

**JEFFERSON PARISH SHERIFF'S OFFICE
INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS
PUBLIC WORKS/CONSTRUCTION PROJECTS**

Sealed bids will be received in the Jefferson Parish Sheriff's Purchasing Department, 1233 Westbank Expressway, Room 411, Harvey, Louisiana, 70058, until the date and hour specified on Page 1 of the enclosed Bid Proposal, at which time they will be publicly opened. **LATE BIDS WILL NOT BE ACCEPTED.**

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 the bid proposal.

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. The Jefferson Parish Sheriff's Office will accept one bid only from each vendor. Items bid on must meet or exceed specifications outlined in the bid proposal.

Electronic Submittals of Bids

In accordance with LRS 38:2212 (1)(f) (i), the Jefferson Parish Sheriff's Office also offers bidders the ability to respond to this bid electronically. Please visit our website at www.jpso.com, click on "Public Notices >Public Bids" and follow instructions.

A. To obtain bid documents electronically-You may go directly to our vendor's website at www.centraauctionhouse.com and click on "Click Here to View Listings" at the bottom of the page.

B. Official Bid Documents and Bid Specifications-Bid specifications are available in written or electronic form from the Sheriff's Office Purchasing Division, or its designated design professional (Architect/Engineer). To obtain the bid specifications in written form, you may contact the Sheriff's Purchasing Division at 504-363-5742. Or you may visit our website @www.jpso.com. Click on "Public Notices"> "Public Bids" and follow the instructions.

C. Submittal of Bid Responses-To submit a response to the bid, you may do so in written or electronic form. Responding in writing please submit the information located on the bidders checklist to the Sheriff's Purchasing Division by the date and time noted.

D. Submitting your bid response electronically-You may submit your bid response electronically with Central Bidding (our electronic bidding vendor).

Note: To participate in the electronic submittal of bids, our vendor requires that you register with them and pay a one-time registration fee. Please visit their website for details.

Proper Form and Authorization

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 PHOTOCOPIES OF SIGNATURE WILL DISQUALIFY BID.

Use of Brand Names and Stock Numbers

The product specifications set forth by this bid invitation are described and made pursuant to LRS 38:2212 (F)(1) and (2). Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, it is only to denote the quality standard of product desired, and does not restrict bidders to the specific brand, make, manufacturer or specification name. The named brand, make, manufacturer or definite specification is utilized only to set forth and convey to prospective bidders general style, type, character, and quality of product desired. Equivalent products will be acceptable. If a bidder proposes to supply an equivalent product, then the bidder shall provide the name of the brand, make, manufacturer and complete product specifications with the bid submittal.

Louisiana Preferences

As directed under Louisiana Revised Statute Title 38:2184, 39:1595 and J.P. Ordinance No. 16866, a 10% 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.

If this preference is taken, **Bidder will specify which items are “Louisiana Products”**. Bidder will provide an affidavit form (see Page 4 of these instructions) specifying the source of their products to verify compliance with the aforementioned requirements.

Licenses in Good Standing

All local and state Occupational and Sales Tax licenses must be in good standing.

Disclosure of Louisiana Contractor’s License

In accordance with LRS 37:1250.1 and 37:2156.1, if the entire cost of the contract is \$50,000 or more, the contractor must be licensed by the State Licensing Board for Contractors and must indicate his Louisiana Contractor’s License Number on the Bid Form and on the outside of the bid envelope for verification purposes.

Bid Bond

LRS 38:2218 requires all bids to be accompanied by bid security equal to five percent (5%) of the sum of the base bid and all alternates, and must be in the form of a certified check, cashier’s check or a bid bond written by a surety company licensed to do business in Louisiana, signed by the surety’s agency or attorney-in-fact. Surety must be listed on the current U.S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater than the amount for which it obligates itself in the Bond, or must be a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best’s Key Rating Guide. If surety qualifies by virtue of its Best’s listing, the amount of the Bond may not exceed ten percent (10%) of the policyholders’ surplus as shown in the latest A.M. Best’s Key Rating Guide. The Bid Bond shall be in favor of the Jefferson Parish Sheriff’s Office and shall be accompanied by appropriate power of attorney. No Bid Bond indicating an obligation of less than five percent (5%) by any method is acceptable.

Award of Contract

Every contract shall be awarded to “Lowest Responsible Bidder” (as defined by LRS 38:2216 (C) (2) (a)), taking into consideration the conformity with the bid proposal specifications and requirements that were advertised.

LRS 38:2215 allows forty-five (45) days for the award of said contract to the lowest responsible bidder. The lowest responsible bidder and the Sheriff’s Office may, by mutually written consent, extend the deadline for award by one or more extensions of thirty calendar days.

Upon acceptance of your bid, LRS 38:2216 requires that a written contract be entered into by successful bidder and the Sheriff’s Office. You will be required to submit a written contract to the Sheriff’s Office for execution (unless it is agreed that the Sheriff’s Office will provide the contract form). Within thirty (30) days of the execution of the contract, the Sheriff’s Office will issue a notice to proceed. However, the notice to proceed can be extended upon mutual consent by both parties.

Right to Reject

The Jefferson Parish Sheriff’s Office reserves the right to reject any and all bids in whole or in part and to waive any and all formalities in the best interest of the Jefferson Parish Sheriff’s Office. LRS 38:2214 provides for the rejection of any and all bids for just cause.

LRS 38:2212.3 also allows the Sheriff’s Office to reject the lowest bid if received from a bidder domiciled in a Communist country, or if the materials or supplies are manufactured in a Communist country, including but not limited to the Soviet Union, China, North Korea and Vietnam.

Non-discrimination

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, sex or religion except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Acts of 1964, or Title VI and VII of the Act of April 11, 1968 shall also apply, as amended: nor discriminate on the basis of age under the Age Discrimination Act of 1975, as amended; nor with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended.

ANY PERSON REQUIRING SPECIAL ACCOMMODATIONS SHALL NOTIFY THE SHERIFF'S PURCHASING SECTION OF THE TYPE(S) OF ACCOMMODATION REQUIRED NOT LESS THAN SEVEN (7) DAYS BEFORE THE BID OPENING.

Davis-Bacon Act

If this project is being funded with Federal Funds, Bidders may be required to comply with the prevailing wage provisions of the Davis-Bacon Act. This typically applies on any construction project costing more than \$2,000, when 25 percent or more of the costs of such project is paid with Federal Funds.

Insurance Requirements

If you are the successful bidder, you will be required to provide Proof of Liability Insurance, if material and/or labor are included in the bid. You will also be required to provide Proof of Workmen's Compensation Insurance.

Prohibition of Cost-Plus Contracts

LRS 38:2221 prohibits the use of cost-plus contracts.

Errors or Omissions

LRS 38:2214 (C) allows for the withdrawal of bids that contain patently obvious, unintentional, or substantial mechanical, clerical or mathematical errors or omissions. The bidder may withdraw the bid if convincing sworn, written evidence of such errors is furnished to the Jefferson Parish Sheriff's Office within forty-eight (48) hours of the bid opening, excluding weekends and legal holidays. Any bidder who attempts to withdraw a bid under this provision will not be allowed to resubmit a bid under this Bid Proposal.

Performance Bonds

LRS 38:2216 provides that the successful bidder shall provide a good and solvent bond for the faithful performance of his duties. The successful bidder will be required to furnish a Performance and Payment Bond written by a company licensed to do business in Louisiana, in an amount equal to one-hundred percent (100%) of the Contract Amount. Surety must be listed on the current U.S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater than the contract amount, or must be an insurance company domiciled in Louisiana or owned by Louisiana residents. If surety is qualified other than by listing on the Treasury list, the contract amount may not exceed fifteen percent (15%) of policyholders' surplus as shown by surety's most recent financial statements filed with the Louisiana Department of Insurance and may not exceed the amount of \$500,000. However, a Louisiana domiciled insurance company with at least an A- rating in the latest printing of the A.M. Best's Key Rating Guide shall not be subject to the \$500,000 limitation, provided that the contract amount does not exceed ten percent (10%) of policyholders' surplus as shown in the latest in the latest A.M. Best's Key Rating Guide, nor fifteen percent (15%) of policyholders' surplus as shown by surety's most recent financial statements filed with the Louisiana Department of Insurance. The Bond shall inure solely to the benefit of the Jefferson Parish Sheriff's Office and must be signed by the surety's agent or attorney-in-fact. Failure to do so may result in the disqualification of the bidder.

A performance bond must be submitted within ten (10) days of being notified that you are the successful "Lowest Responsible Bidder".

Compliance with Bid Requirements

In accordance with LRS 38:2212 (A)(1)(b), the provisions and requirements of this sections, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived by any public entity.

Bidder's Checklist

Utilize the Jefferson Parish Sheriff's Office Bidders Checklist on page 5 of these instructions to ensure that your bid is in compliance with our requirements.

NOTICE TO BIDDERS: ITEMS PURCHASED FROM LOUISIANA RETAILERS ARE SUBJECT TO LOUISIANA PREFERENCE LAWS.
USE THIS AFFIDAVIT ONLY IF YOU ARE CLAIMING THIS PREFERENCE

SPECIAL CONDITIONS

BID NUMBER:17-G-2601

BID OPENING DATE: July 26, 2017 2:00pm

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 7% or 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana and Jefferson Parish of equal quality. Such preferences shall only apply to bidders whose Louisiana business workforce is comprised of a minimum of fifty percent Louisiana residents.

Do you claim this preference? Yes _____ No _____

SPECIFY ITEM NUMBER _____

CONDITIONS OF PURCHASE

The following conditions, unless otherwise stated in the bid document, will apply to all purchase orders:

Merchandise must be accompanied by delivery slip or shipping list showing items shipped or delivered and the purchase order number. THE PURCHASE ORDER NUMBER must appear on all invoices, delivery memoranda, bills of lading, packages and correspondence.

The Jefferson Parish Sheriff's Office is not responsible for goods delivered or work done without a written order. No allowance for boxing or crating. Unauthorized quantities in excess of this order will be returned or held subject to shippers order, expense and risk.

Contractors warrants that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample, and agrees that this warranty shall survive acceptance of the merchandise and that contractor will bear the cost of inspecting rejected merchandise.

All rejected goods will be held at contractor's risk and expense, subject to contractor's prompt advice as to disposition. Unless otherwise arranged, all rejected goods will be returned at contractor's expense.

Contractor will, at its expense, defend the Jefferson Parish Sheriff's Office against any claim that any merchandise to be furnished hereunder infringes a patent or copyright in the United States or Puerto Rico, and will pay all costs, damages and attorney's fees that a court finally awards as a result of such claim.

Witness: _____

Signature: _____

Witness: _____

Print Name: _____

**JEFFERSON PARISH SHERIFF'S OFFICE
BIDDERS CHECK LIST**



CHECK OFF EACH LINE AS YOU COMPLETE INSTRUCTIONS:

- _____ Bidder has read the Instructions to Bidders and General Conditions.
- _____ Bidder has read the Bid Proposal and Specifications Sheet.
- _____ The **Louisiana Uniform Public Work Bid Form** is completed and signed **in ink** by authorized representative. **One (1) ORIGINAL BID and ONE (1) COPY of the Louisiana Uniform Public Work Bid Form** will be absolutely necessary as part of this bid requirement. The bid may not be considered if you fail to comply with this requirement. **(MUST BE INCLUDED WITH BID PACKET)**
- _____ A corporate resolution or other signature authorization is included, if someone other than a corporate officer signs for the Bidder/Contractor. **(MUST BE INCLUDED WITH BID PACKET)**
- _____ Bid Bond is included. **(MUST BE INCLUDED WITH BID PACKET)**
- _____ The Louisiana Preference Affidavit (see page 4 of instructions) is completed and attached if the Vendor is claiming the preference allowed under state statutes. (Note: for bids by item only)
- _____ Bid proposal and required copies are sealed in an envelope.
- _____ Label is affixed to the outside of the bid envelope with required information. If the label provided by us is not used, the following information must appear on the outside of the sealed envelope:

**Jefferson Parish Sheriff's Office
1233 Westbank Expressway, Room 411
Harvey, LA 70058**

**ATTN: Karen Leonard
Purchasing Department**

BID NUMBER: (JPSO Bid #)

**LOUISIANA STATE CONTRACTOR'S LICENSE NO.: XXXXXXXX
(provide LA State Contractor's License No.)**

**JEFFERSON PARISH SHERIFF'S OFFICE
BIDDERS CHECK LIST**



CHECK OFF EACH LINE AS YOU COMPLETE INSTRUCTIONS:

OTHER INFORMATION AND DOCUMENTS

The Jefferson Parish Sheriff requires other information and documents prior to the award of the bid to the successful "Lowest Responsible Bidder". This other information and documents must be provided to the Sheriff's Office within ten (10) days of the bidder being notified that he is the lowest bidder.

- _____ Bid Affidavit (see page 7 of instructions) has been signed and notarized.
- _____ Bidders Representation Form is signed and included.
- _____ Bidders Indemnification Agreement is signed and included.
- _____ Tax Identification Number (TIN) of the successful Bidder/Contractor/Joint-venture.
- _____ A Performance and Payment Bond issued in accordance with LRS 38:2216.

BID 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 _____

which bid was received by Jefferson Parish Sheriff's Office on _____ 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) All statements contained in said bid are true and correct.

(6) Neither affiant nor any member of this company has divulged information regarding said bid or any data relative thereto to any other person, firm or corporation.

SWORN TO AND SUBSCRIBED
BEFORE ME THIS _____
DAY OF _____, 20 _____

NOTARY PUBLIC

NOTICE TO VENDORS

1. **BID TABULATIONS WILL NOT BE GIVEN OVER THE TELEPHONE.**
2. **TAB SHEET WILL BE MAILED TO ANY VENDOR REQUESTING SAME, ONLY AFTER THE BID HAS BEEN AWARDED.**
3. **ALTHOUGH NOT MANDATORY, IT IS SUGGESTED THAT THE VENDOR OR A REPRESENTATIVE BE PRESENT AT BID OPENINGS.**
4. **ACCEPTANCE OF BIDS WILL BE DOCUMENTED BY THE TIME STAMP IN THE JEFFERSON PARISH SHERIFF'S PURCHASING DEPARTMENT. ANY BIDS THAT ARE DEEMED LATE BY THIS CLOCK WILL NOT BE ACCEPTED.**

THERE WILL BE NO EXCEPTIONS