DATE: 4/22/2010

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00097486



# JEFFERSON PARISH

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

VENDOR:

BUYER: J. Lotz

**BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/20/2010 AND THEN PUBLICLY OPENED.**

**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 DISQUALIFY BID.**

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

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

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 or exceed specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds $20,000.00 and if someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O).

**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 RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitor soutside 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.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**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 measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

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 A117.1-1961).

**E. RESPONSE TO INVITATION:** If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

**F. POSTING OF BIDS:** Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

**IN ACCORDANCE WITH RECENT STATE LEGISLATION JEFFERSON PARISH IS NOW OFFERING ELECTRONIC PROCUREMENT TO ALL VENDORS**

**JEFFPro is the current Electronic Procurement System being used by the Parish. This system allows vendors the convenience of entering and submitting their pricing online. This is a secure site and no one has access to bid information.**

**Please follow the Purchasing Department link at purchasing.jeffparish.net to register and review Jefferson Parish solicitations.**

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 dated 12/09/09. 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.

# ADDITIONAL REQUIREMENTS FOR THIS BID

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

**2,4,5,6,7,8,9,10,12,14 + 11**

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. 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).

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

2. 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.

3. A Louisiana State Contractor's License may be required in accordance with LSA-R.S. 37:2150 et seq. If providing information on the internet (JEFFPro) please enter license number in the vendor comment section of the bid form.

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

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

6. All awards in excess of $5,000.00 for the construction, alteration, or repair of any public works will b reduced to a formal contract which shall be recorded at the contractor's expense. 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 reduced to formal contract will require a performance bond.

7. 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. Performance bond shall be supplied at the signing of the contract.

8. Please indicate if you have insurance: YES _____ NO _____
Successful bidder will be required to furnish proof of insurance to this office.
Successful bidder will be required to furnish Federal I.D. Number.

9. Minimum insurance requirements for this bid are as indicated on the attached sheet.

10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid, including all alternates.

11. Affidavit required is to be submitted within 10 working days of the bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project. (LSA-RS 38:2224)

12. This is a requirements contract to be provided on an as needed basis.

13. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.

14. 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 disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

## LOUISIANA UNIFORM PUBLIC WORK BID FORM



TO: JEFFERSON PARISH
PURCHASING DEPT
P.O. BOX 9
GRETNA, LA 70054-0009
(Owner to provide name and address of owner)

BID FOR: 50-00097486
0010 REFURBISH TRASH BODIES FOR
(Owner to provide name of project and other identifying information)

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by:_____ and dated:_____
*(Owner to provide name of entity preparing bidding documents.)*

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA**: (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) _____

**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" * but not alternates) the sum of:

_____Dollars ($ )_____

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

**Alternate No. 1** (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____Dollars ($ )_____

**Alternate No. 2** (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____Dollars ($ )_____

**Alternate No. 3** (Owner to provide description of alternate and state whether add or deduct) for the lump sum of:

_____Dollars ($ )_____

**NAME OF BIDDER:** _____

**ADDRESS OF BIDDER:** _____

**LOUISIANA CONTRACTOR'S LICENSE NUMBER:**_____

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:**_____

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:**_____

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER **:**_____

**DATE:** _____

* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

** If someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S.38:2212(A)(1)(c) or LSA-R.S. 38:2212(O) .

**BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LSA-R.S. 38:2218.A is attached to and made a part of this bid.

**LOUISIANA UNIFORM PUBLIC WORK BID FORM**
**UNIT PRICE FORM**

TO: JEFFERSON PARISH
PURCHASING DEPT
P.O. BOX 9
GRETNA, LA 70054-0009
(Owner to provide name and address of owner)

BID FOR: 50-00097486
(Owner to provide name of project and other identifying information)

UNIT PRICES: This form shall be used for any and all work required by the Bidding Documents and described as unit prices.
Amounts shall be stated in figures and only in figures.

DESCRIPTION: [X] Base Bid [ ] Alt. # 0010 LABOR, MATERIALS, AND EQUIPM

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| 1 | 1 | JOB | | |

DESCRIPTION: [X] Base Bid [ ] Alt. #

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| | | | | |

DESCRIPTION: [X] Base Bid [ ] Alt. #

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| | | | | |

DESCRIPTION: [X] Base Bid [ ] Alt. #

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| | | | | |

DESCRIPTION: [X] Base Bid [ ] Alt. #

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| | | | | |

DESCRIPTION: [X] Base Bid [ ] Alt. #

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| | | | | |

DESCRIPTION: [X] Base Bid [ ] Alt. #

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| | | | | |

DESCRIPTION: [X] Base Bid [ ] Alt. #

| REF NO. | QUANTITY | UNIT OF MEASURE: | UNIT PRICE: | UNIT PRICE EXTENSION (Quantity times Unit Price) |
|---|---|---|---|---|
| | | | | |

Wording for "DESCRIPTION" is to be provided by the Owner.
All quantities are estimated. The contractor will be paid based upon actual quantities as verified by the Owner

# IMPORTANT NOTICE TO ALL BIDDERS – BID REQUIREMENTS

As per LA R.S. 38:2212(A)(3)(c)(ii), the bid form shall contain Bid Security or Bid Bond, Acknowledgment of Addenda, Base Bid, Alternates, Bid Total, Signature of Bidder, Name, Title and Address of Bidder, Name of Firm or Joint Venture Corporate Resolution or other appropriate signature authorization, if required, Louisiana Contractors License Number, and on public works projects where unit prices are utilized, their inclusion in the bid form. Other documentation required shall be furnished by the low bidder at a later date, in accordance with the Bidding Documents.

To the extent that the Jefferson Parish front end documents, including the Instructions to Bidders, Supplemental Terms and Conditions, as per Resolutions 113646 and 113647, require that any information or documentation be supplied with the bid, and which said information or documentation is not allowed to be required with the bid under the new Louisiana Uniform Public Work Bid Form, then the requirement to provide it with the bid is waived. All such required information or documentation not provided with the bid must be provided within 10 days of bid opening by the apparent low bidder. Failure to provide said information and documentation within the 10 days shall be grounds to declare the bid non-responsive. This information and documentation includes, but is not limited to, the non-collusion affidavit, the tax identification number, and the proof of insurance. However, the payment and performance bond must be supplied upon contract signing.

Contractor's Louisiana License shall be in the following category (to be determined and filled in by the department): N/A.

Bidder agrees that this bid shall be good and may not be withdrawn for a period of forty-five (45) calendar days after the scheduled closing time for receiving bids. In the event the Owner issues the Letter of Award during this period, the bid accepted shall continue to remain binding until the execution of the Contract.

Attached hereto is an Affidavit in proof that the undersigned has not entered into any collusion or agreements with any person or persons with respect to this proposal or the submission thereof, which affidavit must be provided within 10 days of bid opening by the apparent low bidder.

Low Bidder will execute the formal agreement within twelve (12) days after the original date of Owner's Notification of award and will deliver a Performance Bond or Bonds for the faithful performance of the Contract.

Bid Security, in the sum of five percent (5%) of the total bid price (Base Bid and any Alternates), is to become the property of the Owner in the event the information or documentation required 10 days after opening are not supplied, or if the Contract and Performance Bond are not executed within the time above set forth.

Further, the Bidder agrees that all work shall be completed as follows (to be determined and filled in by the department): N/A.

Further, as per Resolutions 113646 and 113647, the Bidder agrees to pay, as liquidated damages, the sum of (to be determined and filled in by the department): N/A as follows for: (1) each consecutive calendar day after the agreed date of completion that the work remains substantially incomplete, or (2) each consecutive calendar day after substantial completion that the work has not been finally completed.

In addition to and not in lieu of the per diem liquidated damages, Owner shall also be entitled to recover from Contractor or Contractor's Surety additional liquidated damages as detailed in Resolutions 113646 and 113647. These additional liquidated damages may include, but are not limited to the following, in the amounts and for each of the items identified in the Supplementary Conditions (to be determined and filled in by the department):

(1) Extended architectural and/or engineering fees $0;
(2) Extended Resident Project Representative fees $0;
(3) Extended construction management fees $0;
(4) Extended Owner's overhead and personnel expenses $0; and
(5) Owner's other costs directly related to the delay in completion beyond the Contract Times.

LABOR, MATERIALS AND EQUIPMENT NECESSARY TO REFURBISH FIVE (5) CURRENT TRASH BODIES FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS – STREETS

**SPECIFICATIONS:**

A. Remove existing rear door from container
B. Gouge loose existing horizontal door cam-locking device from left rear corner post of container
C. Gouge loose existing four door hinge assemblies from right rear corner post of container
D. Gouge loose existing two rear rollers from under-structure of containers
E. Gouge loose existing 3" structural steel channel (4.1 lbs/ft) rear crossmember from understructure of container
F. Remove existing ¼" x 3" x 4" rectangular steel rear corner posts from left and right rear sides of container
G. Remove additional 4" length from full height of left rear and right rear side walls
H. Remove additional 4" length from rear of left and right side 3" steel channel bottom rails
I.
    1. Fabricate and install new full height 3/8" x 4" x 8" rectangular steel corner posts on left and right rear corners of containers
    2. New corner posts to extend from peak of top rails to 3" below bottom rails
    3. New corner posts to be solid welded to top rails, bottom rails and side walls
    4. Fabricate and install ¼" steel plate gussets between bottom of each new corner posts and bottom rails on front side.
J.
    1. Fabricate and install a new full width 6" structural steel channel (8.2 lbs/ft) rear crossmember
    2. New rearmost crossmember to extend from inside of left corner post to inside of right corner post at base of each – solid welded
K. Reinstall two rear rollers under rear understructure of reinforced container
L. Reweld four door hinge assemblies on new right rear corner post
M. Replace four individual hinge pins on hinges with one continuous hinge pin extending from top to bottom of right rear corner post
N. Supply and install new waste quip extra heavy-duty vertical door cam-locking device on left rear corner post of container
O. Chemical clean, zinc phosphate prime paint and finish paint all work areas 5 mils thickness imron white

# INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 (replaces 105529 and 105530)

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 113647.

## 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.

## 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.

## DEDUCTIBLES

No insurance required shall include a deductible not greater than $10,000.00. The cost of the deductible be borne by the contractor.

## UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

## CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

## OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

## BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

Bid no. 50-97486

# AFFIDAVIT

STATE OF LOUISIANA
PARISH OF JEFFERSON

BEFORE ME, THE UNDERSIGNED AUTHORITY, PERSONALLY CAME AND APPEARED _____, WHO AFTER BEING BY ME DULY SWORN, DEPOSED AND SAID THAT HE IS THE FULLY AUTHORIZED_____OF_____ (HEREIN AFTER REFERRED TO AS BIDDER) THE PARTY WHO SUBMITTED A BID FOR_____, BID NO. _____ AND SAID AFFIANT FURTHER SAID:

1) That bidder 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 bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and
2) That no part of the contract price received by bidder 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 bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.
3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.
4) Said bidder has not in any manner, directly or indirectly, agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead, profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.
5) Said bidder is not intended to secure an unfair advantage of benefit from the Parish of Jefferson or in favor of any person interested in the proposed contract.

_____

**SWORN TO AND SUBSCRIBED**
**BEFORE ME THIS _____**
**DAY OF_____, 20_____**

_____
**NOTARY PUBLIC**

**Revised 4/29/08**