equipment service cost quoted is to include all matters of charges, I.E., travel time, labor materials, dismantling equipment components, analysis, evaluation and preparation of reports describing repair performed.

1.7 **Bonds**:

A Bid Surety will be required with Bid Submission in the amount of 5% of the total bid price. Vendor must submit an electronic bid bond through the respective online clearinghouse bond management system as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

Performance Bond is required in the amount of $5,000.00, and due at the signing of the formal contract.

Payment Bond is required in the amount of $5,000.00, and due at the signing of the formal contract.

1.8 Contractor must possess Jefferson Parish Occupational License as applicable.

1.9 In general the regular work day schedule of hours between 7 AM to 4 PM, each day, Monday through Friday will prevail as straight time. Overtime will be those hours after, weekends, and established declared legal holidays. All overtime hourly rate shall be 1.5 times the straight hourly rate.

1.10 Vendor shall make every possible attempt to respond to call out on short notice at any time throughout a 24 hour period on any day given during the contract period regardless of the prevailing weather conditions.

1.11 The successful bidder (vendor) shall be awarded the contract for a period of two (2) calendar years starting the date of the execution of the contract and/or the termination date of the current contract.

Article 2.0 - Special Provisions

2.1 Vendors shall offer full coordination and cooperation with Parish personnel to furnish complete maintenance schedule for all equipment identifying maintenance and repair items to be performed by vendors and supplementary items to be performed by Parish personnel.

2.2 Vendors shall start their maintenance schedule immediately upon signing the maintenance contract on each requested equipment to be serviced or the termination date of the current contract with others.

2.3 All reports are to be submitted within 48 hours after each inspection routine.

2.4 All minor repairs are to be completed within 72 hours after authorization is received to proceed from the Parish personnel on emergency basis.

2.5 Parish shall reserve the right to take action to do all the necessary repairs when vendor fails to complete these repairs within ten (10) calendar days after the cause of repair is reported and he had been authorized to proceed.

2.6 Vendors are not to undertake any type of repair or service to equipment prior to receiving authorization from the districts authorized Parish personnel in writing.

2.7 Vendors shall warrant that they will, at no cost to the Parish, furnish labor to repair any defective workmanship discovered within six (6) months following the last full crew day of any vendor's work. All parts shall carry the manufacturer's warranty.

Article 3.0

Bidders shall be fully knowledgeable, trained, experienced, and supported by the manufacturer's certification of training in all aspects as to all manner of repairs on the following type and make manufactured model of equipment.

EAST JEFFERSON WATERWORKS

Building P-2

1. Gardner Denver Model APJRKO 2-stage air cooled reciprocating compressor S/N X3G003-9CAAJB. V-belt driven to a Lombardy's model 12-LD-435-2 2-cylinder air cooled diesel engine.

2. Gardner Denver Rotary Screw Air Compressor driven by 15 H. P. motor mounted on 200-gallon air receiver. Model EBE99K S/N SO37972

3. Model RDS-75-A-1-N-GD Refrigerated Air Dryer S/N1031-12-23-1998-4725

4. Gardner Denver Air Compressor, Rotary Screw Type, 15 H.P. Electric motor driven mounted on 200-gallon air receiver.

5. Model RDS-75-A-1-N G/D Refrigerated Air Dryer S/N 1028-12-23-1998-4723

Building P-3

6. Gardner Denver Model EBERDH 15 HP Electric Screw Compressor mounted on a 200 gallon 200 PSI air receiver with “S” Sentry automatic controls, S/N NO7392.

7. Gardner Denver Model EBERD Rotary Screw Compressor 15 H.P. Electric Motor driven, with "S" sentry automatic control. Mounted on 200-gallon air receiver. S/N S0-37971

8. One Gardner Denver Model RDS-75-1-N refrigerated air dryer S/N 1030-12-23-1998-4724.

9. One Gardner Denver model 9VXR-D50A1 refrigerated air dryer S/N H50A11.

Carbon Sludge

10. Ingersoll Rand Model 2545 Serial # 8044820

Lab

11. Model # 12T7VTR20, 5 HP air compressor at East Bank Chemical Laboratory.

Mechanic Shop

12. Quincy model 390 2-stage air-cooled reciprocating air compressors. V-

belt driven to a 20 HP 460-3-60 1800-RPM electric motor. Mounted on a 200-gallon air receiver. Parish ID 590012333V-6946.

Other Equipment

13. Model APKAAE, SN X3GO10 2-stage Gardner Denver air cooled air compressor driven by a Lonbardini model LD12D 2-cylinder air cooled diesel engine. S/N 9C AAJ B - 435-2.

14. Model 70000302 Gardner Denver particulate Filter. Qty – (3)

15. Model 70000322 Gardner Denver Coalescing filter. Qty – (3)

16. One Gardner Denver Model 200EAQ035 oil/water separator.

WEST JEFFERSON WATERWORKS

1. Model EBERDH Gardner Denver rotary screw air compressor driven by a 15 HP. 460-3-60 1740 RPM TEFC electric motor. S/N U98685.

2. Model 7000038 Gardner Denver refrigerated air dryer wit automatic drain. S/N 0723-1997-1239

3. Model 340 Quincy air cooled 2-stage air compressor driven by a Wisconsin model THD, driven by Century 7.5 H.P. 1750 RPM electric motor, S/N 4638512

4. Model EBERDH Gardner Denver rotary screw air compressor driven by a 15 HP 460-3-60 1740 RPM TEFC electric motor. S/N U63599

5. Model #2545 Ingersoll Rand two stage compressor 7.5 Hp. motor, located in the carbon slurry bldg. S/N 8044818

6. Model 7000038 Gardner Denver refrigerated air dryer with automatic drain. S/N 03-26-96-6157

7. Model 7000302 Gardner Denver Particulate Filter

8. Model 7000322 Gardner Denver Coalescing Filter

9. Gardner Denver Model Air Compressor, Model APNRMA S/N Y7K007 Electric Motor driven (25 HP) with Arrow Model 3225A air cooled aftercooler.

10. Gardner Denver Air Compressor, Model APOAAA, S/N Y7K 004 Diesel Engine. 9LD625 driven (25 HP).

11. One Gardner Denver oil/water separator model 200EAQ035.

NOTES:

1. All quantities on all items for Air Compressor Maintenance are for bid purposes only. Actual quantities may be more or less than quantities specified on contract.

2. Spare parts listed below are for information only.

Article 4.0

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

Article 5.00 Lubricating Oil

Contractor will supply new oil for compressors oil changes and drums for old oil storage. Equipment oil changes shall be in accordance with manufacturer's required running hours or specified maintenance time whichever occurs first.

Article 6.00 Replacement Parts

All parts shall be genuine OEM replacement parts. The total shall not exceed $5,000.00, and requires approval prior to work.

Article 7.00

Allowed Inspection Completion Time

a. East Jefferson Waterworks Site seven (7) consecutive working days.

b. West Jefferson Waterworks Site five (5) consecutive working days.

NOTES:

1. Inspection can be performed in less than the corresponding time specified above, but no more than that specified time.

2. No more than one (1) equipment shall be out of service at a time during inspection occurrences.

SECTION-II PREVENTATIVE MAINTENANCE

Article 1.0 Rotary Screw Compressors

1.1 Quarterly (every 3 months) Maintenance Schedule

1.1.1 Check the reservoir oil level via level sight gauges. Read oil level when unit is running fully loaded and not cycling on and off. Add oil if required. If oil consumption is high, drain excess oil from system if reservoir is overfilling or tighten or replace fittings or gaskets if oil leaks at all fittings and gaskets.

1.1.2 Observe if the unit loads and unloads properly.

1.1.3 Check discharge pressure and temperature.

1.1.4 Drain the moisture trap in the control system.

1.1.5 Check belt tension.

1.1.6 Check panel LED's for advisories.

1.1.7 Check for dirt accumulation on oil; after cooler core faces and the cooling fan. If cleaning is required, clean the exterior fin surfaces of the cores by blowing compressed air carrying a nonflammable safety solvent in a direction opposite that of the cooling fan air flow. This cleaning operation will keep the exterior cooling surfaces clean and ensure effective heat dissipation.

1.1.8 Write a report with recommendations.

1.2 Six (6) Months Maintenance Schedule

1.2.1 Repeat quarterly maintenance schedule above.

1.2.2 Check pressure switch.

1.2.3 Change oil filter element.

1.2.4 Motor AMP draw/volts to be checked.

1.2.5 Check motor lube. Lubricate if needed.

1.2.6 Write a report with recommendations.

1.3 Yearly Maintenance (every 12 months) Schedule:

1.3.1 Repeat every six (6) month maintenance schedule above.

1.3.2 Inspect oil/separator element.

The condition of the separator can be determined by pressure differential or by inspection.

a. Pressure Differential Gauging. The "Change Separator" message will flash when the pressure differential across the oil separator reaches approximately 8 PSI. Replace the oil separator element at this time. If ignored, the unit will shut down and the display will indicate shutdown and the change separator LED will be on when the pressure differential reaches 15 PSI.

To measure the pressure differential, simply subtract the downstream reading from the upstream reading.

b. Removal of Oil Separator For Inspection or Replacement:

1. Be certain unit is off and all system pressure is relieved.

2. At the bottom of the separator, disconnect the oil return (scavenge) tube and remove tube elbow.

3. Remove spin-on element.

4. Clean gasket seating surface of head.

5. Inspect and/or replace the separator as necessary. Before reassembly, coat the separator element gasket with the same lubricant used in the unit.

6. Screw on until gasket makes contact. Hand tighten 1/3 to 1/2 turn extra.

7. Reinstall tube elbow and oil return tube.

8. Run the unit and check for leaks.

1.3.3 Change the compressor lubricant. Flush system if required.

1.3.4 Check the relief valve for proper operation.

1.3.5 Write a report with recommendations.

Article 2.0 Reciprocating (Piston-Cylinder Type) Air Compressors

2.1 Quarterly (every 3 months) Maintenance Schedule:

2.1.1 Maintain oil level between high and low level marks on bayonet gauge. (Discoloration or a higher oil level reading may indicate the presence of condensed liquids.) If oil is contaminated, drain and replace. Oil type shall be in accordance with the Manufacturer's instruction and recommendations.

2.1.2 Drain receiver tank, drop legs and traps in air distribution system. (For Chapman Compressors, drain moisture from tank by opening tank drain cock in bottom of tank. Do not open drain valve if tank pressure exceeds 40 psi).

2.1.3 Give compressor an overall visual inspection and be sure safety guards are in place.

2.1.4 Check for any unusual noise or vibration.

2.1.5 Check oil pressure (hot). Maintain 18 to 20 p.s.i.g.

2.1.6 Check for oil leaks

2.1.7 Manually operate the pressure relief valves to be certain they are working.

2.1.8 Clean the cooling surfaces of the intercooler and compressor. Clean dust and foreign matter from cylinder head, motor, fan blade, air lines and tank.

2.1.9 Check belt tension for tightness.

2.1.10 Inspect filters in pilot valve, hydraulic unloader and three valve. Remove and clean intake air filters. Check and clean compressor valves, replace valves when worn or damaged.

2.1.11 Check the compressor for air leaks.

2.1.12 Check the compressed air distribution system for leaks.

2.1.13 Check entire system for air leakage around fittings, connection, and gaskets, using soap solution and brush.

2.1.14 Clean or replace the air intake filter.

2.1.15 Change oil & filter. Change crankcase oil. Use type and grade oil as specified in the section on "Compressor Oil Specifications".

2.1.16 Torque pulley clamp screws or jamnut. Tighten nuts and cap screws as required.

2.1.17 Write a report with recommendations.

2.1.18 Adjust the V-belts as follows:

a. Remove bolts and guard to access compressor drive.

b. Loosen mounting hardware, which secures motor to base. Slide motor within slots of base plate to desired position.

c. Apply pressure with finger to one belt at midpoint span. Tension is correct if top of belt aligns with bottom of adjacent belt. Make further adjustments if necessary.

d. Check the alignment of pulleys. Adjust if necessary.

e. Tighten mounting hardware to secure motor on base.

f. Re-install guard and secure bolts.

2.2 Six (6) Month Maintenance Schedule:

2.2.1 Repeat quarterly maintenance schedule above.

2.2.2 The oil sump strainer screen inside the crankcase of pressure lubricated models should be thoroughly cleaned with a safety solvent during every oil change. If excessive sludge build-up exists inside the crankcase, clean the inside of the crankcase as well as the screen.

2.2.3 Check Motor Amp Draw/Volts (for motor driven compressor)

2.2.4 Inspect compressor valves for leakage and/or carbon build-up.
2.2.5 Lubricate motor (for motor driven compressor).

2.2.6 Clean radiator (for engine driven compressor)

2.2.7 Write a report with recommendations

2.3 Yearly (every 12 months) maintenance schedule:

2.3.1 Repeat six (6) month maintenance schedule above.

2.3.2 Inspect the pressure switch diaphragm and contacts.

2.3.3 Write a report with recommendations.

Article 3.0 Preventative Maintenance of Refrigerated Air Dryers

3.1 Quarterly (every 3 months) Maintenance Schedule

3.1.1 Check the operation of the automatic drain (float) valve.

3.1.2 For models with the digital temperature display, which have the following front panel lights and readouts:

- High EVAP light.
- Refrigeration suction temperature
- Refrigeration discharge temperature
- Alarm lights

3.1.3 For air-cooled condensers, inspect the condenser coils. Remove dust, dirt or other particles with a soft brush or with compressed air from an OSHA-approved air nozzle that limits its discharge pressure to 30 psig. If the coils are coated with oil, grease or other substances that reduce the cooling efficiency, clean the coil.

3.1.4 Inspect the filter element. If necessary replace the element by lifting it out of the bracket and slipping in a replacement. Follow manufacturer's guidelines for filter replacement.

3.1.5 Inspect Automatic Drain Valve. Clean and/or replace if necessary per manufacturer's guide line.

3.1.6 Check and clean water cooled condenser for dirt, scale and sludge build-up.

3.1.7 Check the suction pressure gauge. Reading should be within the specified range after a few minutes of start-up.

3.1.8 Check the pressure drop across the air dryer at full capacity flow, If it is higher than specified value (normally 5 psi or less), back-flush the dryer with any mild detergent. To back-flush, disconnect air dryer, plug the drain line and fill the air system with the detergent water solution. Hold for 4-6 hours. Circulate the detergent from air outlet to air inlet with a pump. Flush the system with warm water. If pressure drop still exists, consult factory.

Article 4.0 Preventative Maintenance of Air Cooled Compressed Air After Coolers

4.1 Quarterly (3-month) Maintenance Schedule.

4.1.1 Inspect the unit regularly for loose bolts and connections, rust, and corrosion and dirty or clogged heat transfer surface (cooling coil).

4.1.2 Heat Transfer Surface: Dirt and dust should be removed by brushing the fins and tubes and blowing loose dirt off with an air hose. Should the surface be greasy, the motor should be removed and the fins and tubes brushed or sprayed with a nonflammable degreasing fluid. Follow with a hot water rinse and dry thoroughly. A steam hose may also be used effectively.

4.1.3 Casing, Fan and Motor: Dirt and grease should be removed from these parts. Rusty or corroded surfaces should be sanded clean and repainted.

4.2 Yearly Maintenance Schedule:

4.2.1 Repeat Quarterly Maintenance Schedule above.

4.2.2 Internal Cleaning: Once a year piping should be disconnected and a degreasing agent circulated through the unit to remove sludge from internal tube surfaces to return the unit to full capacity. A thorough cleaning of the entire system in the same manner is desirable to avoid carry-over from uncleaned piping. The strainer or any filtering devices should be removed and serviced following this cleaning operation.

Article 5.0 Compressor Engine (diesel or gasoline)

5.1 Quarterly (3-month) Inspection Routine Maintenance:

5.1.1 Compressor engines maintenance shall be performed on a quarterly routine basis as follows (but not limited to):

_____Check Crank Case Pressure.
_____Check Air Cleaner.
_____Check Clutch Power Take Off Adjustment.
_____Inspect Engine General Conditions.
_____Service Fuel Filter and Replace Elements.
_____Lubricate All Governor Linkages.
_____Check Safety System.
_____Replace Oil in Oil Type Air Cleaner.
_____Inspect Clutch
_____Record Brand, Type and Grade of Lube Oil, Sample Oil.
_____Check Coolant Anti-Freeze, Sample Coolant.
_____Remove and Check Injectors As Required.
_____Change Oil Filter and Engine Oil and Dispose Waste Oil
_____Change Governor Oil and Dispose Waste Oil.
_____Submit a Quarterly Written Report with Recommendations for Minor or Major Repairs, (If any Exists)

5.1.2 Engine Oil:

Contractor will supply new oil for all engine oil changes and drums for oil storage. Engine oil changes shall be in accordance with engine manufacturer's required running hours or specified engine time whichever occurs first.

NOTE: All maintenance parts and oil shall be included in the bid price.

Article 6.0 Gardner-Denver Model 200EAQ035 40-Gallon oil/water separator.

Quarterly Maintenance Schedule.

Technician will perform the following duties.

1. Check-out water and oil for clearness.
2. Check Chamber filter.
3. Check carbon bag and make sure it is OK.

SECTION III-SPARE PARTS

Sp-1 Model APKAAE 2-stage Gardner Denver air cooled air compressor. S/N X3G003-PCAAJB

Suggested Parts for Maintenance:

Oil filter #5L139, (SP-1)
Suction valve assembly #200ASK2029, (SP-1)
Discharge valve assembly #200ASK2031, (SP-1)
Head cover gasket #201ASK715, (SP-1)
Gasket to cylinder gasket #202ASK715, (SP-1)

SP-2 Model 325 2-stage Quincy air cooled air compressor.

Suggested Parts for Maintenance:

QTY

1 Air filter #110377F100, (SP-2)
1 Head gasket #7000, (SP-2)
1 Cylinder to crankcase gasket #1833, (SP-2)
2 Replacement suction valve assy., #7277X (SP-2)
2 Replacement discharge valve assy., #7271X
1 Pressure gauge, #110822 (SP-2)
1 Oil pump repair kit, #160078, (SP-2)
1 Gasket set, #7126, (SP-2)
1 Hydraulic unloader repair kit, #113225, (SP-2)
2 Connecting rod inserts (1 pair), #6444PR, (SP-2)
2 Unloader diaphragm, #1855, (SP-2)
2 Pilot repair kit, #110832-051, (SP-2)
1 Air Filter element, #110377E100 (SP-2)

SP-3 Model EBERDE 15 HP Electric Screw Gardner Denver tank mounted air compressor. S/N 7392

Suggested Parts for Maintenance:

AEON 4000 lubricant #28H57, (SP-3)
Oil Filter #2116717, (SP-3)
Separator filter #55B57, (SP-3)
Routine maint. kit #EBE80665, (SP-3)

SP-4 Model IR-71T2 2-cylinder air cooled Sulley reciprocating air cooled air compressor driven by a 7 1/2 460 VAC ODP 1800 RPM 3-phase electric motor mounted on 80 gallon horizontal air receiver (STANDBY UNIT) S/N 061-85-41

Suggested Parts for Maintenance:

Low oil pressure switch #32001109, (SP-4)
Gasket set #30420541, (SP-4)
Pressure gauge #32013872, (SP-4)
Pressure switch #37005907, (SP-4)

Safety valve #31385693, (SP-4)
Filter Assy. #30221212, (SP-4)

SP-5 Model AD50 Pneumatech air cooled refrigerated air dryer with automatic electric drain. S/N 9407-T-117921-ST

Suggested Parts for Maintenance:

Pressure gauge #GM-000142, (SP-5)
Refrigerant discharge pressure gauge #GM-000151, (SP-5)
1/2" NPT inlet particle strainer #RF001210, (SP-5)
Auto drain #4477, (SP-5)

SP-6 Model PRG 5 Hankerson air cooled refrigerated air dryer, 35 SCFM at 39 degrees dewpoint. S/N 0354-1T-9201-11 filter, (SP-6)

SP-7 Model 210-102 Quincy air cooled air compressor mounted on 30 gallon receiver. Driven by a 1.5 HP 460-3-60 1800 RPM ODP electric motor. S/N 6037148

Suggested Parts for Maintenance:

QTY	
1	Gasket Set #6804, (SP-7)
1	Hydraulic unloader #769OX, (SP-7)
1	Intake filter assembly, (SP-7)
2	Diaphragm-unloader, #8200 (Sp-7)
2	Replacement Valve Assembly-Suction, #6540X, (SP-7)
2	Replacement Valve Assembly-Discharge, #8133 (SP-7)
1	Gauge-Oil Pressure, #110162(SP-7)
1	Oil Pump Repair Kit, #111160, (SP-7)
1	Pilot Valve Repair #110832-051 (SP-7)
2	Pin-Piston, #110190-003, (SP-7)
4	Ring-Retaining, #110270, (SP-7)
4	Disc-Valve, #1194, (SP-7)
2	Spring-Valve, #6542, (SP-7)
1	Cup-Bearing, #6551, (SP-7)
1	Cone-Bearing, #6552, (SP-7)
1	Cup-Bearing, #6553, (SP-7)
1	Cone-Bearing, #6554 (SP-7)
2	Ring set-piston (standard), #6801 (SP-7)
2	Spring-discharge valve, #8123, (SP-7)
2	Diaphragm-unloader, #8200 (SP-7)

SP-8 Model IR71T2 2-cylinder Sulley air cooled 2-stage air compressor driven by a 7 1/2 HP 460-3-60 ODP 1800 RPM electric motor mounted on 80 gallon tank. NO TAG.

Suggested Parts for Maintenance:

Low oil pressure shutdown switch #32001109, (SP-8)
Gasket set #30420541, (SP-8)
Pressure gauge #32013872, (SP-8)
Pressure switch #37005907, (SP-8)
Safety valve #31385693, (SP-8)
Filter element #30221212, (SP-8)

SP-9 Van Air Twin Tower 35 SCFM desiccant dryer with pre & after filter.

Suggested Parts for Maintenance:

Element model F20, (SP-9)
Element model F30, (SP-9)
O-ring #38-103, (SP-9)
Petcock 1/4" T hand, (SP-9)
Clamp #38-102, (SP-9)

SP-10 Model 350 2-stage Quincy air cooled reciprocating air compressor driven by a 10 HP 460-3-60 1800 RPM ODP electric motor mounted on a 120 gallon air receiver. S/N AF 5 3/4 x 3 3/4 x 5 - OF NAPA-1032 386785

Suggested Parts for Maintenance:

QTY	
1	Air Filter Element M110377E200, (SP-10)
1	Air filter #110377F200, (SP-10)
1	Filter Element 6-pack #110814-001, (SP-10)
1	Oil Pump repair kit #160079, (SP-10)
3	Replacement suction valve assembly #6671X, (SP-10) (includes valve & valve gasket)
3	Replacement discharge valve #6670X, (SP-10) (includes valve and valve gasket)
1	Gasket Set #7503, (SP-10)
1	Pilot repair Kit, #110832-051, (SP-10)
1	Hydraulic unloader repair kit, #113225, (SP-10)
2	Unloader diaphragm #1855, (SP-10)
2	Connecting road inserts (1 pair), (SP-10)
1	Pressure gauge #110822, (SP-10)

SP-11 Model QT10-120 Quincy air cooled reciprocating air cooled air compressor. Driven by a 7 1/2 HP 460-3-60 1800 RPM ODP electric motor, mounted on a 120 gallon air receiver. S/N 5020804

Suggested Parts for Maintenance

Qty

2 Element Air Filter, (SP-11)
2 Low Pressure Valve Assembly Kit, (SP-11)
2 High Pressure Valve Assembly Kit, (SP-11)

SP-12 Model IR71T2 2-cylinder Sulley air cooled reciprocating air compressor driven by a 7 1/2 HP 460-3-60 1800 RPM ODP electric motor.

Suggested Parts for Maintenance:

Low Oil Pressure Switch #32001109, (SP-8)
Gasket Set #30420541 (SP-8)
Pressure gauge #32013872, (SP-8)
Pressure switch #37005907, (SP-8)
Safety valve #31385693, (SP-8)
Filter assembly #30221212, (SP-8)

SP-13 Model HG35A Deltec air cooled refrigerated air dryer. S/N 931HGA380

SP-14 Model 390 2-stage Quincy air cooled reciprocating air compressor driven by a 20 HP 460-3-60 1800 RPM electric motor. Mounted on a 200 gallon air receiver. Parish ID 59001 2333J-v-6946

Suggested Parts for Maintenance:

Pilot valve assembly 100-110 PSI #6168X23, (SP-14)
Intake valve assembly #6949X, (SP-14)
Unloader valve assembly #6949XU, (SP-4)
Discharge valve assembly #6948X, (SP-14)
Unloader assembly air #7483X, SP-14)
Diaphragm - unloader #1855, (SP-14)
Hydraulic unloader assembly #797OX, (SP-14)
Gasket set #7079, (SP-14)
Air filter element, (SP-14)
Oil intake screen #5470, (SP-14)
Air filter intake element, (SP-14)

SP-15 Model APJRKO 2-stage Gardner Denver air cooled air compressor driven by a Lombardini model LD12D 2-cylinder air cooled diesel engine. S/N 9C AAJ B - 435-2

Suggested Parts for Maintenance:

Air filter #5L139, (SP-15)
Suction valve #200ASK2031, (SP-15)
Discharge valve #200ASK2031, (SP-15)

Head gasket #201ASK715, (Sp-15)
Cylinder to crankcase gasket #202ASK715, (SP-15)

SP-16 Model 70000302 Gardner Denver particulate filter.

Suggested Parts for Maintenance:

Sight gauge kit #7000886, (SP-16)
Repair kit #7000791, (SP-16)
Automatic drain #70000857, (SP-16)
Filter Element, (SP-16)

SP-17 Model 70000322 Gardner Denver coalescing filter.

Suggested Parts for Maintenance:

Sight gauge kit #7000868,# (SP-17)
Repair kit #7000901, (SP-17)
Automatic Drain #7000857, (SP-17)
Bowl O-ring kit #7000853, (SP-17)

SP-18 Model F-30 Hankison air dryer (SURPLUS) S/N 0201-1-8306-011

Suggested Parts for Maintenance:

Air Filter, (SP-18)

SP-19 Model 352 American Kellogg air compressor driven by a 10 HP 460-3-60 mounted on an 80 gallon air receiver. S/N 645734

Suggested Parts for Maintenance:

Head Gasket #38596, (SP-20)
Muffler assembly #37606, (SP-20)
HP Discharge valve #38620 (2), (SP-20)
LP Discharge valve #38608 (2), (SP-20)
HP inlet valve #38738, (SP-20)
HP outlet valve #38739, (SP-20)
LP inlet valve #38736, (SP-20)
LP discharge valve #38737, (SP-20)

SP-20 Model 352V American Kellogg air compressor driven by a 10 HP 460-3-60 ODP motor. Mounted on an 80 gallon air receiver. S/N 959875

Suggested Parts for Maintenance:

Parts same as SP-20 above.

SP-21 Model 340 Quincy air cooled 2-stage air compressor driven by a Wisconsin Model Thd size 3 3/4 x 3 3/4. S/N 4638512

Suggested Parts for Maintenance:

Element air filter #110377E100, (SP-22)
Oil filter elements 6-pack #110814-001 (SP-22)
Repair kit - oil pump #160079, (SP-22)
Gasket - cylinder to head #6680, (SP-22)
Replacement valve assy. - suction #7277X (3), (SP-22)
Gasket intake on discharge #1848 (3), (SP-22)
Replacement valve assy. discharge #7271X (3), (SP-22)
Valve assy. - discharge #7271X1, (SP-22)
Safety valve #2961-100, (SP-22)

Sp-22 Model R40 Champion air cooled air compressor driven by a 5 HP 460-3-60 1800 RPM ODP electric motor. S/N 97LR40

Suggested Parts for Maintenance:

Filter element #M-1445, (SP-25)
Interstage safety valve 75 psi #2-67-75, (SP-25)
Valve set with gasket #2-656, (SP-25)
Valve gasket set #2-657, (SP-25)

SP-23 Model EBERDH Gardner Denver rotary screw air compressor driven by a 15 HP 460-3-60 1800 RPM TEFC electric motor. S/N U63599 Also Model EBERD

Suggested Parts for Maintenance:

Oil filter #2116128, (SP-26)
Separator element #55B57, (SP-26)
Air filter #CO85004, (SP-26)
Lubricant AEON 4000, (SP-26)

Suggested Parts for Model EBERD Rotary Screw Compressor

EBE 80665 Routine Maintenance Kit (SP 26)
2116150 Air Filter (SP 26)
2116128 Oil Filter (SP-26)
55B57 Separator Filter (SP-26)
200EB1173 Control Board (SP-26)
24CA135 Motor Starter - (SP-26)
202EBE201 Coil Cooler - (SP-26)
24CA2895 Hour Meter - (SP-26)
SSEBBKK Reman Air end (SP-26)

2116394 Starter Coil (SP-26)
24CA2906 CONTACTOR (SP-26)
24CA4111 O/L RELAY (SP-26)
24CA2897 Fuse (SP-26)
24CA3725 Fuse (SP-26)
60DD679 Oil Seal (SP-26)
60DD670 Oil Seal (SP-26)
8502165 O-Ring (SP-26)
8502140 O-Ring (SP-26)
13AG6004 Belt Set (SP-26)
78W59 Spring (SP-26)
25B440 O-Ring (SP-26)
78H22 Spring (SP-26)
2116717 Separator Filter (SP-26)
28H57 5-Gal Aeon 4000 Oil (SP-26)

Suggested Parts for G/D Air Dryers

7000303 Filter (PREFILTER) (SP-28)
7000322 Afterfilter (SP-28)
7000460 Refrigerate Gauge (SP-28)
7000456 Pressure Gauge (SP-28)

Suggested Parts for APO-AAA Reciprocating Compressor

5L139 Filter (SP-29)
21D233 Low Oil Level Shutdown (SP-29)
5L179 Filter Silencer (SP-29)
26C28 Oil Filter (SP-29)
201ASL6012 Ring Set (SP-29)
AVL 80854 Ring Set (SP-26)
ASL 81706 Gasket Set (SP-29)
ASL 81707 Gasket Set (SP-29)
ASL 81499 Con Rod Kit (SP-29)
205ASL6017 Low Pressure Valve Repair Kit (SP-29)
206ASL6017 High Pressure Valve Repair Kit (SP-29)
208SL6017 Low Pressure Suction Valve Kit (SP-29)
201ASL6017 Low Pressure P1 Valve Kit (SP-29)
202ASL6017 Pressure Unl Valve Kit (SP-29)
203ASL6017 High Pressure Pl Valve Kit (SP-29)
88H170 Pressure Switch (SP-29)24CA3118 Timer Delay Relay (SP-29)
24CA2797 Fuses (SP-29)
24CA4141 Starter (SP-29)
24CA2908 Contact Block (SP-29)
24CA2932 FUSE (SP-29)
24CA2895 Hour Meter (SP-29)
2116395 Starter Coil (SP-29)
24CA4087 Relay (SP-29)
200ASL375 Keypad (SP-29)
88H160 Pressure Switch (SP-29)
2116453 120 V Coil (SP-29)
91B78 Solenoid Valve (SP-29)

13AG10602 Belt Set (SP-29)
201ASL292 Aftercooler (SP-29)
200ASL701 Fan (SP-29)
Aeon 5000 5-gal container Oil (SP-29)

Suggested Parts for Oil/Water Separator

2116860 Filter Bag (SP-30)

SP-24 Great Lakes model GAAC-50 air cooled after cooler with GST 75 separator. S/N 18046 (50 SCFM)

Suggested Maintenance:

Clean fan and separator

SP-25 Model 7000038 Gardner Denver refrigerated air dryer with automatic drain. S/N 03-26-96-6I57

SP-26 Model D-10 Arrow Pneumatic Desciccant Dryer

SP-27 Model 200EAQ035 Gardner-Denver 40-Gallon oil/water separator

suggested spare parts needed on parts list for contract.

1. P/N 2116860 Carbon Element (SP-30)
2. P/N 2116862 Chamber filter (SP-30)

SECTION IV- COMPRESSOR REPAIRS

4.1 Vendor shall furnish all labor, materials, and equipment to repair the defective compressor

4.2 Vendor shall submit Inspection Report for Parish approval prior to proceeding with repair work, and if no repair work performed vendor shall be paid only for the inspection and report submitted.

4.3 Air compressor repair shall be completed within a maximum of 8 working days plus time allowance for parts delivery. For more than one compressor to be repaired, a period lapse of 2 working days shall be required between two consecutive compressor repairs to allow for equipment test run after each repair.

4.4 After the compressor(s) have been repaired, Vendor shall deliver, unload the compressor(s) and mount the same on original foundation.

4.5 Vendor shall dismount/remove defective air compressor from its foundation with at least two days notice from Vendor and load the same onto the vendor's vehicle for purposes of vendor's inspection and/or repair in his shop.

4.6 When the Parish decides that no repair work is to be performed after reviewing the inspection report, vendor shall deliver all the disassembled blower component to the Parish's location.

4.7 Vendor shall be held responsible for the alignment and start-up of the repaired unit to the satisfaction of the Parish personnel. All used parts shall be returned to the Parish after replacement.

4.8 Compressor inspection and repairs shall apply to all types of compressor , whether they are reciprocating type or rotary screw type with sizes 5 H.P. to 20 H.P. (motors or engine). Quoted prices shall be based on the aforementioned sizes as a lump sum on each repair or inspection group.

4.9 Air Compressor Groups

1. Group - A

Quincy Models 325, 340, 350, QT-10-120 Chapman Model R40

2. Group - B

Gardener Denver Models APKAAE and APJRKO (with diesel engines) AOL-AAA and APRN W/25 HP motor.

3. Group - C

Gardener Denver Rotary Screw Compressor. Models EBERDH

4. Group - D

American Kellog Models 352 and A352V Sully Models TR-71T2

4.10 Disassembly and Inspection (All Groups)

In accordance with the Manufacturers Procedures and Instructions air compressor shall be disassembled and inspected to determine the condition of the compressor and components thereof.

The following items shall be specifically covered in the inspection report.

All Bearings, Main	All unloader assemblies
All seals, Main & Driver	Pilot valves assembly
Crank shaft assembly	Cover oil retainer assembly
Tube Breather assembly	Crankcase

Hubs & Bushings	All Piston or rotary assemblies
Thrust Kit-Brg.	Filter Intake Assembly
Lube oil system	All O-rings

Non destructive metal tests such as Magnaflux or Ultrasonic methods shall be used, if necessary, to detect defects or cavities in pistons, cylinders and shafts.

Vendor shall submit a written inspection report with recommendations for repairs and request Parish approval.

After Parish review of inspection a work order shall be issued for overhaul and/or repair or replacement.

4.11 - Standard Overhaul

A. Parts Replacement

This work shall consist of repairing and/or replacing the following main minimum components as specified by and in accordance with the manufacturer's specifications:

Rebuilt intake and discharge valves
Replace all compressor shaft bearings
Replace all compressor O-rings
Replace all gaskets and seals
Replace intake filter
Replace air ends for rotary screw compressor as follows:
1-SSEBBKX Remanufactured air end (exchange)
Price shall be quoted less approved credit on core charge
Plus incoming freight on air end
Less freight back to factory on core

To overhaul air end, the following new parts shall be required:

1 - Overhaul kit #202SSE6013
(includes: One set roller bearing, (four units)
One set shims (five units)
One valve spring)

1 - Seal kit #203SSE6013
(includes: One oil seal #60DD679
One o-ring #54C210
One oil seal #60DD543
One 25BC380 o-ring)

1 - Inlet valve kit #204SSE6013 w/spring.
1 - 2116128 oil filter
1 - 25BC222 gasket eliminator

1 - 2116717 oil separator filter
1 - 28H54 5-gallon can AEON 4000

B. Reassembly

Each unit shall be reassembled after replacing the above component parts.

C. Mounting, Alignment, Start-up and Testing

Vendor shall be held responsible for removing unit and overhauling in his shop, mounting and alignment of the compressor and shall be responsible for start-up and testing of same unit.

4.12 Major Itemized Repair Works For Reciprocating Compressors

After Parish inspection and review, in addition to the standard overhaul, but prior to reassembly, mounting, aligning and testing, a work order shall be issued for many of the following repairs, (Vendor shall be paid only for each sub-item work to be performed). Prices shall include all labor and materials.

- Cylinder replacement
- Low pressure piston replacement
- High pressure piston replacement
- Connecting rods assembly replacement
- Crank shaft assembly replacement
- Flywheel replacement
- Base and Frame replacement
- Replacement of tube breather assembly
- Replacement of low pressure unloader assembly
- Replacement of high pressure unloader assembly
- Replacement head assembly
- Replacement suction valve assembly
- Replacement discharge valve assembly

4.13 Repair materials that are needed on the job and are not available in Parish

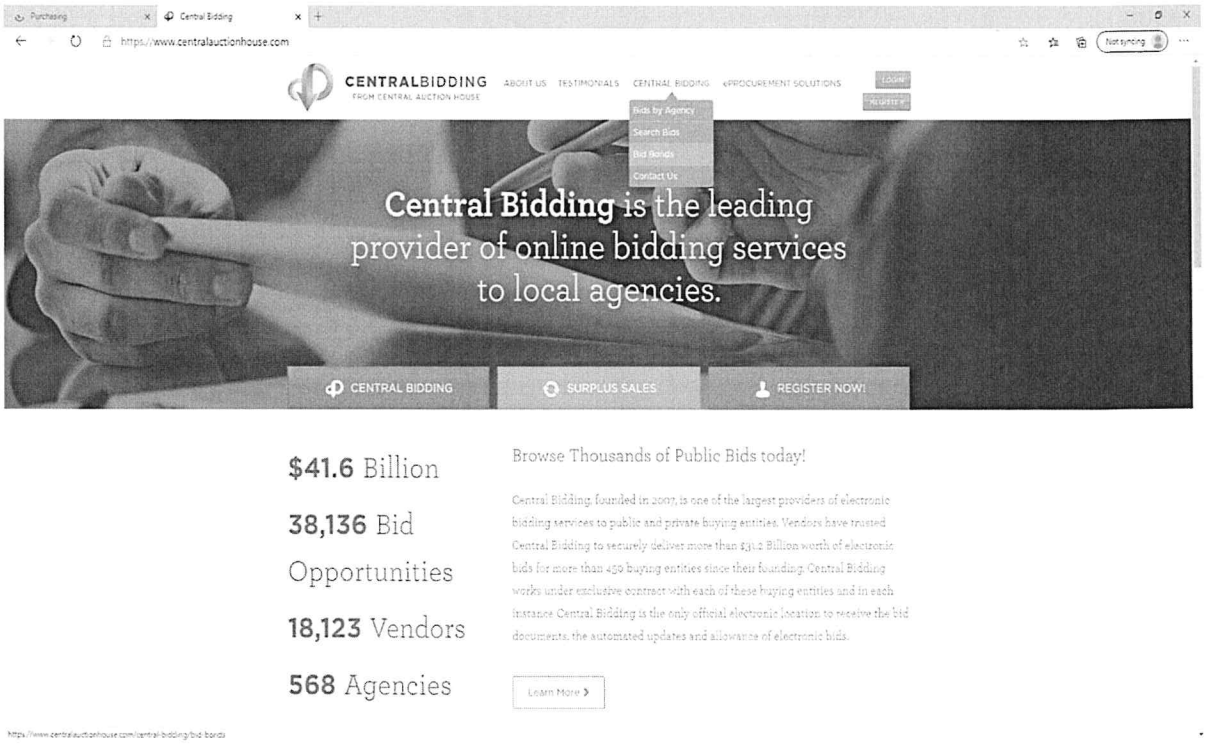
stocks at the time of services and are not included in the items to be quoted under the Invitation to Bid of the bid proposal, may be furnished by the Parish and/or may be furnished by the contractor at his actual face value cost.

The actual face value cost shall cover the manufacturer's cost (or supplier's cost) plus shipment cost subject to Parish's approval as a prerequisite. Related invoices shall be submitted to the Parish prior to payment. This contract is a labor intensive contract, therefore, contractors should consider all matters of labor and overhead and build his necessary profit into his prices for repairing at the hourly rates and required equipment services. However, Parish reserves the right to purchase all materials needed to serve Parish's interests in accordance with Parish laws and regulations if contractor's prices are found unacceptable.

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.



DATE: 5/04/2022

BID NO.: 50-00138103

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 6/02/2022 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.

3,6,8,9,10,11,12,13,15

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 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.: 50-00138103

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR PREVENTATIVE MAINTENANCE AND REPAIRS OF AIR COMPRESSORS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - WATER.		
1	24.00	EA	0010 Quarterly Maintenance Schedule of Rotory Screw Compressor Per Section II, Article 1.0 of the specification.		
2	12.00	EA	0020 Six (6) month Maintenance Schedule of Rotory Screw compressor per SECTION II, Article 1.0 of the specifications.		
3	12.00	EA	0030 Yearly Maintenance Schedule of Rotory Screw compressor per Section II, Article 1.0 of the specifications.		
4	32.00	EA	0040 Quarterly Maintenance Schedule of 2-stage reciprocating compressor per Section II, Article 2.0 of the specifications.		
5	16.00	EA	0050 Six (6) month Maintenance Schedule of 2-stage reciprocating compressor per SECTION II, Article 2.0 of the specifications.		
6	16.00	EA	0060 Yearly Maintenance Schedule of 2-stage reciprocating compressor per SECTION II, Article 2.0 of the specifications.		
7	40.00	EA	0070 Quarterly Maintenance Schedule of Refrigerated Air Dryer per SECTION II, Article 3.0 of the specifications.		
8	18.00	EA	0080 Quarterly Maintenance Schedule of Air cooled compressed air After cooler per SECTION II, Article 4.0 of the specifications.		
9	6.00	EA	0090 Yearly Maintenance Schedule of Air Cooled Compressed Air After Cooler Per Section II. Article 4.0 of the		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138103

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Specifications.		
10	40.00	EA	0100 Compressor Engine Quarterly Maintenance Inspection per Section II, Article 5.0 of the Specifications		
11	40.00	EA	0110 Quarterly Maintenance Schedule of Water/Oil Separator per Section II, Article 6.0 of the Specifications		
12	20.00	EA	0120 Compressor Mechanical Regular Labor Rate Per Hour of Conducting Additional Repairs on Compressors not included in the specification.		
13	20.00	HR	0130 Machinist Regular Rate Per Hour for Performing Extra Repairs on Compressors Not Included in the Specification.		
14	20.00	HR	0140 Shop/Field Regular Labor Rate Per Hour For Performing Extra Repairs on Compressors Not Included in the Specification.		
15	1.00	ONLY	9999 PARTS AND MATERIALS THIS IS A NON-BIDABLE ITEM. THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR UP TO $5,000.00 PER JOB, WITH THE APPROVAL FROM THE REQUESTING DEPARTMENT. INVOICES SHALL BE SUBMITTED AT COST ONLY (WITH NO MARKUP)		

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.