

INVITATION TO BID

Solicitation # 2026-SWB-25

Check and Gate Valves



Bid Due Date: September 8, 2026

Bid Due Time: 11:00 a.m. CST

Sewerage and Water Board of New Orleans
Invitation to Bid
2026-SWB-25
Check and Gate Valves

The Sewerage and Water Board of New Orleans (Board) is soliciting bids from companies to purchase Check and Gate Valves.

Invitation to Bid (ITB) will be available **August 18, 2026**, for download at the following websites:

Board: <https://www.swbno.org/Bids/>

LAPAC: <https://wwwcfprd.doa.louisiana.gov/OSP/LaPAC/dspBid.cfm?search=department&term=181>

Fax and email submission will not be accepted.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department by **September 8, 2026, at 11:00 a.m.** (Central Time). For submission instructions, see bid documents.

Bids will be publicly opened on **September 8, 2026, at 11:30 a.m.** (Central Time) in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165.

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/287312169024139?>

Meeting ID: 287 312 169 024 139

Passcode: H5hF6Kp3

Dial in by phone

[+1 504-224-8698,,733378359#](tel:+15042248698733378359) United States, New Orleans

Phone conference ID: 733 378 359#

LATE BIDS WILL NOT BE ACCEPTED.

Sewerage and Water Board of New Orleans

Invitation to Bid

2026-SWB-25

Check and Gate Valves

Bidder's Information

1. Point of Contact/ Inquiries/ Requests for Information:

The point of contact for this ITB is Kimberly Barnes. All correspondence and other communications regarding this ITB shall be directed at Kimberly Barnes.

Inquiries and/or Requests for Information are due to the Board's Procurement Department via email to kbarnes@swbno.org no later than timeline stated in the **Anticipated Bid Timetable** below. Any request received after that time may not be reviewed for inclusion in this ITB. The request shall contain the requester's name, address, and telephone number.

The Procurement Department will issue a response to any inquiry if it deems it necessary, by written addendum to the ITB, posted on Board's website, and issued prior to the ITB's Delivery Deadline. The Bidders shall not rely on any representation, statement, or explanation other than those made in this ITB or in any addenda issued. Where there appears to be a conflict between this ITB and any addendum issued, the last addendum issued will prevail.

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable**.

2. Submission Instructions:

Ways to submit a bid:

Hard Copy Submission:

Signed hardcopy of the bid in a sealed envelope

Mark the front envelope with the following:

Solicitation # 2026-SWB-25 Check and Gate Valves

Company Name

Company Address

Company Contact Name, Phone Number, and Email Address

Address envelope to:

Sewerage and Water Board of New Orleans

Attn: Kimberly Barnes

625 St. Joseph St. Rm 133

New Orleans, LA 70165

Fax and email submission will not be accepted.

3. Mail or courier specifications:

Bidder remains responsible for ensuring that the bid is delivered prior to the submission deadline with proof of delivery. Failure to meet the submission deadline, irrespective of the mode of delivery, shall result in the rejection of the bid.

- Bid documents should be contained in a sealed envelope and be placed in the shipping envelope or box. If the mailed bid is not contained in a separate sealed envelope, the bidder takes the risk that the envelope may be inadvertently opened, and the information compromised.
- Please add the Procurement Analyst's name to the Attention Line of the shipping label to ensure proper delivery.

4. Bid Opening

Bids will be received by the Sewerage and Water Board of New Orleans Procurement Department as stated in the **Anticipated Bid Timetable.**

Bids will be publicly opened in the Procurement Conference Room, Rm 131, located at 625 St. Joseph St., New Orleans, Louisiana 70165 or if you are unable to attend this in-person meeting, you can also join via teleconference call:

Microsoft Teams meeting

Join: <https://teams.microsoft.com/meet/287312169024139?p=gz1cy72CVXA3F1Rt0Q>

Meeting ID: 287 312 169 024 139

Passcode: H5hF6Kp3

Dial in by phone

[+1 504-224-8698](tel:+15042248698), [733378359](tel:+1733378359)# United States, New Orleans

Phone conference ID: 733 378 359#

5. Anticipated Bid Timetable

The Board will make every effort to administer the ITB process in accordance with the terms and dates discussed in this solicitation. However, the Board reserves the right to modify the ITB process and dates as deemed necessary at its sole discretion. The Procurement Department will submit a written addendum to the ITB should there be any changes.

Event	Date	Local Time
ITB Release	August 18, 2026	
Questions Deadline	August 26, 2026	5:00 P.M.
Responses to Questions	September 2, 2026	
Bid Due Date and Time	September 8, 2026	11:00 A.M.
Bid Opening	September 8, 2026	11:30 A.M.

6. Changes, Addenda, or Withdrawal of Bids Before Deadline:

Any changes or addenda to a bid must be submitted in writing, signed by the authorized representative, cross-referenced clearly to the relevant bid section, and received by the Board's Procurement Department prior to the bid due date and time. Changes and addenda must meet all requirements for the bid. Any Bidder choosing to withdraw must submit a written withdrawal request to the Board's Procurement Department prior to the bid due date and time.

7. Prohibition on Communication:

From the time of advertising, and until the final award, there is a prohibition on communication by any Bidder (or anyone on their behalf) with the Board staff. Breaking the established prohibition on communication may result in a disqualification of the bid.

The point of contact for this ITB is Kimberly Barnes All correspondence and other communications regarding this ITB should be directed at Kimberly Barnes.

8. Bidders must complete all required attachments. Failure to complete and submit the required documents and attachments shall result in your bid being deemed non-responsive.

NOTE: BIDS ON FORMS OTHER THAN THOSE PROVIDED WILL NOT BE CONSIDERED.

9. All bids must be received by the Board on or before the Delivery Deadline. Bids delivered after the said deadline shall be rejected.
10. The naming of a certain brand, make, or manufacturer, or definite specifications is used only to denote the quality standard of product desired and that the bidder is not restricted to a specific brand, make, manufacturer or specification named but that the brand, make, manufacturer or definite specification is used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired and that equivalent products will be acceptable.
11. Prices bid in the submission must be written or typed legibly. Erasures or other changes in the Bid Prices must be initialed by the Bidder.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN WILL BE ACCEPTED. PENCIL FIGURES OR PENCIL SIGNATURES WILL DISQUALIFY BIDDER.

12. Discrepancies between the indicated product of any row of figures on the Bid Form and the correct product will be resolved in favor of the correct product. Discrepancies between the indicated sum of any column of figures and the correct sum thereof will be resolved in favor of the correct sum.
13. Submissions from any person, firm or corporation in default upon any contract with the Board will neither be received nor considered.
14. **Any bid which does not fully comply with all the provisions of the “Bidder’s Instructions”, and the “Specifications” will be deemed non-responsive.**
15. If a Bidder withdraws their bid after the bid due date and time and/or the bid opening time, the withdrawing Bidder will be prohibited from resubmitting for this ITB in accordance with La. R.S. 38:2214(D)(1).

16. The Contract may be awarded to a single bidder or to separate bidders whichever should appear to the best interest of the Board. If two or more bids are received, equal in amount and lower than any other bid, the Board reserves the right to evaluate the bids and to decide which bid will be accepted. All other conditions being equal, preference will be given in accordance with La. R.S. 38:2184.
17. The Board reserves the right to reject any and all bids or proposals for just cause.
18. All bid pricing shall remain firm for a period of ninety (90) days after the date of bid opening.

19. Awards

The Board specifically reserves the right to evaluate bids and award items separately, grouped or on an all or none basis, and to accept the bid, which is in the best interest of the Board, and to reject all proposals if that is in the best interest of the Board.

20. Objection of Recommendation/Award

Any formal protest against the recommendation of award which is to be made by an aggrieved Proposer must be submitted in writing to the Procurement Director, Cashanna K Moses at cmoses@swbno.org according to the Board's Policy 83(R): Procedural Rules for Bid Appeals.

21. Tabulations

To view unofficial bid tabulations after the bids have opened, please visit the Board website under Doing Business – Bids – Tabulations

<https://www.swbno.org/BidTabulations>

22. Ownership:

All bids to this ITB are the property of the Board for all purposes. Bidders must clearly mark individual documents or information that the applicant claims are exempt from public record disclosure and specifically justify the exemption. The Board does not guarantee the confidentiality of submissions.

23. Effect:

This ITB and any related discussions, evaluations, qualifications, or resulting solicitations by the Board or any person on its behalf create no rights or obligations whatsoever except as provided in this ITB. The Board may cancel or modify this ITB or any resulting solicitation at any time at will, with or

without notice. Anything to the contrary notwithstanding, any professional services agreement executed by the Board will be issued the exclusive statement of rights and obligations extending from this solicitation.

24. Errors or Omissions:

The Board will not be liable for any error in any bid. Bidder will not be allowed to alter bid documents after the deadline for bid submission, except under the following condition: The Board reserves the right to make corrections or clarifications due to patent errors identified in bids by the Board or the Bidder. The Board, at its option, has the right to request clarification or additional information from the Bidder.

25. Cost of Preparation:

The Board is not liable for any costs incurred by prospective Bidders or Contractors prior to issuance of or entering a Contract. Costs associated with developing the bid, and any other expenses incurred by the Bidder in responding to the ITB are entirely the responsibility of the Bidder and shall not be reimbursed in any manner by the Board.

26. Public Records Requests

To request a public record for the proposal documents, please submit to the following website: <https://swbno.nextrequest.com/>

General Specifications

1. Beginning Dates of Contract and Shipments

The initial contract period will begin on the date the contract is signed by the Board and will cover the requirements for one (1) year. The Contractor shall be ready to begin shipments immediately upon contract execution in accordance with the delivery requirements in these specifications.

2. Length of Contract Term

The unit prices shall cover the requirements of the Board for a period of three (3) years, with two (2) one-year renewal options. If requested by the Contractor and approved by the Board.

Upon the expiration of the initial contract term or any contract extension, the Contractor will continue to supply the product or services under the same terms and conditions on a month-to-month basis, for a maximum of three (3) months, until receiving a 30-day written notice of termination.

3. Contract Renewal Option

Between ninety (90) and one hundred twenty (120) days prior to the end of the initial contract period, the Contractor shall submit in writing to the Board (to the address specified in Paragraph 1, herein) stating their intent to renew (or not to renew) the contract with all terms, conditions, and prices of the original contract. Upon receiving and evaluating any proposals for contract renewal, the Board will have the option to accept this proposal for the additional renewal term(s), or to reject this proposal and open the contract for public bid if doing so would be in the best interest of the Board.

4. Price Adjustments:

Contract prices are to remain firm through the effective dates of the contract. The Contractor may request a price adjustment, in writing, between ninety (90) and one hundred twenty (120) days prior to the contract renewal date with the Contractor's proposal stating his intent to renew the contract. If the Contractor does not request a price adjustment between 90 and 120 days prior to the contract renewal date with the Contractor's proposal to renew the contract, no price adjustment will be made. All price adjustments must be approved by the Board's Procurement Department prior to the implementation of the adjusted pricing. Approval shall be in the form of a contract amendment issued by the Board.

Price adjustments will be made in accordance with the percentage change in the U.S. Bureau of Labor Statistics Producer Price Index (PPI) for the commodity associated with the product or other industry recognized, mutually agreed upon index. The percentage difference between the PPI issued for the contract's effective month and year, and the PPI issued for the month prior to the request will determine the maximum allowable adjustment of original contract prices. Only final PPI data will be used to adjust contract pricing. No retroactive contract price adjustment will be allowed. The Board may request decrease of prices under the same terms and conditions.

Technical Specifications

The Supplier will cover all resources, logistics, and costs to deliver the following items:

Line No.	Description	Approximate Quantity
1	6" swing check valve – 14" land length, 8 bolt holes 7/8" diameter, 9-1/2" bolt circle	10
2	6" rising stem gate valve – 10-1/2" land length, 8 bolt holes 7/8" diameter, 9-1/2" bolt circle	10
3	8" swing check valve – 19-1/2" land length, 8 bolt holes 7/8" diameter, 11-3/4" bolt circle	10
4	8" rising stem gate valve – 11-1/2" land length, 8 bolt holes 7/8" diameter, 11-3/4" bolt circle	10
5	10" swing check valve – 24-1/2" land length, 12 bolt holes 7/8" diameter, 14-1/4" bolt circle	8
6	10" rising stem gate valve – 13" land length, 12 bolt holes 7/8" diameter, 14-1/4" bolt circle	8
7	12" swing check valve – 27-3/8" land length, 12 bolt holes 1" diameter, 17" bolt circle	6
8	12" rising stem gate valve – 14-1/8" land length, 12 bolt holes 1" diameter, 17" bolt circle	6

5. All valves furnished under this Contract shall be rated for sewer/wastewater Brass or stainless-steel seats, disc faces, and stems are required.

The quantities listed are estimated to be the amount needed. In the event a greater or lesser quantity is needed, Sewerage and Water Board of New Orleans reserve the right to increase or decrease the amount at the unit prices stated in the bid.

6. Delivery:

All items ordered shall be delivered within thirty (30) calendar days of receipt of the applicable Purchase Order. Partial shipments shall not be accepted.

Each shipment shall be clearly marked with the following:

- Sewerage and Water Board of New Orleans (Purchase Order Number)
- Description of the type of product
- Name and address of the manufacturer
- Delivery Address:

Machine Shop
Carrollton Water Plant

8800 S. Claiborne Ave., New Orleans, LA 70118
Attention: Leroy Chauvin, III.

Delivery Times: Monday through Friday from 7:00 AM to 3:00 PM

7. Prices shall be F.O.B. Destination to the delivery location designated herein or on a purchase order. The Supplier shall retain title and control of all goods until they are delivered, and award of coverage has been completed. All risk of transportation and all related charges shall be the responsibility of the Supplier. The Supplier shall file all claims for visible or concealed damage. The Sewerage and Water Board of New Orleans will notify the Supplier promptly of any damaged goods and shall assist the Supplier in arranging for inspection.
8. All products for purchase must be new, never previously used, and the current model and/or packaging. No remanufactured, demonstrator, used or irregular product will be considered for purchase. The manufacturer's standard warranty will apply unless otherwise specified in the solicitation.
9. The manufacturer's standard warranty will apply.
10. Package and label each ordered type and size separately.

ATTACHMENT INVITATION TO BID REQUIREMENTS

2026-SWB-25 Check and Gate Valves

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

_____ Attachment Cover Sheet **(Required)**

_____ Attachment Bid Form **(Required)**

_____ Product Specifications **(Required)**

_____ Attachments Affidavits

***Please do not submit the Bidder's Instructions, General Specifications, or Technical Specifications.**

Attachment Invitation to Bid Requirements **(Informational Purposes)**

Attachment Terms and Conditions **(Informational Purposes)**

Attachment Affidavits (Needed for winning bidder)

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

ATTACHMENT COVER SHEET

2026-SWB-25 Check and Gate Valves

Company Name: _____

Company Address: _____

Please provide the key contact person's information below:

Primary Contact Person:

Name: _____ Title: _____

Cell Phone: _____ Email Address: _____

This ITB must be signed by an authorized Representative of the Company/Firm for bid to be valid. Signing indicates you have read and comply with the Instructions and Conditions.

Name of Person Authorized to Sign: _____

Title of Person Authorized to Sign: _____

Signature of Person Authorized to Sign: _____

Email Address of Person Authorized to Sign: _____

Date: _____

This form must be completed in its entirety. Deviations and failure to complete and sign this form will deem your proposal non-responsive.

**ATTACHMENT
BID FORM
2026-SWB-25**

Check and Gate Valves

Item	DESCRIPTION	UOM	UNIT PRICE
1	6" swing check valve – 14" land length, 8 bolt holes 7/8" diameter, 9-1/2" bolt circle	Each	
2	6" rising stem gate valve – 10-1/2" land length, 8 bolt holes 7/8" diameter, 9-1/2" bolt circle	Each	
3	8" swing check valve – 19-1/2" land length, 8 bolt holes 7/8" diameter, 11-3/4" bolt circle	Each	
4	8" rising stem gate valve – 11-1/2" land length, 8 bolt holes 7/8" diameter, 11-3/4" bolt circle	Each	
5	10" swing check valve – 24-1/2" land length, 12 bolt holes 7/8" diameter, 14-1/4" bolt circle	Each	
6	10" rising stem gate valve – 13" land length, 12 bolt holes 7/8" diameter, 14-1/4" bolt circle	Each	
7	12" swing check valve – 27-3/8" land length, 12 bolt holes 1" diameter, 17" bolt circle	Each	
8	12" rising stem gate valve – 14-1/8" land length, 12 bolt holes 1" diameter, 17" bolt circle	Each	

Warranty (if applicable): _____

Estimated Lead time: _____