

The Sewerage & Water Board OF NEW ORLEANS

625 ST. JOSEPH STREET NEW ORLEANS, LA 70165 504.529.2837 OR 52.WATER

www.swbno.org

July 2, 2024

Addendum No. 2

Your reference is directed to the Invitation to Bid for: <u>2024-SWB-33 Liquid Polyphosphate</u> for the Sewerage and Water Board of New Orleans which proposals are due on <u>July 19, 2024</u>, at <u>11:00 a.m.</u> CST.

This addendum provides for the following:

- a) Revised requirements
- b) Affidavits
- 1. Revision of Attachment A
- 2. Affidavits
 - a) Please see attachments.

The changes, additions, and/or deletions included herein are hereby made part of the solicitation documents for 2024-SWB-33 Liquid Polyphosphate, as fully and completely as if the same were set forth therein. The bidder shall be responsible for having knowledge of all addenda issued for this ITB.

This addendum consists of two (2) pages and fourteen (14) attachments.

*** END OF ADDENDUM ***

ATTACHMENT A INVITATION TO BID REQUIREMENTS SOLICITATION #2024-SWB-33 LIQUID POLYPHOSPHATE

Please note this checklist serves ONLY as a helpful guide. The Solicitation Checklist DOES NOT relieve the Bidder of the responsibility of ensuring that all requirements are included with their response. Please review the solicitation in its entire requirements, specifications, terms, and conditions of the solicitation for details.

Attac	chment B Cove	er Sheet (Requ i	ired)
Atta	chment C Bid	l Form (Requi	red)
Atta	chment D Aff	idavits	
NSF	Standard 60	Certification (Required
Турі	ical Analysis	Form (Requir e	ed)

Failure to submit all required documents will render your bid non-responsive.

ATTACHMENT CONFLICT OF INTEREST DISCLOSURE AFFIDAVIT

STATE OF			
PARISH/COUNTY	OF		
	rsigned authority, came and appearn, deposed and said that:	ared	who,
He/She is the	and auth	norized representative of	
, here	eafter called "Proposer."		
(circle one) in conne if awarded the contr proposed subcontrac (If a co	reby confirms that a conflict(s) of ection with this solicitation which react, including any familial or busictors, and their principals have onflict(s) of interest exists and/or ies involved and why there is a confict of the conflict of	might impair Respondent's a siness relationships that the with the Board official may exist, describe in a let	Respondent, the s or employees. ter the nature of
	Respondent Representative (Signature)	gnature)	
	(Print or type name)		
	(Address)		
	SUBSCRIBED BEFORE ME OF		
NOTARY PUBLIC	(Signature)	NOTARY PUBLIC (Print Name)
Notary ID#/Bar Roll	l #		

ATTACHMENT CONVICTED FELON AFFIDAVIT

STATE OF	
PARISH OF	
Before me, the undersigned author	rity, came and appeared,
who, being first duly sworn, deposed and	said that:
1. He/She is the	and authorized representative of
	, hereafter called "Contractor."
2. The Contractor complies with City Co	ode Section 2-8 (c) for the City of New Orleans.
3. No Contractor principal, member, of	or officer has, within the preceding five years, beer
convicted of, or pled guilty to, a felony u	under state or federal statutes for embezzlement, theft o
public funds, bribery, or falsification or de	estruction of public records.
	Contractor Representative (Signature)
	(Print or type name)
	(Address)
Sworn to and subscribed before me, in (C	PITY/STATE)
thisday of (MONTH)	, 20
Notary Public	
Notary Identification No./Bar Roll No.	<u> </u>

ATTACHMENT NON-COLLUSION AFFIDAVIT

STATE OF		
PARISH/COUNTY OF		
, being first	t duly sworn, deposes and says that:	
(1) He is (Owner) (Partner) (Office) (Representative)	or (Agent), of:	
the Proposer that has submitted the attached Propo	osal:	
(2) Such Proposal is genuine and is not a collusive or	sham Proposal:	
(3) Neither the said Proposer nor any of its officers, premployees or parties of interest, including this affiant, connived or agreed, directly, or indirectly with any officers collusive or sham proposal in connection with the Conbeen submitted or to refrain from proposing in connection manner, directly or indirectly sought by agreement or with any other Proposer, or to fix any overhead, profit proposal price of any other proposer, or to secure throw Water Board of New Orleans of any person interested	her Proposer, firm or person to submit a ntract for which the attached Proposal has etion with such contract, or has in any collusion or communication or conference to cost element of the proposal price or the ough any advantage against the Sewerage and	
(4) The price or prices quoted in the attached Proposa any collusion, conspiracy, connivance or unlawful agr its agents, representatives, owners, employees, or part	reement on the part of the Proposer or any of	
Proposer Representative (Signature)	Title	
(Print or type name)		
SWORN TO AND SUBSCRIBED BEFORE ME		
THIS DAY OF 20_	Notary ID#/Bar Roll #	
NOTARY PUBLIC (Signature)	NOTARY PURI IC (Print Name)	

ATTACHMENT NON-SOLICITATION AFFIDAVIT

STATE OF	
PARISH/COUNTY OF	<u>-</u>
Before me, the undersigned authority, can	ne and appeared,
who, being first duly sworn, deposed and	said that:
1. He/She is the	and
authorized representative of _	hereafter called "Contractor."
2. The Contractor has not employ	red or retained any company or person, other than
a bona fide employee working	g solely for him, to solicit or secure the subject
contract. The Contractor has n	not paid or agreed to pay any person, other than a
bona fide employee working for	or him, any fee, commission, percentage, gift, or
any other consideration conting	gent upon or resulting from the subject contract.
	Contractor Representative (Signature)
	(Print or type name)
	(Address)
Sworn to and subscribed before me, in	, Louisiana,
thisday of	
Notary Public	
Notary Identification No./Bar Roll No.	

ATTACHMENT CORPORATE RESOLUTION

A meeting of the Board of Directors of	a corporation organized under the laws
of the State of	and domiciled in
was held thisday,2	0 and was attended by a quorum of the members of the
Board of Directors.	
The following resolution was offered, duly so	econded and after discussion was unanimously adopted by said
quorum:	
BE IT RESOLVED, that	is hereby authorized
to submit proposals and execute agreements	on behalf of this corporation with the Sewerage and Water
Board of New Orleans ("SWBNO").	
BE IT FURTHER RESOLVED, that said a	uthorization and appointment shall remain in full force and effect, unless
revoked by resolution of this Board of Dire	ctors and that said revocation will not take effect until the Purchasing
Director of SWBNO, shall have been furnish	ned a copy of said resolution, duly certified.
I,, hereby certify	that I am the Secretary of, a
corporation created under the laws of the Sta	te of;
that the foregoing is a true and exact copy of	f a resolution adopted by a quorum of the Board of Directors of said
corporation at a meeting legally called and he	eld on the day of, as said resolution
appears of record in the Official Minutes of t	he Board of Directors in my possession.
Thisday of, 20	
	CE CIDETT A DAY
	SECRETARY

ATTACHMENT BIDDER'S ORGANIZATION

AN INDIVIDUAL			
Individual's Name:			
Doing business as:			
Telephone No.:		Email:	
<u>A PARTNERSHIP</u>			
Firm Name:		_	
	sign:		
	Fax No.:		
A LIMITED LIABILITY COMPAN	<u>Y</u>		
Corporation Name:			
Name of person authorized to s	sign:		
Title:			

A CORPORATION

IF PROPOSAL IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH PROPOSAL.

Telephone No.: Fax No.: Email:

ATTACHMENT E TERMS AND CONDITIONS

ACT 318 OF 1958

Under the terms of Act 318 of 1958, of the Regular Session of the Legislature of the State of Louisiana, all things being equal, preference must be given to either (1) firms doing business in the State of Louisiana or (2) to products produced, grown, or manufactured in the State.

Before any bill for supplies shall be paid to any non-resident firm, a statement in writing shall be submitted by the seller to the effect that his firm has paid all taxes duly assessed by the State of Louisiana and its political subdivisions including franchise taxes, privilege taxes, sales taxed and all other taxes for which it is liable to the State and its political subdivisions.

JURIDICTION & CHOICE OF LAWS

The law of the State of Louisiana shall govern this contract. Exclusive venue for any lawsuits of disputes arising from or related to this solicitation or an agreement negotiated pursuant thereto shall be in the Civil District Court for the Parish of Orleans. This agreement shall be construed and enforced in accordance with the laws of the State of Louisiana, excepting its conflict of law provisions.

RIGHT TO AUDIT

The Board has the right to audit by its personnel or its authorized representative at all reasonable times, all records pertaining to the administration of this contract by the contractor, including its records of any subcontractor(s) employed on the contract. Such records shall be made and kept by the contractor in accordance with generally accepted accounting principles and practices. Records shall include, but are not limited to, accounting records, daily reports, correspondence, and subcontract files (hard copies as well as computer readable data, if it can be made available).

Records subject to audit shall also include, but not be limited to, those records necessary to evaluate and verify direct and indirect costs (including overhead allocations) as they may apply to cost and/or change order requests associated with this contract. The Board also reserves the right to interview employees, make photocopies, inspect all records at a reasonable time for a minimum of five (5) years after completion of the project or formal acceptance by the Board of the contract. Contractors shall be required to retain such files of the project as

described herein for a minimum of five (5) years after completion of the project or formal acceptance of the contract by the Board.

INDEPENDENT VENDOR STATUS

The Vendor is an independent Vendor and will not be deemed an employee, servant, agent, partner, or joint venture of the Board and will not hold itself or any of its employees, subcontractors, or agents to be an employee, partner, or agent of the Board.

NON-DISCRIMINATION

In the performance of this Agreement, the Vendor will not discriminate on the basis, whether in fact or perception, of a person's race, color, creed, religion, national origin, ancestry, age, sex (gender), sexual orientation, gender identity, domestic partner status, marital status, physical or mental disability, or AIDS – or HIV status against (1) any employee of the Board working with the Vendor in any of Vendor's operations within Orleans Parish or (2) any person seeking accommodations, advantages, facilities, privileges, services or membership in all business, social, or other establishments or organizations operated by the Vendor. The Vendor agrees to comply with and abide by all applicable federal, state, and local laws relating to non-discrimination, including, without limitation, Title VII of the Civil Rights Act of 1964, Section V of the Rehabilitation Act of 1973, and the Americans with Disabilities Act of 1990.

NON-DISCRMINATION IN EMPLOYMENT

In all hiring or employment made possible by, or resulting from this Agreement, there (1) will not be any discrimination against any employee or applicant for employment because of race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry, and (2) where applicable, affirmative action will be taken to ensure the Vendor's employees are treated during employment without regard to their race, color, religion, gender, age, physical or mental disability, national origin, sexual orientation, creed, culture, or ancestry.

This requirement shall apply to, but not be limited to the following: employment, upgrading, demotion or transfer, recruitment or recruitment advertising, layoff or termination, rates of pay or other forms of compensation, and selection for training, including apprenticeship. All solicitations or advertisements for employees shall state that all qualified applicants will receive consideration for employment without regard to race, orientation, creed, culture, or ancestry. The Vendor will require all sub-contractors to comply with the requirements of this article.

NON-COLLUSION STATEMENT

The Contractor confirms that this Agreement is entered into with the Board without any connection with any person or persons making a proposal for the same services, and that it is in all respects fair and without collusion or fraud; also that no member of the Board or public official of the City, who are by law are excluded from participation herein, is directly or indirectly interested herein or in furnishing the services to which it relates or in any portion of the profits thereof.

NON-SOLICITATION STATEMENT

The Contractor has not employed or retained any company or person, other than a bona fide employee working solely for it, to solicit or secure this Agreement. The Contractor has not paid or agreed to pay any person, other than a bona fide employee working for it, any fee, commission, percentage, gift, or any other consideration contingent upon or resulting from this Agreement.

CONVICTED FELON STATEMENT

By submitting a bid, the Contractor confirms that no principal, member, or officer of the Contractor has, within the preceding 5 years, been convicted of, or pled guilty to, a felony under state or federal statutes for embezzlement, theft of public funds, bribery, or falsification or destruction of public records.

INSURANCE

1. Except as otherwise noted, at all times during this Agreement or the performance of work required by this Agreement, the Consultant will maintain the following insurance in full force and effect for the duration of the work under this Agreement:

A. Minimum Requirements:

i. Consultant shall maintain at its own expense, and in good standing, such insurance as will protect the SWBNO, the City of New Orleans, their officers, officials, employees, boards, commissions, and volunteers, and the Consultant itself, from and against any and all claims or damages to public or private property or personal injury, including death, to employees or the public, which may arise from any operations under this contract or any of its subcontracts. The coverage shall contain no special limitations on the scope of protection afforded to the SWBNO or the City. Both the SWBNO and the City shall appear as "Additional Insured" on all Commercial General Liability and Business Automobile Insurance. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to the SWBNO and the City, their officers, officials, employees, boards and commissions, and volunteers.

The Consultant's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

If this transaction requires the Consultant or subconsultant's employees to enter SWBNO's facilities or job sites, a senior employee of the Consultant and/or any subconsultant will review the SWBNO's Safety Orientation Notice (Notice) and will explain this Notice to every employee who will enter SWBNO facilities. This Notice is included as a part of the specifications for this contract.

Consultant and its insurers shall agree to waive all rights of subrogation, except on their Professional Liability Policy, against the SWBNO, the City, and their officers, officials, employees, boards and commissions, and volunteers for losses arising from work performed by the Consultant for SWBNO and the City. Each insurance policy required by this contract shall be endorsed to state that coverage shall not be suspended, voided, or canceled by either party, or reduced in coverage or in limits except after thirty (30) days prior written notice by certified mail, return receipt requested, that has been given to the Risk Manager of SWBNO. In general, insurance is to be placed with insurers with a Best's rating of at least A-, although this requirement may be reviewed and modified by the Risk Manager of SWBNO in the best interest of SWBNO. The Risk Manager may also consider performing such review upon written request from consultant. Consultant shall furnish SWBNO and the City with certificates of insurance affecting coverage required by this contract. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf.

The certificates of insurance are to be received and approved by the Risk Managers of SWBNO and the City before work commences. In the event of a claim, Consultant shall make applicable insurance policies available for review by SWBNO and the City. Consultant shall retain its rights to restrict disclosure of Consultant's proprietary information.

The following are the types of insurance policies and the minimum limits of insurance coverage which shall be maintained by consultant during the entire term of the Contract:

- a) WORKERS' COMPENSATION AND EMPLOYERS' LIABILITY INSURANCE, as will protect it from claims under Workers' Compensation Laws. The Workers' Compensation section of the policy shall afford statutory limits and be in accordance with all Louisiana Workers' Compensation Statutes. The Employers' Liability limit shall not be less than \$1,000,000 each accident for bodily injury by accident and \$1,000,000 each employee/policy limit for bodily injury by disease. Whenever any vessel or floating equipment is involved, the insurance shall afford coverage under the Federal Longshoremen's and Harbor Workers' Act, and shall also include protection for injuries and/or death to Masters and Members of the crews of vessels with statutory limits in accordance with the Jones Act.
- b) COMMERCIAL GENERAL LIABILITY INSURANCE, with a limit of not less than \$1,000,000 each occurrence and \$2,000,000 general aggregate, including Explosion, Collapse, and Underground Property Damage Hazards. The

Products-Completed Operations aggregate limit shall not be less than \$1,000,000 each occurrence. The general aggregate limit shall apply separately to this project.

- c) BUSINESS AUTOMOBILE INSURANCE, which shall cover liability arising from any auto (including owned, hired, and non-owned vehicle). The limit of liability shall not be less than \$1,000,000 combined with each accident for all injuries, property damage, and/or death resulting from one occurrence.
- d) ERRORS AND OMISSIONS/PROFESSIONAL LIABILITY INSURANCE, whichever is applicable to the particular profession or service to be provided, with limit of not less than \$1,000,000 each Claim, with a \$2,000,000 annual aggregate, without any restrictive "negligent act, negligent error, or negligent omission" clause and sufficient to protect the Consultant, SWBNO, and the City, for a five (5) year period from completion of this contract, against any and all claims which may arise from the Consultant's negligent performance of work described herein.

In addition, Consultant shall be required to furnish to the Risk Manager of SWBNO all copies of investigative reports regarding all claims filed with the Consultant and its insurance carriers relative to the contract, apart from claims filed against his Workers' Compensation Insurance. Such reports shall include date, location, and description of loss as well as amounts of settlements or judgments in order that annual aggregate limits may be monitored by SWBNO for Consultant's compliance with these specifications.

The furnishing of insurance as provided above shall not relieve Consultant of its responsibility for losses not covered by insurance. Prior to the signing of the contract, evidence of all such applicable insurance satisfactory to SWBNO shall be filed with the Risk Manager of SWBNO. All policies shall be in insurance companies authorized to do business in Louisiana and shall remain in full force and effect until the final completion of the work and acceptance thereof by the authority of SWBNO. Consultant and/or its insurer shall notify the Risk Manager of SWBNO at least thirty (30) days in advance of any insurance coverage to be canceled or of any insurance coverage that will expire. Consultant shall simultaneously furnish the SWBNO evidence of new coverage to be effective the same day and hour of the expired or canceled coverage. In the event Consultant fails to submit this evidence of new coverage five (5) days prior to cancellation date or expiration date of any policy or policies, SWBNO will obtain the required coverage to become effective on date of cancellation or expiration of said policies. The cost of such new coverage shall be at the expense of Consultant and any expenditure incurred by SWBNO of this coverage will be deducted from any balance due to Consultant.

- **B.** Other Insurance Provisions. The insurance policies are to contain, or be endorsed to contain, the following provisions:
- i. Additional Insured Status. The Consultant will provide, and maintain current, a Certificate of Insurance naming the City of New Orleans, SWBNO, its departments, political subdivisions, officers, officials, employees, and volunteers are to be covered as "Additional Insureds" on the CGL policy with

respect to liability arising out of the performance of this agreement. General liability coverage can be provided in the form of an endorsement to the Consultant's insurance (at least as broad as ISO Form CG 20 10 11 85 or both CG 20 10 and CG 20 37 forms if later revisions used). The Certificate of Insurance, as evidence of all required coverage, should name the Sewerage and Water Board of New Orleans Risk Manager and the City of New Orleans Risk Manager as Certificate holders and be delivered via U.S. Mail to 625 St. Joseph St., Room 119, New Orleans, LA 70165 and 1300 Perdido Street, 9E06—City Hall, New Orleans, LA 70112, respectively.

- ii. Primary Coverage. For any claims related to this contract, the Consultant's insurance coverage shall be primary insurance as respects SWBNO, its departments, political subdivisions, officers, officials, employees, and volunteers. Any insurance or self-insurance maintained by SWBNO shall be non-contributing to the Consultant's coverage.
- iii. <u>Claims Made Policies</u>. If applicable, the retroactive date must be shown and must be before the date of the contract or the beginning of work.
 - If the coverage is canceled or non-renewed, and not replaced with another claimsmade policy, Consultant must purchase "extended reporting" coverage for minimum of 5 years after the termination of this agreement
- iv. Waiver of Subrogation. The Consultant and its insurers agree to waive any right of subrogation which any insurer may acquire against SWBNO by virtue of the payment of any loss under insurance required by this contract.
- v. <u>Notice of Cancellation</u>. Each insurance policy required above shall provide that coverage shall not be canceled, except with prior notice to SWBNO of no less than 60 days.
- vi. Acceptability of Insurers. Insurance is to be placed with insurers licensed and authorized to do business in the State of Louisiana with a current A.M. Best's rating of no less than A: VII, unless otherwise acceptable to SWBNO's Risk Manager.
 - 2. The Consultant will provide SWBNO's Risk Manager (at Attn: Risk Manager, 625 St. Joseph St., Room 119, New Orleans Louisiana 70165) and the City of New Orleans Risk Manager (at Attn: Risk Manager, 1300 Perdido Street, 9E06 City Hall, New Orleans, LA 70112) within ten (10) calendar days of the Effective Date and at any other time at the SWBNO's request the following documents:
 - a. Proof of coverage for each policy of insurance required by this Agreement.
 - b. Copy of the fully executed Agreement.
 - c. Copies of all policies of insurance, including all policies, forms, and endorsements; and
 - d. Statements disclosing any policy aggregate limit.

- 3. Without notice from the SWBNO, the Consultant will:
- 1. Replenish any policy aggregate limit that is impaired before commencement of any work or continuation of any work under this Agreement.
- 2. Substitute insurance coverage acceptable to SWBNO within thirty (30) calendar days if any insurance company providing any insurance with respect to this Agreement is declared bankrupt, becomes insolvent, loses the right to do business in Louisiana, or ceases to meet the requirements of this Agreement: and
- 3. Notify SWBNO's Risk Manager in writing within 48 hours of its receipt of any notice of non-renewal, cancellation, or reduction in coverage or limits affecting any policy of insurance maintained under this Agreement and provide proof of reinstatement or acceptable substitution prior to such non-renewal, cancellation, or reduction in coverage or limits.

Vendor shall indemnify, hold forever harmless, and defend the Board, its officers, agents, employees' representatives and insurers from any and all claims, demands, suits, money judgments, costs and expenses arising out of any accident, injury or damage to loss of property, life or personal injury during the performance of this contract, growing out of resulting from or by reason of any act or omission by the Vendor, their agents or employees.

The Vendor shall further indemnify and hold the Board harmless from all claims and liens for labor, services or material furnished to the Vendor in connection with the performance of this contract.

Limitations by statue as to Worker's Compensation or any other benefits payable by or on behalf of the Vendor to any injured party shall not limit the Vendor's indemnification of the Board under this agreement.

INDEMNIFICATION

To the fullest extent permitted by law, the Vendor shall indemnify, hold forever harmless, and defend the Board, its officers, agents, employees' representatives and insurers from any and all claims, demands, suits, money judgments, costs and expenses arising out of any accident, injury or damage to loss of property, life or personal injury during the performance of this contract, growing out of resulting from or by reason of any act or omission by the Vendor, his agents or employees.

The Vendor shall further indemnify and hold the Board harmless from all claims and liens for labor, services or material furnished to the Vendor in connection with the performance of this contract.

Limitations by statue as to workers' compensation or any other benefits payable by or on behalf of the Vendor to any injured party shall not limit the Vendor's indemnification of the Board under this agreement.

WORKER'S COMPENSATION

Vendor herein expressly agrees and acknowledges that it is an "independent contractor" as defined in LSA-R.S. 23:1021 (6). That its' employees shall not be considered employees of the Board for workers compensation coverage and that the Board shall not be liable to the Vendor or its employees for any workers compensation benefits or coverage.

EXCLUSION OF UNEMPLOYMENT COMPENSATION COVERAGE

Vendor herein expressly agrees and acknowledges that it is an "independent contractor" as defined in LSA-R.S. 23:1472 (E), that neither the vendor nor anyone employed by the vendor shall be considered an employee or the Board for the purpose of unemployment compensation coverage.