



# ST. CHARLES PARISH

## ST. CHARLES PARISH PROCUREMENT OFFICE

P.O. BOX 302 • HAHNVILLE, LOUISIANA 70057

(985) 783-5000 • FAX: (985) 308-1933

Website: [www.stcharlesparish-la.gov](http://www.stcharlesparish-la.gov) • [jschmill@stcharlesgov.net](mailto:jschmill@stcharlesgov.net)

**MATTHEW JEWELL**

PARISH PRESIDENT

## ST. CHARLES PARISH PRESIDENT'S OFFICE

### BID FORM

#### DELIVER TO:

ST. CHARLES PARISH  
PRESIDENT'S OFFICE  
PROCUREMENT OFFICE  
3rd FLOOR (ROOM 3402)  
P. O. BOX 302,  
15045 RIVER ROAD,  
HAHNVILLE, LA 70057  
(985) 783-5000  
Email to: [srochelle@stcharlesgov.net](mailto:srochelle@stcharlesgov.net)

#### ITEMS:

PURIFIL ODOR CONTROL MEDIA  
OR APPROVED EQUAL

BID DATE: August 13, 2020

BID TIME: 11:00 AM

ON-LINE - [www.centralbidding.com](http://www.centralbidding.com)

#### OPENING:

ST. CHARLES PARISH  
COURTHOUSE  
PROCUREMENT OFFICE  
3RD FLOOR, 15045 RIVER ROAD  
HAHNVILLE, LA 70057

DEPARTMENT: WASTEWATER

**PLEASE READ BID CAREFULLY!**

**LATE BIDS WILL NOT BE ACCEPTED**

**NOTE: ONLY BIDS WRITTEN IN INK WILL BE ACCEPTED**

**BIDS CONTAINING CORRECTIONS WILL BE DISQUALIFIED**

TERM OF CONTRACT- January 1, 2021 to December 31, 2021 with one (12) month renewal options (January 1, 2022 to December 31, 2022), if agreed by both parties in writing.

NAME OF FIRM: \_\_\_\_\_

**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. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY. ALL BIDS SHALL BE PREPARED ON THE BID FORM AND RETURNED IN A SEALED ENVELOPE WITH THE APPROPRIATE BID ITEM(S) MARKED ON OUTSIDE OF ENVELOPE. BIDS MAY ALSO BE SUBMITTED ON-LINE AT [www.centralbidding.com](http://www.centralbidding.com). ANY FEDERAL, STATE, AND/OR LOCAL LICENSE REQUIRED BY LAW FOR MAINTENANCE CONTRACTS AND, LABOR AND MATERIALS COMBINED MUST BE INCLUDED. LOUISIANA CONTRACTOR'S NUMBER MUST BE "VISIBLY" MARKED ON OUTSIDE OF ENVELOPE FOR ALL BIDS. FOR THE PROCUREMENT OF VEHICLES, **ALL DEALERS** SHALL INCLUDE A COPY OF A VALID DEALERS LICENSE ISSUED UNDER THE PROVISIONS OF RS 32:1254.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, material, operating supplies and/or equipment listed in this bid proposal. Items bid must meet or exceed specifications. All specifications are minimum allowable.

**BONDS:** Upon award, when applicable, all contracts with labor, and/or labor and material combined in excess of \$25,000 will require a performance bond or a cashers check in the amount equal to 50% of the bid. Performance bonds do not apply to materials, supplies and services. Bonds shall be issued by a company licensed to do business in Louisiana and countersigned by a person who is under contract with the surety company or bond issuer as a licensed agent in the state and who is residing in this state.

**NOT TO EXCEED LIMITS:** Maintenance Projects that exceed \$30,000.00 will be reviewed by the St. Charles Parish Procurement Office and reserves the right to obtain quotes or publicly bid any project which may be most beneficial to St. Charles Parish. Maintenance Projects where Federal Funds are dispersed should not exceed \$150,000.

**AWARD OF CONTRACT:** ST. CHARLES 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 St. Charles Parish. Every bid shall be awarded to the LOWEST RESPONSIVE AND RESPONSIBLE BIDDER meeting specifications and at the same time, best fulfilling the needs of the St. Charles Parish Personnel. The Procurement Office will be the sole judge of equality of products and comparability to specifications.

In accordance with the provision of L.A R. S.38:2212.3, St. Charles Parish is authorized 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, and to award the contract to the next lowest bidder, provided this Section shall not apply to any country having established trade relations agreements or approvals from the government of the United States.

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, in accordance with R.S. 38:2251.

**EXCLUSIVE JURISDICTION and VENUE:** For all claims arising out of or related to this agreement, Contractor hereby consents and yields to the exclusive jurisdiction and venue of the Twenty-Ninth Judicial District Court for the Parish of St. Charles and expressly waives any (A) pleas of jurisdiction based upon Contractor's residence and (B) right of removal to federal court based upon diversity of citizenship.

**NAME OF FIRM:** \_\_\_\_\_

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS:**

**USE OF BRAND NAMES:** The following specifications have been prepared by our office setting forth those items deemed necessary by our personnel. Certain brand names and "or approved equal" according to R.S. 38:2212 are listed to indicate the minimum quality acceptable to the St. Charles Parish Personnel. **They are not intended to be restrictive or discriminatory in any manner whatsoever. They are used to denote the quality standard of product desired and that they do not restrict bidders to the specific brand, make, manufacturer or specification named. Instead they are to be used only to set forth and convey the general style, type character and quality of the product.** Any deviation from these specifications must be noted on the deviation sheet if applicable. If any item of equal quality is substituted, a Technical Specification of the item must be provided with the bid. Include brochures or other literature describing all required quality features. The brand name and stock number of certain bid items must be listed on the bid form as indicated or attached to bid form. Anticipated delivery time must also be stated for each item.

**ORDERS:** Order placement and order quantity will be determined by the St. Charles Parish Procurement Office on a "when and as needed" basis, when applicable or otherwise stated in specifications. Failure to insert delivery days, when called for on the quotation form, may be cause for rejection of the bid.

**CANCELLATION OF CONTRACT:** The St. Charles Parish Procurement Office must be informed of any inability to supply an order within that stated period. The Procurement Office reserves the right to cancel and place with another vendor, any order that cannot be supplied as per the time specified. Repeated inability to fill orders may result in cancellation of the order and/or disqualification of the bidder. The Procurement Office reserves the right to seek additional bids for special projects beyond their normal operations. After thirty (30) days from delivery of written notice to either St. Charles Parish or the Contractor without cause and without prejudice to any other right or remedy, may elect to abandon and terminate the agreement.

**Any bids submitted which contains additions, alternate bid, or irregularities which may make the proposal ambiguous as to its meaning shall be rejected.**

**PRICES:** St. Charles Parish is tax exempt. All prices for procurements by St. Charles 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. All quotations shall be based on F.O.B. Destination Freight Prepaid, St. Charles Parish warehouse or job site, anywhere within the parish as designated by the Procurement Office.

When called for, prices are to include the furnishing of all material, equipment, tools, delivery and all other facilities, and the performance of all labor services necessary or proper for the completion of the work except as may be otherwise expressly provided in the detailed specifications. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

**CONTRACTING WITH MINORITY, WOMEN AND DISADVANTAGED FIRMS:** St. Charles Parish encourages the participation of small businesses and businesses owned by Women and Minorities in the Parish's Procurement Activity.

In attempt to reach out to these firms we are sending our advertisements for bid to [OMWBEwebadmin@OMWBHEW.gov](mailto:OMWBEwebadmin@OMWBHEW.gov)>

**NAME OF FIRM:** \_\_\_\_\_

**INSURANCE REQUIREMENTS**

The following are standard insurance requirements for St. Charles Parish projects. Please be advised that additional requirements and/or limits may be required for services identifies as having additional risks or exposures. St. Charles Parish reserves the right to modify, alter, add, remove, or change any portion of the insurance requirement prior to execution of a contract or issuance of a purchase order.

The successful company shall maintain full force and effect during the life of this agreement all insurance necessary to protect itself and Parish against claims for property damage or bodily injuries or death of person or persons, whether or not employed by bidder, which may arise from any cause in connection with the services to be performed herein. The following is a list of minimum insurance requirements which must be met:

1. Minimum Limits of Coverage are as follows: **Parish has the right to examine policies to assure coverages.**
  - **Commercial General Liability**- \$1,000,000 combined Single Limit per occurrence for bodily injury and property damage;
  - Parish shall be added as additional insured on general liability;
  - **Comprehensive Automobile Liability** – Bodily Injury Liability \$1,000,000 each person: \$1,000,000 each occurrence. Property Damage Liability \$1,000,000 each occurrence. Must have coverage for loading & unloading. Auto Liability should include owned, hired and leased autos.
  - **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 exposure 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.
  - The vendor would be required to have the appropriate Maritime/Jones Act insurance for projects in/on/over the waterway.
  - Insurance policies shall be endorsed to provide for a waiver of subrogation in favor of St. Charles Parish. The certificate of insurance shall reference the waiver of subrogation endorsement;
  - The Worker’s Compensation Policy Territory Coverage Must include Louisiana
  - **Deductibles** – No insurance required shall include a deductible greater than \$50,000. The cost of the deductible is borne by the contractor. Company may be asked to disclose Deductible /SIR amounts.
  - **Umbrella Liability/Excess Coverage** – An umbrella policy or excess may be used to meet minimum requirements provided it has the appropriate “drop down” coverage required. If the company subcontracts any portion of this order, it is required that he carry insurance in amounts stated above. Subcontractors shall submit a certificate of insurance certifying the above insurance coverage. The successful company also assumes full responsibility for all Federal and State Contributions for Unemployment Insurance, Workmen’s Compensation, Disability Benefits Insurance, Federal Insurance Contributions Act Payments and Federal Withholding Tax of his employees.

NAME OF FIRM: \_\_\_\_\_

- **BUILDER'S RISK – For construction and repair projects**

The contractor shall maintain Builder's Risk Insurance Policy that covers the specific risks involved in the scope of work (subject to review and approval by the parish.)

2. Bidder agrees to indemnify and hold harmless St. Charles Parish, its officers and employees From any liability resulting indirectly or directly from the performance of the contract;
3. Certificate Holder shall read: St. Charles Parish; P.O. Box 302, Hahnville, LA
4. Vendors delivering flammable and/or toxic substances will require endorsement for Pollution Liability Coverage and meet all Federal, State, and Local laws applicable.
5. Insurance company must be authorized to do business in the State of Louisiana and have an AM best rating of at least AA-class/category VII;
6. Parish may request copies of the policy and/or sections of the policy for review;
7. It shall be the responsibility of Contractor to require that these insurance requirements are met by all contractors and sub-contractors performing work for and on behalf of contractor. Contractor shall further ensure the Parish is names as additional insured on all insurance policies provided by said contractor and/or sub-contractor through the duration of the project.
8. St. Charles Parish requires a 10-day notice of cancellation of policy.

NAME OF FIRM: \_\_\_\_\_

I hereby certify that the bid price(s) listed above and/or attached have been carefully checked and are submitted as correct and final.

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NAME OF FIRM      AUTHORIZED SIGNATURE      DATE

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PHYSICAL ADDRESS      TYPE OR PRINT NAME

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P.O. BOX      E-MAIL ADDRESS (of Authorized Signature)

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CITY, STATE, ZIP      TITLE

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PHONE      FAX

DUNS NUMBER: \_\_\_\_\_

ST. CHARLES HERALD GUIDE

BID PUBLISHED:

July 23, 2020

July 30, 2020

**PLEASE READ BID CAREFULLY!**

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NAME OF FIRM: \_\_\_\_\_

**SPECIFICATION:**

**A. Odorcarb™ Ultra Media**

**1. Odor Ultra Media** is the first activated alumina-based media that removes 0.30 grams (g) of odorous hydrogen sulfide gas (H<sub>2</sub>S) per cubic centimeter (cc) of media. It is the primary media in Purafil ESD's odor control systems for wastewater treatment applications. Odorcarb Ultra media contains Media Life Indicator Pellets (patent-pending) which offer a visual indication of remaining media life, by changing from blue to white when media is spent.

**2. Media Specification**

Odorcarb™ Ultra, an activated alumina-based media shall consist of manufactured, generally spherical porous pellets measuring 1/16" to 1/4" in diameter. Pellets shall be formed from a combination of powdered activated carbon, alumina, other binders, and reactive components for the removal of hydrogen sulfide. For optimal odor control, Odorcarb™ Ultra is used in conjunction with Purafil's Odormix™ SP.

**3. The Chemisorptive Process**

The Chemisorptive Process shall remove contaminant gases by means of adsorption and chemical reaction. Gases shall be trapped within the pellet where an irreversible chemical reaction changes the gases into harmless solids eliminating the possibility of desorption.

**4. Disposal Requirements**

Spent Odorcarb™ Ultra Media shall have the following physical properties:

- **Moisture Content:** 35% max
- **Crush Strength:** 35-70% max
- **Abrasion:** 4.5% max
- **Pellet Diameter:** 1/16" to 1/4" (1.5mm – 6.5mm)
- **Capacity:** 0.3g/cc minimum

**5. Removal Capacity**

Odorcarb™ Ultra Media shall meet the following removal capacity for hydrogen sulfide:

0.30g H<sub>2</sub>S/cc of media. Media shall be capable of removing a minimum of 18.8lbs/ft<sup>3</sup> and therefore extend the duration of media life within the systems.

**6. Advantages**

- Landfill Disposable
- New and Spent media is non-toxic
- UL Classified Class 2
- Media Life Indicator Pellets (patent-pending) offer a visual indication of remaining media life.

**7. Applications**

Purafil ESD's Odorcarb™ Ultra Media is ideal for use in environments requiring control of hydrogen sulfide gas, such as wastewater treatment plants, pumping stations, wet wells, lift stations, and sludge holding tanks.

**8. Application Guidelines**

Odorcarb™ Ultra Media shall perform effectively under the following conditions and guidelines:

**a.) Temperature:** -4°F to 125°F (-20°C to 51°C)

**b.) Humidity:** 10 - 95% RH

**c.) Airflow:** Odorcarb™ Ultra Media shall be effective in Purafil ESD systems. Standard quantity required for drum scrubber product line:

1. DS 100: 120lbs
2. DS 300: 280lbs
3. DS 500: 520lbs
4. DS 1000: 1240lbs

**d.) Pressure Drop:** Purafil media shall have a maximum of 1.85iwg per bed foot.



**SPECIFICATION:**

**B. Odormix SP Media Specification**

**1. General**

Purafil ESD’s Odormix™ SP Media offers broad spectrum removal of odorous gases related to sewerage treatment operations. Purafil ESD’s Odormix™ SP Media shall consist of an equal mix (by volume) of Purafil ESD’s Odoroxidant™ SP Media and Odorkol™ Media.

Odoroxidant™ SP Media shall be manufactured of generally spherical, porous pellets formed from a combination of powdered activated alumina and other binders, suitably impregnated with sodium permanganate to provide optimum adsorption, absorption and oxidation of a wide variety of gaseous contaminants. The sodium permanganate shall be applied during pellet formation, such that the impregnant is uniformly distributed throughout the pellet volume and is totally available for reaction. The Odorkol™ Media shall be a premium grade, activated carbon with a high surface area available for adsorption.

**2. Characteristics**

- Landfill disposable
- UL Classified Class 1
- Medias are pre-mixed at Purafil’s factory
- Substitutes for a two-pass media system
- New and spent media is non-toxic

**3. Disposal Requirements**

Spent Odormix™ SP Media should be disposed of according to local, state and federal guidelines. Odormix™ SP must be available to be disposed of in a landfill.

**4. Physical Properties**

- a.) Odormix™ SP Media bulk density is 40 lbs./ft3 (0.64 g/cc) +5%.
- b.) Odoroxidant™ SP Media shall have the following physical properties:
  - Moisture Content: 35% Maximum
  - Crush Strength: 35% - 70%
  - Abrasion: 4.5% Maximum
  - Bulk Density: 50 lbs./ft3 (0.8 g/cc) +5%
  - Nominal Pellet Diameter: 1/16" - 1/8" (1.5 mm - 3.2 mm)
  - Sodium Permanganate Content: 12% Min.-Potassium not acceptable.
- c.) Odorkol™ Media shall have the following physical properties:
  - Moisture Content: 2%
  - CTC: 60% Minimum
  - Base Material: Activated Carbon
  - Bulk Density: 30 lbs./ft3 (0.48 g/cc) +5%
  - Pellet Diameter: 4mm

**5. Removal Capacity**

In actual field conditions, where multiple gas challenges are present, Odormix™ SP, (containing Odoroxidant™ SP and Odorkol™) demonstrates a higher working capacity for broad-spectrum oxidation of contaminants.

Odoroxidant™ SP is specially engineered to contain more permanganate (the active ingredient) for increased removal capacity, allowing the media to remain more available for removal of target gases.

Odorkol™ is a premium grade activated carbon and is proven to be highly effective at removing hydrocarbons and other high molecular weight contaminants.

**6. Applications**

Purafil ESD's Odormix™ SP Media is designed for broad spectrum removal of odorous gases, including mercaptans, hydrocarbons, hydrogen sulfide and sulfur dioxide. Odormix™ SP Media is recommended when space within Purafil ESD's multi-stage scrubber is limited; in this application, Odormix™ SP substitutes for two media passes. Odormix™ SP is also recommended as a polishing media.

**7. Application Guidelines**

Odormix™ SP Media shall perform effectively under the following conditions and guidelines:

a. Temperature: -4°F to 125°F (-20°C to 51°C)

b. Humidity: 10 - 95% RH

c. Airflow: Odormix™ SP Media shall be effective in Purafil ESD systems. Standard quantity required for drum scrubber product line:

- 1.) DS 100: 80 lbs.
- 2.) DS 300: 120 lbs.
- 3.) DS 500: 160 lbs.
- 4.) DS 1000: 320 lbs.

d. Pressure Drop: Purafil media shall have a maximum of 1.85iwg per bed foot.

8. **PRICE** - All bid prices shall be based on FOB Destination Freight Prepaid and shall include furnishing, packaging and delivery to the Waste Water Yard in Luling; 404 Milling Ave., Luling, LA 70070.

**A. Odorcarb™ Ultra Media**

Standard quantity required for drum scrubber product line:

- 1. DS 100: 120 lbs. \_\_\_\_\_
- 2. DS 300: 280 lbs. \_\_\_\_\_
- 3. DS 500: 520 lbs. \_\_\_\_\_
- 4. DS 1000: 1240 lbs. \_\_\_\_\_

**SUPPLIER:** \_\_\_\_\_

**DELIVERY:** \_\_\_\_\_

**B. Odormix SP Media**

Standard quantity required for drum scrubber product line:

- 1. DS 100: 80 lbs. \_\_\_\_\_
- 2. DS 300: 120 lbs. \_\_\_\_\_
- 3. DS 500: 160 lbs. \_\_\_\_\_
- 4. DS 1000: 320 lbs. \_\_\_\_\_

**SUPPLIER:** \_\_\_\_\_

**DELIVERY:** \_\_\_\_\_

**NAME OF FIRM:** \_\_\_\_\_

# PROCUREMENT AGREEMENT

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St. Charles Parish, represented herein by Matthew Jewell, Parish President, and the successful vendor noted below, does hereby enter into this Procurement Agreement for the expressed purpose of providing the following in order to serve the public.

**Description of Procurement: Yearly Contract; BID # 21-176**

**PURIFIL ODOR CONTROL MEDIA**

**Now Therefore**, St. Charles Parish does, hereby, enter into this Procurement Agreement with the undersigned below.

ST. CHARLES PARISH

By: \_\_\_\_\_  
Matthew Jewell, Parish President      Date

COMPANY NAME

\_\_\_\_\_  
\_\_\_\_\_  
Authorized Signature of Company      Date

**Please return this document back signed and attached to this bid form.**

**NAME OF FIRM:** \_\_\_\_\_