

Internal Audit Report #2022-002
Public Works – Street Lighting Maintenance
Contract #55-19175
Release Date: May 31, 2022



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TABLE OF CONTENTS

OVERVIEW

BACKGROUND	2
OBJECTIVES	2
SCOPE	2
PROCEDURES.....	3

FINDINGS, OBSERVATIONS, AND RECOMMENDATIONS

MONTHLY ROUTINE MAINTENANCE.....	5
WAREHOUSE STOCK.....	7
NON-BID ITEMS.....	8
DIRECTIONAL UNDERGROUND BORING	10
EQUIPMENT AND MATERIALS.....	11
LABOR AND LICENSED ELECTRICIAN AT EACH WORK LOCATION	13
OTHER ITEMS BILLED	16
NIGHT INSPECTIONS	18
REQUIRED REPORTING	19
JP CONTRACT ADMINISTRATION POLICY & PROCEDURES	20

CONCLUSION

SUMMARY	21
RECAP OF RECOMMENDATIONS.....	22

ATTACHMENTS

ATTACHMENT A:	AGREEMENT BETWEEN JP AND WJ BLOECHER: CONTRACT 55-19175	24
ATTACHMENT B:	BIDS SPECIFICATIONS RELATED TO CONTRACT 55-19175.....	31
ATTACHMENT C:	JEFFERSON PARISH CONTRACT ADMINISTRATION POLICY & PROCEDURES	84
ATTACHMENT D:	PAID INVOICE REPORT SUMMARY	95
ATTACHMENT E:	WORK ORDERS.....	98
ATTACHMENT F:	WJ BLOECHER CO, LLC – INVOICE 8401	99
ATTACHMENT G:	WJ BLOECHER CO, LLC – INVOICE 8437	104
ATTACHMENT G:	RESOLUTION 136088: PAYMENTS OUTSIDE OF CONTRACT DATES.....	109
ATTACHMENT #1:	AUDITOR INDEPENDENCE STATEMENT	110
ATTACHMENT #2:	RESPONSE FROM PARISH ADMINISTRATION.....	111

OVERVIEW

BACKGROUND¹

Jefferson Parish (the Parish) is responsible for a street lighting system and its equipment, located throughout the Eastbank and Westbank of the Parish, including Jean Lafitte. The system consists of over 38,000 streetlights and contains underground conduit, wiring, and service connections. The Department of Engineering's Street Lighting Division is charged with regular repair and maintenance of the system, preventative care, and installation of new lighting.

The Street Lighting Division, part of the Department of Engineering, comprises five employees: a Street Lighting Division Manager, a Public Works Project Coordinator, an Electrical Inspector, and two Clerks. To ensure maximum effectiveness of the street lighting system, the Parish contracts with a licensed electrician (Contractor) to provide labor, materials, and equipment to repair and maintain the street lighting and new installations. Accordingly, the Parish engaged WJ Bloecher Co, LLC to offer such services from August 5, 2020, through August 4, 2022. The maximum contract amount for the two years is \$6,000,000 and is funded by the division's primary revenue source, Property Tax Millage. The Division Manager, Catherine Bennett, is responsible for monitoring the contract (Contract Administrator). Ms. Bennett reports directly to the Director of Engineering, Angela Desoto.

The contract is broken down into Routine Maintenance and Special Work Orders. Routine maintenance is billed at a monthly rate of \$83,333.34 or \$1,000,000 per year. Special Work Orders are billed as necessary and include labor, equipment, materials, and other components. Both routine maintenance and special work orders are paid based upon the per-unit price awarded in the Contractor's bid.

OBJECTIVES

The objectives of this engagement were to:

1. Ensure compliance with select sections of the agreement between the Parish of Jefferson and WJ Bloecher Co, LLC, referenced by the Parish as Contract #55-19175. Said contract refers to Bid Specifications utilized during the procurement process. (Attachments A & B)
2. Evaluate adherence to the Jefferson Parish Contract Administration Policy & Procedures. (Attachment C)
3. Observe and comment on other procurement, contract agreement, and contract administration items as necessary.

SCOPE

The scope of this engagement included Contract #55-19175 with WJ Bloecher Co, LLC, hereafter referred to as the Contractor. Internal Audit focused on the first full year of the contract, August 5, 2020, to August 4, 2021, and extended as necessary to the date that data was collected and verified (January 28, 2022). The Contract substantially relies upon verbiage in the Bid Specifications; both will be referenced for compliance.

¹ Background verbiage is excerpted and paraphrased from the relevant Bid Specifications. (Attachment B)

PROCEDURES

Internal Audit utilized the following basic procedures in analyzing the data.

- Interviewed key personnel from the Department of Engineering and its Street Lighting Division. Other individuals were contacted as necessary.
- Obtained the contract and the associated bid specifications and related documents.
- Reviewed division staffing and applicable budgets.
- Retrieved current and historical financial data from the AS/400 Financial Management System.
- Reviewed work order details generated from the Oracle system.
- Selected a random sample of invoices and reviewed all relevant documents.
- Obtained and reviewed the Jefferson Parish Contract Administration Policy & Procedures.
- Applied analytical procedures to available data.
- Performed other procedures as deemed necessary to satisfy the objectives of this engagement.

Invoice sampling

For the first year of the contract, August 5, 2020, through August 4, 2021, and for the approximate six (6) months to follow, the Parish paid the Contractor \$2,370,472, which included approximately \$1,416,667 for the "Routine Maintenance" element of the contract. The remaining \$953,805 was for warehouse stock, "non-biddable items," labor, materials, and equipment (non-routine work).

Internal Audit judgementally selected eleven (11) invoices to review as an initial sample. The sample was expanded during the audit to include ten (10) more invoices. The resulting sampled items shown below are referenced throughout the report. More details on the amounts paid are shown on the next page.

Invoices Selected By Category	Sample #	Amount Reviewed	Category Total	% Review
Invoice #'s: 8439,8478,8479,8480	1	\$83,333.34 x 4		
Monthly Routine Maintenance		\$333,333.36	\$1,416,666.78	23.5%
Invoice #8401: Warehouse Stock	1	\$62,756.88		
Invoice #8402: Terry Pkwy & Wall Blvd	1	93,693.60		
Invoice #8403: Warehouse Stock	1	51,054.23		
Invoice #8413: Warehouse Stock	1	43,408.33		
Invoice #8437: Lapalco & Harvey Canal	1	58,311.29		
Invoice #8462: Mt. Laurel & Sugarpine	1	17,625.26		
Invoice #8476: Henican near Glendale	1	22,333.90		
Invoice #8619: Airline Hwy Night Patrol	2	425.00		
Invoice #8304: Hollywood & Fairmont	2	52,633.91		
Invoice #8325: 8692 River Road	2	1,500.00		
Invoice #8326: 000 Bld of US Hwy 90	2	1,500.00		
Invoice #8428: Christine & Eisenhower	2	14,114.43		
Invoice #8431: Rosalie Ct near Boutall	2	15,014.72		
Invoice #8442: Clearview and Village East	2	9,444.70		
Invoice #8443: Cleveland & W. Esplanade	2	17,954.44		
Invoice #8444: Clifford & W. Esplanade	2	9,136.63		
Invoice #8475: Centaur St. near Columbo	2	14,936.14		
Non-Routine Work		\$485,843.46	\$953,804.93	50.9%
TOTALS		\$682,941.85	\$2,370,471.71	

Payments to the Vendor, WJ Bloecher Co, LLC, from August 5, 2020, to August 4, 2021 (first year of contract #55-19175).

Category / Description	Amount	Pct of Total
Monthly Routine Maintenance	\$916,666.74	54.9%
Warehouse Stock	395,123.55	23.6%
Non-bid items	162,116.61	9.7%
Directional underground borer	118,360.00	7.1%
Equipment & Materials	40,349.91	2.4%
Labor	25,240.00	1.5%
Electrician	560.00	0.0%
Other	12,600.00	0.8%
TOTAL PAID – YEAR 1	\$1,671,016.81	100.0%

Payments to the Vendor, WJ Bloecher Co, LLC, from August 5, 2021, to January 28, 2022 (approximately six months of the second year of contract #55-19175).

Category / Description	Amount	Pct of Total
Monthly Routine Maintenance	\$500,000.04	71.5%
Warehouse Stock	169,422.54	24.2%
Non-bid items	1,736.72	0.2%
Directional underground borer	20,640.00	3.0%
Equipment & Materials	4,815.60	0.7%
Labor	2,720.00	0.4%
Electrician	120.00	0.0%
Other	0.00	0.0%
TOTAL PAID – NEXT 6 MONTHS	\$699,454.90	100.0%

Total payments to the Vendor, WJ Bloecher Co, LLC, from August 5, 2020, to January 28, 2022 (approximately eighteen months of the twenty-four-month contract #55-19175).

Category / Description	Amount	Pct of Total
Monthly Routine Maintenance	\$1,416,666.78	59.8%
Warehouse Stock	564,546.09	23.8%
Non-bid items	163,853.33	6.9%
Directional underground borer	139,000.00	5.9%
Equipment & Materials	45,165.51	1.9%
Labor	27,960.00	1.2%
Electrician	680.00	0.0%
Other	12,600.00	0.5%
TOTAL AUDIT POPULATION	\$2,370,471.71	100.0%

See Attachment D for more details.

MONTHLY ROUTINE MAINTENANCE

CRITERIA

According to Section H, 4-b: Reports, on page 19 of the Bid Specifications, “Material Usage report to be provided monthly – Report on the material usage per month.”

According to Section I-1b: Schedule of Fees, Payments, and Penalties, on page 19, of the Bid Specifications, on or before the 10th day of each month, the Contractor shall submit a bill for the monthly contract amount for the preceding month. Jefferson Parish shall on or before the last day of each calendar month make payment to the Contractor of amounts due.

FINDINGS

- 1) The contract or related documents (bid specifications) do not include a reporting requirement or mechanism for the Contractor to communicate specific routine maintenance tasks completed.
- 2) The Contractor did not consistently submit monthly invoices for Routine Maintenance.

OBSERVATIONS

Work Performed – Reporting Mechanism

The Parish paid the Contractor \$1,671,016.81 for work performed in the contract’s first year. Of that amount, \$916,666.74, or 54.9% of the total, was for routine maintenance work. According to Section G-2: Requirements and Specifications of Routine Maintenance Work Orders, on page 6 of the Bid Specifications, the following is an abbreviated list of repairs considered part of routine maintenance. (See Attachment B for more details.)

- a. Spot outages, single light outages, or bad fixtures.
- b. Circuit faults that require replacement or repair of underground lines or lines contained in conduit or direct buried, including cut wire/cables.
- c. Relay boxes that are central service points for post-top fixtures shall be replaced when necessary.
- d. High Mast Lighting repairs and the changing of lamps on high mast fixtures.
- e. The regular and routine maintenance of all Standard & Decorative Commercial & Major roadway poles.
- f. The regular and routine maintenance of all Standard & Decorative Residential roadway poles.
- g. The replacement of decorative poles, fixtures, and shades.

The Department enters street lighting maintenance issues to be addressed into an electronic system called Oracle. A work order is issued to the Contractor as necessary for each maintenance item. Internal Audit generated a report from Oracle of all work orders issued and completed from August 5, 2020, to August 4, 2021. The report listed 1,431 closed work orders that include both routine and separately billed special work orders. See Attachment E for excerpts from the report. Although the work order system is in place, it does not provide clear and comprehensive information on routine maintenance work performed.

TOTAL WORKORDERS OF REPORT: 1431

Internal Audit did not note any requirement in the contract itself or bid specifications for the Contractor to provide regular reports on routine maintenance work. However, according to the Assistant Director, Matthew Zeringue, Section H, 4-b and c: Reports, on page 19 of the Bid Specifications (specs) requires daily reports to be submitted as well as monthly reports on material usage. The specs do not go into detail on what is required in the report but the report should include all materials utilized during the month and relate them to specific work orders. It would not necessarily encompass everything completed in a given month as some work orders may not require the purchase of materials. Internal Audit requested material usage reports from the Contractor Administrator, Catherine Bennett, who indicated that she has never asked for or received any from the Contractor.

Without a clear requirement for monthly reporting of routine maintenance work and enforcement of contract reporting requirements, the Street Lighting Division cannot evaluate the return on the funds spent. That is to say; the Parish cannot determine if taxpayer funds are being spent wisely in terms of routine maintenance.

Monthly Invoices

The Contract specifies that on or before the 10th day of each month, the Contractor shall submit a bill for the monthly contract amount for the preceding month. The Parish is to pay the Contractor \$83,333.34 per month for routine maintenance. Internal Audit examined four (4) invoices for routine maintenance and noted that three (3) invoices did not comply with the requirement. Invoice #8478 was three (3) days late; Invoice #8479 was thirty-three (33) days late, and Invoice #8480 was one-hundred fifty-three (153) days late. Once received, the invoices were approved within two (2) days of the invoice date, and payment was made within five (5) to eleven (11) days of approval. The details can be seen below.

#	Service Period	Due Date	Invoice Date	Approval Date	ACH Pymt Date
8439	Mar 5, 2021 – Apr 4, 2021	4/10/2021	4/8/2021	4/9/2021	4/20/2021
8478	Jun 5, 2021 – Jul 4, 2021	7/10/2021	7/13/2021	7/14/2021	7/20/2021
8479	May 5, 2021 – Jun 4, 2021	6/10/2021	7/13/2021	7/15/2021	7/20/2021
8480	Jan 4, 2021 – Feb 5, 2021	2/10/2021	7/13/2021	7/13/2021	7/20/2021

Routine maintenance is paid from account 22240-3110-7433.8: Distribution System, funded by Property Tax Millage. Upon reviewing the general ledger detail of that account, it is difficult to determine which monthly payment is being made. The transaction description shown at the bottom of this page does not allow for verification that a month is either duplicated or missed. The full description typically reads as “WJBLOCHERI 0010 – Monthly.”

The total routine maintenance paid during the eighteen (18) months of the contract examined (August 5, 2020, to January 28, 2022, was \$1,416,666.78. This represents seventeen (17) payments. (\$1,416,666.78 divided by \$83,333.34 equals 17.) Internal Audit reviewed the general ledger payment activity for account 22240-3110-7433.8: Distribution System, and noted additional payments of \$83,333.34 made through March 14, 2022. It appears that Jefferson Parish is current on the monthly fees owed to the Contractor.

Date	Journal	TT	JT	Source	Description	Amount
3/14/22	2203467	AP	EA	AcctsPaybl	WJBLOCHERI 0010 – M	83333.34-
3/14/22	2203468	AP	JE	AcctsPaybl	WJBLOCHERI 0010 – M	83333.34
3/09/22	2203134	P0	EA	PurchOrder	WJBLOCHERI Recordin	83333.34

RECOMMENDATIONS

- 1) The contract or related documents (bid specifications) should provide a reporting requirement or mechanism for the Contractor to communicate specific routine maintenance tasks completed.
- 2) The Contractor should submit invoices monthly as per the contract terms. The Division should provide a more specific description of the period the payment is being made, so the general ledger description is more transparent.

WAREHOUSE STOCK

CRITERIA

According to Section A: Statement of Purpose, on page 2 of the Bid Specifications, materials shall be provided by the Contractor unless otherwise stated in the attached contract documents. Sections F and G, starting on page 5 of the Bid Specifications, list items for which the Parish is responsible.

Section 2-891(a) of the Jefferson Parish Code of Ordinances states, "There is hereby established a uniform set of procedures for the purchase of labor, materials, supplies, equipment, services and public works by the purchasing department for all departments of the parish as provided in this division."

FINDING

- 3) Purchases for the warehouse were not in compliance with the Uniform Purchasing Procedures set forth in Sec. 2-891 of the Jefferson Parish Code of Ordinances.

OBSERVATIONS

During the first year of the contract, from August 5, 2020, to August 4, 2021, items billed as "Warehouse Stock" totaled \$395,123.55, or 23.6% of the amount paid to the Contractor. (See Attachment D for details.) Internal Audit reviewed invoice numbers 8401, 8403, and 8413, totaling \$157,219.44. The three invoices indicated the job name as "Warehouse Stock" and the job location as "Westbank Warehouse." The items included on the invoices show direct billings from Nulite Electrical Wholesalers (Nulite) to WJ Bloecher (the Contractor). The Contractor then billed these items to Jefferson Parish without a markup of the amount on the Nulite invoices. The items contained on the Nulite invoices were necessary warehouse items Jefferson Parish is responsible for procuring. Invoice #8401 and the related Nulite invoices are shown in Attachment F as an example of this type of billing. Warehouse Stock of \$169,422.54 was purchased by the Contractor on behalf of the Parish in the subsequent six (6) months, totaling \$564,546.09 over the period reviewed. A summary by invoice number is shown below.

Invoice #	Year 1	Invoice #	½ Year 2
8331	\$110,704.69	8485	\$ 13,560.90
8339	21,634.72	8548	18,084.96
8401	62,756.88	8599	28,128.18
8403	51,054.23	8603	109,648.50
8413	43,408.33		
8446	71,595.20		
8481	33,969.50		
TOTAL	\$395,123.55	TOTAL	\$169,422.54

This process of the Contractor purchasing such items for the Street Lighting Division circumvents Section 2-891(a) of the Jefferson Parish Code of Ordinances, which “established a uniform set of procedures for the purchase of labor, materials, supplies, equipment, services and public works by the purchasing department for all departments of the parish as provided in this division.” Additionally, the Parish Ordinance and Louisiana R.S. 38:2212.A.1(A) prescribe the monetary threshold for bidding at \$30,000. At this point, procurement must be advertised and awarded to the lowest responsive and responsible bidder based on timely received sealed bids. As illustrated via the example invoice shown in Attachment F, the \$62,756.88 purchased by the Contractor and then billed to Jefferson Parish was well above the \$30,000 threshold.

Uniform purchasing procedures established by the Parish and the Louisiana Public Bid Law provide for fair and equitable purchases and cultivate an ethical and professional purchasing environment. In addition, they help promote full and open competition to the extent possible, thereby attempting to maximize the return on taxpayers’ dollars.

RECOMMENDATION

- 3) The Division must adhere to the Louisiana Public Bid Law and Uniform Purchasing Procedures as required by the Jefferson Parish Code of Ordinances.

NON-BID ITEMS

CRITERIA

According to Appendix 4: Parts List – Item Description, Reference Numbers 67 and 68, of the Bid Specifications, a Non-biddable item is the cost of any other miscellaneous items necessary for the completion of the contract and shall be approved by Jefferson Parish when the cost of said items are identified and quoted.

FINDING

- 4) The Department did not apply for disaster relief funding from the Federal Highway Administration.

OBSERVATIONS

During the first year of the contract, from August 5, 2020, to August 4, 2021, items billed as “non-bid items” totaled \$162,116.61. (See Attachment D for details.) Internal Audit selected and reviewed two invoices with “hurricane” in their description. The following invoices were selected and verified as expenses related to Hurricane Zeta, which made landfall in Louisiana on October 28, 2020.

Invoice #	Date	Description	Amount
8402	12/29/2020	Terry Pkwy & Wall Blvd (Hurricane)	\$93,693.60
8445	4/15/2021	Terry Pkwy (Hurricane Zeta)	\$31,027.50
		HURRICANE ZETA EXPENSES	\$124,721.10

These two invoices represented seventy-six point nine percent (76.9%) of the Non-bid items. The balance of \$37,395.51 was for things like copper conduit, PVC conduit, wire terminals, beam clamps, and other electrical-related items. Non-bid items of \$1,736.72 were billed in the subsequent six months. Internal Audit did not note any other hurricane-related expenses. One should note that invoice #8402 was invoiced in the same manner as the warehouse purchases discussed in the previous section of this report. The Contractor purchased items from Nulite Electrical Wholesalers and then billed these items to Jefferson Parish without a markup of the amount on the Nulite invoices. The items contained on the Nulite invoices also appear to be items for which Jefferson Parish is responsible for procuring. An excerpt of Invoice #8402 is shown below.

Quantity	Description	Rate	Amount
	JOB NAME : HURRICANE ZETA JOB LOCATION : TERRY PARKWAY & WALL BLVD. HURRICANE REPLACEMENTS		
1	NULITE INVOICE # S4422130.001	45,189.96	45,189.96
1	NULITE INVOICE # S4422130.003	48,503.64	48,503.64

Internal Audit consulted with Nichole Gaubert, the Director of Public Safety Grants & Administration, regarding the Hurricane-related invoices to determine if these expenses have been applied for reimbursement for any disaster relief funds, such as the Federal Emergency Management Agency (FEMA). According to Ms. Gaubert, "Originally, these expenses were submitted to FEMA for consideration for DR-4577 (Zeta) post-storm. Upon FEMA CRC audit review, it was discovered that the roadways associated with these locations fall under the Federal Highway Administration (FHWA). This required that those costs be removed from the project. According to FEMA policy guidelines, all damaged facilities which are under the jurisdiction of FHWA are not eligible for FEMA public assistance funding. Because the FHWA has authority under the emergency relief to provide funding to assist with cost of repair or restoration of roads which "are not classified as local roads or rural" PAPPG 169. Engineering was going to pursue FHWA reimbursement on their own."

According to the Director of Engineering, Angela Desoto, the Department has not applied for reimbursement of these hurricane-related expenses. They were aware of Traffic Signal related expenses of \$210,365 that needed to be applied for under FHWA but did not realize the Street Lighting expenses of \$124,721 required to be included. As of the timing of this report, the Department has not started the process of requesting total reimbursement of approximately \$335,086 from the Federal Highway Administration.

Disaster-related funding is designed to alleviate the burden of extraordinary funding needed to recuperate from such disasters so that millage funding can be used for regular and ongoing maintenance and capital items.

RECOMMENDATION

- 4) The Department of Engineering and its Street Lighting Division should always strive to appropriately and lawfully maximize supplemental funding when possible. A system should be implemented to ensure that all eligible expenses are submitted for reimbursement.

DIRECTIONAL UNDERGROUND BORING

CRITERIA

According to Appendix 4: Parts List – Item Description, Reference Number 17 of the Bid Specifications, Directional Underground Boring shall be paid as per line item, cost per foot, for any boring in excess of fifty feet (50 Ft). The contractor shall be responsible for the first 50 Ft of cost. Per the bid by the contractor, the price per foot of boring is forty dollars (\$40).

FINDING

5) The Department does not verify amounts billed for Directional Underground Boring.

OBSERVATIONS

During the first year of the contract, from August 5, 2020, to August 4, 2021, items billed as Directional Underground Boring totaled \$118,360.00. (See Attachment D) for details. The following invoices were selected and reviewed as relates to Directional Underground Boring.

Invoice #	Description	Total Paid	Boring Amount
8462	Mt. Laurel & Sugarpine	\$17,625.26	\$12,720.00
8476	4317 Henican near Glendale	\$22,333.90	\$15,520.00
	TOTALS	\$39,959.16	\$28,240.00

In each case, the Contractor noted the “Actual Bore Length” and billed 50 Ft less as required by the contract. For example, three hundred sixty-eight (368) feet was stated as the actual length on invoice #8462, but only three hundred-eighteen (318) feet were billed. The rate of \$40 per foot was appropriately billed. An excerpt of the invoice is shown below.

Quantity	Description	Rate	Amount
	Job Name: Bore Job Job Location: Mt. Laurel & Sugarpine Dr. Job Work Order # 21-19611 05/25/2021 Met with Crescent construction at above location to shoot a 2" directional bore to repair streetlight circuit outage. Actual Bore Length : 368		
8	Bill Bloecher Jr License Electrician Bid Item 0050 maintenance contract	5.00	40.00
8	Service Truck	5.00	40.00
	05/27/2021 & 05/28/2021 Pulled # 6 copper conductor through 2" bore pipe to repair underground faults and installed 12x12x12 quazite boxes at pole locations where needed to make waterproof connections.Turned up PVC 90 * at each pole inside of boxes.. Made all connections and checked light for correct operation		
318	Directional Underground Borer	40.00	12,720.00

The Contractor is billing the directional underground boring rate as per the terms of the contract and bid specifications. However, when Internal Audit inquired how the Street Lighting Division verifies that the actual bore length is correct or reasonable, the response was that division personnel trust the amount to be accurate. After further review of the invoice, field personnel (Public Works Coordinator and Electrical Inspector) have no sign-off or indication that the length billed is correct or reasonable.

In the first year of the contract, the total amount paid for boring was \$118,360, with another \$20,640 in the six months to follow. (See attachment D for more details.) The Division did not verify a total of \$139,000 paid for 3,475 feet of boring. The \$139,000 represents five point nine percent (5.9%) of the amount paid (\$2,370,472) over the approximate eighteen (18) months evaluated. Without a verification process in place, there is potential for the Contractor to overbill Jefferson Parish, either inadvertently or intentionally.

RECOMMENDATION

- 5) A verification process must be implemented to validate the length of boring invoiced to and paid by Jefferson Parish.

EQUIPMENT AND MATERIALS

CRITERIA

According to Section A: Statement of Purpose, on page 2 of the Bid Specifications, the selected Contractor shall provide all labor, materials, and equipment for the repair and maintenance of the street lighting system and new installations. Materials shall be provided by the Contractor unless otherwise stated in the attached contract documents.

FINDING

- 6) The Department does not verify amounts billed for Equipment and Materials.

OBSERVATIONS

During the first year of the contract, from August 5, 2020, to August 4, 2021, items billed for Equipment and Materials totaled \$40,349.91. (See Attachment D for details.) The following invoices were selected and reviewed as relates to Equipment and Materials.

Invoice #	Description	Total Paid	Equip & Mat
8437	Lapalco Blvd @ Harvey Canal	\$58,311.29	\$17,993.00
8462	Mt. Laurel & Sugarpine	\$17,625.26	\$1,432.00
8476	4317 Henican near Glendale	\$22,333.90	\$980.00
	TOTALS	\$98,270.45	\$20,405.00

In each case, the Contractor invoiced for various pieces of equipment such as Bucket Trucks and Backhoes at the rate established by the Contract. Likewise, materials such as conduits, fuse holders, and wire terminals were billed according to Contract rates. Excerpts of invoice #8437 are shown on the next page as an example.

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Invoice #8437 (excerpts)

Quantity	Description	Rate	Amount
48	Flat Bed	20.00	960.00
48	Bucket Truck	5.00	240.00
45	Bucket Truck	5.00	225.00
48	Service Truck	5.00	240.00
48	Service Truck	5.00	240.00
48	Service Truck	5.00	240.00
48	Backhoe	5.00	240.00
48	Backhoe	5.00	240.00
900	sch80 PVC conduit Bid Item 0780	2.00	1,800.00
10	break away fuse holder bid item 0740	30.00	300.00
35	wire terminals Bid Item 0720	30.00	1,050.00

Similar to Directional Underground Boring, the Contractor appears to be billing items at rates per the contract terms and bid specifications. However, when Internal Audit inquired how the Division verifies the items billed are used, the response was that division personnel trust the amount to be correct. Again, there is no sign-off on the invoice or indication by field personnel that the items billed are accurate or reasonable.

The total amount paid for Equipment and Materials in the first year of the contract was \$40,349.91, with another \$4,815.60 in the six months to follow. (See attachment D for more details.) A total of \$45,165.51 was paid for Equipment and Materials that the Division did not verify. This amount represents one point nine percent (1.9%) of the total amount paid (\$2,370,472) over the approximate eighteen (18) months evaluated. Without a verification process in place, there is potential for the Contractor to overbill Jefferson Parish, either inadvertently or intentionally.

RECOMMENDATION

- 6) A verification process needs to be implemented to validate the actual use of the Material and Equipment invoiced to and paid by Jefferson Parish.



LABOR AND LICENSED ELECTRICIAN AT EACH WORK LOCATION

CRITERIA

According to Section C-3: Scope, Quality of Work, Guarantee, on page 3 of the Bid Specifications, it is required that each work crew has at least one (1) Jefferson Parish-licensed electrician (Class C maintenance or higher, no filing privileges) who shall be present at the work location. Section G-4, 16-d, page 17, states that “each Contractor’s service crew working on electrical systems shall be supervised by an electrician licensed by Jefferson Parish.”

FINDINGS

- 7) There were instances noted where an electrician was not present (billed) on job sites.
- 8) Overbilling occurred for the electrician on-site and weekend time and a half rates.

OBSERVATIONS

During the first year of the contract, from August 5, 2020, to August 4, 2021, items billed as “License Electrician,” and “Mechanic” or “Laborer” totaled \$25,800, or 1.5% of the amount paid to the Contractor that year. (See Attachment D for details.)

Internal Audit examined invoices numbered 8437, 8462, and 8476 and noted the following:

- a) 8437: There was no electrician onsite (billed) on February 26, 2021, during the Lapalco & Harvey Canal job.
- b) 8437: Two electricians were on site on February 27 and 28, 2021, during the Lapalco & Harvey Canal job. One was billed at a higher “mechanic” rate versus the “license electrician” rate. The rates were increased by a time and a half factor for work on Saturday and Sunday. However, the work order was issued one hundred ninety-four (194) days before work started. The delay from the issuance of the work order to the start of work suggests that an emergency did not exist and weekend work was not necessary. Moreover, according to Section 5d, page 13 of the Bid Specifications, “In emergency situations, the service restoration personnel shall arrive at the sight within twenty-four hours of the notification of the situation..” This required timing further supports that this scenario did not meet the criteria of an emergency. Internal Audit calculated an overbilled amount of \$1,950.00 as follows:

Description	# of Hours	Audited Rate	Audited Invoice
Bill Bloecher, Sr – Electrician	20	\$5.00	\$100.00
Bill Bloecher, Jr – Electrician	20	\$5.00	\$100.00
Five (5) Mechanics	100	\$20.00	\$2,000.00
Two (2) Laborers	40	\$20.00	\$800.00
		Audited	\$3,000.00
		Billed / Paid	\$4,950.00
		Overbilled	\$1,950.00

See Attachment G for a review of Invoice #8473.

- c) 8437: The electrician on site from March 1 to 5, 2021, was billed at a higher “mechanic” rate versus the “licensed electrician” rate. Forty-eight (48) hours were billed at \$20 per hour instead of \$5 per hour. The resulting overbilled amount was \$720.00.

Description	# of Hours	Audited Rate	Audited Invoice
Bill Bloecher, Jr – Electrician	48	\$5.00	\$240.00
		Audited	\$240.00
		Billed / Paid	\$960.00
		Overbilled	\$720.00

- d) 8462: There was no electrician onsite (billed) on May 27 and 28, 2021, during the Mt. Laurel & Sugarpine job.
- e) 8476: There was no electrician onsite (billed) on June 7 through June 9, 2021, during the Henican near Glendale job.

Given the observations collected from invoices 8437, 8462, and 8476, Internal Audit expanded the sample to focus on these issues. Upon reviewing the Contract Payables report generated from the AS/400 Financial Management System, Internal Audit noted six (6) other invoices that included labor. Internal Audit obtained and reviewed these invoices and noted that there was no electrician onsite (billed) for the following invoices:

- f) 8428: March 16 and 17, 2021, during the Christine and Eisenhower job.
- g) 8431: March 18 and 19, 2021, during the Rosalie Court near Boutall job.
- h) 8442: April 5 and 6, 2021, during the Clearview and Village East job.
- i) 8443: April 7, 8, and 9, 2021, during the Cleveland and W. Esplanade job.
- j) 8444: April 12, 2021, during the Clifford & W. Esplanade job.
- k) 8475: June 1 and 2, 2021, during the Centaur Street near Columbo job.

A trend surfaced when analyzing a total of nine (9) invoices related to this topic. On the first day of each job, eight (8) hours were invoiced for Bill Bloecher, Jr., noted as a licensed electrician. The description of the services was “Met with Crescent construction at above locations to shoot a 2” directional bore to repair streetlight circuit outage.” No other workers were billed for the first day, and the invoices indicate every meeting was precisely eight (8) in length for each job. Eight (8) hours were billed for a Service Truck on each invoice. While these are all “bore jobs,” it is unlikely that all initial meetings were exactly eight (8) hours in duration. Examples from two (2) invoices are shown next.

Invoice 8431:

Job Name: Bore Job					
Job Location: 5621 ROSALIE CT NEAR BOUTALL					
Job Work Order # WO20-38926					
03/16/2021 Met with Crescent construction at above location to shoot a 2" directional bore to repair streetlight circuit outage.					
Actual Bore Length : 310					
8	Bill Bloecher Jr	License Electrician	Bid Item 0050 maintenance contract	5.00	40.00
8	Service Truck			5.00	40.00

Invoice 8475:

Job Name: Bore Job					
Job Location: 2629/2673/2633/2629 CENTAUR STREET NEAR COLUMBO					
Job Work Order # 21-19264					
05/31/2021 Met with Crescent construction at above location to shoot a 2" directional bore to repair streetlight circuit outage.					
Actual Bore Length : 294'					
8	Bill Bloecher Jr	License Electrician	Bid Item 0050 maintenance contract	5.00	40.00
8	Service Truck			5.00	40.00

In summary, nine (9) invoices were reviewed that contained a labor component to the billing. One invoice indicated that an overcharge of \$2,670 occurred. All nine (9) suggested that an electrician was not on-site each day as required by Section C3, page 3, of the Bid Specifications, which states, "it is required that each work crew has at least one (1) Jefferson Parish-licensed electrician (Class C maintenance or higher, no filing privileges) who shall be present at the work location."

The Contract Administrator needs to collaborate with field personnel (those who verify that jobs are done satisfactorily) to scrutinize each invoice to ensure accuracy and prevent any overpayment to the vendor.

RECOMMENDATIONS

- 7) The Division should work with the Contractor to ensure that an electrician is present daily on each job and that the invoice appropriately reflects this requirement.
- 8) The Division should verify the overpayment scenarios and determine if an amount is due from the Contractor.



OTHER ITEMS BILLED

CRITERIA

According to Appendix 4: Parts List – Item Description, Reference Number 2 of the Bid Specifications, Traffic Control – **Police Detail** shall be paid at fifty dollars (\$50) per hour.

According to Section G-3: Routine Emergency Work Orders, on page 10 of the Bid Specifications, “Routine Emergency Work Orders are those which should be undertaken immediately and completed during the standard workday as established by mutual consent of the Parish and the Contractor and utilizing no overtime. These include, but are not limited to: cut cables, **downed poles**, falling fixtures, exposed wires, or other situations which may endanger the public if not immediately addressed.

FINDING

- 9) Vital Jefferson Parish street lighting maintenance services were not contracted for approximately five and a half (5.5) months.

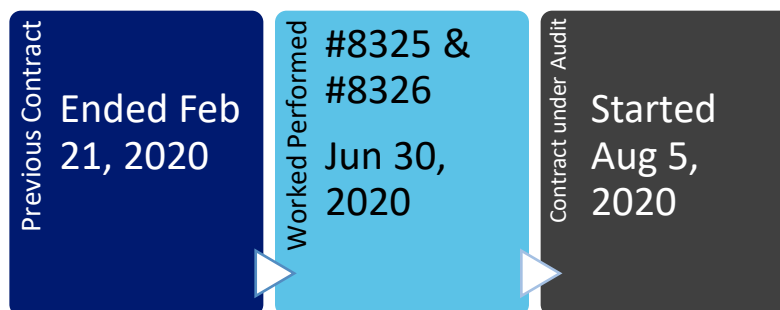
OBSERVATIONS

During the first year of the contract, from August 5, 2020, to August 4, 2021, miscellaneous items billed (categorized as “Other”) totaled \$12,600. (See Attachment D) for details. The following invoices were included in that amount.

Invoice #	Description	Invoice Total	“Other” amount
8437	Lapalco Blvd @ Harvey Canal	\$58,311.29	\$9,600.00
8325	8692 River Road	\$1,500.00	\$1,500.00
8326	000 Blk of US Hwy 90	\$1,500.00	\$1,500.00
	TOTALS	\$61,311.29	\$12,600.00

Invoice number 8437 included \$9,600 for Police Detail at the Lapalco Boulevard at Harvey Canal job. The job spanned over eight (8) days which, according to the invoice, necessitated four (4) police officers for six (6) days, eight (8) hours per day. This equates to one hundred ninety-two (192) hours. Billed at \$50 an hour, nine thousand six hundred dollars (\$9,600) was verified as billed at the bid specifications rate.

Invoice numbers 8325 and 8326, dated June 30, 2020 (before the effective date of the contract under this review), were amounts billed for the Contractor to pick up downed poles at the locations shown in the table above.



Internal Audit also noted another invoice whose date was outside of the scope of this contract, but that was paid after August 5, 2020. Invoice number 8304, dated May 19, 2020, approved August 12, 2020, was for a job at Hollywood and Fairmont and was \$52,633.91. An excerpt is shown next.

W J Bloecher Company, LLC 5520 Pepsi Street Harahan, LA 70123 (504) 872-0016 Fax (504) 872-0954		INVOICE Date <u>5/19/2020</u> Invoice # <u>8304</u>							
Bill To Jefferson Parish Street Lighting Division 1221 Elmwood Park Blvd. Suite 333 Jefferson, LA 70123		<div style="border: 1px solid black; padding: 5px;"> APPROVED DATE <u>8-12-2020</u> ACCT# <u>20224031107433.8</u> INITIALS <u>[Signature]</u> <u>Not met</u> </div>							
<table border="1"> <tr> <th>P.O. Number</th> <th>Terms</th> <th>Project</th> </tr> <tr> <td>WO20-9190</td> <td>Due on receipt</td> <td>2018-2020 Bore Jobs.</td> </tr> </table>		P.O. Number	Terms	Project	WO20-9190	Due on receipt	2018-2020 Bore Jobs.		
P.O. Number	Terms	Project							
WO20-9190	Due on receipt	2018-2020 Bore Jobs.							
Quantity	Description	Rate	Amount						
	Job Name: Bore Job Job Location: HOLLYWOOD & FAIRMONT Job Work Order # WO20-9190 04/30/2020 05/11/2020 Met with Crescent construction at above location to shoot a 2" directional bore to repair streetlight circuit outage. Actual Bore Length : 976								

Internal Audit located Resolution No. 136088 adopted on July 22, 2020, which ratified the actions of the Director of Engineering to continue street lighting restoration without a contract in place. The resolution header is shown below.

RESOLUTION NO. 136088 A resolution ratifying the actions of the Director of the Engineering Department in declaring an emergency to continue street lighting restoration throughout unincorporated Jefferson Parish for the period of 6/22/20 to 7/22/20 and approving payment of invoices in the amount of \$168,838.60 for the services. (Parishwide)

The resolution authorizes payment of the three (3) invoices noted by Internal Audit. Therefore, no exceptions were noted. However, according to the Jefferson Parish Contract Administration Policy & Procedures, "Monitoring the performance of those with whom Jefferson Parish does business is a key function of proper contract management and administration. It follows that the manner in which the Parish manages its business relationships has a great impact on how effectively the Parish meets the needs and expectations of its citizens." (Page 1, Section 1. In General). Contract management is compromised without a contract in place and is of paramount importance for these services which "ensure the safety of the travelling public, residential neighborhoods, and commercial properties." (See Attachment H for Resolution 136088.)

RECOMMENDATION

9) The Division should ensure no gaps in contract effective dates for such vital contracted services.

NIGHT INSPECTIONS

CRITERIA

According to Section G-4: Requirements and Specifications of Special Work Orders, 2-j, on page 12 of the Bid Specifications, Night Inspections shall be scheduled in the first week of each month or at the request of the Street Lighting Division. Night inspections shall involve the notation of outages using addresses, building/business name, or flagging the pole for outage locations. Reports shall be turned in to the Street Lighting Division within two to three working days and repaired within 7 to 10 working days. Night inspections shall be considered as Special Work Orders and shall be invoiced as such.

FINDING

10) Evidence was not presented to indicate that Night Inspections took place monthly in accordance with the Bid Specifications.

OBSERVATIONS

Upon review of the Contract Payables report generated from the AS/400 Financial Management System, Internal Audit noted that there were not any instances of night inspections (night runs) in the first twelve (12) months of the contract. Two cases were noted in the next six (6) months, billed via Invoice #8649 and #8650. The night run associated with Invoice #8649 was initiated via a work order opened on December 6, 2021, by the Street Lighting Division. The night run was conducted on December 21, 2021, and work was performed the next day. This took place eleven (11) days after the work order was opened. Internal Audit did not verify when the Contractor received the work order since the work started and was completed with only a two (2) day variance from the 7 to 10 working day requirement.

Excerpt of Invoice #8649

Quantity	Description	Rate	Amount
	JOB NAME : NIGHT PATROL JOB LOCATION : AIRLINE DR		
	PERFORMED NIGHT PATROL AND MARKED POLES THAT WERE OUT. MARKED 22 POLES THAT WERE OUT. CHECKED ALL FEEDPOINT TO ENSURE POWER FROM ENTERGY.		
5	WILL BLOECHER III	40.00	200.00
5	BILL BLOECHER JR	40.00	200.00
5	SERVICE TRUCK	5.00	25.00

The conclusion related to this analysis is that a Night Run was conducted upon request. However, it did not occur regularly. The contents of the contract and bid specifications are put in place to ensure that street lighting is operating properly, which helps increase the safety and security of the citizens. Night runs play a vital role in this and should be conducted as per the contract.

RECOMMENDATION

10) Night inspections should be scheduled in the first week of each month or at the request of the Street Lighting Division.

REQUIRED REPORTING

CRITERIA

According to Section H-4 a, b, and c: Reports, on page 19 of the Bid Specifications, the following reporting is required:

- a. Group Re-lamp Reports to be provided monthly if applicable -Status report showing the locations completed.
- b. Material Usage report to be provided monthly - Report on the material usage per month.
- c. Daily reports
 1. Final inspection report/Serviceman's Report showing work required for the completion of the repair as well as updated underground circuit schematics.
 2. All Entergy Problem Reports SHALL BE submitted to the Jefferson Parish Street Lighting Division at the end of each day.

FINDING

11) The Division did not enforce contract requirements relative to regular reporting.

OBSERVATIONS

At the onset of this engagement, Internal Audit requested documentation via a letter dated February 3, 2022. Two of the items requested pertained to reports received from the Contractor, as shown below. The response received for both request items was "None- Do not receive reports."

6	All reports received from Bloecher related to Parish-owned lighting inventory maintained by Bloecher.
7	All reports received from Bloecher related to services provided under the routine maintenance portion of the contract.

Internal Audit met with two Street Lighting Division team members on March 17, 2022. Catherine Bennett, Contract Administrator, and Daloss Falghou, Public Works Project Coordinator, were present at the meeting. Internal Audit inquired about reports were received from the Contractor, and both individuals indicated that reports were not received from the Contractor. When asked how the division verifies that work is completed satisfactorily or how they know if Jefferson Parish purchased materials are only used for Jefferson Parish projects versus non-Jefferson Parish projects, both conveyed that they trust the Contractor given the length of the relationship with them. Mr. Falghou highlighted that he spot checks work performed by the Contractor but that the division does not have enough personnel to inspect every job.

As highlighted earlier in this report, the Division cannot evaluate the return on the funds spent without enforcing contract reporting requirements. That is to say; the Parish cannot determine if taxpayer funds are being spent wisely in terms of routine maintenance.

RECOMMENDATION

11) The Contract Administrator should enforce all contract requirements.

JEFFERSON PARISH CONTRACT ADMINISTRATION POLICY & PROCEDURES

CRITERIA

According to a letter from Parish President Cynthia Lee Sheng to All Employees dated January 21, 2021, a new Contract Administration Policy & Procedures manual was instituted throughout Jefferson Parish. The purpose of contract administration is to ensure that the contractor/vendor is performing all duties in accordance with the contract, that the financial interests of the Parish are protected, and that the Parish is aware of and addresses any developing problems or issues on a timely basis. The reason for implementing this policy is to mandate that, when a contract is executed by the Parish in accordance with Parish and State Law, a Parish employee will assume the role of contract administrator and be responsible for monitoring the contract for proper execution and performance from the start date of the contract through completion and final acceptance.

FINDING

12) The Contract Administrator for contract number 55-19175 was unaware of Parish Contract Administration Policy & Procedures.

OBSERVATIONS

Internal Audit conducted an entrance conference with the Director of Engineering, Angela Desoto, on February 2, 2022. Ms. Desoto was asked about the Contract Administration Policy & Procedures and confirmed that she knew of them. They were implemented on January 21, 2021, approximately five and a half (5.5) months after the beginning date of the contract, August 5, 2020.



Internal Audit met with two Street Lighting Division team members on March 17, 2022. Catherine Bennett, Contract Administrator, and Daloss Falghou, Public Works Project Coordinator, were present at the meeting. Neither Ms. Bennett nor Mr. Falghou knew of the Contract Administration Policy and Procedures. Internal Audit directed them to the document located on the Jefferson Parish Intranet. (See Attachment C for the policy.)

Without regular communications and training regarding Parish policies, those policies may not be known and followed.

RECOMMENDATION

12) The Parish should provide regular communications reminding personnel of Contract Administration Policy and Procedures and other operational policies in effect. Additionally, the Parish should provide training as necessary to ensure that Departments understand the nature of the policies and appreciate their importance.

SUMMARY

In summary, the engagement highlighted the need for the Department of Engineering to develop a street lighting maintenance contract that contains more robust reporting requirements. Reporting requirements should be enforced, and performance should be regularly evaluated to ensure adherence to the agreement. Additionally, the Contract Administrator should work in concert with the personnel who inspect the work to ensure appropriate invoicing and payment. Further, Street Lighting warehouse stock should be purchased following Louisiana Public Bid Law and Uniform Purchasing Procedures.

The Department of Engineering, Street Lighting Division, has a long contractual history with WJ Bloecher Co, LLC. A cursory review of the past shows contracts dating back to June 2007 (over fifteen years). The Division has developed a good working relationship and has established an element of trust with the Contractor. While such a good working relationship is important, the Contract Administrator and staff should remain vigilant in monitoring contract performance.

The Street Lighting Division is challenged with a small staff in fulfilling its duties. However, many of the monitoring and performance elements should naturally fall in place if adhering to the Contract Administration Policy and Procedures implemented by Jefferson Parish on January 21, 2021.

The contract included in the audit scope ends on August 4, 2022. At the request of the Director of Engineering, Angela Desoto, Internal Audit met with Ms. Desoto and the Assistant Director, Matthew Zeringue, to discuss and provide suggestions surrounding the creation of the upcoming bid specifications and critical requirements for contract formation.

Internal Audit would like to thank the Department of Engineering and its Street Lighting Division personnel for their professionalism and responsiveness during this process, along with the various Jefferson Parish Directors and team members who contributed time and attention to this engagement.



RECAP OF RECOMMENDATIONS

#	Pg	Recommendation	Amount	Impact
1	7	The contract or related documents (bid specifications) should provide a reporting requirement or mechanism for the Contractor to communicate specific routine maintenance tasks completed.	\$1,416,667	Dollars At Risk
2	7	The Contractor should submit invoices monthly as per the terms of the Contract. The Division should provide a more specific description of the period for which the payment is being made, so the general ledger description is more transparent.	\$0	Contract Compliance
3	8	The Division must adhere to the Louisiana Public Bid Law and Uniform Purchasing Procedures as required by the Jefferson Parish Code of Ordinances.	\$564,546	Procurement Laws / Dollars At Risk
4	9	The Department of Engineering and its Street Lighting Division should always strive to appropriately and lawfully maximize supplemental funding when possible. A system should be implemented to ensure that all eligible expenses are submitted for reimbursement.	\$124,721 + \$210,365	Increase Funding
5	11	A verification process needs to be implemented to validate the length of boring invoiced to and paid by Jefferson Parish.	\$139,000	Dollars At Risk
6	12	A verification process needs to be implemented to validate the actual use of the Material and Equipment invoiced to and paid by Jefferson Parish.	\$45,166	Dollars At Risk
7	15	The Division should work with the Contractor to ensure that an electrician is present daily on each job and that the invoice appropriately reflects this requirement.	\$0	Contract Compliance
8	15	The Division should verify the overpayment scenarios and determine if an amount is due from the Contractor.	\$2,670	Potential Overpayment
9	17	The Division should ensure no gaps in contract effective dates for such vital contracted services.	\$168,836	Management Tool
10	18	Night inspections should be scheduled in the first week of each month or at the request of the Street Lighting Division.	\$0	Contract Compliance
11	19	The Contract Administrator should enforce all contract requirements.	\$205,093	Dollars At Risk

#	Pg	Recommendation	Amount	Impact
12	20	The Parish should provide regular communications reminding personnel of Contract Administration Policy and Procedures and other operational policies in effect. Additionally, the Parish should provide training as necessary to ensure that Departments understand the nature of the policies and appreciate their importance.	\$0	Management Tool
		TOTAL IMPACT ON FUNDING / RESOURCES	\$337,756	Increase
		DOLLARS AT RISK (Aug 5, 2020 to Jan 28, 2022)	\$2,370,472	Payments

****END REPORT****



ATTACHMENT A

CONTRACT 55-19175

**AGREEMENT
BETWEEN
THE PARISH OF JEFFERSON
AND
WJ BLOECHER CO LLC**

THIS AGREEMENT is made as of the date of full execution by the parties, as evidenced by the electronic signatures, by and between the Parish of Jefferson, hereinafter called "OWNER", duly represented herein by Ricky J. Templet, Chairperson of Jefferson Parish Council, duly authorized to act by virtue of Resolution No. 136024 dated the 22nd day of July, 2020, which is made a part hereof, and WJ Bloecher Co LLC, represented by William J. Bloecher, Managing Member, hereinafter called "CONTRACTOR".

NOW THEREFORE, for the considerations hereinafter expressed, the parties agree as follows:

SCOPE OF WORK

The OWNER does hereby grant and confirm unto CONTRACTOR a two (2) year Agreement for Street Light Maintenance and Repair of Existing and New Installations for the Department of Engineering – Street Lighting Division, as per the General Conditions, any Supplementary Conditions, the Drawings and Specifications on the file in the Office of the Chief Buyer for the Parish of Jefferson under Proposal No. 50-00129918, and the Contractor's written Bid Proposal dated June 23, 2020, which is made a part hereof by reference. Maximum expenditures for this Agreement shall not exceed Six Million dollars (\$6,000,000.00).

The CONTRACTOR, its successors and assigns hereby agree to perform the Agreement well and faithfully in strict conformity with the terms and conditions of the Agreement, including the General Conditions, any Supplementary Conditions, the Drawings and Specifications, the Instructions to Bidders, and CONTRACTOR's written Bid Proposal.

OWNER'S REPRESENTATIVE

The Director for the Engineering is responsible for the Project which is the subject of this Agreement and is hereinafter referred to as the Manager/Design Professional, who is to act as OWNER's representative, and who is to assume all duties and responsibilities and have the rights and authority assigned to the Manager/Design Professional in the General Conditions in connection with the completion of Work in accordance with the General Conditions.

LABOR AND MATERIALS PAYMENT BOND

CONTRACTOR hereby firmly and truly binds itself as principal with Merchants Bonding Company (Mutual), as surety, unto the OWNER in the full and true sum of \$3,000,000.00 for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, according to the terms and conditions of the labor and material payment bond(s).

PERFORMANCE BOND

CONTRACTOR hereby firmly and truly binds itself as principal with Merchants Bonding Company (Mutual), as surety, unto the OWNER in the full and true sum of \$3,000,000.00 for the payment whereof Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents, according to the terms and conditions of the performance payment bond(s).

CONTRACT TIMES OR TERM

The Contract shall be for two (2) years beginning on the date the contract is fully executed, and shall terminate at midnight of the date immediately preceding the second anniversary date thereafter.

LIQUIDATED DAMAGES

In accordance with Section 17 of the General Conditions, OWNER and CONTRACTOR agree that as stipulated ("liquidated") damages for the delay (but not as a penalty) CONTRACTOR shall pay the OWNER Two Hundred Dollars (\$200.00) for each day after the time specified for Substantial Completion until the Work is substantially complete. After Substantial Completion of the Work CONTRACTOR shall pay OWNER Two Hundred Dollars (\$200) for each day after Substantial Completion until the Work is complete and ready for final acceptance in accordance with the General Conditions.

Also, in addition to and not in lieu of the foregoing liquidated damages, OWNER and CONTRACTOR agree that OWNER shall be entitled to recover from CONTRACTOR or CONTRACTOR's surety additional liquidated damages in accordance with Section 17 of the General Conditions.

PAYMENT AND TERMS

The OWNER binds and obligates itself to pay to said CONTRACTOR on proper completion of the Work under this Agreement those amounts due under the terms and conditions set forth in the General Conditions. Notwithstanding anything to the contrary in the foregoing, CONTRACTOR acknowledges and agrees that, pursuant to the applicable Laws and Regulations, this Agreement is subject to an annual appropriation dependency requirement to the effect that the renewal and/or continuation of this Agreement is contingent upon the appropriation of funds to fulfill the requirements of the Agreement. If the OWNER fails to appropriate sufficient monies to provide for payments under this Agreement, the Agreement shall terminate on the last day of the last fiscal year for which funds were appropriated. This ground for termination is in addition to any other grounds that are identified in the General Conditions of the Supplementary Conditions. Such termination shall be without penalty or expense to OWNER except for payments which have been earned prior to the termination date. Termination of this Agreement by OWNER under the provision of this section shall not constitute an event of default. The decision to fund or not to fund this Agreement for the next fiscal year will be made by the Parish Council in its unfettered discretion based upon what the Parish Council believes to be in the best interests of OWNER. The Parish Council may in its discretion opt not to fund this Agreement for a subsequent fiscal year or years for any reason.

CONTRACTOR'S REPRESENTATIONS

In order to induce OWNER to enter into this Agreement, the CONTRACTOR makes the following representations:

1. CONTRACTOR has visited the Site, has familiarized itself with and is satisfied as to the nature and extent of the Contract Document Work, locality, and as to all general, local and Site conditions and federal, state, and local Laws and Regulations, which may affect cost, progress, performance or furnishing of the Work.

2. CONTRACTOR has examined and carefully studied the Contract Documents (including any Addenda) and the other related data identified in the Bidding Documents including "technical data."
3. CONTRACTOR has carefully studied all (1) reports of explorations and tests of subsurface conditions at or contiguous to the Site and all drawings of physical conditions in or relating to existing surface or subsurface structures at or contiguous to the Site (except Underground Facilities) which have been identified in the Bidding Documents or in the Supplementary Conditions and (2) reports and drawings of a Hazardous Environmental Condition, if any, at the Site which has been identified in the Bidding Documents or in the Supplementary Conditions. CONTRACTOR accepts the determination, if any, set forth in the Bidding Documents of the extent of the "technical data" contained in such reports and drawings upon which CONTRACTOR is entitled to rely. CONTRACTOR acknowledges that such reports and drawings are not Contract Documents and may not be complete for CONTRACTOR'S purpose. CONTRACTOR acknowledges that OWNER and Design Professional do not assume responsibility for the accuracy or completeness of information and data shown or indicated in the Contract Documents with respect to Underground Facilities at or contiguous to the Site. CONTRACTOR has obtained and carefully studied (or assumes responsibility for having done so) all such additional supplementary examinations, investigations, explorations, tests, studies and data concerning conditions (surface, subsurface and Underground Facilities) at or contiguous to the Site or otherwise which may affect cost, progress, performance or furnishing of the Work or which relate to any aspect of the means, methods, techniques, sequences and procedures of construction to be employed by CONTRACTOR and safety precautions and programs incident thereto. CONTRACTOR does not consider that any additional examinations, investigations, explorations, tests, studies or data are necessary for the performance and furnishing of the Work at the Contract Price, within the Contract Times and in accordance with the other terms and conditions of the Contract Documents.

4. CONTRACTOR is aware of the general nature of work to be performed by OWNER and others at the Site that relates to the Work as indicated in the Contract Documents.
5. CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents and all additional examinations, investigations, explorations, tests, studies and data with the Contract Documents.
6. CONTRACTOR has given Design Professional written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written resolution thereof by Design Professional is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey an understanding of all terms and conditions for performance and furnishing of the Work.

CONTRACTOR'S REPRESENTATIONS FOR NON-CONSTRUCTION CONTRACTS

1. CONTRACTOR has visited the Site and familiarized itself with and is satisfied as to nature and extent of the Contract Documents Work, Locality, and as to all general, local and Site conditions and federal, state and local Laws and Regulations, which may affect cost, progress, performance or furnishing of the Work.
2. CONTRACTOR has examined and carefully studied the Contract Documents (including any Addenda) and the other related data identified in the Bidding Documents including "technical data" relating to the requirements for the services, equipment, materials or supplies.
3. CONTRACTOR is aware of the general nature of work to be performed by Owner and others that relates to the work as indicated in the Contract Documents.
4. CONTRACTOR has correlated the information known to CONTRACTOR, information and observations obtained from visits to the Site, reports and drawings identified in the Contract Documents.
5. CONTRACTOR has given the OWNER or the Manager/Design Professional, if any, written notice of all conflicts, errors, ambiguities or discrepancies that CONTRACTOR has discovered in the Contract Documents and the written

resolution thereof is acceptable to CONTRACTOR, and the Contract Documents are generally sufficient to indicate and convey an understanding of all terms and conditions of performance and furnish of the Work.

ASSIGNMENT

Neither the OWNER nor the CONTRACTOR shall assign, sell, transfer or otherwise convey any interest in this Agreement, including any monies due or to become due to the CONTRACTOR under the contract, without the prior written consent of the other, nor without the consent of the surety, unless the surety has waived its right to notice of assignment. Unless specifically stated to the contrary in any written consent, no assignment, sale, transfer, or conveyance will act as a release or discharge of a party from any duty or responsibility under this Agreement or the General Conditions.

SUBMISSION TO JURISDICTION OF JEFFERSON PARISH COURTS

This Agreement shall be deemed to be a contract made under the laws of the State of Louisiana, and for all purposes shall be interpreted in its entirety in accordance with the laws of said State. The CONTRACTOR hereby agrees and consents to the jurisdiction of the courts of the State of Louisiana over its person. The parties agree that the sole and exclusive venue for any suit or proceeding brought pursuant to this contract shall be the 24th Judicial District Court for the Parish of Jefferson, State of Louisiana.

INSPECTOR GENERAL

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the inspector general in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19).

By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

SEVERABILITY CLAUSE

Any provision or part of the Contract Documents held to be void or unenforceable under any Law or Regulation shall be deemed stricken, and all remaining provisions shall continue to be valid and binding upon OWNER and CONTRACTOR, who agree that the Contract Documents shall be reformed to replace such stricken provision or party thereof with a valid and enforceable provision that comes as close as possible to expressing the intention of the stricken provision.

ENTIRE AGREEMENT

This Agreement and the documents represent the entire agreement between the OWNER and CONTRACTOR and supersede all prior negotiations, representations or agreements, either written or oral. This Agreement may be amended only by a written instrument signed by both the OWNER, through its Council Chairperson, and the CONTRACTOR.

This Agreement is fully executed on the latest date indicated below.

DATE:

PARISH OF JEFFERSON

8/4/2020

BY:

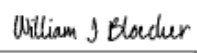

RICKY J TEMPLET, CHAIRPERSON
JEFFERSON PARISH COUNCIL

DATE:

WJ BLOECHER CO LLC

8/5/2020

BY:


WILLIAM J BLOECHER
MANAGING MEMBER



M

ATTACHMENT B

BID SPECIFICATION RELATED TO CONTRACT 55-19175

SPECIFICATIONS

**TWO (2) YEAR CONTRACT FOR STREET LIGHTING MAINTENANCE
AND REPAIR OF EXISTING AND NEW INSTALLATIONS
(2020 – 2022)**

TABLE OF CONTENTS

PAGE 1:	PRE-BID CONFERENCE, LICENSE REQUIREMENTS, BONDS
SECTION A, PAGE 2:	STATE OF PURPOSE
SECTION B, PAGE 2:	BACKGROUND INFORMATION
SECTION C, PAGE 2:	SCOPE, QUALITY OF WORK, GUARANTEE
SECTION D, PAGE 4:	CONTRACT TERM
SECTION E, PAGE 4:	DOCUMENTATION
SECTION F, PAGE 5:	GENERAL SCOPE OF WORK
SECTION G, PAGE 5:	REPAIR AND MAINTENANCE STANDARDS AND SPECIFICATIONS
SECTION H, PAGE 18:	SERVICE AND REPORTING REQUIREMENTS
SECTION I, PAGE 19:	SCHEDULE OF FEES, PAYMENTS, AND PENALTIES
SECTION J, PAGE 21:	STANDARD MATERIAL LISTING
SECTION K, PAGE 25:	DEFINITIONS
APPENDIX 1	MAJOR ROADWAYS
APPENDIX 2	STREETLIGHT INVENTORY
APPENDIX 3	DESCRIPTION OF ARTICLES
APPENDIX 4	PARTS LIST / ITEM DESCRIPTION

TWO (2) YEAR CONTRACT FOR STREET LIGHTING MAINTENANCE AND REPAIR OF EXISTING AND NEW INSTALLATIONS

2020 – 2022

PRE-BID CONFERENCE

All prospective bidders are invited to attend the non-mandatory pre-bid conference which will be held on May 21, 2020 at 10:00 AM via teleconference. The teleconference will be made available by calling the following: Dial-in Number: (504)323-1800, Meeting ID: 181357. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, 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.

LICENSE REQUIREMENTS

- **A Louisiana State Commercial Contractor's License in ELECTRICAL WORK (STATEWIDE).**
The above LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number shall be shown on the outside of the bid envelope. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply shall cause the bid to be rejected.
- **A Jefferson Parish Electrical Class "A" Contractor's license.**
Bidders must submit a copy of their Jefferson Parish Electrical Class "A" Contractor's license with their bid submission. Failure to submit with your bid shall result in a bid rejection. **Any Supervisor assigned to manage, coordinate or supervise the work assigned on any Jefferson Parish work site for the Division of Street Lighting will have to be/have a Jefferson Parish Class "A" Electrician License.**

BONDS

- A 5% surety bond is required with the bid submission.
- A Performance Bond in 50% of the contract amount is due at the signing of the formal contract.
- A Payment Bond in 50% of the contract amount is due at the signing of the formal contract.

Current contract cap amount was \$6,000,000 and expenditures to-date are \$4,595,298.63 and expired on February 21, 2020. Contract cap amount is not the amount of the vendors bid as this is a requirements contract quantities will differ.

SECTION A – STATEMENT OF PURPOSE

The Parish of Jefferson is requesting bids for the repair and maintenance of the Parish's street lighting system for the Eastbank and Westbank of Jefferson Parish and the Town of Jean Lafitte as well as for other electrical installations and repairs on a Parish-wide basis. This will allow the Parish to secure a licensed and qualified repair and maintenance Electrical Contractor for the street lighting system and other electrical needs throughout the Parish identified in the attached documents.

In an attempt to ensure the maximum effectiveness of the street lighting system at the minimum cost, the Parish of Jefferson is soliciting bids from all interested licensed and qualified Contractors. The selected Contractor shall provide all labor, materials, and equipment for the repair and maintenance of the street lighting system and new installations. Materials shall be provided by the Contractor unless otherwise stated in the attached contract documents. An inventory of any Parish-owned materials shall be maintained by the Contractor and confirmed on a monthly basis. The Bid shall include provisions for regular repair and maintenance of the Jefferson Parish Street Lighting System as described in Section G of the attached documents, as well as preventive maintenance which shall include the re-lamping of specific major roadways, and the rebuilding of underground conduit and wire where such wiring has deteriorated beyond repair. Additionally, the bid may provide for the installation of new systems when approved by the Director of the Department of Engineering or his designated representative.

SECTION B – BACKGROUND INFORMATION

The Parish's street lighting system consists of approximately 38,114 streetlights of which the Contractor shall be responsible for those owned by Jefferson Parish, an amount of approximately 19,192 unmetered streetlights, approximately 500 metered lights (LED, Induction, Metal Halide, and HPS), and accompanying underground conduit, wiring, and service points (feed points).

SECTION C – SCOPE, QUALITY OF WORK, GUARANTEE

1. System Sites

The Jefferson Parish street lighting system equipment is located throughout the Eastbank and the Westbank of Jefferson Parish to include the town of Jean Lafitte and includes underground conduit, wiring, service connections points, foundations, and poles (with accompanying materials as specified).

2. Examination before Bid

At the time of submitting a Bid, each Contractor shall be presumed to have inspected the Parish-owned system to be informed of existing conditions, and to have read thoroughly and be familiar with the specifications and requirements so that the Contractor fully understands the scope and all requirements, limitations, restrictions and coordination of the work.

It is expected that the bidders are aware of the number of Parish-owned poles, the general locations of the poles; the type of poles (Pages SP-22 – SP-25) and an inventory of types of poles and fixtures (See Appendix-2 Streetlight Inventory, Appendix-3 Articles of Description, as

well as Appendix-4 Parts List. The failure or omission of any Contractor to examine any form, instrument or document, or the existing condition of the street lighting system shall in no way relieve any Contractor from any obligation in respect to its Bid. **Each Contractor shall include in its respective Bid a sum sufficient to cover the cost of all items with mark-ups, overhead, equipment, material, and labor required to maintain the street lighting system in accordance with the standards and specifications set forth herein and in the resultant contract, if any.**

3. Scope, Quality of Work, Guarantee

The Contractor shall furnish all labor, materials, and equipment necessary to perform and complete the work called for in the specifications, plans, or other instructions referred to in the resultant contract unless otherwise specified in Section G of the attached documents. All work shall be done in a quality manner by workers skilled in their respective trades. It is required that each work crew has at least one (1) Jefferson Parish-licensed electrician (Class C maintenance or higher, no filing privileges) who shall be present at the work location. Proof shall be furnished to Jefferson Parish Engineering Department upon request. A certificate or other proof of licensing shall be provided to the Jefferson Parish Street Lighting Division for each licensed electrician to be employed for work covered by this contract for each special work order. Jefferson Parish will accept Louisiana Electrical Work Statewide License and Jefferson Parish Electrical Class "A" license or a Jefferson Parish Licensed Electrical Supervisor, which shall be sufficient to cover skilled workers on crews or project site.

Any qualifying Contractor shall be required to hold both a Louisiana Electrical Work Statewide license and a Jefferson Parish Electrical Class "A" Contractors license.

All work shall be performed by employees of the contractor. Subcontractors may be employed for specific tasks such as road boring. Such subcontractors shall be coordinated with the Street Lighting Division and approved by the Director of the Department of Engineering, or his designated representative prior to any such work being assigned by the Contractor. Assignment of basic electrical maintenance work shall not be permitted unless approved in writing by the Division of Street Lighting. The work shall be completed within the time stated in the contract, but the Contractor shall not be liable for delays due to causes beyond its reasonable control, all of which must be properly documented to be considered. The Contractor shall comply with the Parish's performance schedule unless the Parish formally declares and approves an extended time interval for work completion and system acceptance. The Contractor shall be responsible for the immediate repair or replacement, at its expense, of any defective equipment or materials furnished by the Contractor. In the event an existing underground conduit for drainage, water, sewer, cable TV, telephone, gas or fiber optic equipment that has been properly identified, is damaged by the Contractor, the Contractor shall be responsible for repairs at his expense.

4. Performance Bond and a Labor and Material Payment Bond

Simultaneously with its delivery of the executed Contract, the Contractor shall be required to deliver to Jefferson Parish, a Performance Bond and a Labor and Material Payment Bond fully

executed by the surety in the amount equal to 50% of the contract price. (See the section **Bonds**). These are two separate bonds.

SECTION D – CONTRACT TERM

The contract shall be effective for a period of twenty-four (24) months from the date of the formal contract execution.

SECTION E – DOCUMENTATION

1. Documents and Exhibits

- a. The Parish of Jefferson reserves the right to determine whether a Contractor is responsible and has the ability and resources to perform the requirements of the contract in full, including compliance with all specifications.
- b. The Bidder's current or planned service capability as related to satisfying the requirements of this document may be requested. This includes but is not limited to: previous street lighting contracts which included the repair or replacement of underground systems, the installation of new street lighting systems, or previous roadway lighting and maintenance experience which included repair and/or replacement of underground systems.
- c. The Bidder may add or include other pertinent information, not specifically requested, which they feel may serve to substantiate the Bidder's capabilities or the Bidder's ability to fulfill the obligations imposed. Jefferson Parish reserves the right to request additional information from any Bidder to satisfy any responsibility requirements.

2. Additions, Deletions and Alternatives

- a. Jefferson Parish reserves the right to make nominal quantitative and qualitative changes on an as needed basis in the requirements set forth in this Bid Request. There is no percentage of total lights or escalation clauses on Public Works Bids. Appendix # 1, 2, 3 and 4 are Major Roadways, an Inventory of Streetlights, Articles of Description with Street light fixtures, and Parts List in Jefferson Parish. However, Jefferson Parish may install lighting on new streets, in new subdivisions, or may upgrade existing Parish-owned or Entergy-owned poles/lighting to decorative Parish-owned systems. Any additional lights shall be absorbed into the system. However, if any repairs are deemed major, the Street Lighting Division may consider this repair as a Special Work Order.
- b. The materials, products, and equipment described in this Bid Request establish a standard of required function, appearance, and quality to be met by the specified material or product and by any proposed substitution. Any substitutions shall be approved by Jefferson Parish.
- c. Bidders desiring to substitute items for products not specified, and which they believe to be equivalent in kind, quality, function and appearance, shall submit their requests with complete specifications, drawings, performance certification, tests and any other pertinent supporting data at least five (5) days before the bid opening date to the Purchasing Department.

Such supporting data shall include samples, when so requested. Data shall also include citation of several situations wherein the proposed substitute material or product has been successfully used. Any proposed substitute item shall comply in all respects with the manufacturer's specifications. If required by Jefferson Parish as a condition of accepting the proposed substitute, Bidder shall furnish special guarantees warranting the qualities of the substituted item as required. Jefferson Parish reserves the right to reject substitutions that will compromise the quality of the system. Bidders shall recognize that the function, performance, capacity, accessories, and utility service requirements are based upon the equipment referenced in the specifications and that:

1. If a substitute product varies in this respect and is approved, the Bidder shall be notified of such approval by Jefferson Parish.
2. Approval of substitute(s), if and when given, does not relieve the Contractor, the material/product supplier or the manufacturer from any responsibility in the performance of said substitute. It shall be the responsibility of the Contractor that the material/product installed shall serve the functions and intent of all drawings and specification requirements.
3. Delays in delivery of substituted items shall not be cause for change of installation or construction schedule or stipulated contract completion unless specifically granted by the Director of the Department of Engineering or his designated representative.
4. Delay in submittal of proposed substitute items, as noted in schedule above, or items submitted with inadequate data shall be subject to rejection without review.

SECTION F – GENERAL SCOPE OF WORK

The work performed under this contract shall consist of providing the following maintenance and repair for all Parish-owned street lighting systems on the Eastbank and the Westbank of Jefferson Parish. Maintenance services shall include 2 daily crews as specified in **Section H, Item 1 – Work Hours**, as well as all labor, supervision, equipment, materials, overhead, insurance, and administration necessary to provide the services described in these specifications unless specifically excluded in Section G. The Contractor shall also be responsible for all LED, Metal Halide, Induction, and High Pressure Sodium lighting.

The specific scope, terms, and conditions of the foregoing work are set forth in Section G.

SECTION G – REPAIR AND MAINTENANCE STANDARDS AND SPECIFICATIONS

1. **General**
 - a. Roadway classifications shall be as defined in the Illuminating Engineering Society Recommended Practice for Roadway Lighting (ANSI/IES RP-8-14) or as directed by Jefferson Parish Department of Engineering, Division of Street Lighting.
 - b. Disposal of spent or damaged system components shall be the sole responsibility of the Contractor.
 - c. Recycling of used materials shall comply with all EPA guidelines regarding the disposal of hazardous materials, particularly with the disposal of Mercury Vapor lamps and Metal Halide lamps.

- d. The Street Lighting Division reserves the right to approve manufacturers and specifications of all materials and equipment used, including lamps and photoelectric cells.
- e. The Street Lighting Division reserves the right to determine the order in which the work orders are scheduled.

2. Requirements and Specifications of Routine Maintenance Work Orders

The following repairs shall be performed by the Contractor as part of Routine Maintenance of the system:

- a. Spot outages, or single light outages, or bad fixtures, which may include High Pressure Sodium, Metal Halide, Induction, and LED, as reported by citizens, Entergy, or others shall be repaired by the Contractor according to the service schedule in Section H. If the fixture is covered under warranty (see items 44 thru 57 and 59 thru 62 of the Description of Articles) and it is determined that the fixture is defective, Jefferson Parish shall provide a replacement fixture to the Contractor. Contractor shall be responsible for all labor, equipment, materials, etc. to replace said fixture. Defective fixture shall be returned to Jefferson Parish in a timely manner. This does **NOT** apply to fixtures in Sections 2e through 2h below.

NOTE: During the 2018-2020 contract term more than 900 fixtures (heads HPS, Nema and Cobra type) were reported as damaged or non-functioning and needed to be replaced.

There were 1263 Residential (100 Watt HPS) retrofitted to 80 watt LED in 2019. As well as 207 Commercial (Cobra type 250 Watt HPS) retrofitted to 200 watt LED, both have a 10 yr warranty.

- b. Circuit faults that require replacement or repair of underground lines or lines contained in conduit or direct buried, including cut wire/cables. All bad/replacement of residential poles/foundations shall be the responsibility of the Contractor and verified by the Division of Street Lighting. Exceptions to this requirement are contained in Special Work Orders (See Section G, 4)
- c. Relay boxes which are central service points for post top fixtures shall be replaced when necessary. Relay boxes which can be replaced with individual photo cells per light shall be changed.
- d. High Mast Lighting repairs and the changing of lamps on high mast fixtures unless specifically exempt as stated in Section G, 4.
- e. The regular and routine maintenance of all Standard & Decorative Commercial & Major roadway poles, Aluminum, Steel and/or Concrete, arms & fixtures HPS, MH, LED or Induction (See Section J - Standard Material Listing as well as Description of Articles Appendix 3). The Contractor will pay all labor, equipment, and other material costs associated with the repair or replacement. (See Description of Articles). These Items is NOT to be considered a Line Item for Re-imbusement.
- f. The regular and routine maintenance of all Standard & Decorative Residential roadway poles, Aluminum, Steel and/or Concrete, arms & fixtures HPS, MH, LED or Induction (See Section J - Standard Material Listing as well as Description of Articles, Appendix 3). The Contractor will pay all labor, equipment, and other material costs associated with the repair or replacement. (See Description of Articles). These Items is NOT to be considered a Line Item for Re-imbusement.

- g. The replacement of decorative poles, fixtures and shades: The successful bidder shall have a "Grace Period" of 15 days to discuss/meet with the Street Lighting Department Manager on priority/preference and submit a copy of an order/invoice to the Street Lighting Division with delivery time/date for approval on items 1 thru 10 below. All partial orders shall be approved by the Director of Engineering or his designated representative. Any penalties associated shall be at the discretion of the Department of Engineering, Street Lighting Division.
- h. **The Contractor is responsible for all costs associated with:**
 - 1. The purchase and reinstallation of first fifty (50) Standard Commercial & Major roadway poles, Aluminum, Steel and/or Concrete, arms & fixtures HPS, MH, LED or Induction, knockdown, damaged and/or missing. (See Section J - Standard Material Listing as well as Description of Articles Appendix 3). After which, the Parish shall be responsible for the cost of the pole only as well as delivery charges. The Contractor will pay all labor, equipment, and other material costs associated with the repair or replacement. (See Description of Articles, Item 63). This Item is NOT to be considered a Line Item for Reimbursement. The Contractor shall pay all costs associated with installation of the first Fifty (50) Standard Aluminum, Steel or Concrete poles knocked down or damaged for the duration of this contract. Jefferson Parish shall supply the poles in excess of Fifty (50) poles, or in the event of missing poles. Or the Contractor shall charge Jefferson Parish the cost to supply the poles, as well as other material costs at Contractor's cost only. However, the Contractor shall still be responsible for labor, equipment (as in line #1 Description of Articles). **NOTE:** During the 2018-2020 contract term approximately 30 Standard major/commercial roadway poles were knocked down and either needed to be replaced or, if in good condition, needed to be reinstalled.
 - 2. The purchase and reinstallation of first fifty (50) Standard Residential roadway poles, Aluminum, Steel and/or Concrete, arms & fixtures HPS, MH, LED or Induction, knockdown, damaged and/or missing. (See Section J - Standard Material Listing as well as Description of Articles, Appendix 3). After which, the Parish shall be responsible for the cost of the pole only as well as delivery charges. The Contractor shall pay all labor, equipment, and other material costs associated with the repair or replacement. (See Description of Articles, Item 64). This Item is NOT to be considered a Line Item for Reimbursement. The Contractor shall pay all cost associated with the installation of the first Fifty (50) Standard Aluminum, Steel or Concrete residential poles knocked down or damaged for the duration of this contract. Jefferson Parish shall supply the poles in excess of Fifty 50 poles, or in the event of missing poles. Or the Contractor shall charge Jefferson Parish the cost to supply the poles, as well as other material costs at Contractor's cost only. However, the Contractor shall still be responsible for labor, equipment (as in line #1 Description of Articles). **NOTE:** During the 2018-2020 contract term approximately 52 residential poles were knocked down and either needed to be replaced or, if in good condition, needed to be reinstalled.
 - 3. The purchase and reinstallation of fifty (50) decorative residential fixtures, HPS, MH, LED or Induction (See Section J - Standard Material Listing as well as Description of Articles Appendix 3). After which, the Parish shall be responsible for the cost of the fixture only as well as delivery charges. The Contractor shall pay all labor, equipment, and other material costs associated with the repair or replacement.

4. The purchase and reinstallation of one hundred (100) decorative shades/globes, after which the Parish shall be responsible for the cost of the decorative shade/globe only. The Contractor shall pay all labor, equipment, and other material costs associated with the repair or replacement.
5. The purchase and reinstallation of one hundred (100) hand-hole covers, after which the Parish shall be responsible for the cost of the hand-hole cover only. The Contractor shall pay all labor, equipment, and other material costs associated with the repair or replacement.
6. The purchase and reinstallation of Twenty (20) HPS/MH/LED major/commercial roadway Decorative pole packages, to include arms, fixtures, bases, etc., as on Airline Dr, Nicole Blvd, Belle Chase Hwy 23, and Barataria Blvd but not limited to other installations in Jefferson Parish as per Bid form, (See Description of Articles, Items 22,23,24,25,26). These Items are NOT to be considered a Line Item for Re-imbursement. The Contractor shall pay all costs associated with the installation of the first Twenty (20) Decorative pole packages knocked down or damaged for the duration of this contract. Jefferson Parish shall supply the poles in excess of Twenty (20) poles, or in the event of missing poles, or, the Contractor shall charge Jefferson Parish the cost to supply the poles, as well as other material costs at Contractor's cost only. However, the Contractor shall still be responsible for labor and equipment. Other related materials cost to be billed at contractors cost only. Jefferson Parish also reserves the right for any substitutions for any pole for any roadway included in Section G-2, h. 6 & 7 as well as other decorative installations in Jefferson Parish.

NOTE: During the 2018-2020 contract term approximately 17 major/commercial roadway Decorative poles were knocked down and either needed to be replaced or, if undamaged (verified By Streetlighting Inspector), needed to be reinstalled.

7. The purchase and reinstallation of Five (5) HPS/MH LED major/commercial roadway Decorative pole packages, to include arms, fixtures, bases, etc., as on Veterans Blvd, Manhattan Blvd, but not limited to other installations in Jefferson Parish as per Bid form, (See Description of Articles, Items 30,31,32,33). These Items are NOT to be considered a Line Item for Re-imbursement. The Contractor shall pay all costs associated with the installation of the first Five (5) pole packages knocked down or damaged for the duration of this contract. Jefferson Parish shall supply the poles in excess of Five (5) poles, or in the event of missing poles. Or, the Contractor shall charge Jefferson Parish the cost to supply the poles, as well as other material costs at Contractor's cost only. However, the Contractor shall still be responsible for labor and equipment. Other related materials cost to be billed at Contractors costs only. Jefferson Parish also reserves the right for any substitutions for any pole for any roadway included in Section G-2, h. 6 & 7 as well as other decorative installations in Jefferson Parish.

NOTE: During the 2018-2020 contract term approximately 3 major/commercial roadway Decorative poles were knocked down and either needed to be replaced or, if undamaged (verified by Streetlighting Inspector), needed to be reinstalled.

8. The purchase and reinstallation of Fifteen (15) HPS/MH/LED/INDUCTION Post Top residential roadway decorative pole packages, arms, fixtures, bases, etc. as on West Esplanade U-turns, Elmwood Canal Bridge, West Napoleon, Azalea Gardens, Fat City,

Woodmere Blvd and Carol Sue but not limited to other installations in Jefferson Parish as per Bid form, (See Description of Articles, Items 34,35,36,37,38,39,40,41,42,43). These Items are NOT to be considered a Line Item for Re-imbursement. The Contractor shall pay all costs associated with the installation of the first Fifteen (15) Post Top pole packages knocked down or damaged for the duration of this contract. Jefferson Parish shall supply the poles in excess of Fifteen (15) poles, or in the event of missing poles. Or, the Contractor shall charge Jefferson Parish the cost to supply the poles, as well as other material costs at Contractor's cost only. However, the Contractor shall still be responsible for labor and equipment. Other related materials cost shall be billed at Contractor's costs only. Jefferson Parish also reserves the right for any substitutions for any pole for any roadway included in Section G-2, h. 8 & 9 and other decorative installations in Jefferson Parish.

NOTE: During the 2018-2020 contract term approximately 6 major/commercial roadway Decorative Post Top poles were knocked down and either needed to be replaced or, if undamaged (verified by Streetlighting Inspector, needed to be reinstalled.

9. The purchase and reinstallation of Ten (10) HPS/MH/LED/INDUCTION Post Top residential roadway decorative pole packages, arms, fixtures, bases, etc. as on Terry Pkwy, Carol Sue, Heritage, and Wall Blvd, but not limited to other installations in Jefferson Parish as per Bid form, (See Description of Articles, Items 27,28-A & B, and 29). These Items are NOT to be considered a Line Item for Re-imbursement. The Contractor shall pay all costs associated with the installation of the first Ten (10) Post Top pole packages knocked down or damaged for the duration of this contract. Jefferson Parish shall supply the poles in excess of Ten (10) poles, or in the event of missing poles. Or, the Contractor shall charge Jefferson Parish the cost to supply the poles, as well as other material costs at Contractor's cost only. However, the Contractor shall still be responsible for labor and equipment. Other related materials cost to be billed at Contractor's costs only. Jefferson Parish also reserves the right for any substitutions for any pole for any roadway included in Section G-2, h. 8 & 9 and other decorative installations in Jefferson Parish.

NOTE: During the 2018-2020 contract term approximately 10 major/commercial roadway Decorative Post Top poles were knocked down and either needed to be replaced or, if undamaged (verified by Streetlighting Inspector), needed to be reinstalled.

10. The repair/troubleshooting, replacement and purchase of LED type fixtures, drivers, parts, etc. shall be addressed under warranty. However, if the fixture is found to be defective, Jefferson Parish shall supply new fixture. The defective fixture shall be returned to Jefferson Parish. ALL labor shall be the responsibility of the contractor as a normal "bad head" replacement as part of the contract bid.
11. The repair/troubleshooting, replacement and/or purchase of Induction type fixtures, drivers, parts, etc. shall be addressed under warranty. However, if the fixture is found to be defective Jefferson Parish will supply new fixture. The defective fixture will be returned to Jefferson Parish. ALL labor shall be the responsibility of the Contractor as a normal "bad head" replacement as part of the contract bid.
- i. Locating and/or marking underground cables.

- j. Tree trimming – Minor tree trimming shall be authorized only as required to make a safe operating system. Only limbs that are under 2" in diameter shall be trimmed away from the light to insure that light will shine on the street. Prior to working in any areas requiring more than minor tree trimming, or for the repair of underground circuits which may cause damage to trees, the Contractor shall contact the Street Lighting Division and the Jefferson Parish Arborist, prior to any tree trimming.
- k. Underground circuit repairs – Contractor shall maintain, repair, and replace underground street light circuits, and any portion of the entire circuit to correct street light outages. Restoration of service shall be made as soon as reasonably possible. As used in this section and throughout the contract, the term underground street light circuits shall mean such circuits that are owned by Jefferson Parish. All repairs shall be of a permanent nature except as specifically allowed in Section H. Reasonable effort shall be taken to protect pedestrians and vehicular traffic from all contact regarding excavations. When permanent repairs are made, the excavation shall be filled and the original surface condition shall be restored.
THE STREET LIGHTING DIVISION SHALL INSPECT ALL UNDERGROUND WORK BEFORE BEING CONCEALED.
- l. Missing, damaged or broken hand-hole covers shall be replaced with properly fitting covers. Taping is NOT allowed.
- m. Miscellaneous Services
 - 1. Contractor shall be required to pick up and temporarily store poles, bases, luminaries, and related material removed for Public Works projects, per Section H, Item 3b, at no charge.
 - 2. Contractor shall be required to dispose of damaged poles, bases, luminaries, and related hardware at no charge to Jefferson Parish.

3. Routine Emergency Work Orders

Routine Emergency Work Orders are those which should be undertaken immediately and completed during the standard workday as established by mutual consent of the Parish and the Contractor and utilizing no overtime. These include, but are not limited to: cut cables, downed poles, falling fixtures, exposed wires, or other situations which may endanger the public if not immediately addressed.

4. Requirements and Specifications of Special Work Orders

1) Special Maintenance Work Orders - Repairs shall be issued at the discretion of the Division of Street Lighting for work not deemed to be included in the scope of the Routine Work Orders. Special Work Orders shall be accomplished with a cost estimate to be provided prior to the work order being issued. Special Work Orders shall not interfere with regularly assigned repair and maintenance work orders and shall be accomplished with fully licensed and qualified crews hired specifically for this purpose. Special Work Orders shall not be completed at overtime rates, except for Special Work Orders issued under Section G- 5-a, and shall be calculated from Item Description line numbers 0040 thru 0080. ALL SPECIAL WORK ORDERS

SHALL REQUIRE DAILY TIME SHEETS FOR LABOR, SUPERVISION, MATERIALS, EQUIPMENT, ON ALL MAINTENANCE/SYSTEM REPAIR SPECIALS.

2) All SPECIAL WORK ORDERS FOR NEW INSTALLATIONS, PROJECTS OR MAJOR RETROFITS shall be issued/assigned at the discretion of the Division of Street Lighting for work not deemed to be included in the scope of Routine Maintenance or Repair work orders. New installations, Projects, Subdivisions or Retrofits shall require a written "NOT TO EXCEED" Cost Estimate, Start Date, and "Timeline of Completion", which shall be approved by the Director of Engineering and/or his designated representative. Special Work Orders shall not be completed at overtime rates, except for Special Work Orders issued under Section G- 5-a. All labor, materials, machinery, vehicle, etc. shall be calculated from Articles of Description. All other items shall be billed at Contractors cost only. All work issued under this section shall not interfere with regularly assigned work orders for Maintenance or Repairs or Special Maintenance work orders, and shall be done with totally separate crews and/or personnel. Also, any daily work crews assigned to Eastbank or Westbank Maintenance repairs shall not be assigned, billed or invoiced on any new construction or Retrofit Project unless otherwise approved by the Division of Street Lighting. ALL SPECIAL WORK ORDERS SHALL REQUIRE DAILY TIME SHEETS FOR LABOR, SUPERVISION, MATERIALS, EQUIPMENT, AND SUBCONTRACTORS, ON ALL NEW INSTALLATIONS, PROJECTS OR RETROFIT SPECIALS.

The final 10% of the Total Project Estimate amount shall be withheld until the project is complete.

- Budget Limitation:

The construction budget for all Special Work Orders/Projects shall be determined by the Owner. The Contractor shall be advised of the budget limitation by the Director or his designated representative, by which the Contractor shall indicate his acceptance of same in writing. Any subsequent budget revisions shall be confirmed in writing.

- Notice to Proceed:

The Director or his designated representative shall notify the Contractor in writing to undertake the work stated in Section G-4, 2. The Contractor shall commence the work within 15 days after receipt of such notification. If the Director desires to divide the project into various parts, a Notice to Proceed shall be issued for each part, and the Director or his designated representative, and the Contractor shall mutually agree upon the period of time which work for each part shall be performed. The Contractor shall be given extensions for delays beyond their control, inclement weather, deliveries, disasters beyond construction control, but no additional compensation shall be allowed for such delays.

- Payments:

For Special Maintenance Work Orders the Owner shall pay the Contractor on the basis in accordance with the rates as established in the Contract Bid as outlined in Section G, Item 4 – 1, above.

For all services outlined in Section G Item 4-2, and any other services required in this section, except those in Section G Item 4-1, the Owner shall pay the contractor on the basis in accordance with Items in DESCRIPTION OF ARTICLES sheet for all Foundations, Poles, Arms and Fixture Packages bid.

FOR Section G above both 4-1 and 4-2, LIQUIDATED DAMAGES, SECTION I – 3, a – e shall apply to this SECTION in accordance with this contract.

Special Work Orders shall include but not limited to:

- a. Installation of new underground wired street lighting systems and/or Capital Projects.
- b. The substantial replacement of more than fifty (50) feet of the underground wiring, or the re-installation of underground systems due to the major rebuilding of other Parish infrastructure, i.e. streets, drainage, water, or sewerage. The contractor is responsible for the first fifty (50) feet.
- c. The replacement of more than 50 feet of the underground wiring which has deteriorated. The contractor is responsible for the first fifty (50) feet.
- d. The maintenance of the low mast lights on Interstate 10 and the maintenance of any high mast lighting which would require the closure of a traffic lane to repair.
- e. The replacement of systems or parts of systems that are accomplished at the request of the Jefferson Parish Street Lighting Division for the enhancement of lighting in the area rather than for the repair or maintenance of the lighting or lighting systems.
- f. Feed point replacements which require separate panels and controllers and associated equipment and contactors, i.e. major roadways.
- g. Relays, previously owned by Entergy, shall be made permanent (tied in flat) unless otherwise controlled and shall be made to operate from dusk to dawn. The Contractor shall be liable for the cost of all labor only.
- h. Major Roadways repairs requiring underground connections, pole replacement, and foundation or foundation/piling repairs and as assigned by the Jefferson Parish Street Lighting Division. All Major roadways and Interstate roadway foundations shall be time and materials.
- i. The *en masse* replacement of acorn shades and/or hand-hole covers (in excess of 100) in an area determined to be in need of replacement by the Jefferson Parish Street Lighting Division shall be deemed a Special Work Order. **NOTE:** The replacement of individual acorn shades and/or hand-hole covers shall be considered a Routine Work Order.
- j. Night inspections shall be scheduled in the first week of each month or at the request of the Street Lighting Division. **NOTE:** See Appendix 1 of the Contract Documents for Major Roadways as Jefferson Parish-owned as well as Entergy owned for routes to be assigned. Night inspections shall involve the notation of outages using, addresses, building/business name, or flagging the pole for outage locations. Reports shall be turned in to the Street Lighting Division within two to three working days and repaired within 7 to 10 working days.
Night inspections shall be considered as Special Work Order and shall be invoiced as such.

- k. The Director of the Department of Engineering or his designated representative shall make all decisions regarding other maintenance and installation Special Work Order inclusions.

5. Requirements and Specifications of After Hours Emergency Work Orders

Certain situations pose an increased danger to public safety and, accordingly, shall be handled as emergencies. Situations requiring emergency restoration include, but are not limited to: Pole knock-downs, cut cables, hanging fixtures, and outages of three or more consecutive luminaries and an outage of an entire circuit.

- a. Emergency work after normal working hours, on weekends, and/or on Holidays shall be done on an overtime basis, billable as Description of Articles lines 0040, 0050, 0060, 0070, and 0080, only with prior approval from the Street Lighting Division.
- b. All emergency work shall be approved by and issued through the Parish.
- c. In the event of a natural disaster declared by the Parish, State, or Federal Government, including, but not limited to hurricanes, tornadoes, mass flooding, and earthquake, Contractor shall make one licensed Jefferson Parish electrician available to the Parish. Contractor shall invoice the Parish separately for the cost of the electrician, and for the repairs made as a result of the declared natural disaster, and maintain whatever records are required for the Parish to receive Federal and State disaster assistance. Daily time sheets for labor, materials, and equipment are required.
- d. In emergency situations, the service restoration personnel shall arrive at the site within twenty-four hours of the notification of the situation, restore service to the extent possible and/or make the area safe for the public and make permanent repairs according to Section H.

6. Group Re-Lamp Replacement Procedures – See Bid Item No. 20

At the issuance of a Special Work Order for the re-lamping of certain major roadways, the Contractor shall re-lamp each fixture in that system in order to ensure that all High Pressure Sodium lamps are replaced on a cycle of once every four years. The Group Re-lamp program includes:

- a. Group Re-Lamp Program is to be implemented on major roadways where the poles are owned and maintained by Jefferson Parish. See Page SP-29 of the Contract Documents for list of major roadways.
- b. The replacement of lamps and photoelectrical controls with new 250 Watt, 480 Volt High Pressure Sodium lamps and new photoelectrical controls. Fixtures shall be semi-cutoff unless otherwise specified.
- c. Ensure that the photoelectrical control window on each fixture being re-lamped is not obstructed or triggered by other illumination.
- d. Luminaires shall be cleaned and damaged or missing glassware shall be replaced.
- e. Physical damage discovered during re-lamping shall be noted and repaired promptly. Such damage may include, but is not limited to, broken globes, missing hand-hole covers, and bent or broken support structures. In prioritizing and scheduling repairs, the safety of the public shall be the primary concern.

- f. Lamps and photoelectric controls removed from service through group Replacement shall not be reused and shall be disposed of per EPA guidelines.
- g. Re-lamping in any contract term shall be at the discretion of the Street Lighting Division but shall be accomplished at least every four years.

7. Pole Alignment

- a. Contractor shall plumb street light standards needing minimal adjustment which will be those that require minor excavation, straightening, and sand backfill.
- b. Standards shall be set within 2.5 degrees of vertical.

8. Service Requirements

- a. Outages – All routine work orders shall require written documentation of work completed and shall be forwarded to the Jefferson Parish Street Lighting Division in a timely manner. No work orders shall be closed without this documentation. All outages shall be completed using requirements of the Jefferson Parish Code of Ordinances, Electrical Code and shall conform to the National Electrical Code.
- b. Pole setting procedures and leaning standards – A pole setting and leaning standard procedure shall conform to the Jefferson Parish Code of Ordinances, Electrical Code, Section on Street Lighting
- c. Downed poles – In addition to the above requirement, downed pole procedures shall include the removal of debris, and if the pole cannot immediately be repaired, the pole shall be moved to a safe location out of the immediate area so as not to obstruct vehicular or pedestrian traffic. Any exposed conductors shall be made safe and a cone shall be secured to the top of the foundation. The Street Lighting Division shall be notified in order to issue the proper work order for repair.
- d. Circuit locations/fault finding shall be required for the location and determination of broken or cut cables as well as for the location of underground utilities owned by others.
- e. As-built maps, cut cable repairs or splices or other underground changes, relocations, feed point relocations, etc., shall be documented and reported to the Street Lighting Division.

9. Inventory and Material Requirements

- a. Contractor shall furnish all materials for the fulfillment of the Contract unless otherwise indicated in Section G, 2, a - k of this contract. Materials installed in the System shall become the property of the Parish. In addition, the Parish owns certain material which has been made available to the Contractor for the performance of the work. The Contractor shall maintain a record of Contractor-owned material and Parish-owned material.
- b. Contractor shall maintain at least a one (1) month inventory at all times in its Jefferson Parish supply area, or deliverable the same day from a local vendor, of materials needed for the maintenance and repairs of the Street Lighting System including, but not limited to: ballasts, luminaries, lamps, starters, poles (except decorative poles and/or fixtures),

bases, globes, photoelectric controls, bracket arms, conduit, conductors, fuses, fuse holders, fuse boots, 3M underground splice kits (shrink tubes and compression butt splices may be used in readily accessible areas such as E-boxes, Junction boxes, and pole hand-hole areas, at the discretion of the Street Lighting Electrical Inspector), MG Squared termination kits, or approved equal, and hand-hole covers. In the cases of rarely used items, proof of order or reorder shall satisfy the inventory stocking requirements. If the Parish changes the material specifications, the Parish shall give the Contractor sufficient notice to use the old materials in his inventory.

- c. Material specifications are subject to approval by the Director of the Department of Engineering or his designated representative. The current approved materials for the items listed herein are set forth in Section J - Standard Material Listing attached hereto. The Director of the Department of Engineering or his designated representative shall approve materials used in routine work orders.
- d. Used material shall **NOT** be allowed, except certain salvageable materials authorized by the Director. Lamps, electronic photo controls, and plastic refractors shall **NOT** be reused.
- e. Refractors shall be acrylic. Polycarbonate plastic may be used upon approval from the Director in areas of high vandalization.

10. Inspections and Acceptance

- a. All work shall be done in a skillful and competent manner. All electrical work shall be inspected by the Electrical Inspector for the Department of Engineering, Division of Street Lighting. An application for the electrical inspection shall be filed with the Street Lighting Division with all fees waived by that department before commencement of work or before concealment of work. Fees shall be waived for all work orders issued by the Street Lighting Division. ALL CONSTRUCTION AND UNDERGROUND REPAIRS SHALL BE INSPECTED BY THE STREET LIGHTING DIVISION'S ELECTRICAL INSPECTOR.
- b. All work shall meet Jefferson Parish Code of Ordinances, the National Electric Code specifications. The Department of Engineering, Division of Street Lighting shall authorize any specific change.

11. Safety

The Contractor shall comply with all OSHA guidelines and safety requirements including but not limited to, the use of hard hats, safety vests, gloves, safety glasses and any other safety precautions/equipment necessary to ensure a safe working environment.

12. Radio Communications

- a. Contractor shall maintain dependable and properly functioning mobile two-way facilities at each work location.
- b. Contractor shall furnish two (2) hand-held, battery operated radios/Cell Phones or equal, complete with quick charging units and capable of full communications with all other radios, to designated Parish personnel authorized by the Director. All radio equipment shall be provided and maintained by the Contractor and shall be returned at

the completion of the Contract. Any lost, stolen, or damaged equipment shall be the responsibility of the Parish to replace.

- c. Contractor's field service personnel shall have hand-held, battery-operated radios capable of full communications with all other radios. Contractor's radio equipment shall have a panic feature which will allow its employee to alert for immediate police and/or emergency attention.

13. Vehicle Requirements

- a. Contractor's trucks shall be able to service lights mounted from 15 to 45 feet, with at least one (1) truck able to service lights mounted 65 feet. Each truck shall be kept in good, clean physical condition.
- b. On each of the Contractor's trucks, the Contractor's name shall be clearly visible on both sides of the truck. An identification number shall be clearly visible at night on at least two sides of the truck. The Street Lighting complaint telephone number shall be visible from at least two sides of the truck.
- c. Each service truck shall be fully equipped to handle the jobs assigned for the day. Equipment shall include, but is not limited to, appropriate tools, locators, and clean-up equipment.

14. Maintenance and Protection of Traffic

- a. Contractor shall furnish barricades, traffic controls (including arrow boards and bumper trucks), police details, and safety devices to protect the work, the workers, and the general public.
- b. Posted traffic regulations shall be followed by field personnel and are subject to police enforcement. Exceptions shall be submitted through the Office of the Director of Engineering or the Division of Street Lighting.
- c. Contractor shall obtain from the Jefferson Parish Department of Public Works and the Louisiana Department of Transportation and Development current traffic control guidelines and shall maintain copies of said guidelines at their main and operations offices at all times.
- d. "Road Closure" notices shall be completed for all work areas where required for public safety and for the safety of the crews working on the street lights. Notices shall be prepared and forwarded to the Street Lighting Division three (3) weeks prior to the scheduled work.

15. Facilities and Personnel

- a. The Contractor shall maintain an Operations Office within Jefferson Parish, open to Parish personnel at all times and the Contractor's employees are present for the administration of the contract.
- b. The Contractor shall maintain a supply yard, within Jefferson Parish, open to authorized Parish personnel for inspection purposes at all times that the Contractor's employees are present.

- c. The Contractor shall have a supervisor accessible to the Director or his designated representative at all times. Contractor's employee who is responsible for all contract administration and performance shall maintain a full-time office at the Operations Facility and shall be available during normal daytime business hours.

16. Other Requirements

- a. The Parish shall perform a follow-up night patrol inspection and/or follow-up daytime patrol inspection to note maintenance failures. The Parish is not obligated to provide notice to the Contractor of the follow-up inspections, but shall, not later than three (3) working days after any such inspection, provide Contractor with a written inspection report detailing any purported violations of this contract noted by the Street Lighting Electrical Inspector.
- b. The Contractor shall review current environmental regulations concerning the disposal of materials removed from the street lighting system and shall dispose of such materials properly. The materials include, but are not limited to, luminaire ballasts and HID lamps. Environmental regulations shall be reviewed annually.
- c. The Contractor shall comply with rules, regulations, ordinances, codes and laws relating to the work or the conduct thereof; shall adhere to applicable NEC and OSHA guidelines; shall adhere to the provisions of any Social Security and unemployment insurance laws, state, local or federal, as now and hereafter enforced, and the provisions of Applicable Workmen's Compensation Laws.
- d. Each Contractor's service crew working on electrical systems shall be supervised by an electrician licensed by Jefferson Parish.
- e. Work shall be performed using the Contractor's own personnel and resources, except as shown on the Subcontractor Disclosure Report supplied to the Director, or as agreed upon by the Director.
- f. The Contractor shall supervise and be responsible for the quality and quantity of work performed by its subcontractor. The fact that the Contractor may have subcontracted a portion of the work shall not relieve the Contractor of its liability and responsibility to the Parish for the full and timely performance of its obligations under the contract.
- g. The Contractor, its employees, subcontractors, and the subcontractor's employees shall not use or possess, be intoxicated, or under the influence of any alcoholic or other intoxicating beverages, illegal drugs, or controlled substances while on the job.
- h. The Contractor shall be an independent Contractor, having the duty and obligations to supervise and direct the work, and having control over construction means, methods, technique, sequence, quality procedures, programs, safety precautions and training.
- i. Jefferson Parish shall have the continuing right to enter the Contractor's facility and/or the worksite(s) at any time when a representative of the Contractor is present to inspect, observe, or test any aspect of the Contractor's work including, but not limited to, backfill compression, pole assembly workmanship, taping of splices, depth of cable or conduit, voltage and voltage drop, current, and insulation resistance, provided that any such actions by the Parish's representative do not unreasonably or materially interfere with the Contractor's performance of the work or any of its obligations hereunder. Jefferson Parish's exercise of its rights of access and inspection at the beginning of this contract and quarterly thereafter and shall not relieve the Contractor

of its duty, as independent Contractor, to properly perform and functionally complete all work in accordance with specifications and terms of the contract, nor shall it render the Parish responsible or liable for any acts, errors, omissions, or negligence of the Contractor or its subcontractors, employees, or agents.

- j. All equipment and services to be delivered under the contract shall carry a minimum ninety (90) day warranty that shall commence upon completion of the work in which the equipment is installed. During this period, the Contractor shall provide maintenance and make all necessary repairs, adjustments, and provide parts replacement to the Parish at no charge to the extent that any of the foregoing repairs, adjustments, or replacements are needed as a result of defective equipment or any act or omission of the Contractor.

SECTION H – SERVICE AND REPORTING REQUIREMENTS

1. Work Hours

Work hours shall be determined by the Contractor with approval of Jefferson Parish at the beginning of the contract, however, personnel for emergency repairs must be made available Monday through Friday during the hours of **8:00 a.m. through 4:00 p.m. unless otherwise approved by the Street Lighting Division.**

There **SHALL BE** 2 Maintenance crews and 2 Bucket trucks **Minimum**, available on a daily basis, for all East Bank repairs and West Bank repairs. They shall be required to check in to the Street Lighting Division every workday morning via hand held radio or Cell phone for any and all requests made by the Street Lighting Division. Daily Maintenance crews shall not be utilized, billed or part of an assigned Capital Project/Special Project in progress.

NOTE: Additional work crews shall be provided to respond to and maintain increased volume of work order request.

2. Holidays

A list of the Holidays observed by Jefferson Parish will be provided to the Contractor. The Contractor may request approval to work on these holidays on work not requiring inspection of underground repairs or improvements.

3. Service Time Requirements

- a. Routine Work Orders shall be completed within 3 to 5 working days after notification or the issuance of a written Work Order. The exceptions to this are Emergency Work Orders which are subject to immediate call out.
- b. Downed Poles: The Contractor shall arrive at the site within 24 hours of notification or issuance of Work Order for a knocked down or fallen pole to remove the pole from the public right of way and make the area safe. The pole shall be removed from the area within 24 hours. If the pole is not removed within the 24 hour period and a completed work order is not received by Street Lighting Division no payment shall be made. (See Section I, 1-d.)

- c. The restoration of knocked down Poles: Parish Owned on Major Roadways shall be completed within Ten (10) working days for Major Roadway poles. However, if still not completed within an additional Five (5) working day time frame, Liquidated Damages shall be implemented and automatically deducted from Monthly maintenance payment. The same shall apply to Residential poles which shall be completed within the first Five (5) working days following the date of knockdown. (See Section I; 3-b, c-2, 3 & 4.)
- d. Emergency Restorations (including cut cables): The Contractor shall arrive at the site within one hour of notification to make emergency restorations, to make the area safe or to repair and reset feed points.
- e. Locate and Mark Underground Cables: The Contractor shall locate and mark underground cables within 48 hours or by the date requested.

4. Reports

- a. Group Re-lamp Reports to be provided monthly if applicable - Status report showing the locations completed.
- b. Material Usage report to be provided monthly – Report on the material usage per month.
- c. Daily reports
 - 1. Final inspection Report/Service man's Report showing work required for the completion of the repair as well as updated underground circuit schematics.
 - 2. All Entergy Problem Reports SHALL BE submitted to the Jefferson Parish Street Lighting Division at the end of each day.

All reports are to be provided to the Division of Street Lighting by FAX or E-Mail. (See Section I regarding Penalties for Non-compliance.)

SECTION I – SCHEDULE OF FEES, PAYMENTS, AND PENALTIES

1. Routine Maintenance Fees

- a. Routine maintenance fee shall be paid monthly and shall be equivalent to the amount of the monthly cost quoted in Bid Item No. 1. This fee shall be paid on a monthly basis for the 24 month contract period and is inclusive of all costs including labor, materials, equipment, tools, overhead, insurance and administration costs, etc., unless specifically excluded by Jefferson Parish. Fees quoted in the bid document shall be for the term of the contract.
- b. On or before the 10th day of each month, the Contractor shall submit a bill for the monthly contract amount for the preceding month. Jefferson Parish shall on or before the last day of each calendar month make payment to the Contractor of amounts due.
- c. The following Inventory Summary identifies quantities and types of street lighting units to be maintained under this contract and are shown for Contractor's use in calculating the monthly cost for Bid Item No. 1. On past contracts, work orders have averaged approximately 150 per month.

- d. **Note: Two billable line items have been added to the LA Public Work Bid Form to bill for the pick-up of knockdown poles. However, no payment shall be processed until the NEW replacement pole is installed and working.**

2. Special Work Order Invoices

- a. For payment of invoices for Special Work Orders or Re-Lamping Work Orders, the Contractor shall submit invoices at any time of the month that the work was performed, but no later than the end of the 15th day of the following month, to the Division of Street Lighting. After review, the Street Lighting Division shall submit the invoice for payment and Jefferson Parish shall make payment to the Contractor.
- b. "Not To Exceed" cost estimate, "Schedule of Payment/Percentage of Completion" and "Timeline Of Completion" shall be required for all Special Work Orders on "Capital Project or Major Retrofit Specials" and shall be submitted and approved prior to Material Order, Notice To Proceed and before any payment may be issued. Any unforeseen or omitted circumstances shall be included/addressed in the cost estimate for Capital or Major Retrofit Project Specials before a "Notice to Proceed" is issued and shall be the responsibility of the Contractor/Contractors.
- c. Payment for subcontractors including, but not limited to, Police Escort detail (line no. 2) Directional Boring Contractor (line no. 17) work shall be the invoice price only for Special work orders on regular Maintenance repair Specials. Supervisor for oversight and coordination of approved Subcontractor (line no. 0040) shall be approved for this item.
- d. Contractor shall supply subcontractor's invoice upon request for payment.
- e. Special projects schedule of payments shall be by approved by percentage of completion. The final 10% of total project cost shall be withheld until project is 100% complete.

3. Summary of Liquidated Damages

- a. Failure to complete requirements of the contract shall result in the delay of payment to the Contractor by the Parish in the amount otherwise due.
- b. Failure to meet the requirement specifications each month shall result in specific amounts deducted in Liquidated Damages from the monthly payment due from the Parish to the Contractor (See Item C below). The Director shall submit a list of such amounts to be deducted based on the Contractor's failure to perform during the previous calendar month only (together with documentation setting forth the basis for such fines) on or before the 10th of each month to the Contractor. Explanations by the Contractor for failure to meet contract specifications shall be considered by the Director of Engineering or his designated Representative.
- c. **Liquidated Damages of \$200.00 per day** can be assessed for the following:
 1. Work Orders not completed by the commit date wherein Contractor is required to complete the work (after the 5th day allowed from receipt of Work Order).
 2. Knocked down poles not picked up within the service time required (within 24 hours following notification). The Street Lighting Division shall issue a Work Order and the completed Work Order shall be submitted to Street Lighting Division verifying the pole was picked up in the time frame allotted, Section H, 3-b. If not completed, the

\$200 per day shall be deducted from the payment of the invoice billing for the removal of the knocked down pole.

3. Knocked down poles not restored within service time required (10 working days for major roadways, 5 working days for residential). Pole replacements shall be kept in stock as per Section G – 9 – b. If there is a problem with a backorder, an invoice or order invoice from the supplier or manufacturer, the Contractor shall notify the Street Lighting Division immediately with a copy of the invoiced order submitted, and MAY be considered as reasonable delay. It shall be the Contractors responsibility to stock and/or supply all items in the quantities bid as per the contract. See Appendix # 2, 3 and 4, Streetlight Inventory, Articles of Description, Parts List as well as Section J - Standard Material Listing, Pages SP 22, 23, 24 and 25.
4. Contractor not arriving at the site within 24 hours of notification, 24 hours per day/7 days per week to relocate pole and make area safe, or repair and reset feed points.
5. AT THE FINAL 3 MONTH TERM OF THIS CONTRACT, ANY/ALL PARISH OWNED POLES THAT HAVE NOT BEEN PICKED UP, REPLACED, REPAIRED AND IN WORKING ORDER ISSUED DURING THE TERM OF THIS CONTRACT SHALL HAVE THE ABOVE \$200.00 PER DAY LIQUIDATED DAMAGES FROM DATE OF WORK ORDER ISSUANCE. (ALL OPEN WORK ORDERS DURING THIS CONTRACT TERM SHALL BE COMPLETED.)
6. NO MONTHLY PAYMENT SHALL BE MADE UNDER THIS CONTRACT DURING THE FINAL 3 MONTHS OF THIS CONTRACT TERM SHOULD THERE BE ANY KNOCKDOWN POLES THAT HAVE NOT BEEN REPLACED OR REPAIRED, SCHEDULED/ISSUED DURING THIS CONTRACT TERM.
 - d. Liquidated Damages for outages and defects not addressed within the service time requirement may not be assessed due to circumstances beyond the control of the Contractor, i.e. weather, emergencies, rescheduling of work and/or supplies/delivery; etc.
 - e. Results of any follow-up inspection or report by a complainant that the light is not working shall be made to the Contractor the next working day to allow the Contractor to make repairs.

SECTION J - STANDARD MATERIAL LISTING

(Included but not limited to)

Unless otherwise provided for in this specification, the bidder represents and warrants that the goods, materials, supplies, or components offered to Jefferson Parish under this bid solicitation are new, not used or reconditioned, and are not of such age or so deteriorated as to impair their usefulness or safety and that the goods, materials, supplies, or components offered are current production models of the respective manufacturer.

The following material manufacturers have been specified. This list does not include all material needed in fulfillment of the contract. Contractor shall notify any proposed changes for approval by the Director.

Poles: Interstate or Major Highway

1. Poles shall be seamless spun aluminum (Valmont 2708-45805T4D1SBF or equal), 30-foot mounting height with an 8-foot, clamp-mounted, single member, truss-type arm (Valmont 1TA0832CSBF or equal) to receive the fixtures noted below.
Note: All poles shall be round tapered and include factory installed vibration dampers.
2. Poles shall be seamless spun aluminum (Valmont 2708-45806T4D2SBF or equal), 30-foot mounting height with a 10-foot, clamp-mounted, double member, truss-type arm (Valmont 2TA1032CSBF or equal) to receive fixtures noted below.
Note: All poles shall be round tapered and include factory installed vibration dampers.
3. Poles shall be seamless aluminum alloy 100 grit satin finish (Valmont RTA360845906T4D1SBF [to accommodate single or double-arm] or equal), 40-foot mounting height with a 10-foot, bolt-mounted, etched satin finish, (truss-type double-arm Valmont 2TA1032CSBF-Valmont 1TA1032CSBF for single arm or equal) to receive fixtures noted below.
Note: All poles shall be round tapered and include factory installed vibration dampers.

Poles: Residential

1. Poles shall be seamless spun aluminum (Valmont 1708-40605T4D1SBF or equal), 20-foot mounting height with a 6-foot, bolt-mounted, single member arm (Valmont IMA0632SSBF or equal) to receive fixtures noted below.
2. Poles shall be seamless spun aluminum (Valmont 1708-40606T4D2SBF or equal), 20-foot mounting height with an 8-foot, bolt-mounted, double member arm (Valmont 2MA0832SSBF or equal) to receive fixtures noted below.

Poles: Deco Poles & Fixtures

1. Valmont Pole with top tenon, 4524TP60R, Dark Bronze, KIM Fixture 1A-AR3-250HPS-277-DB-PVSF-1A.
2. Sternberg Pole 3912FP4 and 3914FP4
3. Holophane Pole AOL-21952
4. Dunwoody Pole ZDW14F412CADGH
5. Dynamic Lighting Pole D2125-16 and D2125-12
6. HOLOPHANE POLE DWA16 F5J 20 P07 ABG BK
7. HOLOPHANE POLE DWA 14 F5J 20 P08 ABG BK
8. HOLOPHANE POLE DWA 12 F4J 12 P07 ABG BK & GN
9. King LED Fixture K118R-BAAR-111-101 (SSL) 8000-120-K13
10. King LSFES-14 – Black – GFI – LU BA – 188" shaft – A356
11. UNLS RTA-FL - 1055303 & RTA-FL - 1069253 for Airline Dr deco poles & fixtures
12. Holophane-300058108T4F-BKY-HN24CSB-BK-BHC96/2-AB-27-4-RFD161702-WLLF-----
Barataria Blvd
13. Holophane-300045808T4,-5330TP90R,4VBC7-10,WA24AC083280 - Manhattan Blvd
14. Nicole Blvd - United Lighting – RTA-FL-10303-T3, 5x7.5-UMBA26MOD-(2), RTA-FL-10303-T3, 5x7.5-UMBA16MOD
15. Belle Chase Hwy 23 – RTA-FL-10303-T3, 5x7.5-UMBA26MOD-(2), United Lighting RTA-FL-10303-T3, 5x7.5-UMBA16MOD

Fixtures: American Electric, GE, Holophane, or approved equal

1. 250W HPS Cobra Head with semi-cut-off precision refractor, with PE cell, 240 (+ or – 5%) volts, including bulb.
2. 250W HPS Cobra Head with semi-cut-off precision refractor, with PE cell, 480 (+ or – 5%) volts, including bulb.
3. 100W HPS NEMA fixture with precision refractor with PE cell, 240 (+ or – 5%) volts, including bulb.
4. 100W HPS NEMA fixture with precision refractor with PE cell 120 (+ or – 5%) volts, including bulb.
5. 150 W HPS wall mounted fixtures 480 (+ or – 5%) volts – Interstate use only, including bulb.
6. 400W Holophane Mongoose Luminaire, including bulb or approved equal.
7. 1000W Holophane High Mast Luminaire, including bulb or approved equal.
8. PCL/250MH-MT-EL/TBK
9. PCL/150MH-MT-EL/TBK
10. HOLOPHANE LED – AWDE 100 5K AS M B 5 NSG, West Esplanade, Magnolia Trace
11. HOLOPHANE LED – AWDE 100 4K AS M B 3 N S B H PCS, W Napoleon, Performing Arts
12. PHILLIPS LED – SIB80-T3L-4K-GR-120-277V AC, RESIDENTIAL ALUMINUM POLE
13. HOLOPHANE LED – ATBO 20BLEDE13 MVOLT R3 P7 PCLL, RESIDENTIAL ALUMINUM POLE
14. DYNAMIC/AMERILUX – DU770-FR/DR-CL/250 MH, LAMP – Terry Pkwy, Heritage, Carol Sue
15. LED – A850SR LED Sternberg, Azalea Gardens
16. INDUCTION FIXTURE - VL-CLP-ACRN-100- IND-XX-PA-120V-277V-SP, BISSONET
17. INDUCTION FIXTURE - VL-CLP-ACRN-150- IND-XX-PA-120V-277V-SP, Northline, Nassau
18. Utility Washington WAU15AHP24N7N4 HPS, Farnham Pl
19. Phillips LED-Brilliant Efficiencies SLB200-T3L-4K-GR-120-277V AC, Harvey Canal Bridge
20. PHILLIPS LED Brilliant Efficiencies – SLB200-T3L-4K-GR-480V AC, Harvey Canal Bridge
21. Phillips LED-Brilliant Efficiencies SLB200-T3L-4K-GR-120-277V AC, Segnette Blvd
22. PHILLIPS LED Brilliant Efficiencies – SLB200-T3L-4K-GR-480V AC, Segnette Blvd & Bridge
23. HOLOPHANE LED – ATBM G MVOLT R3 4B P7 AO PCLL, Airline Dr
24. Holophane – ESL150 4K AS B 4 BHDF13 200 BK, Barataria Blvd
25. Holophane – MGLED64KASMLHKPCSSP3, Manhattan Blvd
26. HOLOPHANE – ESU 250 48 S B 4 R P48 WLDF13 200 BK, Nicolle Blvd
27. HOLOPHANE – ESU 250 48 S B 4 R P48 WLDF13 200 BK, Hwy 23 Belle Chase

Transformer Bases:

1. Transformer bases shall be Valmont TB-1, TB-2, and TB-3 or approved equal.
2. Helical (Screw-in) Foundations

Other Miscellaneous Material:

1. Aluminum Butt Splices No. 4
2. Aluminum Direct Burial Cable, No. 4
3. Anchor Bolts (3/4 inch x 30 inches x 3 inches)

4. Anchor Bolts (1 inch x 36 inches x 4 inches)
5. Ballast for 250W Cobra Head
6. Boots
7. Butt Splices, No. 6cu
8. Connectors – Blackburn or Burndy
9. Direct Burial Cable, No. 6 XLP USE
10. Fuse holders – Bussmann HEB Series
11. Fuse holders (2-piece)
12. Fuses, 10 Amp
13. Fuses, 30 Amp
14. Ground Rod Clamps
15. Ground Rods
16. Hand hole covers, universal, molded plastic, to fit 6" to 12" pole dia.
17. Submersible Connector Homic – RAB 1/0 – 21, #14 -1/0 AWG Range or approved equal
18. Submersible Connector NSI Industries IPLW4-3, 4 – 6AWG 3port 600v or approved equal
19. KTK Fuses
20. Lamps, LED 250W equal, LED SUPPLY PLUS: R120W, POWER 120 W, AC300-480V, T.COLOR:4K, BALLAST KIT: HVG150-24A,YL-R120W,PCB:RO155-1/RO155-2/3030 4S4OP, AC300-480V, NICOLLE BLVD
21. Lamps, LED 250W equal, LED SUPPLY PLUS, SNC-CLW-120WB1 5000K E39, 2 REQ PER POLE, CLARK CORN LIGHT 5000K 120W 100-277V 360BS IP64 14000LM E39 BASE, Terry Pkwy, Wall I & Wall II
22. Lamps, 100W HPS
23. Lamps, 150W Metal Halide
24. Lamps, 150W HPS
25. Lamps, 175W Metal Halide
26. Lamps, 250W HPS
27. Lamps, 250W Metal Halide
28. Lamps, 1000W HPS
29. Marking Paint
30. MG Squared termination kits
31. Photoelectric cells – Dark-to-Light DE 124-1.5 MOV or approved equal
32. Photo control LED – Dark to Light- Acuity Controls DLL127 1.5 CUL Fail-on or approved equal
33. Plastic Tape, 33+
34. PVC Conduit, 1 inch
35. PVC Couplings, 1 inch
36. PVC Conduit, 2 inch
37. PVC Couplings, 2 inch
38. PVC 90 degree Elbow, 2 inch
39. Quazite/Concrete Box roadway approved with cover – 12 inches x 12 inches
40. Quazite Box/Concrete roadway approved with cover – 12 inches x 18 inches
41. Rubber Tape, 130C
42. Scotch Locks

- 43. Shades, Acorn
- 44. Shades, Acorn, cut off
- 45. Shades, NEMA
- 46. Shrink tubes
- 47. 3M underground splice kits
- 48. Wire Nuts, Blue
- 49. Wire Nuts, Brown
- 50. Wire Nuts, Yellow
- 51. Wire No. 6 AWG THWN
- 52. Wire No. 8 AWG THWN
- 53. Wire No. 10 AWG THWN
- 54. Wire No. 12 AWG THWN

All above items shall be as stated unless an equal is approved by the Street Lighting Division.

All traffic control via State Police or Parish/local deputies shall be billed at the actual cost. (See line number 0020 on bid form.)

The cost of any other miscellaneous items necessary for the completion of this contract shall be approved when the cost of said items are identified and quoted. Materials used in the completion of the job not listed as line items on the bid shall be invoiced at Contractor's cost only.

SECTION K - DEFINITIONS

As used in this Request for Bid, the following terms shall have the following meanings:

Parish has the meaning Jefferson Parish Street Lighting Division.

Contract Year means each successive period of one (1) year during the term of the contract, commencing on the Effective Date. The First Contract Year shall commence on the Effective Date and shall end on the day prior to the first annual anniversary of the Effective Date, and the Second Contract Year shall commence on the first annual anniversary of the Effective Date and shall end one (1) year later and so on.

Conversion is the complete replacement of fixtures and lamps and includes the complete rewiring of poles, and the installation of fuses, fuse holders, and boots.

Director means the Director of the Department of Engineering, Street Lighting Division, or a designated representative.

Emergency After Hours Work Orders are issued for work performed after normal working hours for situations that pose an increased danger to public safety and, accordingly, must be handled immediately. Situations requiring emergency restoration include, but are not limited

to, pole knockdowns, cut cables, hanging fixtures, and outages of three or more consecutive luminaires, and an outage of an entire circuit.

Emergency Restoration means a situation that poses an increased danger to public safety, including, but not limited to, street light hardware that has fallen, is in danger of falling or that could cause injury, and exposed wiring that may or may not be energized that could cause injury.

Fixtures include the head and the light bulb.

Hazardous Maintenance Service means work that cannot be performed during the standard service times of the Contractor, and/or within the service time requirements because Contractor's employees or the general public would be endangered by the rendering of such work.

Materials include, in addition to materials incorporated in the project, equipment and other material used and/or consumed in the performance of the work.

Pole Alignment (minor adjustment) applies to those poles that require minor excavation, straightening and sand backfill.

Pole Alignment (major adjustment) applies to those poles that require underground connections, pole replacement, and foundation or foundation/piling repairs and are assigned by the Jefferson Parish Street Lighting Division.

Priority Work Orders are those work orders which the Street Lighting Division has determined must be worked immediately.

Qualified Bidder is one whose current or planned service capability can satisfy the requirements of this document. This includes but is not limited to: previous street lighting contracts which included the repair or replacement of underground systems, the installation of new street lighting systems, or previous roadway lighting and maintenance experience which included underground repair and/or replacement of systems.

Routine Emergency Work Orders are those which shall be undertaken immediately and completed during the standard workday as established by mutual consent of the Parish and the Contractor and utilizing no overtime. These include, but are not limited to: cut cables, downed poles, falling fixtures, exposed wires, or other situations which may endanger the public if not immediately addressed.

Special Work Orders shall include the installation of new Underground Street lighting systems, the substantial replacement (more than 25%) of the underground wiring, or the reinstallation of underground systems due to the major rebuilding of other Parish infrastructure, i.e. streets, drainage, water, or sewerage, or the replacement of more than 50 feet of the underground wiring which has deteriorated. Special Work Orders shall also include the replacement of

systems or parts of systems that are accomplished at the request of the Jefferson Parish Street Lighting Division for the enhancement of lighting in the area rather than for the repair or maintenance of the lighting or lighting systems. All Special Work Orders shall be accomplished on a time and materials basis with a cost estimate to be provided at the time the work order is issued and prior to the time the work commences. Special Work Orders shall not interfere with regularly assigned repair and maintenance work orders and shall be accomplished with fully licensed and qualified crews hired specifically for this purpose. Special Work Orders shall not be completed at overtime rates. ALL SPECIAL WORK ORDERS SHALL REQUIRE DAILY TIME SHEETS FOR LABOR, MATERIALS, AND EQUIPMENT.

Spot Outages means an outage of an individual light for any reason.

Street Lighting System or System means the street lighting system of the Parish and includes, but is not limited to, the weather heads, fuses, breakers, feed points, feed point covers, disconnects, relays, conduits, conductors, junction boxes, insulators, taps, ground rods, foundations (including foundation-encased conduit stub), underground wiring, anchor bolts, nuts, poles and internal wiring, hand hole covers, bracket arms and internal wiring, fixtures, ballasts, photo controls, lamps, reflectors, refractors, and associated hardware and wiring, installed on public highways, streets, expressways (I-10, 17th Street canal to Kenner city limits), boulevards, avenues, alleys, bridges, overpasses, underpasses, places, squares, circles, and unmetered parks owned by the Parish in service as of the date of execution of the contract, as well as any subsequent additions thereto or deletions therefrom ordered by the Director.

Trouble Report means a report of a street light outage or defect which requires repair and requires authorization and issuance of a work order by Jefferson Parish Street Lighting Division.

Work means work performed under the general terms of the contract, including work performed under a Work Order or Special Work Order.

Work Order means authorization for repair and maintenance operation for all Routine Maintenance and/or any other work that is authorized by the Director to be accomplished at a specific location(s).

Appendix 1

MAJOR ROADWAYS

Includes all associated lighting (including Entergy owned wood poles) but not limited to

EASTBANK

Airline Dr
Causeway Blvd
Citrus Blvd
Clearview Pkwy
David Dr / Power Blvd
Dickory Ave
Earhart Expressway
I – 10 Kenner to Orleans
Jefferson Hwy
Veterans Blvd
West Esplanade
West Metairie
West Napoleon

WESTBANK

Barataria Blvd
Belle Chasse Hwy 23 – Whitney Ave to Lapalco Blvd, Gretna
Destrahan Ave – 4th Street to Leo Kerner Pkwy, Harvey to Marrero
Harvey Blvd – Wall to Drainage Canal
Jamie Blvd – Hwy 90 to Nicolle Blvd
Lapalco Blvd – Belle Chasse Hwy to Victory Dr
Leo Kerner Pkwy, Exit Rd to 301, Intercoastal Bridge Barataria Blvd to Jean Lafitte Blvd.
Manhattan Blvd – 4th Street to the Athletic Club at the end of Manhattan
Nicolle Blvd – Ruth to Lapalco Blvd
Segnette Blvd – W B Expressway to Lapalco, including Segnette Bridge
Terry Pkwy – Belle Chasse Hwy to W B Expressway.
Wall Blvd – Belle Chasse Hwy to Harvey Blvd
Westbank Expressway – includes the Hwy 90 turnaround to Segnette Blvd

Appendix 2

Street Lighting Inventory

	Totals	Wattage
High Pressure Sodium – Unmetered		
NEMA heads and post tops	11200	100 HPS
NEMA heads	129	150 HPS
Cobra heads	2941	250 HPS
Cobra heads	556	400 HPS
High Mast	82	1000 HPS
Causeway Blvd/Metairie underpass	14	250 HPS
Wall Packs	26	150 HPS
Belle Chase Hwy 23	126	250 HPS
Earhart Phase II	27	150 HPS
Earhart Expressway	212	250 HPS
Earhart Express High Mast	9	1000 HPS
Total	15322	
Metal Halide – Unmetered		
Terry Pkwy (post top)	408	250 MH
Carol Sue (post top)	78	150 MH
Heritage (post top)	20	175 MH
Causeway Underpass wall flasher	10	150 HPS
Total	516	
Metal Halide – Metered		
Purple Heart Loop	24	1000 MH
Family Gras Area	24	1000 MH
Total	48	
LED – Unmetered		
Betty Blvd Entrance	16	200 LED
City Park Dr, Lafitte	15	100 LED
Jamie/Nicole Blvd, Avondale	75	200 LED
Dickory/Citrus Ave, Elmwood	172	200 LED
Terry Pkwy	30	250 MH
Elmwood Business Park	170	200 LED
Magnolia Trace	16	100 LED
Nicole Blvd	65	120 LED
Airline Dr	144	200 LED
Azalia Gardens	44	80 LED
Barataria Blvd,	36	150 LED
Manhattan Blvd	12	200 LED
Wall Blvd	234	120 LED

Appendix 2

Veterans Blvd, Bonnabel to Orleans	126	200 LED
West Esplanade U-turns, Elmwood Canal Bridge, District 5	136	100 LED
West Napoleon U-turns	32	100 LED
Causeway Underpass	14	100 LED
Canal St	35	100 LED
Total	1372	

LED-Residential 80 watt

Claiborne Gardens/Beechgrove	103	80 LED
Haydel-Marrero	60	80 LED
Kennedy Heights Avondale	255	80 LED
Kensington-Summerfield-Pebble walk	41	80 LED
Lincolnshire- Westminster, Marrero	114	80 LED
Mt Kennedy-Marrero	131	80 LED
North Terrytown	129	80 LED
Tallowtree-Maplewood	97	80 LED
Orleans Village-Marrero	145	80 LED
South Terrytown	188	80 LED
Total	1263	

LED- Commercial 200 watt, 120/240v

West Esplanade, Metairie	19	200 LED
Severn Ave-West Napoleon to 41 st St, Metairie	11	200 LED
Phillips Dr, Harvey	6	200 LED
Park DeFamille Entrance, Estelle	12	200 LED
Segnette Blvd, Westwego	44	200 LED
Veterans Blvd	51	200 LED
Total	143	

LED- Commercial 200 watt, 240/480v

Lapalco Harvey Canal Bridge & Interchanges	81	200 LED
Segnette Bridge, Westwego	22	200 LED
West Esplanade – Homestead to Papworth	19	200 LED
Severn Ave –West Napoleon to 41 st St	11	200 LED
Phillips Dr, Harvey	6	200 LED
Park De Famille Entrance	12	200 LED
Segnette Blvd	44	200 LED
Veterans Blvd	50	200 LED
Total	245	

Induction Lighting – Metered

Korean Memorial	16	100 IND
Total	16	

Appendix 2

Induction Lighting - Unmetered

Airline Park	12	150 IND
Bissonet area	176	100 IND
Northline, Pelham, Nassau, Englewood	25	150 IND
Northline & Palmetto Bridges	16	150 IND
Westwood Crossing	38	100 IND
Total	267	

Total Owned By Jefferson Parish 19192

All Numbers are approximate

Table may not include lighting under construction

Appendix 3

Description of Articles

AIRLINE HIGHWAY - 29 DOUBLE ARM POLES & 58 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0220	POLE	HOLOPHANE	300058100FLTFABBSE3T9-BK, RFD263855
	CLAMSHELL BASE	HOLOPHANE	WA30AC100370-BK, RFD263852
	POLE ARM	HOLOPHANE	WLC192/2-CA/BK (ONE PIECE LIBERTY STYLE ARM)
	BANNER ARM	HOLOPHANE	OPTIONAL
	FIXTURE	HOLOPHANE	ATBM G MVOLT R3 4B P7 AO PCLL
	SCROLL	HOLOPHANE	WLC-MUSICSCROLL-BK, RFD263857
AIRLINE HIGHWAY - 28 SINGLE ARM POLES & 28 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0230	POLE	HOLOPHANE	250065108V4A-1VDA-TLP, WA30CSB BREAKAWAY COUPLING BLACK, RFD307387
	CLAMSHELL BASE	HOLOPHANE	WA30AC100370-BK, RFD263852
	POLE ARM	HOLOPHANE	WLC96/1-CA/BK (ONE PIECE LIBERTY STYLE ARM)
	BANNER ARM	HOLOPHANE	OPTIONAL
	FIXTURE	HOLOPHANE	ATBM G MVOLT R3 4B P7 AO PCLL
	SCROLL	HOLOPHANE	WLC-MUSICSCROLL-BK, RFD263857
LA HIGHWAY 23 - 62 DOUBLE ARM POLES & 124 HPS FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0240	POLE	HOLOPHANE	300058100FLTFABBSE3T9-BK, RFD263847
	ARM	HOLOPHANE	WLC144/2 (ONE PIECE LIBERTY STYLE ARM)
	BASE	WELLS KEOWN	10RD-2PC FLUERDELIS-BK-4

Appendix 3

			SIDES
	SCROLL	HOLOPHANE	WLC-MUSICSCROLL-BK, RFD263847
	FIXTURE TEAR DROP	HOLOPHANE	ESU 250HP 48 S B 4 R P48 WLDF13 200 BK
	LAMP		250 WATT HPS
LA HIGHWAY 23 - 2 - SINGLE ARM POLES AND 2 HPS FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0250	POLE ASSEMBLY	HOLOPHANE	300058100FLTFABBSE3T9- BK, RFD263847
	ARM	HOLOPHANE	WLC72/1 (ONE PIECE LIBERTY STYLE ARM)
	BASE	WELLS KEOWN	10RD-2PC FLUERDELIS-BK-4 SIDES
	SCROLL	HOLOPHANE	WLC-MUSICSCROLL-BK, RFD263847
	FIXTURE TEAR DROP	HOLOPHANE	ESU 250HP 48 S B 4 R P48 WLDF13 200 BK
	LAMP		250 WATT HPS
NICOLLE BOULEVARD - 65 SINGLE ARM POLES & 65 LED LAMP TYPE FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0260	POLE	HOLOPHANE	270062108FLTFABBSE3T9- BK, RFD263855
	ARM	HOLOPHANE	WLC72/1 (ONE PIECE LIBERTY STYLE ARM)
	BASE CASTING	HOLOPHANE	WA30AC100370-BK, RFD263856
	SCROLL	HOLOPHANE	WLC-MUSICSCROLL-BK, RFD263857
	FIXTURE TEAR DROP	HOLOPHANE	ESU 250HP 48 S B 4 R P48 WLDF-13 200 BK
	LAMP	LED SUPPLY PLUS	LED RETROFIT KIT, MODEL: R120W,POWER:120W, AC300-480V,T.COLOR:4000K
			BALLAST KIT:HVG-150-24A,YL- R120W,PCB:R0155-1/R0155- 2,3030 4S40P,AC300-480V

Appendix 3

TERRY PARKWAY - 160 DOUBLE POST TOP POLES & 320 MH FIXTURES			
WALL BOULEVARD I & II - 127 DOUBLE POST TOP POLES & 254 MH FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0270	POLE	DYNAMIC/AMERLUX	D2125.188-16-A356/TBK,2BR04 (DOUBLE POST TOP)
	ARM	DYNAMIC/AMERLUX	2BR04/TBK
	FIXTURE POST TOP	DYNAMIC/AMERLUX	DU770-F4/DR-CL/250MH-PS-MT/MOG/FDR/TWPCL/TBK
			2REQ PER SET UP
	LAMP	LED SUPPLY PLUS,LLC	SNC-CLW-1 20WB1 5000K E39, 2 REQ PER SET UP
			CLARK CORN LIGHT 5000K 120W 100-277V 360BS IP64 14000LM E39 BASE
CAROL SUE AVENUE - 70 SINGLE POST TOP POLES & 74 MH FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0280-A	POLE	DYNAMIC/AMERLUX	D2125.188-12/TBK
	FIXTURE POST TOP	DYNAMIC/AMERLUX	DUR770-F4/DR-CL/150MH-MT/MED/FDR/TW-PCL/TBK
	LAMP	DYNAMIC/AMERLUX	MHQ150/U/PS/M-4K
CAROL SUE AVENUE - 48 SINGLE POST TOP POLES & 48 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0280-B	POLE	HOLOPHANE	DWA 16 F5J 12 P07 LAB BK
	FIXTURE POST TOP	HOLOPHANE	AWDE2 P50 40K AS M BK 3 FRBM R BK P7 PCS UA GVDHSS12
HERITAGE AVENUE - 20 SINGLE POST TOP POLES & 20 MH FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0290	POLE	DYNAMIC/AMERLUX	D2123.188-12/TBK
	FIXTURE POST TOP	DYNAMIC/AMERLUX	DU770-F4/DR-CL/175MH-MT/MED/FDR/TW-PCL/TBK

Appendix 3

	LAMP	DYNAMIC/AMERLUX	MHQ175/U/PS/M-4K
BARATARIA BOULEVARD (WESTBANK EXPRESSWAY TO 6TH STREET) - 18 DOUBLE ARM POLES & 36 TEARDROP LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0300	POLE ASSEMBLY	HOLOPHANE	300058108T4F-BKY- HN24CSB-BK, BHC96/2, AB- 27-4 RFD161702-WLLF
	BASE	HOLOPHANE	HN24CSB-BK
	FIXTURE	HOLOPHANE	ESL 150 4K AS B 4 S BHDF13 200 BK
MANHATTAN BOULEVARD - 12 SINGLE ARM POLES & 12 FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0310	POLE	HOLOPHANE	HOL300045808T4A, 5530TP90R, 4VBC7-10, WA24ACO83280 AB, WLC72/1CABKH
	W/DECORATIVE SCROLLS	HOLOPHANE	HOL MUSIC SCROLLWORK FOR WLC POLE ASSEMBLY BL RFD181889
	LED FIXTURE-12 TOTAL	HOLOPHANE	ATB2 60BLEDE 70 MVOLT R3 4K BK P7
VETERANS BLVD - 70 SINGLE ARM POLES & 70 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0320	POLE 730-05- 10000-A	U.S. ARCH.&SUN VALLEY	CS-6935,REV.3/175B- RTA3084(.250)-PT-VBD- BREAKAWAY-COUPPLINGS- RAL9005T-BLACK
	POLE	HOLOPHANE	HOL300045808T4A, 5530TP90R, 4VBC7-10, WA24ACO83280 AB, WLC72/1CABKH
	ARM	U.S. ARCH.&SUN VALLEY	XPY-1(6FT)
	W/DECORATIVE SCROLLS	HOLOPHANE	HOL MUSIC SCROLLWORK FOR WLC POLE ASSEMBLY BL RFD181889

Appendix 3

	LED FIXTURE-70 TOTAL	GE LIGHTING SOLUTIONS	ERS2525E140DBLCK
	LED FIXTURE-70 TOTAL	ACUITY BRAND HOLOPHANE	ATBM G 480V R3 4B P7 AO PCLL

VETERANS BLVD - 25 DOUBLE ARM POLES & 50 LED FIXTURES

REFERENCE NO.	TYPE	MANUFACTURER	PART
0330	POLE 730-05- 10000-B	U.S. Arch. & Sun Valley	CS-6936,REV.3/17SB- RTA3084(.250)-PT-VBD- BREAKAWAY-COUPPLINGS- RAL9005T-BLACK
	POLE	HOLOPHANE	HOL300045808T4A, 5530TP90R, 4VBC7-10, WA24ACO83280 AB, WLC72/1CABKH
	ARM	U.S. ARCH.&SUN VALLEY	XPY-2-180(12FT)
	W/DECORATIVE SCROLLS	HOLOPHANE	HOL MUSIC SCROLLWORK FOR WLC POLE ASSEMBLY BL RFD181889
	LED FIXTURE-50 TOTAL	GE LIGHTING SOLUTIONS	ERS2525E140DBLCK
	LED FIXTURE-70 TOTAL	ACUITY BRAND HOLOPHANE	ATBM G 480V R3 4B P7 AO PCLL

MAGNOLIA TRACE DRIVE - 8 DOUBLE POST TOP POLES & 16 FIXTURES

REFERENCE NO.	TYPE	MANUFACTURER	PART
0340	POLE ASSEMBLY	HOLOPHANE	DWA 16 F5J 20 P08 ABG BK
	FIXTURE POST TOP	HOLOPHANE	AWDE 100 4K AS MB 3 N S B
	ARM	HOLOPHANE	MODMECH PCP36 CA BKH, RFD151848

WEST ESPLANADE AVENUE @ ELMWOOD CANAL - 4 DOUBLE POST TOP POLES & 8 LED FIXTURES

WEST ESPLANADE AVENUE @ ELMWOOD CANAL - 7 SINGLE POST TOP POLES & 7 LED FIXTURES

REFERENCE NO.	TYPE	MANUFACTURER	PART
0350	POLE - TWIN	HOLOPHANE	DWA 16 F5J 20 P08 ABG BK

Appendix 3

			– MODMECH PCP36 CA BKH, RFD151848
	POLE - SINGLE	HOLOPHANE	DWA 16 F5J 20 P05 ABG BK
	FIXTURE POST TOP	HOLOPHANE	AWDE 100 5K AS M B 5 NSG
	ARM	HOLOPHANE	PCP 36 CA BKH-RFD151848
PERFORMING ARTS CENTER - 6 SINGLE POST TOP POLES & 6 LED FIXTURES			
PERFORMING ARTS CENTER - 3 DOUBLE POST TOP POLES & 6 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0360	POLE SINGLE	HOLOPHANE	DWA 16 F5J 20 P05 ABG BK
	POLE - TWIN	HOLOPHANE	DWA 16 F5J 20 P08 ABG BK
	FIXTURE POST TOP	HOLOPHANE	AWDE 100 4K AS M B 5 N S B H
	ARM	HOLOPHANE	PCS PCP 36 CA BKH
WEST ESPLANADE AVENUE AND POWER BOULEVARD - 15 SINGLE POST TOP POLES & 15 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0370	POLE	HOLOPHANE	DWA 16 F5J 20 P07 ABG BK
	FIXTURE POST TOP	HOLOPHANE	AWDE 100 4K AS M B 3 N S B H PCS
WEST ESPLANADE AVENUE U-TURNS - 75 SINGLE POST TOP POLES & 75 LED FIXTURES			
WEST NAPOLEON AVENUE U-TURNS - 28 SINGLE POST TOP POLES & 28 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0380	POLE	HOLOPHANE	DWA 16 F5J 20 P07 ABG BK
	FIXTURE POST TOP	HOLOPHANE	AWDE 100 4K AS M B 3 N S B H PCS
MISCELLANEOUS POLE & LED FIXTURE			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0390	POLE	HOLOPHANE	DWA 14 F5J 20 P08 ABG BK

Appendix 3

	FIXTURE POST TOP	HOLOPHANE	AWDE 100 4K AS M B 5 N S B
NASSAU, NORTHLINE, PELHAM METAIRIE CLUB GARDENS			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0400	POLE - BLACK POST TOP	HOLOPHANE	DWA 12 F4J 12 PO8 ABG BK
	FIXTURE - BLACK	CRYSTAL LIGHTING - INDUCTION	VL-CLP-ACRN-150 IND-XX- PA-120V-277V-SP
	POLE - GREEN POST TOP	HOLOPHANE	DWA 12 F4J 12 PO7 ABG GR
	FIXTURE - GREEN		VL-CLP-ACRN-150 IND-XX- PA-120V-277V-SP
CITY PARK AVE TOWN OF LAFITTE -18 POST TOP POLES AND LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0410	POLE - BLACK	KING	LSFES-14 BLACK-GFI-LUBA- .188-A356
	FIXTURE POST TOP	KING	K118R-BAAR-111- 101(SSL)8000-120-K13
AZALIA GARDENS - 44 POST TOP POLES AND LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0420	POLE - BLACK	STERNBERG	3914FP4, 14 FT POLE
	FIXTURE POST TOP	STERNBERG	A850SRLED
AZALIA GARDENS - 44 POST TOP POLES AND LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0430	POLE - BLACK	STERNBERG	3912FP4, 12 FT POLE
	FIXTURE POST TOP	STERNBERG	A850SRLED

Appendix 3

HOLOPHANE POST TOP LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0440	FIXTURE POST TOP	HOLOPHANE	AWDE 100 5K AS MB 5 N S G
HOLOPHANE POST TOP LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0450	FIXTURE POST TOP	HOLOPHANE	AWDE 100 4K AS MB 3 N S B H PCS
HOLOPHANE POST TOP LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0460	FIXTURE POST TOP	HOLOPHANE	AWDE 100 4K AS MB 3 N S B H
CLEARY AVENUE BRIDGE - 12 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0470	FIXTURE	ACUITY BRAND HOLOPHANE	ATB2 60BLEDE10 MVOLT R3 4K P7 PCLL
LAPALCO BOULEVARD & BRIDGE OVER HARVEY CANAL - 85 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0480	FIXTURE (WARRANTED)	BRILLIANT EFFICIENCIES	SLB 200-T3L-4000K-GR-120V-277V AC
	FIXTURE (WARRANTED)	BRILLIANT EFFICIENCIES	SLB 200-T3L-4000K-GR-480V AC
LAPALCO BRIDGE OVER BAYOU SEGNETTE - 22 LED FIXTURES			
SEGNETTE BLVD 44 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0490	FIXTURE (WARRANTED)	BRILLIANT EFFICIENCIES	SLB 200-T3L-4000K-GR-480V AC (BRIDGE)

Appendix 3

	FIXTURE (WARRANTED)	BRILLIANT EFFICIENCIES	SLB 200-T3L-4000K-GR- 120V-277V AC (BLVD)
ELMWOOD AREA - 151 LED LIGHT FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0500	FIXTURE	PHILLIPS	SLB 200-T3L-4000K-GR- 120V-277V AC
	FIXTURE	HOLOPHANE	ATB2 40BLEDE10 MVOLT R3 4K P7 PCLL
AIRLINE DR-LABARRE TO ORLEANS 86 LED FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0510	FIXTURE	ACUITY BRAND HOLOPHANE	ATBM G MVOLT R3 4B P7 AO PCLL
MISCELLANEOUS FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0520	FIXTURE	ACUITY BRAND HOLOPHANE	ATBM G 480 R3 4B AO P7 PCLL
MISCELLANEOUS FIXTURES (RESIDENTIAL)			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0530	FIXTURE	ACUITY BRAND HOLOPHANE	ATBO 20BLEDE13 MVOLT R3 P7 PCLL
MISCELLANEOUS FIXTURES			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0540	FIXTURE	ACUITY BRAND HOLOPHANE	ATB2 60BLEDE70 480 R3 P7 PCLL
PARISH-WIDE - 500 PHOTOCONTROLS			

Appendix 3

REFERENCE NO.	TYPE	MANUFACTURER	PART
0550	LED PHOTOCONTROL	ACUITY	DLL127 120-277V FAIL ON
PARISH-WIDE - 500 PHOTOCONTROLS			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0560	LED PHOTOCONTROL	ACUITY	DLL127 480V FAIL ON
VETERANS BLVD FIXTURE LED			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0570	FIXTURE	GE LED	ERS2525E140DBLCK
SCREW IN TYPE FOUNDATIONS			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0580	HELICAL SCREW	HUBBELL POWER SYSTEMS	CATALOG # 1121751
	FOUNDATION		
INDUCTION LIGHTING			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0590	CRYSTAL LIGHTING CORP	EGLE', LLC	
	INDUCTION POST TOP LIGHT FIXTURE		VL-CLP-ACRN-100-IND-XX- PA-120V-277V-SP
INDUCTION LIGHTING			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0600	CRYSTAL LIGHTING CORP	EGLE', LLC	
	INDUCTION		VL-CLP-ACRN-150-IND-XX-

Appendix 3

	POST TOP LIGHT FIXTURE		PA-120V-277V-SP
RESIDENTIAL LED LIGHTING - 100 WATT HPS REPLACEMENT			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0610	LED RESIDENTIAL	BRILLIANT EFFICIENCIES	SLB80 NEMA STREETLIGHT, 80 WATT
	LED RESIDENTIAL	ACUITY BRAND HOLOPHANE	ATB0 20BLEDE13 MVOLT R3 P7 PCLL
COMMERCIAL ROADWAY LIGHTING - 250 WATT HPS REPLACEMENT LED			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0620	LED RESIDENTIAL	BRILLIANT EFFICIENCIES	SLB200 NEMA STREETLIGHT, 200 WATT
	LED RESIDENTIAL	ACUITY BRAND HOLOPHANE	ATB2 40BLEDE10 MVOLT R3 P7 PCLL
COMMERCIAL ROADWAY POLE-STEEL, ALUMINUM OR CONCRETE			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0630	POLE COMMERCIAL	SEE CONTRACT DOCUMENTS	VALMONT, HAPCO
RESIDENTIAL ROADWAY POLE-STEEL, ALUMINUM OR CONCRETE			
REFERENCE NO.	TYPE	MANUFACTURER	PART
0640	POLE RESIDENTIAL	SEE CONTRACT DOCUMENTS	VALMONT, HAPCO
REFERENCE NO.	TYPE	MANUFACTURER	PART
0700	PC STYLE STACK. ASSEM.	QUAZITE - HUBBELL	PC1212BA12
	COVER		PC1212CA00

Appendix 3

REFERENCE NO.	TYPE	MANUFACTURER	PART
0710	PC STYLE STACK. ASSEM.	QUAZITE - HUBBELL	PC121BA18
	COVER		PC1218CA18
REFERENCE NO.	TYPE	MANUFACTURER	PART
0720	WIRE TERMINAL	THOMAS & BETTS	USB835
REFERENCE NO.	TYPE	MANUFACTURER	PART
0730	NON FUSABLE HOLDER	IDEAL/BUCHANAN BREAKAWAY	
REFERENCE NO.	TYPE	MANUFACTURER	PART
0740	FUSE HOLDER	IDEAL/BUCHANAN BREAKAWAY	
REFERENCE NO.	TYPE	MANUFACTURER	PART
0750	DISCONNECT		600V STAINLESS STEEL
REFERENCE NO.	TYPE	MANUFACTURER	PART
0760	DISCONNECT		120V-240V V STAINLESS STEEL

Appendix 3

REFERENCE NO.	TYPE	MANUFACTURER	PART
0770	SCHEDULE 40 PVC		SIZE 2"
REFERENCE NO.	TYPE	MANUFACTURER	PART
0780	SCHEDULE 80 PVC		SIZE 2"
REFERENCE NO.	TYPE	MANUFACTURER	PART
0790	PEDESTAL MOUNT	CENTRAL SYSTEMS & CONTROL	MFG#20026031042, DEWSBURY MFG#60310422002
	CONTROLLER 480-600V	CORP	SEE DIVISION OF STREET LIGHTING FOR SPEC SHEET

Appendix 4

Parts List - Item Description

The Louisiana Uniform Public Work Bid Form has a character limitation in our system. Appendix 4 is to provide a complete item description for items listed on the bid form.			
*** Do not include pricing on this sheet. Pricing must be provided on the Louisiana Uniform Public Work Bid Form. ***			
REF NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES
1	24	MO	0001 - Monthly maintenance cost for routine maintenance and repair, including the underground circuits and foundations. The current number of Parish-owned street light units is approximately 19,192 (See inventory summary). Unit Price quoted shall be cost per month to undertake all routine maintenance and repair on street light units as set forth in the attached specification summary, Section G. The approximate number of work orders per month has been in the range of 150 more or less; however, no adjustment shall be made to the monthly cost.
2	50	HR	0020 Traffic Control - Police Detail
3	100	HR	0030 Night Runs (Eastbank & Westbank) (Monthly)
4	2,000	HR	0040 - Supervisor for oversight and coordination when using approved subcontractors
5	5,000	HR	0050 - Labor - Licensed Electrician
6	1,000	HR	0060 - Labor - Mechanic
7	1,000	HR	0070 - Labor - Laborer
8	500	HR	0080 - Labor - Equipment Operator (CDL)
9	5,000	HR	0090 - Bucket truck with tools and equipment necessary to undertake work in conjunction with the repair and maintenance of a street lighting system.
10	1,000	HR	0100 - Backhoe and loader combination (If rented, equipment shall be charged at direct cost)
11	1,000	HR	0110 - Truck mounted crane (if rented, equipment shall be charged at direct cost)
12	1,000	HR	0120 - Service truck equipped with tools and equipment necessary to undertake work in conjunction with the repair and maintenance of a street lighting system
13	500	HR	0130 - Flatbed truck (If rented, equipment shall be charged at direct cost)
14	25	HR	0140 - Backhoe/Loader Transport (if rented, equipment shall be charged at direct cost)
15	10	HR	0150 - Air compressor (If rented, equipment shall be charged at direct cost)

Appendix 4
Parts List - Item Description

16	10	HR	0160 - Welding machine (If rented, equipment shall be charged at direct cost)
17	2,500	LF	0170 - Directional underground borer - Shall be paid as per line item, cost per foot, for any boring in excess of 50 Ft. The contractor shall be responsible for the first 50 ft of cost as per Section F-Item 4-b.
18	10	HR	0180 - Jack Hammer - per hour (if rented, equipment shall be charged at direct cost)
19	2,000	HR	0190 Utility and/or pole trailer (If rented, equipment shall be charged at direct cost)
20	500	EA	0200 - Group Relampment (more than five (5) lamps.)
21	350	EA	0210 - Leaning poles needing minimal adjustment
22	6	EA	0220 - United Lighting Standard Washington Style 30 Ft Fluted Aluminum pole, Black, Double Arm, Clamshell Base assembly Package catalog # RTA-FL-1055304-T3.5-BK, UMB-28-MOD-BK, Fixture: Holophane- ATBM G MVOLT R3 4B P7 AO PCLL
23	1	EA	0230 - United Lighting Standard Washington Style 25 Ft Fluted Aluminum pole, Black, Single Arm, Clamshell Base assembly Package Catalog # RTA-FL-1069223-T3.5-BK, UMB-18-MOD-BK, Fixture: Holophane- ATBM G MVOLT R3 4B P7 AO PCLL
24	6	EA	0240 - United Lighting Standard 30 Ft Fluted Aluminum pole, Black, Double Arm, Deco Base assembly Package Catalog #RTA-FL-1055304-T3.5x7.5-BK, UMB-26-MOD-BK, CSBC-BK-MOD, 10RD-2Pc-Fluerdelis-BK Base cover on 4 sides, Fixture: Holophane- ESU 250HP 48 S B 4 R P48 WLDf13 200 BK
25	1	EA	0250 - United Lighting Standard 30 Ft Fluted Aluminum pole, Black, Single Arm, Deco Base Assembly Package Catalog # RTA-FL-1055304-T3.5-BK, UMB-16-MOD-BK, CSBC-BK-MOD, 10RD-2Pc-Fluerdelis-BK Base cover on 4 sides, Fixture: Holophane-ESU 250HP 48 S B 4 R P48 WLDf13 200 BK

Appendix 4

Parts List - Item Description

26	1	EA	0260 - United Lighting Standards Washington Style 27 Ft Fluted Aluminum pole, Black, Single Arm, Clamshell Base Assembly Package Catalog # RTA-FL-1069274-T3.5x7.5-BK,UMB-16-MOD-BK, Fixture: Holophane- ESU 250HP 48 S B 4 R P48 WLD-13 200 BK,: LAMP-LED SUPPLY PLUS, LED RETROFIT KIT, MODEL:R120W,POWER:120W,AC300-480V,T.COLOR:4000K, BALLAST KIT: HVG-150-24A,YL-R120W,PCB:R0155-1/R0155-2,3030 4S40P,AC300-480V
27	7	EA	0270 - Dynamic/Amerlux 16 Ft Fluted Aluminum pole, Black, Arm-Double Post Top Assembly Package Catalog #D2125.188-16-A356/TBK, 2BR04(DOUBLE POST TOP) Fixture: DU770-F4/DR-CL/250MH-PS-MT/MOG/FDR/TW-PCL/TBK, LAMP: LED SUPPLY PLUS, SNC-CLW-1 20WB1 5000K E39, CLARK CORN LIGHT-5K 120W 100-277V, 360BS IP64 14000LM E39 BASE
28-A	1	EA	0280-A - Dynamic/Amerlux 12 Ft Fluted Aluminum pole, Black, Single Post Top Assembly Package Catalog #D2125.188-12/TBK, Fixture:DU770-F4/DR-CL/150MH-MT/MED/FDR/TW-PCL/TBK, LAMP: MHQ150/U/PS/M-4K
28-B	1	EA	0280-B - Holophane 16 FT Aluminum Pole, Fluted,Black, post top, Cat#: DWA 16 FSJ 12 P07 LAB BK, FIXTURE: AWDE2 P50 40K AS M BK 3 FRBM R BK P7 PCS UA GVDH5512
29	1	EA	0290 - Dynamic/Amerlux 12 Ft Fluted Aluminum pole, Black, Single Post Top Assembly Package Catalog #D2125.188-12/TBK, Fixture: DU770-F4/DR-CL/175MH-MT/MED/FDR/TW-PCL/TBK
30	2	EA	0300 - Holophane 30 Ft Fluted Aluminum pole, Black, Double Arm, Clamshell Base Assembly Package, Catalog #300058108T4F-BKY, HN24CSB-BK, BHC96/2-AB-27-4-RFD161702-WLLF, Fixture:ESL 150 4K AS B 4 S BHDF13 200 BK
31	3	EA	0310 - Holophane 30 Ft Aluminum Pole, Black, Single Arm, Clamshell Base Assembly Package, Catalog # HOL300045808T4A,5530TP90R,4VBC7-10,WA24AC083280 AB,WLC72/1CABKH RFD181887, Fixture: ATB2 60BLEDE 70 MVOLT R3 4K BK P7

Appendix 4

Parts List - Item Description

32	2	EA	0320 - U.S. Arch. & Sun Valley CS-6935, REV.3/17SB-RTA3084(.250)-PT-VBD-Breakaway-Couplings-XPY-1(6FT)-W/Decoorative Scroll-RAL9005T-Black
33	3	EA	0330 - U.S. Arch. & Sun Valley CS-6936, REV.3/17SB-RTA-3084(.250)-PT-VBD-Breakaway-Couplings-XPY-2-180(12FT)-W/Decorative Scrolls-RAL9005T-Black
34	1	EA	0340 - Holophane 16 Ft Fluted Aluminum pole, Black,Twin Post Top Assembly Package, Catalog #DWA16 F5J 20 P08 ABG BK, PCP 36 CA BKH, Fixture: AWDE 100 4K AS M B 3 NSB
35	2	EA	0350 - Holophane 16 Ft Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog #DWA 16 F5J 20 P08 ABG BK-MODMECH,PCP36CABKH-RFD151848, Fixture : AWDE 100 5K AS M B 5 N S G
36	1	EA	0360 - Holophane 16 Ft Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog #DWA 16 F5J 20 P08 ABG BK, PCS PCP 36 CA BKH, Fixture : AWDE 100 4K AS M B 5 NSBH
37	2	EA	0370 - Holophane 16 Ft Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog # DWA 16 F5J 20 P07 ABG BK, Fixture: AWDE 100 4K AS M B 3 N S B H PCS
38	2	EA	0380 - Holophane 16 Ft Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog # DWA 16 F5J 20 P07 ABG BK, Fixture: AWDE 100 4K AS M B 3 N S B H PCS
39	2	EA	0390 - Holophane 14 FT Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog# DWA 14 F5J 20 P08 ABG BK Fixture: AWDE 100 4K AS M B 5 NSB
40	2	EA	0400 - Holophane - 12 Ft Fluted Aluminum pole, Black or Green, Post Top Assembly Package, Cat # DWA 12 F4J 12 P08 ABG BK/GR, FIXTURE: VL-CLP-ACRN-150 IND-XX-PA-120V-277V-SP
41	1	EA	0410 - King Lighting 14 Ft Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog # LSF5-14-Black-GFI-LUBA-.188-A356, LED Type Fixture: K118R-BAAR-111-101(SSL)8000-120-K13
42	1	EA	0420 - Sternberg Lighting 14 Ft Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog # 3914FP4, LED Type Fixture: A850SRLED

Appendix 4

Parts List - Item Description

43	1	EA	0430 - Sternberg Lighting 12 Ft Fluted Aluminum pole, Black, Post Top Assembly Package, Catalog #3912FP4, Led Type Fixture: A850SRLED
44	5	EA	0440 - Holophane LED Post Top Fixture:AWDE 100 5K AS MB 5 N S G
45	5	EA	0450 - Holophane LED Post Top Fixture : AWDE 100 4K AS M B 3 N S B H PCS
46	5	EA	0460 - Holophane LED Post Top Fixture: AWDE 100 4K AS M B 3 N S B H
47	5	EA	0470 - Acuity Brand LED Cobra Type Fixture: ATB2 60BLEDE10 MVOLT R3 4K BK P7 PCLL
48	1	EA	0480 - Brilliant Efficiencies LED Cobra Type Fixture: SLB200-T3L-4000K-GR-120-277V/480V AC, - 200 watt LED* Fixture under warranty- see Section G,2a of the contract documents
49	5	EA	0490 - Brilliant Efficiencies SLB200-T3L-4000K-GR- 120-277V/480V AC, 200 WATT LED,
50	5	EA	0500 - Acuity Brand Lighting LED Cobra Type Fixture: ATB2 40BLEDE10 MVOLT R3 P7 PCLL
51	5	EA	0510 - Acuity Brand LED Cobra Type Fixture: ATBM G MVOLT R3 4B P7 AO PCLL
52	5	EA	0520 - Acuity Brand LED Cobra Type Fixture: ATBM G 480 R3 4B AO P7 PCLL
53	5	EA	0530 - Acuity Brand LED Residential Type Fixture: ATBO 20BLEDE13 MVOLT R3 P7 PCLL
54	5	EA	0540 - Acuity Brand LED Cobra Type Fixture: ATB2 60BLEDE70 480 R3 P7 PCLL
55	50	EA	0550 - LED Photocontrol, Acuity, DLL127 120-277V Fail ON
56	50	EA	0560 - LED Photocontrol, Acuity, DLL127 480V Fail ON
57	5	EA	0570 - GE Lighting Solutions LED Type Fixture ERS2525E140DBLCK
58	2	EA	0580 - Hubbell Power Systems Helical Screw-In Foundation Cat. No. T1121751
59	1	EA	0590 - CRYSTAL Lighting Corp. - EGLE', LLC Induction Exterior Post Top Fixture Catalog # VL-CLP-ACRN-100 IND-XX-PA-120V-277V-SP * Fixture under warranty-see Section G, 2a of the contract documents

Appendix 4

Parts List - Item Description

60	1	EA	0600 - CRYSTAL Lighting Copr.- EGLE',LLC Induction Exterior Post Top Fixture Catalog # VL-CLP-ACRN-150 IND-XX-PA-120V-277V-SP * Fixture under warranty- see Section G, 2a of the contract documents
61	1	EA	0610 - Brilliant Efficiencies - LED Residential Type Fixture: SLB80 NEMA Street Light - 80 watt Fixture under warranty-see Section G, 2a of the contract documents
62	1	EA	0620 - Brilliant Efficiencies LED Cobra Type Fixture: SLB200 NEMA Street Light - 200 watt * Fixture under warranty-see Section G,2a of the contract documents
63	50	EA	0630 - STEEL, ALUMINUM OR CONCRETE POLES, ARM AND FIXTURE PACKAGES FOR MAJOR/COMMERCIAL ROADWAYS
64	50	EA	0640 - STEEL, ALUMINUM OR CONCRETE POLES, ARM AND FIXTURE PACKAGES FOR RESIDENTIAL STREETS
65	50	EA	0650 - Pick up Poles - Commercial Roadways in Excess of 20 Ft in Height - Not to Exceed \$300.00 and NEW pole must be installed and working before payment .
66	50	EA	0660 - Pick up Poles - Residential Streets up to 20 Ft in Height - Not to exceed \$200.00 and NEW pole must be installed and working before payment.
67			0670 - NON-BIDDABLE ITEM (FOR BIDDING PURPOSES PLEASE LEAVE BLANK) THE COST OF ANY OTHER MISCELLANEOUS ITEMS NECESSARY FOR THE COMPLETION OF THIS CONTRACT SHALL BE APPROVED BY JEFFERSON PARISH, WHEN THE COST OF SAID ITEMS ARE IDENTIFIED AND QUOTED.
68			0680 - NON-BIDDABLE ITEM (FOR BIDDING PURPOSES PLEASE LEAVE BLANK) SPECIAL WORK ORDER INVOICES: "NOT TO EXCEED0590 - NON-BIDDABLE ITEM (FOR BIDDING PURPOSES PLEASE LEAVE BLANK) THE COST OF ANY OTHER MISCELLANEOUS ITEMS NECESSARY FOR THE COMPLETION OF THIS CONTRACT SHALL BE APPROVED BY JEFFERSON PARISH, WHEN THE COST OF SAID ITEMS ARE IDENTIFIED AND QUOTED. COST ESTIMATE, MUST BE APPROVED BY JEFFERSON PARISH. (SECTION I, PART 2B)
			ITEMS BELOW 0690 THRU 0800 TO BE USED FOR NEW INSTALLATIONS (3 OR MORE) AND CONSTRUCTION/CAPITAL PROJECTS


Appendix 4

Parts List - Item Description

REF NO.	QUANTITY	U/M	DESCRIPTION OF ARTICLES
69	100	HR	0690 - LABOR FOR DELIVERY & MATERIAL PICKUP FROM WAREHOUSE
70	50	EA	0700 - QUAZITE BOX 12" X 12"
71	50	EA	0710 - QUAZITE BOX 11" X 17"
72	100	EA	0720 - WIRE TERMINALS
73	100	EA	0730 - NON FUSABLE BREAKAWAY HOLDER
74	100	EA	0740 - FUSE HOLDER BREAKAWAY
75	4	EA	0750 - DISCONNECT STAINLESS STEEL (FUSABLE) 600 V
76	4	EA	0760 - DISCONNECT 120V-240V FUSABLE
77	1000	FT	0770 - SCHED 40 PVC 2"
78	1000	FT	0780 - SCHED 80 PVC 2"
79	2	EA	0790 - PEDESTAL MOUNT CONTROLLER

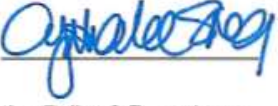
ATTACHMENT C

JEFFERSON PARISH CONTRACT ADMINISTRATION POLICY & PROCEDURES



JEFFERSON PARISH
OFFICE OF THE PRESIDENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

Date: January 21, 2021
To: All Employees
From: Cynthia Lee Sheng 
Parish President
Subject: Contract Administration Policy & Procedures

Attached is the new Contract Administration Policy & Procedures manual that is being instituted throughout Jefferson Parish. The purpose of contract administration is to ensure that the contractor/vendor is performing all duties in accordance with the contract, that the financial interests of the Parish are protected, and that the Parish is aware of and addresses any developing problems or issues on a timely basis. The reason for implementing this policy is to mandate that, when a contract is executed by the Parish in accordance with Parish and State Law, a Parish employee will assume the role of contract administrator and be responsible for monitoring the contract for proper execution and performance from the start date of the contract through completion and final acceptance.

Monitoring the performance of those with whom Jefferson Parish does business is a key function of proper contract management and administration. It follows that the manner in which the Parish manages its business relationships has a great impact on how effectively the Parish meets the needs and expectations of its citizens.

The Parish does business with a variety of entities and persons ranging from cooperative endeavor agreements with small non-profit organizations to intergovernmental agreements with municipalities to multi-million-dollar construction projects involving many firms.

The Contract Administration Policy & Procedures have been established for the purpose of comprehensively developing, maintaining and communicating the standards of Contract Administration expected of every Parish department. I appreciate your dedicated efforts and professionalism and am pleased that we continually raise the bar for what is expected by Jefferson Parish.

JOSEPH S. YENNI BUILDING-1221 ELMWOOD PARK BLVD-SUITE 1002-JEFFERSON, LA 70123-PO BOX 10242-JEFFERSON, LA 70181-0242
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JEFFERSON PARISH

CONTRACT ADMINISTRATION POLICY & PROCEDURES

1. IN GENERAL

Monitoring the performance of those with whom Jefferson Parish does business is a key function of proper contract management and administration. It follows that the manner in which the Parish manages its business relationships has a great impact on how effectively the Parish meets the needs and expectations of its citizens.

The Parish does business with a variety of entities and persons ranging from cooperative endeavor agreements with small non-profit organizations to intergovernmental agreements with municipalities to multi-million-dollar construction projects involving many firms. For more specific information on the Uniform Purchasing Procedures, please see Jefferson Parish Code of Ordinances, Chapter 2, Article VII. Finances, Contract, Purchases and Sales, Division 2. Uniform Purchasing Procedures. Some sections to note are: Section 2-895 for Request for Proposals which is used for nonprofessional services costing \$15,000.00 or more when the competitive sealed bid is not practical; Section 2-902 for purchases less than or equal to \$5,000.00; Section 2-903 for purchases between \$5,000.00 and for the purchase of materials and supplies in the sum set in La. R.S. 38:2212.1, and for all public works below the contract limit, as defined in La. R.S. 38:2212. Division 3. Restrictions on Contracts and other Agreements, Section 2-925.1 establishes requirements for Cooperative Endeavor Agreements with non-governmental organizations. Division 3.1. Section Nos. 2-926 through 2-935.1 establishes the Statement of Qualifications (SOQ) process which is used for the selection of persons for professional services.

The purpose of contract administration is to ensure that the contractor/vendor is performing all duties in accordance with the contract, that the financial interests of the Parish are protected, and that the Parish is aware of and addresses any developing problems or issues on a timely basis. The reason for implementing this policy is to mandate that, when a contract is executed by the Parish in accordance with Parish and State Law, a Parish employee will assume the role of contract administrator and be responsible for monitoring the contract for proper execution and performance from the start date of the contract through completion and final acceptance.

Please note that the policies and procedures outlined herein are minimum standards and protocol for the role of contract administrator in the Parish; they do not prohibit individual department directors from adopting more stringent requirements.

2. DEFINITIONS

Contract – is defined as a written agreement between two (2) or more parties intended to have legal effect, including but not limited to Memorandums of Understanding, Cooperative Endeavor Agreements, Intergovernmental Agreements, Grant Contracts, As-needed contracts, Bid Contracts, Contracts derived from Requests for Proposals (RFP) or from Statements of Qualification (SOQ), and Professional Services Contracts. For purposes of this policy the words "contract" and "agreement" are synonymous.

Contractor/Vendor – a person or company that undertakes a contract to provide materials or labor to perform a service to do a job or a person that sells something of value to another based upon the terms of a contract. For purposes of this policy, the term contractor or vendor includes, but is not limited to, that party, association, entity, organization, non-profit, or group with whom the Parish is entering an agreement for some legitimate public purpose. (e.g. a civic association, municipality or an engineer)

Contract Administrator – a Parish departmental employee or other designee of the Jefferson Parish Council that is designated by his/her supervisor or supervising body as the person responsible for administering and monitoring contracts for that Parish department or Council Office (for Council initiated contracts). This person may be a director, an executive assistant to the director, an assistant director, an engineer, or other designated employee with a qualified job description to ensure the employee is not working out of class. It must be somebody in a position with unique knowledge about the workings of contractual relations for the department/office.

Contract Coversheet – a coversheet that accompanies each contract and includes, among other things, the name of the contract administrator and the address and contact information for the contract administrator. It is imperative that the Contractor/Vendor knows that the contract administrator must be copied on all correspondence regarding the contract including invoices. Other information contained within the contract coversheet includes, but is not limited to, bond information, special instructions regarding the handling of the contract, contract amounts and any changes in those amounts and contact information for the originator of the route.

- The C-track contract routing process requires the contract administrator's name, email address and phone number to be entered on the contract cover sheet.

3. THE PRE CONTRACT PERIOD

It is incumbent on the Parish to negotiate the terms and conditions of the contract. Sometimes contracts are drafted by the various departments using the templates found on the Parish Intranet site. Sometimes they are drafted by the Office of the Parish Attorney. Regardless of who drafts the agreement it is imperative that the time and effort be spent on the front end of the agreement to specifically define what the scope of work will be. Contract administration must be considered during this process and if possible the contract administrator should participate in developing the solicitation and writing the draft documents. This allows the contract administrator to more readily measure the vendor/contractor's performance.

To accomplish this level of detail in the agreement anyone that drafts an agreement to which the Parish will be a party should utilize the SMART method of goal setting. In drafting the scope of work the focus should be on clearly defining the deliverables and ensuring that they are Specific, Measurable, Attainable, Realistic, and Timely. Looking at each component of the acronym individually will ensure a better understanding of this.

A Scope of Work should be SMART;

- Specific. What is the goal of the agreement? How often or how much? Where will it take place? What is it that the Parish is trying to accomplish by entering the agreement?
- Measurable. How will the Parish measure its goal? Measurement gives the monitor specific feedback and allows the Parish to hold its contractors/ vendors accountable. It is how the monitor can keep score.
- Attainable. Is the outcome sought achievable or impossible?
- Realistic. Is the goal and timeframe realistic?
- Timely. What is the duration of the agreement? What are the deadlines?

Review the scope of work and other contract terms, including contractor compliance requirements and reporting requirements. All of these requirements are deliverables that the contractor will agree to when the contract is executed or the purchase order is issued. Design the monitoring program to focus on items that are most important. Generally, this means to focus the monitoring on the outcomes that result from the contract. In writing the specification, focus should be on the scope of work and ensuring that the outcomes are specific and measurable. What is the Parish getting from the contract? What public purpose is being satisfied? Once the deliverables are identified the specification writer

should develop a monitoring plan/checklist for each contract taking into account the level of risk. General factors used to assess the level of risk include, but are not limited to:

- a. The dollar amount of the contract;
- b. Negative impact to the Parish's reputation if the contract is not executed properly and on time;
- c. The contractor/vendor's past performance;
- d. How experienced the contractor is with the type of work to be performed; and
- e. The term of the agreement, timeliness of renewing, and contract caps.

4. WHY MONITOR?

Monitoring the performance of the contractor is a key function of proper contract administration. The purpose is to ensure that the contractor is performing all duties in accordance with the contract and for the contract administrator to be aware of and address any developing problems or issues. Small dollar value or less complex contracts normally require little monitoring. However, that does not preclude the possibility of more detailed monitoring if deemed necessary by the Parish. Conversely, large dollar contracts may need little monitoring if the items or services purchased are not complex, and Parish administration is comfortable with the contractor's performance and the level of risk associated with the contract.

5. NOW THAT I AM A CONTRACT ADMINISTRATOR WHAT IS EXPECTED OF ME?

All of the below listed items are legitimate contract administration procedures:

- a. Monitoring the contractor's progress and performance to ensure goods and services conform to the contract requirements. Depending on the nature of the contract the contract administrator may need to conduct one or more site visits.
- b. Documenting required contractor visits, tests, and significant events, if relevant.
- c. Reviewing required reports submitted by the contractor demonstrating compliance.
- d. Resolving disputes in a timely manner
- e. Verifying receipt of contract deliverables in accordance with the contract terms and maintaining detailed supporting documentation.
- f. Reviewing contractor's invoices and reconciling and verifying that payments are consistent with the contract terms and maintaining proper documentation.

- g. Reviewing compliance with applicable laws, regulations, and policies and consulting with the department Director if there are any concerns.
- h. Providing status reports at reasonable intervals and maintaining a contract folder until contract completion.

The contract administrator needs to consider the following monitoring reviews:

- Was the item billed really purchased by the contractor?
- Was the item billed used for the purpose of the contract?
- Was the item necessary and reasonable for the purpose of the contract?
- Was the item of the quality and quantity specified in the contract?
- Was the item listed in the contractor's bid, or is the item or service within the scope of work in the contract?

These are items that should also be considered in any type of contract.

6. MINIMUM STANDARDS & PROTOCOLS FOR CONTRACT ADMINISTRATORS (RESPONSIBILITIES)

The overriding responsibility of the contract administrator is to monitor the contractor's progress and performance to ensure goods, services, or deliverables conform to the contract requirements.

Functions of contract administration:

- Monitor performance to ensure goods and services conform to the contract;
- Identify and report violations, and pursue remedies;
- Manage contract changes;
- Ensure taxpayer dollars are spent wisely;
- Perform contract close out responsibilities; and
- Maintain contract records.

Contract administrator ensures that goods and services are delivered in a timely manner and that the financial interests of the Parish are protected. It is essential for contract administrators to understand the provisions of the contract. They must be able to communicate to all parties involved and maintain oversight over contract performance.

The contract administrator is responsible for the contract file and for keeping a complete contract file. The file provides a basis for settling claims and disputes should

they arise. Contract files need to be well organized to allow someone to reconstruct and understand the history of the contract

Recommended Contract File Documents (not all contracts will have all components)

- The solicitation document;
- The contractor's response;
- The award document, which is a resolution for purchases over a certain dollar amount or may be by letter award issued by the Purchasing Department for smaller contracts;
- All specifications, drawings or manuals pertaining to the contract;
- All contract amendments;
- Contract submittals that have been received; including but not limited to certificates of insurance, performance bond and/or payment bond;
- A list of furnished property or services;
- Memorandums and correspondence related to the contract, even if prior to award;
- All routine reports required by the contract;
 - Sales reports
 - Pricing schedules
 - Approval requests
 - Inspection reports
 - Audit reports
- All notices to proceed, to stop work, or to correct deficiencies;
- Records and minutes of meetings; and
- All backup documentation for payments made under the contract.

Additionally, contract administration duties may include;

- Consulting with the Parish Attorney's Office to address any legal concerns and/or issues.
- Contacting the contractor/vendor to obtain up-to-date certificates of insurance. Department is to send a copy of the certificates of insurance to the Purchasing Department's Executive Assistant so the AS/400 can be updated.
- Serving as the point of contact for disseminating the instructions regarding the work to the contractor. Contract administrator should be copied on any Notice to Proceed by the director.
- Receiving and responding to communications between the Parish and the contractor.
- Manage, approve, and document any changes to the contract and initiate any necessary amendments by initiating the process to obtain Council approval.

- Managing any Parish property used in contract performance, e.g., computers, telephones, identification badges, etc.
- Identify and resolve disputes with contractor in a timely manner.
- Maintaining appropriate records as required by Parish policy and procedures and legal requirements (eg. Grant agreements, invoices, documentation of deliverables, proof of receipts, material correspondence).
- Documenting significant events.
- Monitoring the budget process to ensure sufficient funds are available, ensure effective use of the financial management system, and monitor contract spending subject to the not-to-exceed cap on each contract.
- Verify accuracy of invoices and authorize payments consistent with the contract terms. Like the director of a Parish department, a contract administrator should also likewise sign off on invoices and authorize payments.
- Exercising Parish remedies, as appropriate, when a contractor's performance is deficient. (e.g. termination, seeking damages for non-performance, reimbursement, etc.).
- Inspecting and approving the final product/services by submitting a written document accepting the deliverables. This could be done by adding comments on the contract checklist or by narrative report to the file.
- For Cooperative Endeavor Agreements with non-governmental organizations it is the contract administrator's duty ensure compliance with Jefferson Parish Code of Ordinances Sec. 2-925.1.
- An appropriate contract administration checklist must be filled out by the contract administrator. The type of contract involved should dictate what type of checklist should be used. A sample checklist is attached as Exhibit No. 1, but every department should develop their own checklist.
- Performing contract closeout process ensuring the contract file contains all necessary contract documentation, formal acceptance documented, and document lessons learned.

7. Monitoring Types

DESK REVIEW

Typically, these are reviews of reports submitted by the contractor to the Parish. Contract administrator should review the reports for the following:

- Compare the actual performance against the contract requirements. Is the contractor performing in accordance with the contract requirements?
- Compare actual expenditures to the approved budget. Are the invoices being matched to the line item, hourly rate, lump sum, etc. as bid or stated in CEA, Intergovernmental Agreement, RFP or SOQ contract?
- Compare the current period to prior periods. Are there any unexplained trends? Is the contractor performing work significantly different from the last period or the last year that was not anticipated in the contract?
- If applicable, compare what the current contractor is doing in comparison with other contractors performing similar work.

SITE VISITS

More complex contracts and contracts that the contract administrator perceives as having a higher degree of risk may require both reviews and visits to whenever the contractor is performing the work, including the contractor's facilities, to ensure progress is in accordance with the contract schedule. Site visits can be used to verify actual performance against scheduled or reported performance. These can ensure the contractor is dedicating sufficient resources and appropriate personnel to the contract. Site visits reinforce the importance of the contract from the Parish's perspective to the contractor, as well as provide the opportunity to enhance communications with the contractor.

EXHIBIT 1

Example of a Contract Administration Checklist

Contract Administration Checklist

It is the responsibility of each Parish department to ensure all contractual obligations are met and that contract administration is documented. This checklist serves as a tool to assist the department and contract administrator during that process. Each contract is unique and the department may add to this tool as required to meet its particular circumstance.

Item #	Contract Administration	Department Documentation	Yes/No
1.	Contract: Contract number/ effective date Contractor name/ purchase order number/insurance.	Contract #: _____ Contract Effective Date: _____ Contractor Name: _____ Contract Renewal Options? _____ Purchase Order #: _____ Valid Certificate of Insurance? _____	Yes / No
2.	Department Contract Administrator: Name/ title/contact information of the person responsible for ensuring all contractual obligations are met.	Name: _____ Title: _____ Phone #: _____ E-mail: _____	
3.	Administration Procedures/Methodology: Written documented contract monitoring procedures/methodology.	Department has a written contract administration procedure?	Yes/No
4.	Delivery: Delivery date specified in the contract/date of delivery.	Contract specified delivery date: _____ Date agency received item(s): _____ Full or Partial Delivery? _____ Delivery in Accordance with Contract? _____	Full/ Partial Yes/No
5.	Acceptance: Item(s) delivered were in accordance with contract specifications.	Items delivered were accepted (met contract specifications)? _____ Latent material defects? _____	Yes/No Yes/No
6.	Warranty: Item(s) warranted in accordance with contract.	Warranty work was required? _____ If so, warranty was performed in accordance with the contract? _____	Yes/No Yes/No
7.	Invoice: Invoice price mirrored purchase order price.	Invoice matched purchase order price? _____ If no, invoiced more or less than PO? _____	Yes/No More/Less

8.	Default of Contract: Was contractor held in default of contract and/or debarred.	Was the contractor held in default? Was the contractor debarred? Was a vendor complaint form provided Department Director/Purchasing?	Yes/No Yes/No Yes/No
Additional Department Administration Requirements (example)			
9.	Reports: All reports required by the contract were provided timely/accurately/prescribed manner.	Contractor reports were provided by the required due date? Contractor reports were accurate (when initially submitted)? Contractor reports were in the prescribed manner?	Yes/No Yes/No Yes/No

Contract Administrator performed by (print and sign): _____

ATTACHMENT D

PAID INVOICE REPORT SUMMARY

Invoice #	Description	Year 1	1/2 Year 2	TOTAL
various	Monthly maintenance cost	\$ 916,666.74	\$ 500,000.04	\$ 1,416,666.78
8304	Hollywood & Fairmont	\$ 52,633.91	\$ -	\$ 52,633.91
8325	8692 River Road	\$ 1,500.00	\$ -	\$ 1,500.00
8326	000 Blk of US Hwy 90	\$ 1,500.00	\$ -	\$ 1,500.00
8402	Terry Pkwy & Wall Blvd (Hurricane)	\$ 93,693.60	\$ -	\$ 93,693.60
8428	7017/25/41 Chirstine & Eisenhower	\$ 14,114.43	\$ -	\$ 14,114.43
8431	5621 Rosalie Ct Near Boutall	\$ 15,014.72	\$ -	\$ 15,014.72
8437	Lapalco Blvd @ Harvey Canal	\$ 58,311.29	\$ -	\$ 58,311.29
8445	Terry Parkway (Hurricane Zeta)	\$ 31,027.50	\$ -	\$ 31,027.50
8442	Clearview and Village East	\$ 9,444.70	\$ -	\$ 9,444.70
8443	Cleveland & W. Esplanade	\$ 17,954.44	\$ -	\$ 17,954.44
8444	Clifford & W. Esplanade	\$ 9,136.63	\$ -	\$ 9,136.63
8462	Mt. Laurel & Sugarpine Dr	\$ 17,625.26	\$ -	\$ 17,625.26
8475	26XX Centaur St	\$ 14,936.14	\$ -	\$ 14,936.14
8476	4317 Henican near Glendale	\$ 22,333.90	\$ -	\$ 22,333.90
8610	Hastings St - WO #21-33155	\$ -	\$ 8,968.84	\$ 8,968.84
8611	7146 Hansko CT near Gentry Rd	\$ -	\$ 11,549.64	\$ 11,549.64
8612	Lake Erie Dr & Lake Providence Dr	\$ -	\$ 8,663.84	\$ 8,663.84
8649	Airline Hwy Night Patrol	\$ -	\$ 425.00	\$ 425.00
8650	Veterans Blvd Night Patrol	\$ -	\$ 425.00	\$ 425.00
various	Westbank Warehouse Stock	\$ 395,123.55	\$ 169,422.54	\$ 564,546.09
TOTAL		\$ 1,671,016.81	\$ 699,454.90	\$ 2,370,471.71

YEAR 1 = AUGUST 5, 2020 TO AUGUST 4, 2021

½ YEAR 2 = AUGUST 5, 2021 TO JANUARY 28, 2022

8/5/2020 - 08/04/2021										
Invoice #	Description	Monthly	Warehouse	Directional	Electrician	Other Labor	Equip/Mat	Non-bid Item	Other	Total Year 1
various	Monthly maintenance cost	\$ 916,666.74								\$ 916,666.74
8304	Hollywood & Fairmont			\$ 37,040.00	\$ 240.00	\$ 8,000.00	\$ 7,353.91			\$ 52,633.91
8325	8692 River Road								\$ 1,500.00	\$ 1,500.00
8326	000 Blk of US Hwy 90								\$ 1,500.00	\$ 1,500.00
8402	Terry Pkwy & Wall Blvd (Hurricane)							\$ 93,693.60		\$ 93,693.60
8428	7017/25/41 Chirstine & Eisenhower			\$ 9,400.00	\$ 40.00	\$ 1,280.00	\$ 2,252.00	\$ 1,142.43		\$ 14,114.43
8431	5621 Rosalie Ct Near Boutall			\$ 10,400.00	\$ 40.00	\$ 1,280.00	\$ 2,032.00	\$ 1,262.72		\$ 15,014.72
8437	Lapalco Blvd @ Harvey Canal				\$ -	\$ 6,760.00	\$ 17,993.00	\$ 23,958.29	\$ 9,600.00	\$ 58,311.29
8445	Terry Parkway (Hurricane Zeta)							\$ 31,027.50		\$ 31,027.50
8442	Clearview and Village East			\$ 5,680.00	\$ 40.00	\$ 1,040.00	\$ 1,901.00	\$ 783.70		\$ 9,444.70
8443	Cleveland & W. Esplanade			\$ 11,440.00	\$ 40.00	\$ 1,760.00	\$ 3,354.00	\$ 1,360.44		\$ 17,954.44
8444	Clifford & W. Esplanade			\$ 6,400.00	\$ 40.00	\$ 640.00	\$ 560.00	\$ 1,496.63		\$ 9,136.63
8462	Mt. Laurel & Sugarpine Dr			\$ 12,720.00	\$ 40.00	\$ 1,280.00	\$ 1,432.00	\$ 2,153.26		\$ 17,625.26
8475	26XX Centaur St			\$ 9,760.00	\$ 40.00	\$ 1,280.00	\$ 2,492.00	\$ 1,364.14		\$ 14,936.14
8476	4317 Henican near Glendale			\$ 15,520.00	\$ 40.00	\$ 1,920.00	\$ 980.00	\$ 3,873.90		\$ 22,333.90
8610	Hastings St - WO #21-33155									\$ -
8611	7146 Hansko CT near Gentry Rd									\$ -
8612	Lake Erie Dr & Lake Providence Dr									\$ -
8649	Airline Hwy Night Patrol									\$ -
8650	Veterans Blvd Night Patrol									\$ -
various	Westbank Warehouse Stock		\$ 395,123.55							\$ 395,123.55
	TOTAL	\$ 916,666.74	\$ 395,123.55	\$ 118,360.00	\$ 560.00	\$ 25,240.00	\$ 40,349.91	\$ 162,116.61	\$ 12,600.00	\$ 1,671,016.81
		54.9%	23.6%	7.1%	0.0%	1.5%	2.4%	9.7%	0.8%	

Invoice #	Description	Monthly	Warehouse	Directional	Electrician	Other Labor	Equip/Mat	Non-bid Item	Other	Total 1/2 Year 2
various	Monthly maintenance cost	\$ 500,000.04								\$ 500,000.04
8304	Hollywood & Fairmont									\$ -
8325	8692 River Road									\$ -
8326	000 Blk of US Hwy 90									\$ -
8402	Terry Pkwy & Wall Blvd (Hurricane)									\$ -
8428	7017/25/41 Chirstine & Eisenhower									\$ -
8431	5621 Rosalie Ct Near Boutall									\$ -
8437	Lapalco Blvd @ Harvey Canal									\$ -
8445	Terry Parkway (Hurricane Zeta)									\$ -
8442	Clearview and Village East									\$ -
8443	Cleveland & W. Esplanade									\$ -
8444	Clifford & W. Esplanade									\$ -
8462	Mt. Laurel & Sugarpine Dr									\$ -
8475	26XX Centaur St									\$ -
8476	4317 Henican near Glendale									\$ -
8610	Hastings St - WO #21-33155			\$ 6,120.00	\$ 40.00	\$ 640.00	\$ 1,676.00	\$ 492.84		\$ 8,968.84
8611	7146 Hansko CT near Gentry Rd			\$ 8,600.00	\$ 40.00	\$ 640.00	\$ 1,276.00	\$ 993.64		\$ 11,549.64
8612	Lake Erie Dr & Lake Providence Dr			\$ 5,920.00	\$ 40.00	\$ 640.00	\$ 1,813.60	\$ 250.24		\$ 8,663.84
8649	Airline Hwy Night Patrol					\$ 400.00	\$ 25.00			\$ 425.00
8650	Veterans Blvd Night Patrol					\$ 400.00	\$ 25.00			\$ 425.00
various	Westbank Warehouse Stock		\$ 169,422.54							\$ 169,422.54
	TOTAL - 8/5/2021 to 1/28/2022	\$ 500,000.04	\$ 169,422.54	\$ 20,640.00	\$ 120.00	\$ 2,720.00	\$ 4,815.60	\$ 1,736.72	\$ -	\$ 699,454.90

REPORT PARAMETERS

```

PROGRAM . . . : AP0663
REPORT . . . : PAID INVOICE REPORT
USER . . . : THAZELBA
DATE . . . : 1/28/22
TIME . . . : 10:25
HOLD . . . : YES
COPIES . . . : 1
OUTPUT QUEUE: *DEFAULT
DISTRIBUTION: *NONE

SELECTION OPTIONS

BANK ACCOUNT . . . . : *ALL
VENDOR NUMBER . . . . : 207094 W J BLOECHER CO LLC
PAYMENT NUMBER . . . . : *ALL
FROM DATE . . . . : 8/05/2020
THRU DATE . . . . : 8/04/2022
DATE TYPE . . . . : Payment
PAYMENT TYPE . . . . : All
INCLUDE G/L INFORMATION: YES
REPORT SEQUENCE . . . : PAYMENT NUMBER
  
```

LAST PAGE OF THE REPORT SHOWS THE TOTAL PAYMENTS

JEFFERSON PARISH SMO						PAGE 29	
DATE 1/28/22						AP0683	
TIME 10:25:13						TWAHERLA	
PAID INVOICE REPORT							
VENDOR	INVOICE #	INVOICE DESCRIPTION	INV DATE	DOB DATE	G/L DATE	INV NET AMT	
207094 W J BLOECHER CO LLC	8627	MONTHLY MAINT	12/06/2021	1/12/2022	1/11/2022	83,333.34	
ITEM# P.O. #	CONTRACT #	DESCRIPTION	QUANTITY	U/M	AMT/UNIT	TOTAL AMT	WORK ORDER
1 22-0000134	0010	Monthly maintenance cost for	1.0000	MO	83,333.34	83,333.34	
Invoice	22243-3110-7433.8					PCT: 1.0000 AMT	83,333.34
TOTAL INVOICE ITEMS 1							
207094 W J BLOECHER CO LLC	8652	MONTHLY MAINT	1/04/2022	1/12/2022	1/11/2022	83,333.34	
ITEM# P.O. #	CONTRACT #	DESCRIPTION	QUANTITY	U/M	AMT/UNIT	TOTAL AMT	WORK ORDER
1 22-0000134	55-00019175	0010 - Monthly maintenance cost for	1.0000	MO	83,333.34	83,333.34	
Invoice	22243-3110-7433.8					PCT: 1.0000 AMT	83,333.34
TOTAL INVOICE ITEMS 1							
TOTAL INVOICES FOR ACH 1157316 2							
						258,000.00	
BANK ACCOUNT: 18 CapoeiraPool ACH NUMBER: 1157399							
207094 W J BLOECHER CO LLC	8648	AIRLINE HWY NIGHT PATROL	12/23/2021	1/19/2022	1/12/2022	425.00	
ITEM# P.O. #	CONTRACT #	DESCRIPTION	QUANTITY	U/M	AMT/UNIT	TOTAL AMT	WORK ORDER
1 22-0000138	55-00019175	0030 - Night Run (Rearback & Weath	5.0000	HR	45.00	225.00	
Invoice	22240-3110-7433.8					PCT: 1.0000 AMT	225.00
2 22-0000138	55-00019175	0030 - Night Run (Rearback & Weath	2.0000	HR	45.00	90.00	
Invoice	22243-3110-7433.8					PCT: 1.0000 AMT	90.00
3 22-0000138	55-00019175	0120 - Service truck equipped with	2.0000	HR	12.50	25.00	
Invoice	22240-3110-7433.8					PCT: 1.0000 AMT	25.00
TOTAL INVOICE ITEMS 3							
207094 W J BLOECHER CO LLC	8650	VETERANS BLVD NIGHT PATROL	12/23/2021	1/19/2022	1/12/2022	425.00	
ITEM# P.O. #	CONTRACT #	DESCRIPTION	QUANTITY	U/M	AMT/UNIT	TOTAL AMT	WORK ORDER
1 22-0000167	55-00019175	0030 - Night Run (Rearback & Weath	2.0000	HR	45.00	90.00	
Invoice	22243-3110-7433.8					PCT: 1.0000 AMT	90.00
2 22-0000167	55-00019175	0030 - Night Run (Rearback & Weath	2.0000	HR	45.00	90.00	
Invoice	22243-3110-7433.8					PCT: 1.0000 AMT	90.00
3 22-0000167	55-00019175	0120 - Service truck equipped with	2.0000	HR	12.50	25.00	
Invoice	22240-3110-7433.8					PCT: 1.0000 AMT	25.00
TOTAL INVOICE ITEMS 3							
TOTAL INVOICES FOR ACH 1157399 3							
						850.00	
PAYMENT TOTAL COUNT: 35 PAYMENT TOTAL AMOUNT: 2,370,471.71							
TOTAL INVOICES FOR ALL PAYMENTS 47							
						2,370,471.71	

ATTACHMENT E

WORK ORDERS

03/21/22

JEFFERSON PARISH WORK MANAGEMENT SYSTEM

Page 1 of 50

DEPARTMENT of ENGINEERING - STREETLIGHTS

1431 Records

WORKORDER LOOK-UP

Work No.	Issue Date	Department	Work Location	Workorder Status
WO21-32292	08/04/21	STREETLIGHTS	7146 HNASKO CT near GENTRY RD	CLOSED
WO21-32289	08/04/21	STREETLIGHTS	3505 LAKE PALOURDE DR near LAKE DES ALLEMANDS	CLOSED
WO21-32288	08/04/21	STREETLIGHTS	3416 LAKE DES ALLEMANDS DR near LAKE PALOURDE	CLOSED
WO21-32287	08/04/21	STREETLIGHTS	3408 LAKE DES ALLEMANDS DR near LAKE PALOURDE	CLOSED
WO21-32286	08/04/21	STREETLIGHTS	2348 OAKMERE DR near N DELLS	CLOSED
WO21-32285	08/04/21	STREETLIGHTS	3832 GREENBRIAR LN near ALEX N KORNMAN	CLOSED
WO21-32284	08/04/21	STREETLIGHTS	3000 TOLMAS DR	CLOSED
WO21-32283	08/04/21	STREETLIGHTS	3837 CHRISWOOD LN near WOODMERE	CLOSED
WO21-32282	08/04/21	STREETLIGHTS	644 CLINEBROOK DR near HICKORYBROOK	CLOSED
WO21-32246	08/04/21	STREETLIGHTS	1809 LAKE SUPERIOR DR near LAKE DES ALLEMANDS	CLOSED
WO21-32242	08/04/21	STREETLIGHTS	500 block of FARMINGTON PL near FRIEDRICA	CLOSED
WO21-32241	08/04/21	STREETLIGHTS	3400 RIDGEWAY DR near 17TH ST	CLOSED
WO21-32102	08/03/21	STREETLIGHTS	4420 NEYREY DR near MELVIL DEWEY	CLOSED
WO21-32049	08/03/21	STREETLIGHTS	795 MYSTIC AVE near CAROL SUE	CLOSED
WO21-31994	08/03/21	STREETLIGHTS	2800 block of KIRKWOOD DR near AMES	CLOSED

Work No.	Issue Date	Department	Work Location	Workorder Status
WO20-25492	08/06/20	STREETLIGHTS	764,768, 777 MORNINGSIDE DR near MERCEDES	CLOSED
WO20-25491	08/06/20	STREETLIGHTS	757 MORNINGSIDE DR near MERCEDES	CLOSED
WO20-25448	08/06/20	STREETLIGHTS	2028 BELMONT PL near 39TH	CLOSED
WO20-25447	08/06/20	STREETLIGHTS	1220 CURTIS ST near 12TH	CLOSED
WO20-25304	08/05/20	STREETLIGHTS	1417 STONEBRIDGE DR	CLOSED
WO20-25303	08/05/20	STREETLIGHTS	804 GINETTE ST near LAWRENCE	CLOSED
WO20-25292	08/05/20	STREETLIGHTS	5151 TOLER ST near PLANTATION	CLOSED
WO20-25291	08/05/20	STREETLIGHTS	221 LAITRAM LN near TOLER	CLOSED
WO20-25281	08/05/20	STREETLIGHTS	0000 block of FULTON ST near MONTANA	CLOSED
WO20-25222	08/05/20	STREETLIGHTS	808 RUE DECATUR	CLOSED

TOTAL WORKORDERS OF REPORT: 1431

THE TWO SCREENSHOTS ABOVE ARE THE FIRST AND LAST PAGE OF A WORK ORDER REPORT FROM THE ORACLE SYSTEM. ONE THOUSAND FOUR HUNDRED THIRTY-ONE (1,431) WORK ORDER RECORDS WERE CLOSED FROM AUGUST 5, 2020, THROUGH AUGUST 4, 2021. THE ENTIRE REPORT IS ON FILE WITH THE DEPARTMENT OF INTERNAL AUDIT.

ATTACHMENT F

WJ BLOECHER CO, LLC – INVOICE 8401

W J Bloecher Company, LLC

5520 Pepsi Street
Harahan, LA 70123

(504) 872-0016

Fax (504) 872-0954

Bill To

Jefferson Parish Street Lighting Division
1221 Elmwood Park Blvd. Suite 333
Jefferson, LA 70123

INVOICE

Date

Invoice #

12/29/2020

8401

APPROVED	
DATE	01/04/2021
ACCT#	44370-4074-7730
INITIALS	45731.002

P.O. Number	Terms	Project
WAREHOUSE ST...	Due on receipt	WAREHOUSE STOCK

Quantity	Description	Rate	Amount
	JOB NAME : WAREHOUSE STOCK JOB LOCATION : WESTBANK WAREHOUSE		
1	NULITE INVOICE # S4420352.001	630.30	630.30
1	NULITE INVOICE # S4420352.003	18,305.68	18,305.68
1	NULITE INVOICE# S4420352.005	23,386.10	23,386.10
1	NULITE INVOICE# S4420352.007	20,434.80	20,434.80
	PLEASE PROCESS IMMEDIATELY		
Total			\$62,756.88
Federal I.D. # 72-1325649		Payments/Credits	\$0.00
Balance Due			\$62,756.88

Nu-Lite Electrical Wholesalers
850 Edwards Avenue
Harahan, LA 70123
(504) 733-3300 - Fax (504) 736-1617

INVOICE

HARVEY
(504) 348-2232
FAX (504) 348-2950

SLIDELL
(985) 641-9370
FAX (985) 641-9934

MANDEVILLE
(985) 626-3408
FAX (985) 626-1782

NEW ORLEANS
(504) 822-0751
FAX (504) 822-5287

HAMMOND
(985) 340-0381
FAX (985) 340-0386

INVOICE DATE	INVOICE NUMBER
12/02/20	S4420352.001
PLEASE REMIT PAYMENT TO:	
NU-LITE ELECTRICAL WHOLESALERS	
P O BOX 207935	
DALLAS TX 75320-7935	

SHIP TO

WJ BLOECHER CO INC-JEFF PAR WRHSE
5520 PEPSI ST
HARAHAN LA 70123

WJ BLOECHER CO INC - JEFF PAR WRHSE
1500 RIVER PARK DR
AVONDALE LA 70094

CUSTOMER NUMBER		CUSTOMER PO NUMBER		CUSTOMER JOB NAME/NUMBER		JEFFERSON	
17945		JPSL STOCK					
WRITER		ORDERED BY		SHIP VIA	DATE ORDERED	DATE SHIPPED	WAREHOUSE
Nolan Leger		BILL SR		DIRECT	11/24/20	12/02/20	1
ORD QTY	SHIP QTY	PRODUCT DESCRIPTION				UNIT PRICE	NET PRICE
10EA	10EA	HOL AB-31-4 ANCHOR BOLTS **non-stock-possibly NOT RETURNABLE ***** INCLUDES: (10) TMP-90				63.030E	630.30
						Subtotal	630.30
						Freight	0.00
						Handling	0.00
						Sales Tax	0.00
						AMOUNT DUE	630.30

TERMS: ACCOUNTS CONSIDERED PAST DUE 25TH PROX. PAST DUE ACCOUNTS SUBJECT TO 1 1/2% FINANCE CHARGE PER MONTH; ANNUAL PERCENTAGE RATE IS 18%

NO RETURNS ALLOWED WITHOUT PROPER WRITTEN AUTHORIZATION. RETURN MATERIAL SUBJECT TO RESTOCKING, HANDLING AND FREIGHT CHARGES. WARRANTIES LIMITED TO THOSE PROVIDED BY MANUFACTURER. TERMS AND CONDITIONS AS STATED ON CREDIT APPLICATION AND SHIPPING INVOICE PREVAIL.

Invoice is due by 01/25/21.



INVOICE DATE	INVOICE NUMBER
11/30/20	S4420352.003
PLEASE REMIT PAYMENT TO:	
NU-LITE ELECTRICAL WHOLESALERS P O BOX 207935 DALLAS TX 75320-7935	

HARVEY
(504) 348-2232
FAX (504) 348-2950

SLIDELL
(985) 641-9370
FAX (985) 641-9934

MANDEVILLE
(985) 626-3408
FAX (985) 626-1782

NEW ORLEANS
(504) 822-0751
FAX (504) 822-5287

HAMMOND
(985) 340-0381
FAX (985) 340-0385

SHIP TO

WJ BLOECHER CO INC-JEFF PAR WRHSE
5520 PEPSI ST
HARAHAN LA 70123

WJ BLOECHER CO INC - JEFF PAR WRHSE
1500 RIVER PARK DR
AVONDALE LA 70094

Invoice is due by 01/25/21.



INVOICE DATE	INVOICE NUMBER
12/04/20	S4420352.005
PLEASE REMIT PAYMENT TO:	
NU-LITE ELECTRICAL WHOLESALERS P O BOX 207935 DALLAS TX 75320-7935	

HARVEY
(504) 348-2232
FAX (504) 348-2950

SLIDELL
(985) 641-9370
FAX (985) 641-9934

MANDEVILLE
(985) 626-3408
FAX (985) 626-1782

NEW ORLEANS
(504) 822-0751
FAX (504) 822-5287

HAMMOND
(985) 340-0381
FAX (985) 340-0386

SHIP TO

WJ BLOECHER CO INC-JEFF PAR WRHSE
5520 PEPSI ST
HARAHAN LA 70123

WJ BLOECHER CO INC - JEFF PAR WRHSE
1500 RIVER PARK DR
AVONDALE LA 70094

TERMS: ACCOUNTS CONSIDERED PAST DUE 25TH PROX. PAST DUE ACCOUNTS SUBJECT TO 1 1/2% FINANCE CHARGE PER MONTH. ANNUAL PERCENTAGE RATE IS 18%.

NO RETURNS ALLOWED WITHOUT PROPER WRITTEN AUTHORIZATION. RETURN MATERIAL SUBJECT TO RESTOCKING, HANDLING AND FREIGHT CHARGES. WARRANTIES LIMITED TO THOSE PROVIDED BY MANUFACTURER. TERMS AND CONDITIONS AS STATED ON CREDIT APPLICATION AND SHIPPING/INVOICE PREVAIL.

Subtotal	23386.10
Freight	0.00
Handling	0.00
Sales Tax	0.00
AMOUNT DUE	23386.10

Invoice is due by 01/25/21.



Nu-Lite Electrical Wholesalers
850 Edwards Avenue
Harahan, LA 70123
(504) 733-3300 - Fax (504) 735-1617

INVOICE

HARVEY
(504) 348-2232
FAX (504) 348-2950

SLIDELL
(985) 641-6370
FAX (985) 641-9934

MANDEVILLE
(985) 626-3408
FAX (985) 626-1782

NEWORLEANS
(504) 822-0751
FAX (504) 822-5287

HAMMOND
(985) 340-0381
FAX (985) 340-0386

INVOICE DATE	INVOICE NUMBER
12/11/20	S4420352.007
PLEASE REMIT PAYMENT TO:	
NU-LITE ELECTRICAL WHOLESALERS P O BOX 207935 DALLAS TX 75320-7935	

SHIP TO

WJ BLOECHER CO INC-JEFF PAR WRHSE
5520 PEPSI ST
HARAHAN LA 70123

WJ BLOECHER CO INC - JEFF PAR WRHSE
1500 RIVER PARK DR
AVONDALE LA 70094

CUSTOMER NUMBER	CUSTOMER PO NUMBER	CUSTOMER JOB NAME/NUMBER			
17945	JPSL STOCK				JEFFERSON
WRITER	ORDERED BY	SHIP VIA	DATE ORDERED	DATE SHIPPED	WAREHOUSE
Nolan Leger	BILL SR	DIRECT	11/24/20	12/11/20	1
ORD QTY	SHIP QTY	PRODUCT DESCRIPTION		UNIT PRICE	NET PRICE
20EA	20EA	HOL ATB2 60BLEDE70 480 R3 P7 PCLL **non-stock-possibly NOT RETURNABLE		1021.740E	20434.80

TERMS: ACCOUNTS CONSIDERED PAST DUE 25TH PROX. PAST DUE ACCOUNTS SUBJECT TO 1 1/2%
FINANCE CHARGE PER MONTH, ANNUAL PERCENTAGE RATE IS 18%

NO RETURNS ALLOWED WITHOUT PROPER WRITTEN AUTHORIZATION. RETURN MATERIAL SUBJECT
TO RESTOCKING, HANDLING AND FREIGHT CHARGES. WARRANTIES LIMITED TO THOSE PROVIDED
BY MANUFACTURER. TERMS AND CONDITIONS AS STATED ON CREDIT APPLICATION AND
SHIPPING/INVOICE PREVAIL.

Subtotal	20434.80
Freight	0.00
Handling	0.00
Sales Tax	0.00
AMOUNT DUE	20434.80

Invoice is due by 01/25/21.

ATTACHMENT G

WJ BLOECHER CO, LLC – INVOICE 8437

W J Bloecher Company, LLC

5520 Pepsi Street
Harahan, LA 70123

(504) 872-0016

Fax (504) 872-0954

INVOICE

Date 3/29/2021 Invoice # 8437

Bill To

Jefferson Parish Street Lighting Division
1221 Elmwood Park Blvd. Suite 333
Jefferson, LA 70123

APPROVED	
DATE	4-10-2021
ACCT#	22340-31107433.8
INITIALS	

P.O. Number	Terms	Project
WO20-26665	Due on receipt	

Quantity	Description	Rate	Amount
	Job name: CIRCUIT REPLACEMENT Job Location: LAPALCO BLVD @ HARVEY CANAL Job WO#: 20-26665 February 26, 2021 Pulled and loaded materials from Bloecher warehouse, loaded on trucks, went to bridge met with bridge tender and engineering department to get measurements and lay out job for the next morning.		
10	Randy Casiano Mechanic	20.00	200.00
10	Devon Lampo Laborer	20.00	200.00
10	Blake Lampo Laborer	20.00	200.00
10	Will Bloecher Mechanic	20.00	200.00
10	Dalton Funk Mechanic	20.00	200.00
10	Flat Bed	20.00	200.00
10	Service Truck	5.00	50.00
	 FEBRUARY 27, 28 2021 (SATURDAY & SUNDAY) Met with sub contractors and cut Lapalco Blvd asphalt. Broke up asphalt and excavated 36"x 30"x36" trench across the 2 lanes. Laid 3- 2" RGS conduits with 90° RGS up to a 12"x12"x24" trough mounted behind the guard rail and a 17x30x12 quazite box in the median.		
20	Supervisor Bill Bloecher Sr.	7.50	150.00
20	Mechanic Bill Bloecher Jr	30.00	600.00
20	Mechanic John Wolfrum	30.00	600.00
20	Mechanic Kyle Collura	30.00	600.00
20	Blake Lampo Laborer	30.00	600.00
20	Devon Lampo Laborer	30.00	600.00
20	Randy Casiano Mechanic	30.00	600.00
20	Will Bloecher Mechanic	30.00	600.00
20	Dalton Funk Mechanic	30.00	600.00
20	Service Truck	5.00	100.00
20	Service Truck	5.00	100.00

Thank you for your business.

Total

Federal I.D. # 72-1325649

Payments/Credits

Balance Due

W J Bloecher Company, LLC

5520 Pepsi Street
Harahan, LA 70123

(504) 872-0016

Fax (504) 872-0954

INVOICE

Date
3/29/2021

Invoice #
8437

Bill To

Jefferson Parish Street Lighting Division
1221 Elmwood Park Blvd. Suite 333
Jefferson, LA 70123

P.O. Number	Terms	Project
WO20-26665	Due on receipt	

Quantity	Description	Rate	Amount
20	Service Truck	5.00	100.00
20	Bucket Truck	5.00	100.00
20	Bucket Truck	5.00	100.00
20	Bucket Truck	5.00	100.00
20	Flat Bed	20.00	400.00
20	Utility / Pole Trailer	2.00	40.00
20	Utility / Pole Trailer	2.00	40.00
20	Backhoe	5.00	100.00
20	Backhoe	5.00	100.00
8	Backhoe/Loader Transport	200.00	1,600.00
8	Backhoe/Loader Transport	200.00	1,600.00
16	Police Detail	50.00	800.00
16	Police Detail	50.00	800.00
16	Police Detail	50.00	800.00
16	Police Detail	50.00	800.00
<p>March 1,2,3,4,5 2021 Ran 2" sch 80 PVC conduit from trough to the 2nd pole on the bridge. mounted 12x12x6 galvanized steel junction boxes at each of the 3 pole locations and 1-8x8x6 galvanized junction box at the 2nd pole on the bridge. Installed 2" PVC expansion joints on conduit run and 2" carflex at all joints and around poles to meet back to conduit. Strapped the conduit every3-4 ft down the 600 ft run. pulled #4 copper conductor circuits from the 17x30x12 quazite box to the 2nd pole on the bridge. excavated and laid 2" sch80 conduit from the street light controller to the quazite box. made all waterproof connections in each of the boxes and grounded each box with mechanical lugs.Cleaned up all excavated materials and disposed of it.</p>			
48	Bill Bloecher Jr Mechanic	20.00	960.00
48	Randy Casiano Mechanic	20.00	960.00
48	Blake Lampo Laborer	20.00	960.00
48	Devon Lampo Laborer	20.00	960.00
48	Will Bloecher Mechanic	20.00	960.00
48	Dalton Funk Laborer	20.00	960.00

Thank you for your business.	Total
Federal I.D. # 72-1325649	Payments/Credits
	Balance Due

W J Bloecher Company, LLC

5520 Pepsi Street
Harahan, LA 70123

(504) 872-0016

Fax (504) 872-0954

INVOICE

Date
3/29/2021

Invoice #
8437

Bill To

Jefferson Parish Street Lighting Division
1221 Elmwood Park Blvd. Suite 333
Jefferson, LA 70123

P.O. Number	Terms	Project
WO20-26665	Due on receipt	

Quantity	Description	Rate	Amount
48	Flat Bed	20.00	960.00
48	Bucket Truck	5.00	240.00
45	Bucket Truck	5.00	225.00
48	Service Truck	5.00	240.00
48	Service Truck	5.00	240.00
48	Service Truck	5.00	240.00
48	Backhoe	5.00	240.00
48	Backhoe	5.00	240.00
48	Utility / Pole Trailer	2.00	96.00
48	Utility / Pole Trailer	2.00	96.00
48	Utility / Pole Trailer	2.00	96.00
18	Backhoe/ Loader Transport	200.00	3,600.00
18	Backhoe/Loader Transport	200.00	3,600.00
32	Police Detail	50.00	1,600.00
32	Police Detail	50.00	1,600.00
32	Police Detail	50.00	1,600.00
32	Police Detail	50.00	1,600.00
329.89	17x30 quazite box	0.00	0.00
900	sch80 PVC conduit Bid Item 0780	2.00	1,800.00
10	break away fuse holder bid item 0740	30.00	300.00
35	wire terminals Bid Item 0720	30.00	1,050.00
8,100	#4 thhn copper conductor	1.07	8,667.00
5	PVC 12X12X6 scjb PVC screw cover junction box	58.53	292.65
40	PVC ma200 2" PVC terminal male adapter	0.89	35.60
20	MMM 50 unprimed - 2x100 ft. corrosion protection tape	21.17	423.40
10	RCTR 55985 1qt clear PVC cement low voc 633L 1 quart	12.95	129.50
40	BP 106-s 2 Steel Locknuts	0.71	28.40
40	BP 326 2 Plastic Bushings	0.38	15.20
27	BLNS B2400-2ZN Standard Pipe Strap 2"	6.91	186.57
300	ARLN MBC27 3/8-16 2" MAL Beam Clamp	3.59	1,077.00
600	CLLY 55412J 3/8-16 X 3/4 Hex Head Bolt	0.25	150.00
600	CLLY 40743J 3/8X1-1/4 Fender Washer	0.15	90.00
600	CLLY 40535J 3/8 MED Split Lockwasher	0.43	258.00

Thank you for your business.	Total
Federal I.D. # 72-1325649	Payments/Credits
	Balance Due

W J Bloecher Company, LLC

5520 Pepsi Street
Harahan, LA 70123

(504) 872-0016

Fax (504) 872-0954

INVOICE

Date 3/29/2021 Invoice # 8437

Bill To

Jefferson Parish Street Lighting Division
1221 Elmwood Park Blvd. Suite 333
Jefferson, LA 70123

P.O. Number	Terms	Project
WO20-26665	Due on receipt	

Quantity	Description	Rate	Amount
600	CLLY 40335J 3/8 Flat Cut Washer	0.47	282.00
30	MMM 33 3/4"X76' Scotch Super 33+ Black Vinyl tape	9.98	299.40
30	NSI WW-716 Black Warrior Wrap 3/4" X60' 7 Mil General Electrical Tape	3.12	93.60
500	CPW 12/2 W/G UR SP 250 FT Coil Underground Feeder Cable	0.59	295.00
30	TB H200-TB 2IN Zinc Threaded Conduit Hub	17.27	518.10
20	BLNS B22SH-120 GLV Slotted Holes Strut 1-5/8 X 1-5/8 12 GA Channel	1.75	35.00
	PS200EH-10PG 610304		
150	ST 100UACR 1" UA Sealite Type UA Metallic Flex Conduit "LMFC"	2.92	438.00
25	BP 432LT2 1 STR LT CONN DC DIE Cast Sealite Connector Generic	9.74	243.50
	DCSTC100		
10	TPZE LB3CG 1" Rigid LB w/ Cover & Gasket	10.85	108.50
10	TB H100-TB 1 IN Zinc Threaded Conduit Hub	7.94	79.40
100	BP 906S 2 COND 1 Hole Strap MNRL H-90	1.97	197.00
400	CLLY 55416J 3/8-16 X 1-1/4 Hex Head Bolt ZP	0.16	64.00
400	CLLY 55420J 3/8-16 X 1-1/4 Hex Head Bolt Z	0.19	76.00
800	CLLY 40135J 3/8-16 Hex Nut ZP	0.75	600.00
4	JB 12126-SC3R 12x12x6 Rain Tight Junction Box Nema 3R	67.80	271.20
400	CLLY 40335J 3/8 Flat Cut Washer ZP	0.51	204.00
6	PCM 06361 GC90E200 2. Galv 90 Conduit	21.66	129.96
80	GC 200 2 Galvanized Steel Conduit	11.45	916.00
200	BLNS B2013PAZN 2IN Rigid Cond Strap Assembled Zinc Plated	1.24	248.00
50	CFLX CST200CR 2" Carflex Non Metallic Flex Conduit	3.35	167.50
12	ARLN NMLT200 2-IN STR L/T PVC Conn	9.78	117.36
50	ST 100CR 1 Sealite Type EF Metallic Flex Conduit	1.60	80.00
6	MID LT10090 1 LT 90 Degree Conn	19.84	119.04
4	BP 472LT2 1 90LT CONN DC Die Cast Sealite Connector 90 Degree	10.17	40.68
3	JB 886-SC3R 8X8X6 Rain Tight Junction Box Nema 3R	39.54	118.62
60	BUR B1BD4-2 14-4 Two Sided Unitap	16.79	1,007.40
4	CRC 14050 Cutting Oil Lubricant 16oz. Aerosol	11.71	46.84
10	NRSM 28870 3/8TD 3/8 TD W 1/4 Shank	7.34	73.40
2	PVC EXC200 2" Expansion CLPG	17.05	34.10
6	PCM 35602 N100X2 Plated Conduit Nipple	2.88	17.28
6	PCM 08458 GCCC100 1 GALV COND Coupling	3.17	19.02

Thank you for your business.	Total
Federal I.D. # 72-1325649	Payments/Credits
	Balance Due

W J Bloecher Company, LLC

5520 Pepsi Street
Harahan, LA 70123

(504) 872-0016

Fax (504) 872-0954

INVOICE

Date
3/29/2021

Invoice #
8437

Bill To

Jefferson Parish Street Lighting Division
1221 Elmwood Park Blvd. Suite 333
Jefferson, LA 70123

P.O. Number	Terms	Project
WO20-26665	Due on receipt	

Quantity	Description	Rate	Amount
10	CRSH RE31 1 TO 1/2 NPT M-F DIV 1 Steel Reducing Bushing	0.93	9.30
2	BCH 775103 1-45 Wire Marker Booklet	15.21	30.42
10	ARLN NMLT9075 3/4" PVC LT 90 Degree Connector	3.88	38.80
10	ARLN NML T75 3/4" NM STC	3.31	33.10
50	BUR YS4CLBOX 4 STR CU Butt Splice	7.34	367.00
4	MMM IMCSN-0400-48A Heat Shrink 12-6AWG 0.40/0.15" 4 Foot Length	21.56	86.24
23	BUR YS6CLBOX 6 STR CU Butt Splice	5.67	130.41
10	PVC FA200 2" PVC Female Adaptor	1.98	19.80
Thank you for your business.		Total	\$58,311.29
Federal I.D. # 72-1325649		Payments/Credits	\$0.00
		Balance Due	\$58,311.29

ATTACHMENT G

RESOLUTION 136088: PAYMENTS OUTSIDE OF CONTRACT DATES

On motion of **Mr. Walker**, seconded by **Mr. Templet**, the following resolution was offered:

RESOLUTION NO. 136088

A resolution ratifying the actions of the Director of the Engineering Department in declaring an emergency to continue street lighting restoration throughout unincorporated Jefferson Parish for the period of 6/22/20 to 7/22/20 and approving payment of invoices in the amount of \$168,838.60 for the services. (Parishwide)

WHEREAS, on February 21, 2020, the Parish's Street Lighting Maintenance and Repair contract with W.J. Bloecher Company, LLC expired; and

WHEREAS, due to difficulties in properly addressing all requirements for the current Street Lighting Maintenance and Repair contract bid specifications, the actual bid date for the new contract was delayed until June 23, 2020; and

WHEREAS, it was in the best interest of Jefferson Parish to continue performance of repairs to inoperable/damaged Parish-owned street lights to ensure the safety of the travelling public, residential neighborhoods, and commercial properties; and

WHEREAS, the Street Lighting Division of the Engineering Department does not have the manpower or own the necessary equipment to perform the repairs; and

WHEREAS, due to their familiarity with the Parish-owned street lighting system, W.J. Bloecher Company, LLC was contacted to continue repair of all damaged street lights from February 22, 2020 until a new Street Lighting Maintenance and Repair contract is executed; and

WHEREAS, W.J. Bloecher Company, LLC was the apparent low bidder for the new contract, and

WHEREAS, the new contract with W.J. Bloecher Company, LLC is in the process of execution; and

WHEREAS, W.J. Bloecher Company, LLC has completed the repair of all damaged street lights from February 22, 2020 through July 22, 2020; and

WHEREAS, W.J. Bloecher Company, LLC replenished the Jefferson Parish Warehouse stock used for the repairs; |

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Council, the governing authority of said Parish:

SECTION 1. That the Council hereby acknowledges and ratifies the actions of the Director of the Engineering Department in declaring an emergency to continue performance of repairs to damaged Parish-owned street lights to ensure the safety of the travelling public, residential neighborhoods, and commercial properties for the period of June 22, 2020 through July 22, 2020.

SECTION 2. That the Council hereby authorizes the Director of the Engineering Department to pay the invoices of W.J. Bloecher Company, LLC in the amount of \$168,838.60 for performance of repair of all inoperable/damaged street lights from June 22, 2020 through July 22, 2020.

SECTION 3. That payment of the invoice be made from Consolidated Road Lighting Account Number 22240-3110-7433.8.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:


YEAS: 7

NAYS: None

ABSENT: None

The resolution was declared to be adopted this the **22nd day of July, 2020.**

THE FOREGOING IS CERTIFIED
TO BE A TRUE & CORRECT COPY


EULA A. LOPEZ
PARISH CLERK
JEFFERSON PARISH COUNCIL

ATTACHMENT #1

AUDITOR INDEPENDENCE STATEMENT

According to Ordinance No. 26063 (September 16, 2020), Sec.2-162.2(a) and (d), the Director of Internal Audit "shall engage in internal audit activities and complete engagements in an independent manner, free of any organizational or personal impairment. The Director shall attest in writing that all activity was concluded with independence, free from organizational or personal impairment."

Sec. 2-162.2. - Independence and objectivity; professional standards.

(a) The department function must be independent to retain objectivity, and the department's independence allows the director to make assessments impartially and without bias while avoiding conflicts of interest. In furtherance of the operation of an independent and objective department, the department shall use the following standards in the completion of all engagements and in the conduct of all activity:

- (1) The standards and code of ethics produced by the Institute of Internal Auditors and published in the *Professional Practices Framework*;
- (2) The standards and principles produced by the Government Accountability Office and published in the *Government Auditing Standards*; and
- (3) The professional and ethical standards issued by the American Institute of Certified Public Accountants.

(d) The director shall engage in internal audit activities and complete engagements in an independent manner, free of any organizational or personal impairment. The director shall attest in writing that all activity was concluded with independence, free from organizational or personal impairment. Any impairment to independence, organizational or personal, shall be reported in writing to the council and copied to the parish president and the inspector general within seven (7) business days of discovering the impairment, organizational or personal.

The following is the required attestation meant to comply with both professional standards and Jefferson Parish Ordinance No. 26063.

ATTESTATION:

Internal Audit Report #2022-002 was conducted with independence and free from organizational or personal impairment.



TARA HAZELBAKER, CPA, CIA
DIRECTOR OF INTERNAL AUDIT



ATTACHMENT #2

RESPONSE FROM PARISH ADMINISTRATION



CYNTHIA LEE SHENG
PARISH PRESIDENT

JEFFERSON PARISH

OFFICE OF THE PRESIDENT

May 26, 2022

Via Electronic Mail

Tara Hazelbaker, Director
Internal Audit Department
Joseph S. Yenni Building
1221 Elmwood Park Blvd., Suite 306
Jefferson, LA 70123

RE: Internal Audit Report #2022-002
Public Works-Street Lighting Maintenance Contract #55-19175

Dear Ms. Hazelbaker:

In accordance with Sec. 2-162.5(b), Jefferson Parish Code of Ordinances, the Administration provides the following response to Internal Audit Report #2022-002 Public Works-Street Lighting Maintenance Contract #55-19175 ("Report"), received by the Administration on April 13, 2022.

The Report contains twelve (12) "Recommendations" each of which is addressed below.

Recommendation: 1. The contract or related documents (bid specifications) should provide a reporting requirement or mechanism for the Contractor to communicate specific routine maintenance tasks completed.

Response: The Department of Engineering ("Engineering") has revised the bid specifications to require the contractor to submit monthly reports that detail work orders completed during each period along with monthly invoices.

Recommendation: 2. The Contractor should submit invoices monthly as per the terms of the Contract. The Division should provide a more specific description of the period for which the payment is being made, so the general ledger description is more transparent.

Response: The Contract Administrator will require timely submission of monthly invoices and verify with work orders in the system.

Recommendation: 3. The Division must adhere to the Louisiana Public Bid Law and Uniform Purchasing Procedures as required by the Jefferson Parish Code of Ordinances.

Response: Engineering has revised the bid specifications to require a maintenance component along with line items for all materials and each part required for maintenance.

Recommendation: 4. The Department of Engineering and its Street Lighting Division should always strive to appropriately and lawfully maximize supplemental funding when possible. A system should be implemented to ensure that all eligible expenses are submitted for reimbursement.

Response: Although FEMA denied Engineering's application for a majority of the relief funding requested as ineligible under that program, the Department is working with the Regional Planning Commission to secure disaster relief funding from the Federal Highway Administration.

Recommendation: 5. A verification process needs to be implemented to validate the length of boring invoiced to and paid by Jefferson Parish.

Response: The Contract Administrator will work with the Public Works Coordinator to verify all quantities in writing, which will be cross-checked by the Director.

Recommendation: 6. A verification process needs to be implemented to validate the actual use of the Material and Equipment invoiced to and paid by Jefferson Parish.

Response: The Contract Administrator will ensure that the Inspector and Street Lighting Manager review and verify all invoices.

Recommendation: 7. The Division should work with the Contractor to ensure that an electrician is present daily on each job and that the invoice appropriately reflects this requirement.

Response: Engineering has revised the bid specifications to reflect the necessary requirements of an on-site electrician.

Recommendation: 8. The Division should verify the overpayment scenarios and determine if an amount is due from the Contractor.

Response: Engineering confirmed that all payments were proper and in accordance with Parish requests for additional resources required to accommodate weekend work to alleviate traffic congestion. Additionally, although the bid specifications authorized lower rates, all mechanic and electrician billings were below market rate.

Recommendation: 9. The Division should ensure no gaps in contract effective dates for such vital contracted services.

Response: Engineering followed Parish bid procedures and let the 2020 contract timely in order to avoid any disruption in services, however unforeseen circumstances delayed the awarding of the contract by 5 ½ months. All payments for work performed outside the contract period were approved via Council Resolution.

Recommendation: 10. Night inspections should be scheduled in the first week of each month or at the request of the Street Lighting Division.

Response: The Contract Administrator will ensure that all inspections are in accordance with the bid specifications.

Recommendation: 11. The Contract Administrator should enforce all contract requirements.

Response: The Contract Administrator will ensure that the contractor submits all reports in accordance with the bid specifications and contract.

Recommendation: 12. The Parish should provide regular communications reminding personnel of Contract Administration Policy and Procedures and other operational policies in effect. Additionally, the Parish should provide training as necessary to ensure that Departments understand the nature of the policies and appreciate their importance.

Response: The Parish Attorney's Office in conjunction with Human Resource Management, Training Division, have created an on-line training course for Contract Administration. Every parish employee designated as a contract administrator is required to complete this training course. A certificate will be issued after the successful completion of the course, which is maintained in the employee's departmental personnel file.

Thank you for your assistance, and for providing us an opportunity to respond.

If you have any questions, please contact me at your earliest convenience.

Sincerely,



Cynthia Lee Sheng
Parish President

cc: Honorable Ricky Templet, Councilman at Large, Div. A
Honorable Scott Walker, Councilman at Large, Div. B
Honorable Marion Edwards, Councilman, Dist. 1
Honorable Deano Bonano, Councilman, Dist. 2
Honorable Byron Lee, Councilman, Dist. 3
Honorable Dominick Impastato, Councilman, Dist. 4
Honorable Jennifer Van Vrancken, Councilwoman, Dist. 5

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