



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 • jschmill@stcharlesgov.net

MATTHEW JEWELL
PARISH PRESIDENT

ST. CHARLES PARISH PROCUREMENT OFFICE

MAINTENANCE CONTRACT

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

ITEMS:

CATCH BASIN INSTALLATION AS NEEDED

BID TIME: 11:00 AM

OPENING:

ST. CHARLES PARISH
COURTHOUSE
COUNCIL CHAMBERS
2ND FLOOR, 15045 RIVER ROAD
HAHNVILLE, LA 70057

BID DATE: AUGUST 13, 2020

DEPARTMENT: PUBLIC WORKS

PLEASE READ BID CAREFULLY – LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY QUOTES IN INK WILL BE ACCEPTED. BIDS CONTAINING CORRECTIONS WILL BE DISQUALIFIED.

TERM OF CONTRACT- January 01, 2021 to December 31, 2021 with three (3) additional twelve (12) month renewal options, Periods; (Jan. – Dec. 2022) (Jan. – Dec. 2023) & (Jan. – Dec. 2024) if agreed by both parties in writing with the same terms and conditions of existing contract.

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. 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.

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

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.
 - **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 named 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.

NAME OF FIRM	AUTHORIZED SIGNATURE	DATE
PHYSICAL ADDRESS	TYPE OR PRINT NAME	
P.O. BOX	E-MAIL ADDRESS (of Authorized Signature)	
CITY, STATE, ZIP	TITLE	
PHONE	FAX	
DUNS NUMBER: _____		

ST. CHARLES HERALD GUIDE

BID PUBLISHED:

July 23, 2020

July 30, 2020

PLEASE READ BID CAREFULLY!

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS IN INK WILL BE ACCEPTED. BIDS CONTAINING CORRECTIONS WILL BE DISQUALIFIED

NAME OF FIRM: _____

SPECIFICATION AND INSTRUCTION: CATCH BASIN INSTALLATION

This Contract involves the casting of catch basins and preparing the site for installation on a when and as needed basis.

Successful contractor shall install catch basin when & as needed according to St. Charles Parish Public Works Personnel.

Successful contractor is intended to supplement work performed by regular maintenance crews of the Parish Departments.

Types of work under this contract include but not limited to; forming, pouring & wrecking of catch basins. As well as preparing site (excavate) to install catch basins.

Successful Contractor shall furnish all labor, materials, equipment, transportation & rentals to complete the job. Bid price shall be inclusive of all Labor costs, and any other costs associated with forming, pouring, wrecking, rentals & installation, (etc.) of catch basins according to size as indicated in the Bid Specification.

All catch basins will require walls to be at least 4 inches thick with #4 rebar reinforcement.

Successful Contractor shall be required to install catch basins at a minimum of 2 inches and a maximum of 4 inches below the road if the road is the lowest point. If the yard is lower than the road the catch basin's height shall be built to drain the lowest point once area is back filled.

If a full catch basin is required, a minimum of 4 inches thick of concrete below the grating will be accepted. A minimum of 3000 lb. concrete mix must be used. All wood must be removed from the inside of catch basins after forms are wrecked.

Only contractors with experienced, trained, professional personnel directly employed by the contractor will be considered.

The Contractor shall have the skill, knowledge, proficiency, and other necessary qualifications to form, pour, wreck and install catch basins as required. The Contractor shall coordinate work with various supervisors of St. Charles Parish to facilitate the necessary work.

The Successful Contractor must have been in business of general concrete work for a minimum of 5 (five) years. Only precision, high quality professional workmanship shall be acceptable. When completed, the work shall be inspected by Parish Personnel to insure it has been delivered to specifications. If work is deemed unacceptable the work shall be torn out and replaced at the Contractor's expense.

The Successful Contractor is required to follow the regular working schedule of the St. Charles Parish. However, it is absolutely essential that the service be supplied promptly when needed.

The Successful Contractor shall exercise all required safety measures to conduct work in a safe manner and shall adhere strictly to all Federal, State and Parish safety regulations, rules and requirements as well as traffic control as defined in the "Manual of Uniform Traffic Control". All traffic control devices shall be defined as signs, signals, markings, flaggers and other devices used to regulate, ward or guide traffic. All traffic control devices utilized under terms of this Contract shall be in accordance with the "Manual of Uniform Traffic Control Devices" latest edition as published by the American Traffic Safety Services Administration (ATSSA).

Safe tools and personal protection equipment must be provided for the job by the Contractor and used by the Contractor's employees. The Contractor shall do everything necessary to protect the life, health, safety and welfare of their employees, St. Charles Parish employees and the Public.

After (30) thirty days from delivery of written notice to either St. Charles Parish or the Successful Bidder without cause and without prejudice to any other right or remedy, may elect to abandon and terminate the Contract.

The Public Works Department shall prepare a diagram of work for each job which shall illustrate the number of tie ins, size and type of catch basin needed.

Contractor shall contact the Department Director or designee within 48 hours to schedule a start date to proceed.

Bidder agrees to indemnify and hold harmless St. Charles Parish from any liability resulting indirectly or directly from the performance of the contract.

The services provided by the Successful Contractor as described in the Bid Document **may not** be subcontracted by him to any other individual or entity.

PRICE PAGE

The total bid price shall include all labor costs and any other cost associated with the forming, pouring, wrecking, preparing site and installation of catch basins:

The Contractor must bid on all items specified. The Bid will be awarded to One Contractor.

<u>DESCRIPTION</u>	<u>TOTAL BID PRICE</u>
1) Saddle Catch Basin 3'x3' up to 3' deep	\$_____
2) Saddle Catch Basin 4'x4' up to 3' deep	\$_____
3) Each additional foot in height:	\$_____
4) Full Catch Basin with 2 Culverts 3'x3' up to 3' deep	\$_____
5) Full Catch Basin with 2 Culverts 4'x4' up to 3' deep	\$_____
6) Full Catch Basin with 3 Culverts 3'x3' up to 3' deep	\$_____
7) Full Catch Basin with 3 Culverts 4'x4' up to 3' deep	\$_____
8) Full Catch Basin with 4 Culverts 3'x3' up to 3' deep	\$_____
9) Full Catch Basin with 4 Culverts 4'x4' up to 3' deep	\$_____
10) Each additional foot in height:	\$_____
11) 2'x2' x 1½" Galvanized Grating:	\$_____ (should remove these
12) 2'x2' Cast Iron Ring and Grate:	\$_____ "materials")

Job Form requirement for each Catch Basin installation:

The form that follows (page 12) must be used per catch basin installation job. Please refer to the form and retain copies from the foreman on each job. The completed form will serve as instruction per purchase order and both signatures must be on the form before a purchase order can be issued.

NAME OF FIRM: _____



ST. CHARLES PARISH

DEPARTMENT OF PUBLIC WORKS

CATCH BASIN CONTRACT

Date: _____ P.O. # _____

Work Address: _____

Description of Work: _____

Full Catch Basins: _____ # Saddle Catch Basins: _____

Of Culverts to Tie in: _____ Outside Diameter of Box _____

Approx. Finished Height of Catch Basin: _____

Type of Grating:

2'x2' 1 1/2" Galvanized Grate _____ 2'x2' Cast Iron Ring and Grate _____

Reinforcement: # 4 Rebar _____

Draw Sketch of Catch Basin:

NAME OF FIRM: _____

PROCUREMENT AGREEMENT

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 # 21-178

“CATCH BASIN INSTALLATION AS NEEDED”

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: _____