



## DEPARTMENT OF NATURAL RESOURCES

02/13/2014

### **BID PROPOSAL**

*431-2003-PA14-008*

### ***NAVAGATIONAL AID MAINTENANCE ADDITIVE ALTERNATIVE INSPECTION***

#### **Various Fields**

For sites located in various fields in Calcasieu, Cameron, Vermilion, Iberia, St. Mary, Terrebonne, Lafourche, St. Charles, Jefferson, Plaquemines, and St. Bernard Parishes

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***Bid Opening Date: 03/13/2014***

**NOTICE TO BIDDERS**

Sealed bids will be opened and publicly read by the Department of Natural Resources, 617 North 3rd Street, 12th Floor, Room 1260, Baton Rouge, Louisiana at **11:00 A.M. on March 13, 2014** for the following:

**Bid Proposal Number: 431-2003-PA14-008**

**Title:** Various fields in Calcasieu, Cameron, Vermilion, Iberia, St. Mary, Terrebonne, Lafourche, St. Charles, Jefferson, Plaquemines, and St. Bernard Parishes, and are subject to jurisdiction of the Lafayette District Office.

**NOTE:** A one-time **MANDATORY PRE-BID CONFERENCE** will be held on **Thursday, March 6, 2014 at 9:00 AM in the LaBelle Hearing Room in the LaSalle Building. Pre-registration is required. To pre-register, contact Matt Simon @ 225-342-6089 or Casandra Parker @ 225-342-6105 by 12:00 P.M., Wednesday, March 5, 2014.**

- \* This signed statement certifies that the Contractor has visited the mandatory pre-bid conference and is familiar with all conditions surrounding fulfillment of the requirements for this project. Failure to complete or return this certification will cause the bid to be disqualified.

\_\_\_\_\_  
Company Name (Contractor)

\_\_\_\_\_  
Signature (Contractors Representative)

Department of Natural Resources  
Agency Name

\_\_\_\_\_  
Signature (Agency Representative)

This bid is being solicited under the provisions of the Louisiana Oil Field Site Restoration Law (Act 404 of 1993). Only bidders on the approved list of contractors (referenced in Act 404) at time of first public notice of solicitation shall be considered.

Bidder agrees bid shall be good for a period of sixty (60) calendar days of the bid opening.

The successful bidder (contractor) will be required to execute a performance bond or deliver a letter of credit in the full amount of the contract.

Bidder must return entire bid proposal package with signature pages and with exceptions noted. Bidders must use the specified forms available in the bid proposal package. Bids must be filled out with ink or typewritten and signed in ink. Any alteration, erasure or correction must be initialed by signer of the bid, failure to do so may cause your bid to be rejected.

Bid must be returned in **Special Bid Envelope**. **Bidder is to include company name and complete return address on the outside of bid envelope.** In the event of bulky material, the **Special Bid Envelope** must be firmly affixed to the mailing envelope.

**BIDS MUST BE HAND DELIVERED WITH RECEIPT GIVEN OR SENT BY REGISTERED OR CERTIFIED MAIL (WITH RETURN RECEIPT). BIDDER SHALL ASSUME FULL RESPONSIBILITY FOR TIMELY DELIVERY TO THE LOCATION DESIGNATED ON THE BID RETURN ENVELOPE FOR RECEIPT OF BIDS.**

**PROPOSAL NUMBER: 431-2003-PA14-008**

**BID OPENING DATE: March 13, 2014**

**Dept. of Natural Resources  
Purchasing Section  
617 N. 3rd St., 12th Floor, Room 1271  
Baton Rouge Louisiana 70802**

**PROJECT:** Furnish all labor, materials, tools and equipment necessary for the Project as per plans, drawings and specifications prepared by the agency.

The undersigned, in compliance with your invitation for bids for the project listed above, having examined the specifications and related documents, inspected site and being familiar with all of the conditions surrounding the fulfillment of the contract, hereby proposes to furnish all labor, materials, tools and equipment necessary to complete the above referenced project within the time set forth herein and for the price stated below.

The Lump Sum Total Price stated shall include all permits and governmental fees, licenses, and inspections, and all sales, consumer use and taxes of any other nature or kind whatever arising from or pertaining to the work or portions thereof provided by the contractor which are legally enacted at the time bids are received, whether or not yet effective.

**BID:** I/We propose to furnish all materials and perform all work as described in the specifications and related documents for the sum of:

**A. Annual Inspection (Nav Aid and Wellsite) \$ \_\_\_\_\_ per site**

COST using words: \_\_\_\_\_ dollars  
\_\_\_\_\_ cents

**B. Assessment of Newly Orphaned Wellsites for the Installation of Navigational Aids  
\$ \_\_\_\_\_ per site**

COST using words: \_\_\_\_\_ dollars  
\_\_\_\_\_ cents

**COMPLETION DATE:** The undersigned guarantees completion of project as per base bid in \_\_\_\_\_ calendar days.

**NOTE: Where so indicated by the makeup of the bid form, sums shall be expressed in both words and figures, and in case of a discrepancy between the two the written amount shall govern.**

LOUISIANA CONTRACTORS' LICENSE NO. \_\_\_\_\_  
NAME ( PRINT OR TYPE) \_\_\_\_\_  
TITLE ( PRINT OR TYPE) \_\_\_\_\_

SIGNATURE \_\_\_\_\_  
FIRM NAME \_\_\_\_\_  
ADDRESS (Box) \_\_\_\_\_  
(Physical) \_\_\_\_\_  
CITY, STATE, ZIP \_\_\_\_\_  
PHONE ( ) \_\_\_\_\_ FAX ( ) \_\_\_\_\_ E-MAIL \_\_\_\_\_

**IMPORTANT: IN ACCORDANCE WITH R.S. 37:2163A CONTRACTORS' LICENSE NUMBER MUST APPEAR ON THE BID OPENING ENVELOPE ON ALL PROJECTS IN THE AMOUNT OF \$50,000.00 OR MORE (AND \$1.00 OR MORE IF HAZARDOUS MATERIALS ARE INVOLVED). ALL BIDS NOT IN COMPLIANCE WITH THIS REQUIREMENT SHALL BE AUTOMATICALLY REJECTED AND NOT READ. FOR ANY BID SUBMITTED IN THE AMOUNT OF FIFTY THOUSAND DOLLARS OR MORE, THE CONTRACTOR SHALL CERTIFY THAT HE IS LICENSED AND SHOW HIS LICENSE NUMBER ON THE BID.** (Bids must be submitted under the name which the La. State Licensing Board for Contractors has issued the contractor's license. Do not submit under DBA names).

Bid proposal form, information and specifications may be obtained from the Purchasing Section, Dept. of Natural Resources, P.O. Box 94396 (or 617 N. 3rd Street, 12th floor, Room 1271), Baton Rouge, LA 70804, or by calling 225/342-4518 or 225/342-6397.

No bids will be received after the date and hour specified. The right is reserved to reject any and all bids and to waive any informalities.

Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined after 72 hours of the bid opening. Information pertaining to completed files may be secured by appointment during normal working hours. Written bid tabulations will not be furnished unless requested.

**NOTE: INCLUDE COMPLETE FIRM NAME AND RETURN ADDRESS ON THE BID RETURN ENVELOPE.**

**SIGNATURE AUTHORITY:** In accordance with L.R.S. 39:1594 (Act 121), the person signing the bid must be:

1. A current corporate officer, partnership member or other individual specifically authorized to submit a bid as reflected in the appropriate records on file with the Secretary of State; or
2. An individual authorized to bind the vendor as reflected by an accompanying corporate resolution, certificate or affidavit; or
3. An individual listed on the State of Louisiana Bidder's Application as authorized to execute bids.

By signing the bid, the bidder certifies compliance with the above.

### **GENERAL CONDITIONS, INSTRUCTIONS, POLICIES AND PROCEDURES**

**ADDENDA:** The contractor must attach all addenda to his bid or otherwise acknowledge the receipt of same.

**WITHDRAWAL OF BIDS:** The contractor agrees that this bid shall be good and may not be withdrawn for a period of sixty (60) calendar days after the bid opening.

**AFFIDAVIT:** Successful contractor shall be required to execute an affidavit attesting "THAT PUBLIC CONTRACT WAS NOT SECURED THROUGH EMPLOYMENT OR PAYMENT OF SOLICITOR" in compliance with Title 38, Section 2224.

### **CONTRACT, FINANCIAL ASSURANCE:**

If the undersigned is notified of the acceptance of the above bid or bids, within thirty (30) days of the time set forth for the opening of bids, he agrees to execute a contract for the work accepted within ten (10) days after notice from the Dept. of Natural Resources.

The undersigned further agrees, if awarded the contract, either to execute and deliver to the Dept. of Natural Resources prior to execution of contract, a Performance Bond with Power of Attorney or to deliver a Letter of Credit in an amount equal to 100% of the contract amount, all as outlined in Attachment A.

In addition, to be provided at the same time is a labor and materials bond or a letter of credit in an amount equal to 100% of the contract amount, all as outlined in the Attachment A.

**RECORDATION CERTIFICATE:** Contractor shall upon receipt of executed contract, financial assurance documents and purchase order, record contract and financial assurance documents with the Clerk of Court in the parish in which the work is to be performed, obtain a Certificate of Recordation from the Clerk of Court and forward this Certificate immediately to the Department of Natural Resources. This certificate must be received before any invoices on this project can be processed. The expense for this is the responsibility of the contractor.

**PAYMENT:** Upon satisfactory completion of the work, ninety percent (90%) of the Contract Price shall be paid to contractor.

**ACCEPTANCE:** Upon completion of the work to the satisfaction of the Dept. of Natural Resources, a Notice of Acceptance of Work will be executed by the Dept. of Natural Resources and forwarded to the contractor for recording with the Clerk of Court in the parish in which the work has been performed. Contractor shall furnish to the Dept. of Natural Resources a Clear Lien Certificate from the Clerk of Court (to the owner along with final invoice) forty-five (45) days after recordation of acceptance. Upon receipt, final payment of ten percent (10%) of the Contract Price will be made.

**NON-DISCRIMINATION:** The Dept. of Natural Resources does not discriminate on the basis of race, color, national origin, disability, or age; and requires its contractors, subcontractors, and suppliers to comply with this commitment.

**MINORITY/WOMAN OWNED:** If your organization is a Minority or Woman-Owned Enterprise, please send supporting documentation. This information is required for the purpose of reporting to Federal Funding Agencies. Send info. to: Dept. of Natural Resources, Purchasing Section, Attn: Renita Hoskins, PO Box 94396, Baton Rouge, LA 70804-9396 or e-mail: [Renita.Hoskins@la.gov](mailto:Renita.Hoskins@la.gov)

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## Section 1

### INTRODUCTION

The Louisiana Department of Natural Resources (LDNR) is seeking bids to conduct annual inspections of the 126 Navigational Aids and repair, replace, maintain the equipment as necessary. Additionally, as needed, installation of USCG approved Navigational Aids on newly orphaned sites. This will also include the storage of surplus navigational aids. The contract period for the base bid as well as the additive alternative bids is for one (1) year with the option to renew at the same price two additional years not to exceed a total of 36 months. These sites are located in coastal Louisiana in various fields in Calcasieu, Cameron, Vermilion, Iberia, St. Mary, Terrebonne, Lafourche, St. Charles, Jefferson, Plaquemines and St. Bernard Parishes and are subject to the jurisdiction of the Lafayette District Office.

## Section 2

### INSTRUCTIONS FOR BIDDERS/CONTRACTORS

1. A **mandatory Pre-Bid Conference** will be held in the LaBelle hearing room, first floor LaSalle building in Baton Rouge at 9:00 am on Thursday, March 6, 2014. **Pre-registration is required by calling Matt Simon at 225-342-6089 or Casandra Parker at 225-342-6105 by 12:00 pm Wednesday, March 5, 2014.** Failure to attend and sign in on the approved sign in sheet will result in a null or void bid. All questions shall be in writing and faxed to 225-342-2584 by the date announced at the Pre-Bid Conference. No additional questions shall be received after the specified pre-bid conference submittal deadline. The Purchasing Office will submit addenda in response to all questions arising at the Pre-Bid Conference to qualified bidders.
2. The cost per site shall include, labor, transportation, tools, and all necessary materials/equipment (including a diver if necessary) to get to location and access the orphan site in order to carry out the maintenance, repair, replacement or inspection if awarded. This cost does not include equipment to be replaced or repaired such as the navigational aid itself, installation poles, bolts, clamps, etc.
3. The contractor is to furnish all the necessary tools and equipment to install and secure placard and Navigational aids in accordance with USCG regulations found in 33 Code of Federal Regulations Subparts 62, 64, 66 and 67.
4. All equipment, products, and material shall be new, of good quality, designed for weathering and adequate for use in a marine environment and protected, assembled, used, connected, applied, cleaned, and conditioned in accordance with the manufacturer's instructions.
5. Bidders are to note that their bid cost in Section 6 shall be inclusive of any and all qualifications, clarifications, and/or exceptions the bidder may have. **Any qualifications, clarifications, or exceptions may disqualify the bid.**

6. All third party services utilized, equipment rented, or expendables used shall be paid directly by the contractor and included in the contractor's total bid price.
7. **Bidders shall submit the name, address, phone number, Federal Tax ID number, and a description of the nature of the work for each proposed subcontractor upon Notice of Award.**
8. **LDNR does not have a contractual relationship with any subcontractors.** LDNR is not obligated to pay or see that a subcontractor is paid for the work he/she performs. The contractor is responsible for their subcontractor's acts or omissions.
9. Contractor is responsible for all mobilization and demobilization of personnel, equipment, materials, and supplies.
10. The contractor shall be responsible for making their representatives and subcontractors familiar with the site conditions within the scope of work.
11. Prior to the commencement of work, the successful bidder shall provide proof of Insurance in accordance with the requirements specified in **Attachment 'C'**.
12. **List of personnel required to perform the scope of work and equipment** to be used on this project shall be provided to LDNR upon notice of award. All equipment brought to location shall be in good working condition and shall be rated to handle work anticipated.
13. **No work outside the scope of the bid award may be performed unless approved by Change Order.** See **Section 3** for change order procedures.
14. Where necessary, the successful bidder shall be responsible for notifying the site landowners and/or lease holders of any property used for ingress and egress prior to the commencement of work.
15. The successful bidder shall be required to obtain any and all necessary permits (CG -4143, Coastal Use Permit, etc.) from the applicable state and federal regulatory agencies (including the USCG) necessary to complete the scope of work for this project.
16. Reports shall be submitted as outlined in **Section 5** Scope of Work.
17. Bidders may attend the bid opening, but no information or opinions concerning the ultimate contract award will be given at the bid opening or during the evaluation process. Bids may be examined after 72 hours of the bid opening. Information pertaining to completed files may be secured by visiting the Department of Natural Resources during normal working hours. Written bid tabulations will not be furnished unless requested.

18. Information in this document was obtained from Office of Conservation records; however, because the Office of Conservation does not warrant all information is accurate, bidders are responsible for verifying all provided information.
19. Contractor agrees to indemnify and hold harmless LDNR from all liabilities and cost of defense obligations resulting from acts of negligence by the Contractor.
20. LDNR personnel are not to provide any type of guidance or direction to the contractor or the contractor's subcontractors regarding the routes of ingress or egress to/from the wellsites.
21. Contractors shall be responsible to ensure safe operations at all times and shall provide the proper materials, labor and equipment to safely perform the scope of work contained in this bid document. As the job requires, personal protective equipment and fall protection shall be considered for use to protect personnel. Personnel and subcontractors should be properly trained in relation to their job duties. Additionally, pre-job safety meetings that include all affected personnel, including subcontractors, should be held to review responsibilities for the operations to be performed. Suitable fire-extinguishing equipment shall be on site during all operations. Telephone numbers, location, and other relevant information pertaining to availability of medical personnel, transportation, and medical facilities shall be available and a first aid kit shall also be on location.
22. The successful bidder shall be required to obtain any and all necessary permits (CG -4143, Coastal Use Permit, etc) from the applicable state and federal regulatory agencies (including the USCG) necessary to complete the scope of work for this project. Application for the required permits for the 1A priority sites must be made within 15 calendar days of the date of the Notice to Proceed. Any additional information requested by a permitting authority in connection with a required permit must be furnished within 7 calendar days of the request. Consideration will be given through Change Order request in regards to contract deadlines for delays out of the Contractor's control (weather, permit approval, etc.).
23. It will be the responsibility of the successful bidder to maintain the assigned login ID for SONRIS in an active status. In the event reactivation of the login ID is required, a **\$250 fine** may be assessed for each reactivation.
24. Contractor will be required to store "surplus" Navigational aids and use this inventory prior to purchasing additional Navigational aids for repairs, replacements and new installations. There are currently at least 15 Navigational aids in the inventory.
25. All questions shall be in writing and faxed to 225-342-2584 by the date announced at the Pre-Bid Conference. No additional questions shall be received after the specified pre-bid conference submittal deadline, without exception.

### Section 3

#### CHANGE ORDER PROCEDURES

**A Change Order consists of additions, deletions, or other revisions to the scope of work and services and may be requested or initiated by the contractor or LDNR.** All requests for a Change Order shall be submitted in writing by the Contractor outlining specific factual conditions necessitating issuance of a Change Order. The Change Order quote shall include all costs necessary to complete the work covered by the Change Order. Oral communication shall not be acceptable. No work relating to the requested Change Order shall be performed without a properly executed Change Order signed by the Contractor and the Commissioner of Conservation.

Claims for extra compensation by the Contractor shall not be recognized and shall not be valid unless the Contractor has in his possession prior to the work being performed a properly executed Change Order form giving him the authorization to proceed with the extra work.

## Section 4

## DEFINITIONS

1. **AGREEMENT:** The written and signed agreement between the LDNR and Contractor specifying the Work to be performed and includes the Contract Documents, all addenda pertaining to the Bid, Notice of Award, Bonds, and all documents associated with bid.
2. **APPLICATION OF PAYMENT:** Invoice for work completed and materials used submitted to LDNR on a **quarterly** basis and is deemed acceptable by LDNR. It shall be accompanied by any supporting documentation required by LDNR including detailed list of parts and supplies used.
3. **CANCELLATION:** LDNR reserves the right to cancel this contract with thirty (30) days written notice to the contractor.
4. **COMMENCEMENT OF WORK:** Physically and actively performing the scope of work contained in the bid document.
5. **CONTRACTOR:** The successful bidder of a specific project.
6. **CONTRACT PRICE:** The moneys payable by the LDNR to the Contractor for the Work in accordance with the Contract Documents as stated in the Agreement.
7. **CONTRACT TIME:** The initial term of the contract will be for one (1) year, with option to renew at the same price, terms and conditions for two (2) additional 12 month periods not to exceed a total of thirty-six (36) months.
8. **EQUIPMENT:** All machinery, implements, and power-tools, in conjunction with the necessary supplies for the operation, upkeep, maintenance, and all other tools and apparatuses necessary for the proper construction and acceptable completion of the Work.
9. **NOTICE OF AWARD:** A written notice to the successful Bidder stating that the Bid has been accepted by LDNR and that the successful Bidder is required to execute the Contract.
10. **ORPHAN WELL:** A well which has been orphaned pursuant to the provisions of R.S. 30:80 et seq
11. **SITE:** The confines established for a specific well or group of wells and associated pits, tank batteries, and facilities.
12. **SUBCONTRACTOR:** Any individual, firm, partnership, corporation, or combination of the two or more firms or corporations acting jointly, that are bound contractually to the contractor to perform portions of this work.

13. THE WORK: The scope of work described in this bid document and included in the Breakdown of Costs price.

**Section 5**      **SCOPE OF WORK**

- A. Conduct annual inspections of the 126 Navigational aids (light function test and diagnostic testing of the electrical components) that were installed in the EMER2011-05 bid project for a period of one (1) year with an option to renew at the same price, terms and conditions for two (2) additional 12 month periods not to exceed a total of thirty-six (36) months. A report will be completed/uploaded in SONRIS (Orphan Oilfield Inspection Report) within 10 (ten) days of the inspection date for each of the orphan wellsites (Orphan Oilfield Inspection Report– Instructions **Attachment “D”**). Photographs of the Navigational Aid and orphan wellsite shall be uploaded with the report. **Failure to upload the inspection report into SONRIS in the time permitted may result in a \$100 penalty assessed to the contract for each occurrence.** A login ID will be provided to the successful bidder. It is the responsibility of the successful contractor to maintain the login ID in an active status. Each re-activation of the login ID by the department may result in a **\$250 penalty**. Please note that the second inspection may not occur until at least 12 months after the initial inspection. **ALL** 126 sites identified in attachment “A” must have the annual inspections completed within 12 months of contract award.

It will be the responsibility of the contractor to maintain an inventory list by Navigational aid serial number of “surplus” navigational aids. Additionally, it will be the responsibility of the contractor to be available to receive any current navigational aids that are removed from Orphan sites through remediation bid projects and add these to the storage “surplus” inventory.

The price to inspect each wellsite provided in **Section 6** shall include labor (including a diver if necessary), transportation to get to location and access the orphan site, tools and all necessary equipment to test the functionality of the Navigational Aid, provide the required reports and includes storage cost for the “surplus” navigational aids.

If a repair or replacement of the navigational aid or equipment (including installation equipment and placard) is recommended, a change order shall be submitted detailing the description of the deficiency with price to repair/replace to the project manager via email and/or fax within 10 days of the inspection date. It is at the discretion of LDNR on whether or not to authorize the repair or replacement.

A separate equipment price sheet containing the cost for self-contained Navigational Aid, aluminum mounting poles, brackets, bolts, clamps, placard, and any additional material necessary to secure the Aid to the wellsite or repair the installed Aid must accompany this bid proposal. Prices shall remain the same through the duration of the contract. However, in the event of significant price changes due to circumstances beyond the control of the contractor, a price list revision may be requested. Approval will be at LDNR’s discretion. **A new navigational aid purchase will only be authorized if the applicable “surplus” inventory is zero.**

B. Newly Orphaned Wellsites

Within 30 days of a request by DNR, inspect, document, provide recommendations, and a bid for acquisition and installation of Navigational Aids and placard as required by the US Coast Guard regulations for newly orphaned wellsites located in water locations. A report will be completed/uploaded in SONRIS

(Orphan Oilfield Inspection Report) within 10 (ten) days of the inspection date for each of the newly orphaned wellsites (Orphan Oilfield Inspection Report– Instructions Attachment “D”). Photographs of the well site shall be uploaded with the report. **Failure to upload the inspection report into SONRIS in the time permitted may result in a \$100 penalty assessed to the contract for each occurrence.** A login ID will be provided to the successful bidder. It is the responsibility of the successful contractor to maintain the login ID in an active status. Each re-activation of the login ID by the department may result in a **\$250 penalty.**

In the event an Installation is required at a newly identified Orphan well location, the successful Contractor will be responsible for submitting all necessary applications/forms to the USCG for any proposed new installation within 7 consecutive days of the upload of the Orphan Oilfield Inspection Report, and the deadline for the submission of a change order for the installation of the Navigation Aid and placard will be 10 consecutive days after USCG approval is issued. The deadline for the completion of the installation will be 10 consecutive days after the approval of the change order by DNR. It is the responsibility of the Contractor to determine if additional time and materials are necessary to meet USCG requirements and/or perform scope of work activities at each site.

Provide and install new (**if applicable “surplus” inventory is zero**) USCG approved navigational aids and placards on any newly orphaned well in accordance with USCG regulations. Aggregate bid price shall include labor (including a diver if necessary), transportation to get to location and access the orphan site, tools and all necessary equipment and supplies to physically install and secure the navigational aid and placard to the orphan well or structure in accordance with USCG regulations.

A separate equipment price sheet containing the cost for self-contained Navigational Aid, aluminum mounting poles, brackets, bolts, clamps, placard, and any additional material necessary to secure the Aid to the wellsite or repair the installed Aid **must** accompany this bid proposal. Prices shall remain the same through the duration of the contract. However, in the event of significant price changes due to circumstances beyond the control of the contractor, a price list revision may be requested. Approval will be at LDNR’s discretion. **A new navigational aid purchase will only be authorized if the applicable “surplus” inventory is zero.**

Site information including photographs can be obtained in the Orphan Inspection Report by Well Serial Number available on the SONRIS database. SONRIS can be accessed through the Department of Natural Resources Website located at [www.dnr.louisiana.gov](http://www.dnr.louisiana.gov). It will be the responsibility of the contractor to maintain an inventory list by Navigational aid serial number of “surplus” navigational aids. Additionally, it will be the responsibility of the contractor to be available to receive any current navigational aids that are removed from Orphan sites through remediation bid projects and add these to the storage “surplus” inventory.

In the event the surplus is zero and a new Navigational aid is authorized, the Navigational aid must be a self-contained LED lantern with built in battery pack and solar panel and black box data recorder with PDA retrievable or USCG approved equivalent for the specific site (1 mile, 2 mile or greater lantern). The various Navigational aid options and prices **must** be detailed on the price sheet to be attached by the bidding contractor.

### **QUALIFICATIONS**

The inspection price per site shall include all transportation, labor and required documentation associated with a visit to each location to determine the functionality of the navigational aid and condition of the

orphan well as detailed in the required inspection report. If a repair or replacement of the navigational aid or equipment is recommended, a detailed description of the deficiency with price to repair/replace will be submitted to the project manager via email and fax within 10 days of the inspection date and then considered by LDNR for a change order. It is at the discretion of LDNR on whether or not to authorize the repair or replacement.

**The above quantities are estimated to be the amount needed. The actual number of inspections if awarded may be more or less than the number stated. LDNR does not guarantee a specific number of sites for maintenance, repair or replacement, the actual work requested throughout the contract period may vary.**

## **DELIVERABLES**

- The successful Contractor will be required to store “surplus” Navigational aids and use this inventory prior to purchasing additional Navigational aids for repairs, replacements and new installations. There are currently approximately 15 Navigational aids in the inventory and it will be the responsibility of the contractor to maintain an inventory list by Navigational aid serial number.
- USCG application Form CG-4143 and any additional state or federal permit applications as necessary for any New Installs requested must be completed and submitted to the USCG within 5 calendar days of the request for a new install. Any additional information requested by a permitting authority in connection with a required permit must be furnished within 7 calendar days of the request by the permitting authority. Installation must occur within 10 calendar days of permit approval. **Failure to adhere to these deadlines may result in the issuance of a fine in the amount of \$250 per occurrence.**
- A detailed report will be completed/uploaded in SONRIS (Orphan Oilfield Inspection Report– Instructions **Attachment “D”**) within 10 (ten) days of completion of the maintenance, repair, replacement or new installation for each of the requested orphan sites. A login ID will be provided and it is the responsibility of the contractor to maintain the login ID in active status. In the event reactivation of the login ID is required, a **\$250 fine** may be assessed.
- A complete inspection of the wellsite including installed Navigational Aid including light function test and diagnostic testing of the electrical components). A detailed inspection report will be completed/uploaded in SONRIS (Orphan Oilfield Inspection Report – Instructions **Attachment “D”**) within 10 (ten) days of the inspection date for each of the approximately 126 orphan sites.
- If a repair or replacement of the navigational aid or equipment is recommended, a detailed description of the deficiency with price to repair/replace will be submitted by the contractor to the project manager via email and fax within 10 days of the inspection date and then considered by LDNR for a change order. It is at the discretion of LDNR on whether or not to authorize the repair or replacement.
- If the repair or replacement of the navigational aid is approved, the work must be completed within 10 days of approval notification via email and fax and an additional report must be uploaded into SONRIS detailing the work performed in the comments section of the report within 10 days of completion of work.



3. Refer to Scope of Work Section 5 for the general description of work to be included under each bid item.
4. Price sheet must include costs for self-contained Navigational aid, aluminum mounting poles, brackets, bolts, clamps, placard and any additional materials necessary to secure the aid to the wellsite or repair the installed aid and MUST accompany bid solicitation.

## **Section 7**

### **INFORMATION BIDDERS ARE REQUIRED TO SUBMIT WITH BID PROPOSAL**

1. This entire bid package.
2. Any addendum(s) related to this bid proposal.
3. Completed breakdown of costs worksheet (**Section 6**) included in this bid document.
4. A **detailed material price sheet** as specified in **Section 5.A**.
5. Only the successful bidder will be required to submit a **current insurance certificate** at the time the bid is awarded. The certificate shall meet the requirements outlined in **Attachment 'C'** and shall reference the bid proposal number.
6. Only the successful bidder will be required to submit the List of subcontractors. (Section 2.8)
7. Only the successful bidder will be required to submit the List of personnel and equipment required to perform the scope of work. (Section 2.13)

**ATTACHMENT "A"**

SN	Well Name	Well Num	Field Name	Parish Name
16913	DERAMEE-NICHOL	002	LEEVILLE	LAFOURCHE
16940	THEOPHILE CENAC	002	LEEVILLE	LAFOURCHE
17320	ARMANT CROSBY	003	LEEVILLE	LAFOURCHE
24471	SALT DOME ROYALTIES INC	002	BAY ST ELAINE	TERREBONNE
30463	W T BURTON FEE	001	WILDCAT-SO LA LK CHARLES DIST	CALCASIEU
30821	E P BRADY ET AL	002	BAYOU PEROT	JEFFERSON
31090	E P BRADY ET AL	003	BAYOU PEROT	JEFFERSON
32152	E P BRADY ET AL	006	BAYOU PEROT	JEFFERSON
33280	S J SIMONEAUX	001	BAYOU DES ALLEMANDS	SAINT CHARLES
33492	E P BRADY ET AL	010	BAYOU PEROT	JEFFERSON
39624	INEZ PIERCE	007	GOLDEN MEADOW	LAFOURCHE
43236	4100 RA SUA;SIMONEAUX	001	BAYOU DES ALLEMANDS	SAINT CHARLES
44119	LAFOURCHE LAND CO	001	CLOVELLY	LAFOURCHE
44983	S J SIMONEAUX	002	BAYOU DES ALLEMANDS	SAINT CHARLES
45469	S J SIMONEAUX	004	BAYOU DES ALLEMANDS	SAINT CHARLES
49663	GRANDISON	001	COFFEE BAY	LAFOURCHE
50020	DR H L BALLOWE	001	WILDCAT-SO LA NEW ORLEANS DIS	PLAQUEMINES
50797	GRANDISON	003	COFFEE BAY	LAFOURCHE
51272	W E LEA	001	BLACK BAYOU	CAMERON
55970	FELICIE GASTINEL ET AL	001	WHITE LAKE, WEST	VERMILION
57246	FELICIE GASTINAL ET AL	002	WHITE LAKE, WEST	VERMILION
59093	GRANDISON	A-3	LAKE ENFERMER	LAFOURCHE
60108	WATERFORD OIL COMPANY A	002	BAYOU DES ALLEMANDS	SAINT CHARLES
60177	GRANDISON	005	COFFEE BAY	LAFOURCHE
64115	W J HARRISON ETAL	002	LAKE ENFERMER	LAFOURCHE
66571	ALMA A THOMAS	001	KINGS RIDGE	LAFOURCHE
71084	STATE LEASE 2705	001	WILDCAT-SO LA NEW ORLEANS DIS	JEFFERSON
71884	WATERFORD OIL CO	001	WILDCAT-SO LA HOUMA DIST	LAFOURCHE
73135	GRANDISON	A-8	LAKE ENFERMER	LAFOURCHE
74019	VERM BAY LD & COCKRELL JR ET A	003	WILDCAT-SO LA NEW ORLEANS DIS	PLAQUEMINES
74252	CUROL-ROJAS	003	LAFITTE	JEFFERSON
74274	TERREBONNE LAND & DEV MAHLER	001	WILDCAT-SO LA HOUMA DIST	TERREBONNE
74560	A T DUSENBURY ETAL	001	LAKE ENFERMER	LAFOURCHE
76396	LAFOURCHE REALTY CO	003	GOLDEN MEADOW, EAST	LAFOURCHE
76953	MCILHENNY	001	WILDCAT-SO LA LAFAYETTE DIST	VERMILION
77104	SOUTHDOWN SUGARS	004	SUNRISE	TERREBONNE
77757	CAMERON MEADOWS	060D	CAMERON MEADOWS	CAMERON
78782	GRANDISON	A-9	LAKE ENFERMER	LAFOURCHE
80403	BROUSSARD LAND COMPANY	002	ESTHER, SOUTHWEST	VERMILION
80409	GRANDISON	012	COFFEE BAY	LAFOURCHE
80650	J B FASTERLING	003	BASTIAN BAY	PLAQUEMINES

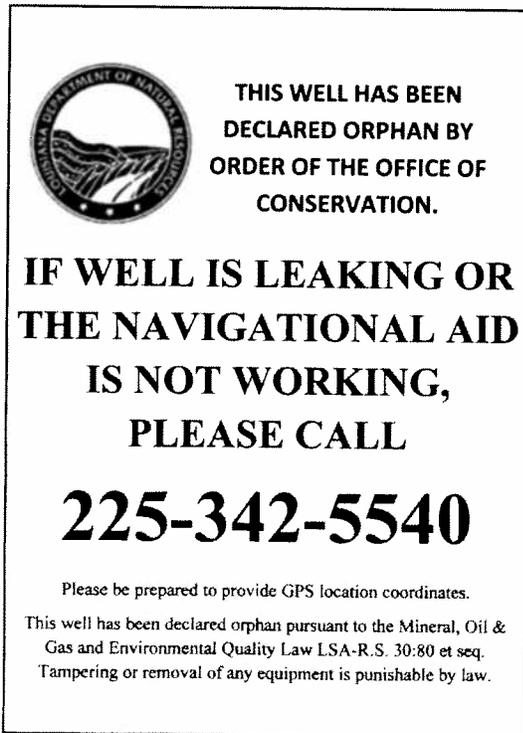
SN	Well Name	Well Num	Field Name	Parish Name
82793	WATERFORD OIL CO A	003	BULLY CAMP	LAFOURCHE
83206	TEX W 1 RA SUA;WATERFORD B	001	BULLY CAMP	LAFOURCHE
84490	I R PRICE ETAL	002	LAROSE	LAFOURCHE
85668	CRIS A 7 RA SUB;VER BAY LD COB	002-ALT	BOSTON BAYOU	VERMILION
87876	E A MCILHENNY	001	WILDCAT-SO LA LAFAYETTE DIST	VERMILION
88319	LA FURS G	001	FRESH WATER BAYOU	VERMILION
88829	VERMILION BAY LAND CO B	004	BOSTON BAYOU	VERMILION
89333	HUMBLE OIL & REFINING CO	001	WILDCAT-SO LA LAFAYETTE DIST	VERMILION
89782	VERMILION BAY LAND CO B SWD	003	BOSTON BAYOU	VERMILION
90820	MCILHENNY EST/C/	001	WILDCAT-SO LA LAFAYETTE DIST	VERMILION
98341	F W STOVALL	001	WILDCAT-SO LA LAFAYETTE DIST	VERMILION
103020	LAFOURCHE REALTY	002	GOLDEN MEADOW, EAST	LAFOURCHE
105735	B C HEBERT HEIRS	001	WHITE LAKE, EAST	VERMILION
106350	GRAND PRAIRIE LEVEE DISTRICT	001	WILDCAT-SO LA NEW ORLEANS DIS	PLAQUEMINES
114062	HARRY BOURG	002	BAYOU RAMBIO	TERREBONNE
114755	SL 4090	001	WILDCAT-SO LA LAFAYETTE DIST	IBERIA
115607	LANDRY-MEAUX	001	TIGRE LAGOON	VERMILION
116337	S L 4407	002	BRETON SOUND BLOCK 31	PLAQUEMINES
118320	S L 4458	001	BRETON SOUND BLOCK 31	PLAQUEMINES
120693	SOUTHDOWN INC	001	WILDCAT-SO LA HOUMA DIST	TERREBONNE
123285	HUMBLE OIL & REFINING CO	001	BAYOU DES ALLEMANDS	SAINT CHARLES
124711	CAMERON MEADOWS LAND CO	001	CAMERON MEADOWS	CAMERON
125086	P G LAKE	001	LAROSE	LAFOURCHE
125223	A C HASSINGER	001	MANILA VILLAGE	JEFFERSON
126353	E A MAIER/B/	002	MANILA VILLAGE	JEFFERSON
127072	B VIGNEAUX ET AL	001	WILDCAT-SO LA LAFAYETTE DIST	VERMILION
128597	BRADY ESTATE	001	BAYOU DE FLEUR	JEFFERSON
135400	SL 6619	001	BRETON SOUND BLOCK 33	PLAQUEMINES
139047	HARRY BOURG	001	BAYOU RAMBIO	TERREBONNE
139382	SL 5674	A-1	WHITE LAKE, WEST	VERMILION
141836	GRANDISON TRUST	001	KINGS RIDGE	LAFOURCHE
147315	K RA SUA;SL 6420	001-ALT	QUARANTINE BAY	PLAQUEMINES
148605	K RA SUA;SL 1349	001	QUARANTINE BAY	PLAQUEMINES
155358	BROUSSARD RB SUA;STOVALL	004	LIVE OAK	VERMILION
156885	LL&E FEE SWD	001	BAYOU JEAN LA CROIX	TERREBONNE
157032	10700 RA SUA;LL&E	001	DRAKES BAY	PLAQUEMINES
159783	SL 977	002	WEST DELTA BLOCK 52	PLAQUEMINES
161441	LL&E	001	WILDCAT-SO LA NEW ORLEANS DIS	JEFFERSON
161884	RITA PROVOST MINVIELLE	001	WEEKS ISLAND	IBERIA
165370	M 17 RA SUA;CUTLER	001	TWIN ISLAND	CAMERON
167195	JOHN WATT	002	MANILA VILLAGE	JEFFERSON
168221	SL 1480	026	LAKE RACCOURCI	LAFOURCHE
168413	LL&E	001	MANILA VILLAGE	JEFFERSON
168455	LL&E FEE	003	BAYOU JEAN LA CROIX	TERREBONNE
168526	SL 8342	001	BRETON SOUND BLOCK 53	PLAQUEMINES
173178	SL 977	002	WEST DELTA BLOCK 52	PLAQUEMINES

SN	Well Name	Well Num	Field Name	Parish Name
173522	LL&E FEE	004	BAYOU JEAN LA CROIX	TERREBONNE
174637	SL 8342	002	BRETON SOUND BLOCK 53	PLAQUEMINES
176224	JOHN WATT	003	MANILA VILLAGE	JEFFERSON
176258	SL 8559	001	LAKE FIELDS	LAFOURCHE
179415	SL 8013	001	BAYOU HEBERT	VERMILION
184580	9400 RA SUD;LL&E A	001	MANILA VILLAGE	JEFFERSON
184865	OA A0262	001	LAKE WASHINGTON	PLAQUEMINES
185661	LL&E A SWD	002	MANILA VILLAGE	JEFFERSON
185662	9400 RA SUC;LL&E A	003	MANILA VILLAGE	JEFFERSON
187189	9800 RA VUA;LL&E A	005	MANILA VILLAGE	JEFFERSON
191266	BIG 3-2 RB SUJ;SL 11151	001	WHITE LAKE, WEST	VERMILION
191924	8900 RA VUA;LL&E A	012	MANILA VILLAGE	JEFFERSON
192067	SL 5674	006	WHITE LAKE, WEST	VERMILION
193038	SL 15410	002	EAST CAMERON BLOCK 17	CAMERON
194493	BIG 3-2 RB SUK;SL 11424	001	WHITE LAKE, WEST	VERMILION
195351	SL 11136	001	COUBA ISLAND	SAINT CHARLES
195995	PLIO RA SUA;SL 11107	001	SOUTHEAST PASS	PLAQUEMINES
198096	LL&E A	009	MANILA VILLAGE	JEFFERSON
199481	SL 5674	009	WHITE LAKE, WEST	VERMILION
199623	SL 11136	002	COUBA ISLAND	JEFFERSON
200174	4800 RA SUA;SL 9646	001	SOUTHEAST PASS	PLAQUEMINES
205071	SL 8342	003	BRETON SOUND BLOCK 53	PLAQUEMINES
207710	PLIO RA SUB;SL 11107	002	SOUTHEAST PASS	PLAQUEMINES
210948	SL 13547	001	CHANDELEUR SOUND ADDITION BLOCK 41	SAINT BERNARD
211325	RATHBORNE LAND CO INC	002	BARATARIA, WEST	JEFFERSON
212506	SL 13604	001	LEEVILLE	LAFOURCHE
213527	SL 13661	002	HORSESHOE BAYOU	SAINT MARY
215320	LL&E ETAL	001	POINT AU FER	TERREBONNE
215573	10400 RA VUA;LL&E A	016	MANILA VILLAGE	JEFFERSON
215979	6800 RD SUA;BESSIE B BOURG ETA	001	LAPEYROUSE	TERREBONNE
228589	SD 1 RC SUA;IBERIA INVESTMENTS	001	AVERY ISLAND, S E	IBERIA
228791	SL 17812	001	CHANDELEUR SOUND ADDITION BLOCK 41	SAINT BERNARD
228792	SL 17388	001	CHANDELEUR SOUND ADDITION BLOCK 28	SAINT BERNARD
228967	SL 17387	001	CHANDELEUR SOUND ADDITION BLOCK 27	SAINT BERNARD
229483	SL 17656	002	SHELL POINT	SAINT BERNARD
970826	SL 5674 SWD	001	WHITE LAKE, WEST	VERMILION
971949	SL 11151 SWD	001	WHITE LAKE, WEST	VERMILION
990429	LAFOURCHE REALTY	1	GOLDEN MEADOW, EAST	LAFOURCHE
990465	EARL PETERS	001	LIRETTE	TERREBONNE

**ATTACHMENT "B"**  
**NOTIFICATION PLACARD REQUIREMENTS**

A notification Placard must be manufactured to the specifications outlined here and secured to each well receiving a navigational aid. Each Notification Placard **MUST** adhere to the guidelines below and sample proof must be approved by LDNR prior to order placement. Cost shall include installation materials.

1. The placard must have minimum vertical dimensions of 7" (wide) x 10" (height) with 4 holes drilled in each corner for installation at each site.
2. The placard must be Aluminum 0.40 inch thick minimum premium grade 3M UV Protective Laminate rated for outdoor use. White background.
3. The placard must be designed as detailed below.
4. All lettering must be to the specified Font size in example below and one color black.
5. The material used to attach the placard to the well must be made to withstand saltwater conditions. Metal Cable ties, metal brackets, metal zip ties, etc. may be used in installation



Black and White DNR Logo will be provided.

Calibri Font Size 26 (THIS WELL HAS BEEN... )

Times New Roman Font Size 40

Font Size 72 for phone #.

Font Size 18

**ATTACHMENT “C”**  
**INSURANCE REQUIREMENTS**  
**CERTIFICATE OF INSURANCE**  
**WATER OPERATIONS**

**1. GENERAL LIABILITY:**

- A. Minimum limits of \$5,000,000 per occurrence.
- B. BI/PD/Contractual/Products-Completed Operations/OCP.
- C. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents, and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- D. Watercraft Exclusion deleted or evidence of Protection & Indemnity Insurance in minimum amount of \$5,000,000 in either instance.
- E. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.
- F. Pollution Liability including Clean up.
- G. Underground Resources.
- H. Blowout & Cratering.
- I. Broad Form Property Damage.
- J. XCU - Explosion/Collapse/Underground.
- K. No restriction in coverage for use of explosives.

**2. WORKERS' COMPENSATION:**

- A. Statutory coverage and Employers Liability.
- B. Protection & Indemnity/Jones Act-Maritime in minimum amount of \$5,000,000 for crew.
- C. Employers Liability minimum limits of \$1,000,000.
- D. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.
- E. Longshoremen & Harbor Workers coverage including 905 (b).
- F. Outer Continental Shelf Lands Act Endorsement.
- G. Maritime/Jones Act coverage including TWMC/Transportation, Wages, Maintenance, and Cure.
- H. No restriction in coverage for use of explosives.

**3. AUTOMOBILE LIABILITY:**

- A. Minimum limits of \$1,000,000 per occurrence.
- B. Owned/Non Owned/Hired Automobiles.
- C. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- D. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.

**4. PROTECTION & INDEMNITY:**

- A. Waiver of Subrogation in favor of: The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees with respect to any work done by the Insured under contract.
- B. Additional Insured - The State of Louisiana, all State Departments, Agencies, Board and Commissions, its officers, directors, agents and employees are to be included as additional insured with respect to any work done by the Insured under contract.
- C. Minimum limits of \$5,000,000 to include Crew/TWMC.
- D. "As owner of the vessel" phrase deleted.
- E. Any phrase purporting to limit the underwriter's liability to value of vessel or to that of an owner be deleted.
- F. No restriction in coverages for use of explosives.

**5. IF NOT COVERED BY GENERAL LIABILITY:**

- A. Pollution Liability including Clean Up.
- B. Underground Resources.
- C. Blowout & Cratering.
- D. Broad Form Property Damage.
- E. XCU - Explosion/Collapse/Underground.

## ATTACHMENT “D”

The most important conditions to note in an orphan inspection report are whether or not the well is leaking, the current condition of the wellhead and to note the well’s surroundings by documenting in the orphan inspection report the conditions near the well site noting the type of population (residential/commercial/forest) and any nearby rivers, streams, bayous, or canals.

Once you have logged on, the following block will appear on the “Orphan Oilfield Site Inspection” tab:

The screenshot shows a web application interface for "Orphan Oilfield Site Inspection". At the top right, there is a header "Orphan Oilfield Site Inspection". Below the header, there are two buttons: "Send Inspections to SONRIS" and "Download well updates from SONRIS". The main form is titled "Well Information" and contains several input fields. The "Well Serial Number" field is highlighted with a red box. The "Inspection Date" field is set to "06/25/2007". Other fields include "Well Name", "Well Number", "Well Status Code", "Operator", "Code", "Section", "Township", "Range", "Parish", "Parish Code", "District", "Field", "Field ID", "Land Owner", "Land Owner Address", "Land Owner Zip", and "Land Owner Phone". There are also "Clear Screen" and "Save" buttons at the top right of the form.

1. Enter the **Well Serial Number** and select the **ENTER** key on your keyboard.
  - The following fields will be automatically populated based on the entered well serial number: **Well Name, Well Number, Well Status Code, Operator Name, Code, Section, Township, Range, Parish, Parish Code, District, Field, Field ID, and Landowner information (if known).**
  - Pressing the enter key will also bring up the Casing and Tubing information for the entered Well Serial Number. **Confirm the casing information at the well site** matches the SONRIS data. If there are discrepancies, contact the district and determine whether or not you have identified the correct orphan well.
2. The **Inspection Date** is a required field. The **date** will auto populate, but may be edited by **clicking on the icon** to the right of the field and selecting the date from the calendar. The Inspection date is the day the visual inspection took place not when the inspection is entered into SONRIS.

Send Inspections to SONRIS    Download well updates from SONRIS

**Well Information**

Well Serial Number: 208404                     
  Inspection Date: 06/26/2007

Well Name: GOODPINE A

Well Number: A-5                     
  Well Status Code: 29

Operator: HUNT PETROLEUM CORP.                     
 Code: 2778

Section: 009    Township: 07N    Range: 03E

Parish: LASALLE    Parish Code: 30    District: DALLAS

Field: NEBO-HEMPH                     
 Field ID: 7040

Land Owner: \_\_\_\_\_

Land Owner Address: \_\_\_\_\_

Land Owner Zip: \_\_\_\_\_

Land Owner Phone: \_\_\_\_\_

**Casings**

Size (inches)	Wellbore Size	Weight	Upper Set Depth	Lower Set Depth	Sacks of Cement
8 5/8	-	-	-	-	-
0	-	-	-	-	-
8 5/8	12 1/4	24	0	795	350

1 - 3

**Tubings**

Size (inches)	Upper Depth	Lower Depth
0	0	0

1 - 1

**Site Inspection**

Latitude Degrees  Minutes  Seconds

Longitude Degrees  Minutes  Seconds

GPS Coordinates unavailable

Type of location  Well shares production facility with

Well drained all year  New production pit found

Too wet to access in  January  February  March  
 April  May  June  
 July  August  September  
 October  November  December

Accessibility  Existing Road  Limited Access

Explain

Well is in water way  Well is submerged

Distance Below Water  (feet)

Wellhead Condition  Good  Fair  
 Poor  Leaking or Damaged  
 No well head/Open casing  Well P & A  
 No production casing/Open hole

Leaking oil  bbls/day Leaking saltwater  bbls/day

Leaking gas  mcf/day

Damage Description

Pumping Unit Present  Concrete slab present

3. Enter the **Latitude** and **Longitude** Coordinates. A current GPS reading is VERY important and should be entered on every inspection report.
4. **Type of Location**—A list of locations will appear by **clicking on the drop down arrow**: Land, Marsh, and Water. Defaults to Land.
5. **Well shares production facility with**—If the well shares a facility then this menu will be populated. If not, it will default to Not in this List.
  - If you need to add a production facility, click on the box below labeled: **New Production Pit Found**.
6. Select if the well area is drained all year by **clicking on the box** next to the statement.
7. **Too Wet to Access In**—Select the months that the well is inaccessible by **clicking on the box** to the left of the month.

8. **Accessibility**—Select if there is an existing road or if there is limited access to a road.
  - Please provide an explanation concerning road accessibility.
9. Select if the well is in a waterway or submerged by **clicking on the box** to the left of the item.
10. **Distance Below Water**—Enter the distance in feet.
11. **Wellhead Condition**—Select wellhead condition by **clicking on the circle** to the left of the description.
  - If the casing is open, drop a weighted line and comment in the Damage Description section whether or not an obstruction is encountered and the depth encountered.
12. Enter how many bbls/day or mcf/day of leaking **Oil, Saltwater, and Gas**. If the well is noted as leaking, the product leaking **MUST** be noted and the amount of the leak must be estimated. Explain method used to estimate the leak in the Damage Description.

IF the orphan well is currently/actively leaking oil, immediately notify the Lafayette District Office at 337-262-5777 and indicate rate of leak, size of ground contamination and nearby streams or sources of water. The District should notify the appropriate authorities to report the leak/spill.
13. **Damage Description**— enter additional detailed comments about the well damage here. Enter the results of the weighted line drop here if the well is open. This is also the comment box for additional detail if the well is leaking.

Pressure on wellhead  PSI  Undetermined Pressure

Wellsite Contamination  Other

Contamination Size  Contamination Severity

Property Use  Residential  Commercial  Farmland  
 Forest  Pasture

Within 300 feet of public building/facility used by public on a recurring basis or a residence  
 Within 300 feet of public water supply (aquifer or well or surface water)  
 Within 300 feet of habitat containing rare threatened or endangered species (plants and animals)  
 Within 300 feet of surface water or wetland  
 Within 1200 feet of surface water or wetland  
 Within 1200 feet of residential or urban development

Nearby structures (comments)

Nearest Water Body  Other

Distance

Enforcement Agent  Enforcement Agent Date

14. Enter the amount of pressure on the wellhead, if the pressure is unknown then **click on the box** to the right labeled Undetermined Pressure.
15. Select **Wellsite Contamination, Contamination Size, and Contamination Severity** by **clicking on the drop down arrow**. Will default to None.
16. **Property Use**—Select property use by **clicking on the circle** to the left of the property type.
  - Click on the box to the left of the statement if the well is within 300 or 1,200 feet of certain buildings, water supplies, or wetlands.
  - Enter additional comments concerning nearby structures if more explanation is needed.
17. Select **Nearest Water Body** by **clicking on the drop down arrow**. The field will default to Not in this List if none is selected.
  - If there is another water body present, that is not included in the list, enter it into the “Other” field.
18. Select **Distance** from the nearest water body by **clicking on the drop down arrow**.
19. If there are any additional remarks concerning the inspection enter those into the remarks section provided at the end of the form. If there is a Facility associated with the well, enter the **coordinates of the Tank battery** in the Remarks section with a notation referring to facility location.
20. **Enforcement Agent**—Auto populates and defaults to current Log on user’s name.

21. **Enforcement Agent Date**—A required field that auto populates to current date and is user editable by **clicking on the calendar icon** to the right of the field.
22. After entering each inspection, click the **SAVE** button to save and create the record. The “Photos” tab will appear **AND** if you clicked on the box stating that a New Production Pit was found then the “Production Facility” tab will also appear.

The screenshot shows a software interface with two tabs: "Photos" and "Production Facility". Below the tabs are three main form sections:

- Equipment:** A box containing an "Apply Changes" button and five input fields: "Compressors", "Dehydrators", "Heaters", "Separators", and "Transfer Pumps".
- Contamination:** A box containing checkboxes for "Concrete Slabs", "Debris", "Diesel", "Motor Oil", "Oil", "Saltwater", and "Vegetation", along with an "Other" text input field.
- Tanks:** A box containing the text "No data found.", a "Remove checked tank(s)" button, an "Apply Changes" button, and a "New Tank" button.

23. **Equipment**—Enter the number of each of the equipment type listed above.
24. **Contamination**—Select Contamination type at the facility location by **clicking on the box** to the right of the contaminant.
25. Click on the **APPLY CHANGES** button located in the upper right hand corner of the Equipment box to save Equipment counts and Contamination types.
26. To enter tank information, click on the **NEW TANK** button.

0 tank(s) updated, 1 tank(s) inserted.

**Equipment** Apply Changes

Compressors  Dehydrators  Heaters

Separators  Transfer Pumps

**Contamination**

Concrete Slabs  Debris  Diesel

Motor Oil  Oil  Saltwater  Vegetation

Other

**Tanks** Remove checked tank(s) Apply Changes

<input type="checkbox"/>	Material	Capacity	Content	Quantity of Stock	Condition	Attachment Type
<input type="checkbox"/>	Fiberglass	250 bbl	BS&W		Poor	Bolted

1 - 1

New Tank

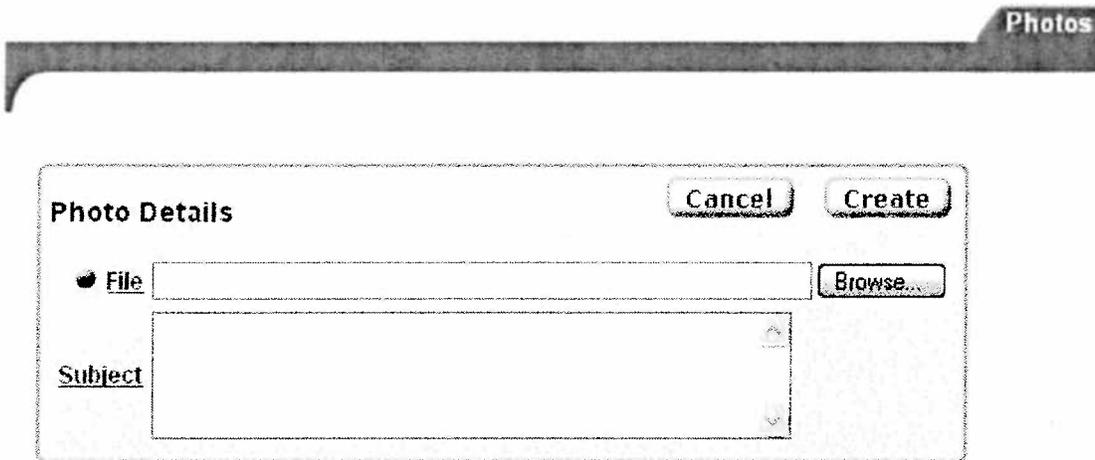
27. Enter New tank information by **clicking on the drop down arrows** and then click the **APPLY**

**CHANGES** button located in the upper right hand corner of the Tanks section to save the information. To enter information for another new tank follow steps 27 and 28.

28. *Please see (#30-38) for a complete walk through of the submit photo process.* Every orphan inspection must have at least one photograph attached. A picture is worth a thousand words! Document current site conditions by uploading several photographs per location. Take photographs of the wellsite and the wellhead, not just a close-up of the wellhead. Take and attach additional pictures for any equipment associated with the orphan well including tanks.

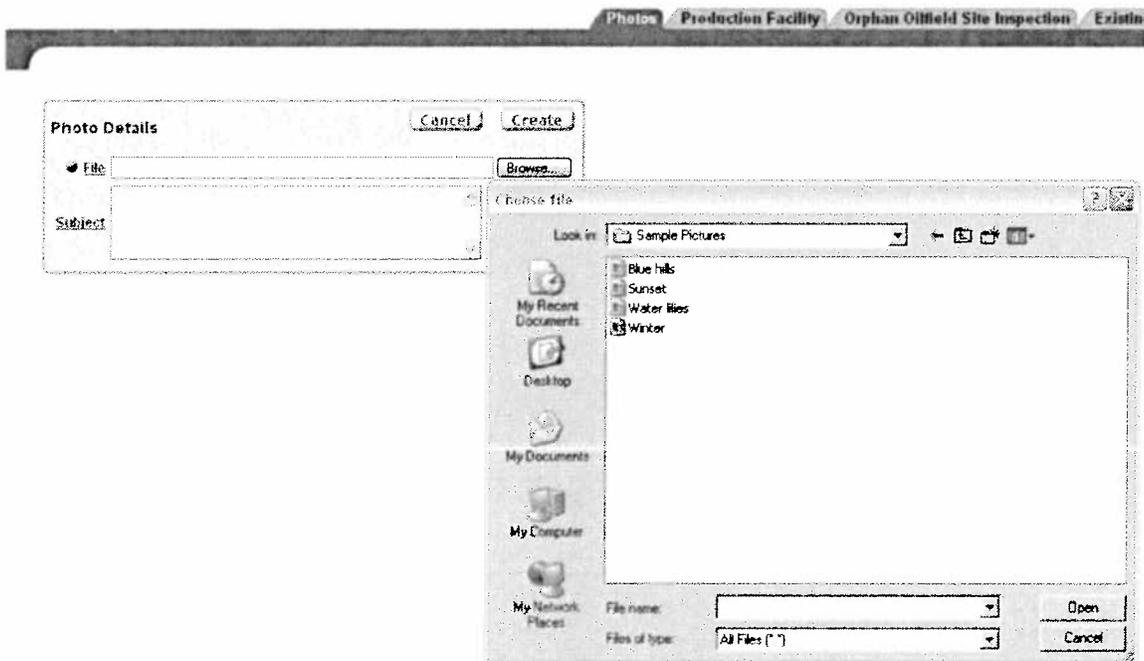
29. If **no more inspection(s)**, click on the “Orphan Oilfield Site Inspection” tab and then click on the **SEND INSPECTIONS TO SONRIS** button to upload the data into SONRIS.

30. To add photos, click the “Photos” tab at the top right of the form.



- *Make sure you have downloaded and renamed your pictures to your hard drive or have inserted the card reader.*

31. **Photo File Name**—Click on the **BROWSE** button and select the picture to include.



32. **Photo Description**—Enter an informative description of the photo.

Photo uploaded

**Photo Details** Cancel Create

File:  Browse...

Subject:

**Existing Photos**

	Image	Name	Subject	
Edit		Sunset.jpg	Beautiful	✘

1 - 1

33. Click on the **CREATE** button at the top right of the *Photo Details* block.
34. The photo will be displayed in the *Existing Photos* block.
35. **For Additional Photos**, steps 2-4.
36. To remove a photo from the inspection, simply click on the **RED X** to the right of the photo.
37. To edit photo, click on the **EDIT** button. You will be able to change the subject matter. Click on the **APPLY CHANGES** button to save changes.
38. After all photos have been uploaded **AND** you have **proof read all inspections AND** there are **NO CORRECTIONS** to be made, click on the “Orphan Oilfield Site Inspection” tab and then click on the **SEND INSPECTIONS TO SONRIS** button.

**ATTACHMENT “E”**  
**NAVIGATIONAL AID EVALUATION PARAMETERS AND PRIORITY RANKING SYSTEM**  
**FOR NEWLY ORPHANED WELLS**

**Navigational Aid Evaluation Parameters**

1. Is the well in a channel or travel lane?
2. Is the structure below the waterline?
3. Is the water depth greater than three feet?
4. Additional criteria-visibility and/or size of the structure.
5. Can the structure be easily seen?
6. A larger structure would carry less weight than a piece of pipe that is difficult to see.

**Priority Ranking System**

1. 1A Immediate Priority-well poses imminent danger
2. 1 High Priority-well should have Navigational Aids installed as soon as possible
3. 2 Medium Priority-well should have Navigational Aids installed
4. 3 Lowest Priority-well should have Navigational Aids installed after all others have been installed; well poses the lowest risk in the ranking system
5. 4 Not Required-based on water depth less than three feet or well located on land