Jefferson Parish
State of Louisiana

Bid Number 50–00141182

Two Year Contract to Monitor and Maintain Various Decorative Floating Systems for the Jefferson Parish Department of Public Works-Parkways.

Bid Due: MARCH 21, 2023 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 by the bid due date and time.

Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Donna M Evans, Buyer II
Buyer Email: DMEVANS@jeffparish.net
Buyer Phone: 504-364-2691

DATE: 2/15/2023

BID NO.: 50-00141182

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: DMEVANS@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 3/21/2023 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.

2, 3, 4, 5, 6, 8, 10, 11, 12, 13, 15

PRE-BID CONFERENCE TO BE HELD AT: GGB-200 DERBIGNY ST SUITE 4400 GRETNA,LA 70053
10:00 am
ON 3/02/2023

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.: 50-00141182

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.: 50-00141182

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT TO MONITOR AND MAINTAIN VARIOUS DECORATIVE FLOATING FOUNTAIN SYSTEMS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS- PARKWAYS		
1	24.00	MO	0010 SITE 1 FOUNTAIN 1 MONTHLY MAINTENANCE CLEARVIEW/EARHART	$	$
			TWO (2) YEAR CONTRACT TO MONITOR AND MAINTAIN VARIOUS DECORATIVE FLOATING FOUNTAIN SYSTEMS FOR THE JEFFERSON PARISH PUBLIC WORKS- PARKWAYS		
2	24.00	MO	0020 SITE 1 FOUNTAIN 2 MONTHLY MAINTENANCE CLEARVIEW/EARHART	$	$
3	24.00	MO	0030 SITE 1 FOUNTAIN 3 MONTHLY MAINTENANCE CLEARVIEW/EARHART	$	$
4	24.00	MO	0040 SITE 1 FOUNTAIN 4 MONTHLY MAINTENANCE CLEARVEW/EARHART	$	$
5	24.00	MO	0050 SITE 1 FOUNTAIN 5 MONTHLY MAINTENANCE CLEARVIEW/EARHART	$	$
6	24.00	MO	0060 SITE 1 FOUNTAIN 6 MONTHLY MAINTENANCE CLEARVIEW/EARHART	$	$
7	24.00	MO	0070 SITE 1 FOUNTAIN 7 MONTHLY MAINTENANCE CLEARVEIW/EARHART	$	$
8	24.00	MO	0080 SITE 1 FOUNTAIN 8 MONTHLY MAINTENANCE CLEARVEIW/EARHART	$	$
9	24.00	MO	0090 SITE 1 FOUNTAIN 9 MONTHLY MAINTENANCE CLEARVIEW/EARHART	$	$
10	10.00	HR	0100 HOURLY SITE INSPECTION	$	$
11	10.00	EA	0110 ADDTIONAL FLOATNG FOUNTAIN REMOVAL & RE-INSTALL (AQUAMASTER)	$	$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00141182

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	10.00	EA	0120 ADDITIONAL FLOATING FOUNTAIN ON-SITE INTAKE SCREEN CLEANING (AQUAMASTRER)	$	$
13	10.00	EA	0130 ADDITIONAL FLOATING FOUNTAIN OFF-SITE INTAKE SCREEN CLEANING (AQUAMASTER)	$	$
14	10.00	EA	0140 FLOATING FOUNTAIN ANCHORING REPLACEMENT (AQUMASTER)	$	$
15	10.00	LF	0150 FLOATING FOUNTAIN MOTOR FEEDER CABLE REPLACEMENT (AQUAMASTER)	$	$
16	10.00	LF	0160 FLOATING FOUNTAIN LIGHT FEEDER CABLE REPLACEMENT (AQUAMASTER)	$	$
17	5.00	EA	0170 FLOATING FOUNTAIN MOTOR/LIGHT TIMER REPLACEMENT (AQUAMASTER)	$	$
18	5.00	EA	0180 FLOATING FOUNTAIN MOTOR/LIGHT BREAKER REPLACEMENT (AQUAMASTER)	$	$
19	5.00	EA	0190 LED LIGHT REPLACEMENT (AQUAMASTER) FLOATING FOUNTAINS	$	$
20	5.00	EA	0200 LIGHT LENS COVER (AQUAMASTER)	$	$
21	5.00	EA	0210 LIGHT LENS COVER REPLACEMENT (AQUAMASTER)	$	$
22	5.00	EA	0220 FACTORY AUTHORIZED OIL CHANGE (AQUAMASTER)	$	$
23	1.00	EA	0230 MISCELLANEOUS REPAIR (UP TO $5,000.00) REQUIRES DIRECTORS APPROVAL	$	$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00141182

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			NON BIDDABLE ITEM		

FLOATING FOUNTAIN MAINTENANCE
FOR THE JEFFERSON PARISH
DEPARTMENT OF PUBLIC WORKS – PARKWAYS DEPARTMENT

SCOPE OF WORK:
The Jefferson Parish Department of Public Works – Parkways Department (Parkways) is soliciting bids from qualified Contractors to monitor and maintain its decorative floating fountain system for a two (2) year maintenance contract. A floating fountain unit is a fully contained fountain system that consists of the main float, nozzle, lights, water intake and motor. These fountains are anchored to the bottom of a pond and operate remotely with feeder cables connecting each unit to a control panel. Tasks shall include monitoring the fountain system's operation, periodic cleaning and maintenance and incidental work in order to keep all systems functioning properly. Bidders pricing shall be inclusive of all labor, material, equipment, transportation and other associated costs for performing the services defined in these specifications. The Contractor shall refer to Resolution No. 113646, as amended, which provides a uniform set of "General Conditions and Agreement for all contractors engaged in performing work or services for the Parish of Jefferson".

BID BOND:
A bid bond in the amount of 5% of the bid response amount is due with the bid submission.

PERFORMANCE BOND:
A performance bond in the amount of 50% of the contract amount will be required as the signing of the contract.

PERIOD OF AGREEMENT
The term of the contract shall be for two (2) years.

NON-MANDATORY PRE-BID CONFERENCE:
A NON-MANDATORY Pre-Bid Conference will be held at 10: 00 am on March 2, 2023 in the Purchasing Department located in the General Government Building – 200 Derbigny St. Suite 4400 Gretna, La 70053. All bidders are encouraged to attend the NON-MANDATORY pre-bid conference.

SITE LOCATION AND QUANTITIES
The Site is located at the intersection of Clearview Parkway and the Earhart Expressway. The Site includes nine (9) floating fountains:

Fountain Manufacturer:	AquaMaster Fountains and Aerators
Model Number:	M5454-3SC (5HP, 440-480V, 3Phase, 6.0 Amp)
Lights:	4 LED lights per fountain
Quantity:	9

PRE-BID INSPECTION OF THE SITE:
The site location included in this bid is easily accessible, at any time, for any bidder. However, bidders may schedule a meeting with Jefferson Parish Parkways Department personnel to tour the location. This meeting shall be scheduled after the pre-bid meeting but a minimum of 96 hours prior to the bid opening. This meeting will allow prospective bidders to view the location with a representative from the Parkways Department. Meeting time, duration and location will be determined upon the availability of the Parkways Department personnel. Depending on the meeting schedule, it is possible that more than one prospective bidder will be in attendance.

Prospective bidders may ask questions during the inspection, but must also submit their questions, in writing, to the Jefferson Parish Purchasing Department so that they may be formally recorded and answered via addendum.

LICENSING:
Bidders shall be licensed per LSA-R.S. 37:2150-2163 and shall furnish copies of the front and back of each required license. Failure to submit these copies will deem the bid non-responsive. Bidders shall possess the following licenses:

- Louisiana State Contractors' Commercial license with the classification of ELECTRICAL WORK (STATEWIDE).

All required licenses shall be valid through the term of the contract.

The Contractor is solely responsible for abiding by all applicable laws and regulations relating to each required license.

DETERMINING THE LOW BIDDER:
Bidders shall provide a monthly price (per fountain unit) to perform the required maintenance as outlined in these specifications. Jefferson Parish will determine the low bidder by multiplying the Contractor provided monthly costs by twenty-four (24) months arriving at a total cost for the two year contract. Once the total monthly cost is determined, the Contractor's pricing for the incidental items will be added to this price to determine the low bidder.

PAYMENT:
Once the Contractor is in place, his provided monthly maintenance price will be the basis of monthly payment. It may be required to prorate the first and last invoice depending on the day of the month that the contract begins. In addition, any common incidental items, approved by Jefferson Parish and installed by the Contractor, shall be invoiced on the next monthly invoice after they are installed.

In the event any fixture or part needs to be specially ordered for this contract, the Contractor may not submit an invoice until the product(s) is completely installed and operational.

The required monthly maintenance for each floating fountain unit shall be priced per each. In the event that Jefferson Parish adds or removes any floating fountains from the maintenance schedule, the monthly contract price shall be adjusted in accordance to the provided unit price.

EQUIPMENT REQUIREMENTS:
The Contractor shall determine the tools and equipment that are to be used for this maintenance contract. The bid price shall include all equipment, operators, fuel, maintenance and transportation. All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame. Continual breakdown, repairs or work stoppage due to equipment failure will not be permitted. Any damage that occurs to the Site related to faulty equipment, or operator error, shall be repaired immediately at the Contractor's expense. Information on all Contractor equipment required to complete the associated tasks shall be furnished to Jefferson Parish upon request.

WORK COMPLIANCE:
The proposed work must comply with OSHA, DOT, Jefferson Parish and any other applicable agency requirements and regulations regarding this variety of work. The Contractor will present Jefferson Parish with all licenses and permits required to perform the work upon request.

ASSOCIATED COSTS:
It is the Contractor's responsibility to maintain the Site to the highest standard in accordance with the specifications. However, the Contractor is not responsible for any repair or replacement costs that exceed the work outlined in this document. In the event that related work, not included in these specifications, is required, the Contractor shall consult with Jefferson Parish on a plan and cost to

complete the work. No additional work shall take place without written notice from the director of the Jefferson Parish Parkways Department. Any and all additional work, approved by Jefferson Parish, shall be included in the next month's invoice.

INCIDENTAL ITEMS:

In addition to the Base Bid tasks, an inventory of common incidental maintenance items is listed on the bid form. The Contractor shall price each item to include all material, labor, delivery, tools, supplies, taxes, insurances and the like. There is no minimum or maximum quantity of each item to be included with this contract. Before installation of any of the common incidental item(s), the contractor must receive written approval from the Jefferson Parish Parkways Department.

Incidental line item 14 is a non-biddable item. This line item shall be for any additional repair and/or replacement, up to $5,000.00, not included on the incidental line item sheet. As per these specifications, written approval must be provided by the Jefferson Parish Parkways Department Director prior to that repair taking place.

For any additional repair or replacement not included on the incidental line item sheet, the Contractor shall provide a written proposal of the work to be performed to Jefferson Parish. The description and pricing of the work shall include all associated material, labor, delivery, tools, supplies, taxes and insurances priced at a lump sum cost. This proposal shall be submitted to the director of the Jefferson Parish Parkways Department for approval prior to performing any additional work.

Products on the common incidental items list that are called out by a specific manufacturer are done so to reflect the actual products currently installed. The Contractor shall make every effort to utilize the products specified to keep uniformity in the components for the Site. In the event that the specified product is unavailable, the Contractor shall submit as-equal products for review and approval from the Director of the Jefferson Parish Parkways Department.

MAINTENANCE REPORTS:

A monthly maintenance report shall be required by the Jefferson Parish Parkways Department to be kept and submitted by the Contractor with his monthly invoices. These reports will be used to track the completed work for comparison to the months billing and for quality assurance purposes. The Contractor shall provide his own form for Jefferson Parish approval prior to the first invoice. The monthly maintenance report(s) shall include the date, time, location and work performed for ALL tasks outlined in these specifications. Jefferson Parish will not pay any monthly invoices unless a maintenance report is received with the invoice.

COMPLIANCE:

Frequent inspections of Site shall be made by Jefferson Parish personnel to determine the compliance of the Contractor with these specifications and to gauge the quality of work performed. In the event the work is non-compliant to these specifications, the Contractor will be directed to immediately employ any and all methods or means to bring the Site(s) to compliance with these specifications within three (3) calendar days of notice and without any additional cost(s) to Jefferson Parish. The discovery of any fraudulent activities associated with this contract during the inspection process will be grounds for immediate contract termination without further compensation. In addition, such circumstances may initiate possible legal ramifications for the Contractor.

TRAFFIC CONTROL AND SIGNAGE:

The Contractor shall provide all necessary barricades, signs, lights and warning devices or any other item necessary in order to properly move traffic around or through his operations. Set up, removal and maintenance of all traffic control equipment shall be by the Contractor. Slow moving vehicle signs and flashing lights shall be installed on all moving equipment that will use the public rights-of-way for movement of equipment. In the event that a lane of traffic will need to be closed, the Contractor shall provide sufficient notification to the Jefferson Parish Traffic Engineer of necessity to close any portion of the roadway carrying vehicles or pedestrians. The Contractor will request final approval of such closings

from the Department of Public Works, Traffic Engineering Division, at least ten (10) working days in advance.

The Contractor shall be responsible for providing safe and expedient movement of traffic through the work Site. All submitted traffic plans and any lane closures shall be documented with the monthly maintenance report(s).

The Louisiana State Manual for Uniform Traffic Control shall be strictly enforced.

WORK PERIODS:
Whenever possible, the Contractor shall work between 7:00 a.m. and 6:00 p.m. (typical working hours) Monday thru Friday. If desired by the Contractor, minor repairs can be made at the time of inspection. No repairs involving any machinery can be made outside of the typical working hours.

UTILITY SERVICE INTERRUPT:
In the event of interruption of public or private utility service or general damage to public or private properties as a result of accidental breakage or any other actions by the Contractor, the Contractor shall immediately notify the proper authority and/or property Owner(s) and shall fully cooperate with said authority or Owner until the service is restored to its previous capacity. All costs associated with the notification and repair shall be paid for by the Contractor.

ONGOING CONTRACTS:
It is possible that other Contractors and/or Jefferson Parish personnel may be working within close proximity to the Site. The Contractor shall coordinate his work with any other Contractors or Jefferson Parish personnel working in or around the locations. Should a conflict occur, the Director of the Parkways Department will make all final decisions on scheduling.

NUISANCE CONTROL:
The Contractor shall include in his bid price the control of dust, noise and odors created by his operations. All controls shall be completed in order that nuisances are minimized.

SAFETY PRECAUTIONS:
The Contractor shall strictly follow approved and normal safety practices during all operations. The Contractor shall follow the guidelines as noted in the OSHA requirements

SUBCONTRACTORS:
All work shall be performed by the Contractor. The use of sub-contractors for floating fountain maintenance work will not be allowed.

SCHEDULED FOUNTAIN MAINTENANCE:
A set maintenance schedule shall be required for each fountain location. These scheduled maintenance items shall determine the monthly bid price of the contract. Incidental items shall be considered additional services.

FLOATING FOUNTAIN ON-SITE INTAKE CLEANING:
On-site intake cleaning shall occur during the first week of each month listed below. The Contractor shall be required to thoroughly inspect, in place, each floating fountain. The Contractor shall also clean the intake screen of each floating fountain with a (nylon) brush to remove any debris. Additionally, the Contractor shall clean the lenses of all light fixtures. Intake cleaning shall occur during the first week of each schedule month (see schedule below) and when applicable, shall take place at the same time as scheduled light cover installations (see Floating Fountain Light Cover Installation). The floating fountains may be completely removed from the water for this task, or may be pulled from the water in their existing location(s).

Floating Fountain On-Site Intake Cleaning Schedule:

July 2023

August 2023
October 2023
November 2023
January 2024
February 2024
April 2024
May 2024
July 2024
August 2024
October 2024
November 2024
January 2025
February 2025
April 2025
May 2025
July 2025

FLOATING FOUNTAIN OFF-SITE INTAKE CLEANING:

Off-site intake cleaning shall occur during the first week of each month listed below. The Contractor shall be required to remove the floating fountains and return them to his office, or a facility approved by the Jefferson Parish Parkways Department, for a more detailed examination and cleaning. Once the floating fountains are returned to the office, the Contractor shall utilize a pressure washer to remove all buildup from the intakes, floats and lights. Once clean, the Contractor shall inspect the units for any defects. As needed, the Contractor shall clean the intake screen with a (nylon) brush to remove any additional debris. During the months of required off-site cleaning, the Contractor is not required to perform on-site intake cleaning. The Contractor shall have access to the Jefferson Parish Parkways Department's east bank facility and maintenance yard to perform off-site cleaning. The Contractor may only access the property during weekday business hours (6:30 am to 3:00 pm). The Contractor shall be allowed to use the existing on site hose spigot for his pressure washing operations at no cost. The Contractor may not utilize any equipment, materials or products belonging to the Jefferson Parish Parkways Department.

The address for the Jefferson Parish Parkways Department's east bank facility is located at:
200 Shrewsbury Road
Jefferson, Louisiana 70121

The floating fountain units shall never be turned upside down while still in the water. The Contractor shall take precautions to protect the motor and light cables associated with the floating fountain units. The floating fountain units shall never be pulled to shore by the motor and/or light cables.

Floating Fountain Off-Site Intake Cleaning Schedule:
September 2023
December 2023
March 2024
June 2024
September 2024
December 2024
March 2025
June 2025

HOURLY SITE INSPECTION:

This item shall refer to the hourly rate for one (1) technician to visit the site when notified by Jefferson Parish of a potential problem with the fountain system. Hourly site inspection cannot be included with other

incidental line items. Hourly site inspection shall be used only to diagnose potential issues with the fountain system's operation. The Contractor shall notify Jefferson Parish once the technician is on site. Once the technician completes his site visit, he shall notify Jefferson Parish of his findings. The hourly rate for inspection shall be for time spent at the site(s) only. Travel time shall be at the expense of the Contractor. Pricing shall be made per man hour.

ADDITIONAL FLOATING FOUNTAIN REMOVAL & RE-INSTALL (AQUAMASTER):
This item refers to the direct cost for as-needed floating fountain removal and re-installation (per fountain). This line item shall not include costs associated with any action other than floating fountain removal and reinstallation. Possible reason for additional floating fountain removal and re-installation would include additional offsite cleaning, warranty and non-warranty repair and the like. Pricing shall be made per each.

ADDITIONAL FLOATING FOUNTAIN ON-SITE INTAKE SCREEN CLEANING (AQUAMASTER):
This item refers to the direct cost for additional on-site intake screen cleaning (per fountain). This line item shall not include costs associated with any action other than on-site floating fountain intake screen cleaning. This line item shall be for work that is in addition to the scheduled on-site intake screen cleanings. Pricing shall be made per each.

ADDITIONAL FLOATING FOUNTAIN OFF-SITE INTAKE SCREEN CLEANING (AQUAMASTER):
This item refers to the direct cost for additional off-site intake screen cleaning (per fountain). This line item shall not include costs associated with any action other than off-site floating fountain intake screen cleaning. This line item shall be for work that is in addition to the scheduled off-site intake screen cleanings. Pricing shall be made per each.

FLOATING FOUNTAIN ANCHORING REPLACEMENT (AQUAMASTER):
In the event that a floating fountain breaks free of its existing anchoring system, this item shall include the materials and labor to re-install a rope anchoring system as approved by the fountain manufacturer. If the rope anchoring system requires any repair, this line item shall account for complete removal of the old rope system and installation of all new ropes. It shall be acceptable to re-use the existing anchoring blocks, but if any rope requires replacement, all ropes associated with the floating fountain unit shall be replaced. Pricing shall be made per each.

FLOATING FOUNTAIN MOTOR CABLE REPLACEMENT (AQUAMASTER):
This item shall consist of supplying and installing manufacturer's motor feeder cable. Replacement pricing of the motor feeder cable shall be priced per linear foot and does not include the quick disconnect assemblies that connect the motor feeder cable to the fountain unit. Motor feeder cable can be spliced, as needed, to make any repairs. Motor feeder cables may be spliced using 3M 8282 splice kits. The splice kits shall be included in the unit pricing for motor feeder cable replacement. This line item does not include replacement or repair of the underground conduit from the control panel to each fountain. Each Aquamaster cable is composed of (4) 12 gauge conductors.

FLOATING FOUNTAIN LIGHT FEEDER CABLE REPLACEMENT (AQUAMASTER):
This item shall consist of supplying and installing manufacturer's light feeder cable. Replacement pricing of the light feeder cable shall be priced per linear foot and does not include the quick disconnect assemblies that connect the light feeder cable to the fountain unit. Light feeder cable can be spliced, as needed, to make any repairs. Light feeder cables may be spliced using 3M 8282 splice kits. The splice kits shall be included in the unit pricing for the light feeder cable replacement. This line item does not include replacement or repair of the underground conduit from control panel to each fountain. The light feeder cable for the Aquamaster fountains is composed (3) 14 gauge conductors.

FLOATING FOUNTAIN MOTOR/LIGHT TIMER REPLACEMENT (AQUAMASTER):

This item shall consist of supplying and installing new timers to control the floating fountain motors and/or lighting systems. These timers shall be approved by the manufacturer for use with each floating fountain system. The timers for the Aquamaster fountains are digital timers manufactured by Aquamaster. The timers allow separate control of the fountains and the lights. The Part Number is 860722. Pricing shall be per each.

FLOATING FOUNTAIN MOTOR/LIGHT BREAKER REPLACEMENT (AQUAMASTER):

This item shall consist of supplying and installing new breakers to control the floating fountain motors and/or lighting systems. These breakers shall be approved by the manufacturer for use with each floating fountain system. For Light Breaker Replacement the 10 amp breakers are snap in place and are manufactured by ABB. For Motor Breaker Replacement the 25 amp breakers are snap in place and are manufactured by ABB. Pricing shall be per each.

FLOATING FOUNTAIN LED LIGHT REPLACEMENT (AQUAMASTER):

This item shall consist of removing any non-operational LED lighting fixture(s) and then supplying and installing manufacturer approved 21 watt LED light fixtures (AquaMaster Model # 871274). Pricing for this item shall be made per each and include shipment of the fountain unit to the manufacturer for repair. No field repair shall be allowed. Pricing shall be made per each for LED light replacement. The LED lights on Aquamaster fountains are 21 watts each. Lights shall be supplied and installed by the manufacturer (Aquamaster).

LIGHT LENS COVER (AQUAMASTER):

This item shall consist of providing (no labor) Jefferson Parish with a new or additional light lens cover for the AquaMaster LED lights. Pricing shall be made per each and shall include the lens cover, taxes and freight. When applicable, the lens cover cover(s) can be shipped directly to the Jefferson Parish Parkways Department.

LIGHT LENS COVER REPLACEMENT (AQUAMASTER):

This item refers to the direct cost for additional labor for as-needed light cover replacement (per light cover). Pricing shall be made per each. The cost of the lens cover(s) shall be priced separately.

FACTORY AUTHORIZED OIL CHANGE (AQUAMASTER):

This item shall consist of all labor and material required for the removal (per fountain), shipping, oil change and re-installation of each floating fountain. Oil changes must take place at the factory by the manufacturer, or in the shop of a manufacture authorized repair service. Floating fountain units shall never be opened by the Contractor. The floating fountain units are sealed and shall only be opened/worked on by the manufacturer or by the manufacturer's factory authorized repair service. Pricing shall be made per each.

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.

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

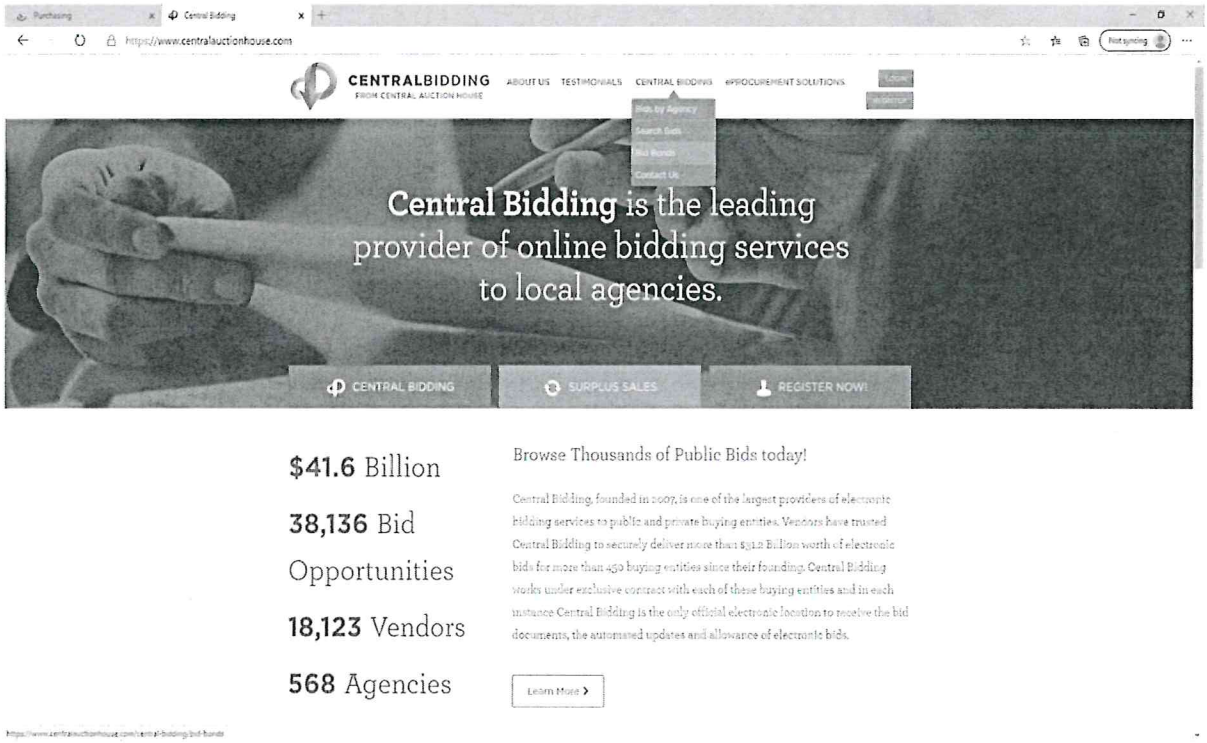
_____
Notary/Bar Roll Number

My commission expires _____.

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.



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