

DATE: 9/10/2015

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00114409

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GREYNA, LA. 70054-0009
504-364-2678

VENDOR: **A.P.E., Inc.**

BUYER: **LFRANCIS**

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation. **FOB-ORIGIN Freight charge \$7.95 per Purchase Order**

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	_____
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	_____
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	_____

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: **#1 dated 9/15/15**

NUMBER: _____
NUMBER: _____
NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: A.P.E., Inc.	
SIGNATURE: (Must be signed here)	TITLE: C.F.O.
PRINT OR TYPE NAME: Charles A. Hewlett	
ADDRESS: 9015 Airline Highway	
CITY, STATE: New Orleans, LA	ZIP: 70118
TELEPHONE: 504 482-6390	FAX: 866 280-8677
EMAIL ADDRESS: charlie@apeinc.us	

TOTAL PRICE OF ALL BID ITEMS: \$ **22,075.50**

DATE: 9/10/2015

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114409

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT FOR A SUPPLY OF BADGES FOR THE JEFFERSON PARISH DEPARTMENT OF FIRE AND SAFETY, TO INCLUDE THE EASTBANK AND WESTBANK		
			TWO (2) YEAR CONTRACT FOR A SUPPLY OF BADGES FOR THE JEFFERSON PARISH EAST		
			BANK CONSOLIDATED FIRE DEPARTMENT		
1	5.00	EA	0001 DIRECTOR BREAST BADGE GOLD FINISH MANUFACTURER SMITH AND WARREN PLEASE SEE ATTACHED SPECIFICATIONS	\$ 88.50	\$ 442.50
2	6.00	EA	0002 ASSISTANT DIRECTOR BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 93.50
3	5.00	EA	0003 I.T. OFFICER BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
4	5.00	EA	0004 FIRE INVESTIGATOR BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
5	5.00	EA	0005 CAPTAIN BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
6	5.00	EA	0006 FIRE INSPECTOR BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
7	5.00	EA	0007 TRAINING OFFICER BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
8	5.00	EA	0008 LEUTENANT BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
9	5.00	EA	0009 OPERATOR BREAST BADGE SEE ATTACHED SPECS	\$ 80.50	\$ 402.50
10	15.00	EA	0010 FIREFIGHTER BREAST BADGE SEE ATTACHED SPECS	\$ 80.50	\$ 1,207.50
11	5.00	EA	0011 FIRE TECHNICIAN BREAST BADGE SEE ATTACHED SPECS	\$ 80.50	\$ 402.50

DATE: 09/10/2015

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114409

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	5.00	EA	0012 ASSISTANT CHIEF BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
13	5.00	EA	0013 DISTRICT CHIEF BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
14	5.00	EA	0014 FIRE PREVENTION CHIEF BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
15	5.00	EA	0016 SAFETY OFFICER BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
16	5.00	EA	0016 FIRE EDUCATION OFFICER BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
17	2.00	EA	0017 COMM. SUPERVISOR BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 177.00
18	5.00	EA	0018 COMM. SHIFT SUPERVYL. BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 442.50
19	5.00	EA	0019 COMM. OFFICER BREAST BADGE SEE ATTACHED SPECS	\$ 80.50	\$ 402.50
20	2.00	EA	0020 HAZMAT OFFICER BREAST BADGE SEE ATTACHED SPECS	\$ 88.50	\$ 177.00
21	20.00	EA	0021 GOLD NAME PLATE SEE ATTACHED SPECS	\$ 17.50	\$ 350.00
22	20.00	EA	0022 SILVER NAME PLATE SEE ATTACHED SPECS	\$ 17.50	\$ 350.00
23	5.00	EA	0023 DIRECTOR COLLAR DEVICE/INSIGNIA SEE ATTACHED SPECS	\$ 28.75	\$ 143.75
24	5.00	EA	0024 ASSISTANT DIRECTOR COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 143.75

DATE: 9/10/2015

Page: 7

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114409

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SEE ATTACHED SPECS		
25	5.00	EA	0025 ASSISTANT CHIEF COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 143.75
			SEE ATTACHED SPECS		
26	10.00	EA	0026 DISTRICT CHIEF COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 287.50
			SEE ATTACHED SPECS		
27	15.00	EA	0027 CAPTAIN COLLAR DEVICE/INSIGNIA SEE ATTACHED SPECS	\$ 28.75	\$ 431.25
28	2.00	EA	0028 FIRE EDUCATION OFFICER COLLAR DEVICE/INSIGNIA	\$ 28.75	\$ 57.50
			SEE ATTACHED SPECS		
29	5.00	EA	0029 SAFETY OFFICER COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 143.75
			SEE ATTACHED SPECS		
30	2.00	EA	0030 I.T. OFFICER COLLAR DEVICE/INSIGNIA SEE ATTACHED SPECS	\$ 28.75	\$ 57.50
31	5.00	EA	0031 HAZMAT OFFICER COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 143.75
			SEE ATTACHED SPECS		
32	5.00	EA	0032 FIRE PREVENTION CHIEF COLLAR DEVICE /INSIGNIA	\$ 28.75	\$ 143.75
33	5.00	EA	0033 FIRE INVESTIGATOR COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 143.75
			SEE ATTACHED SPECS		
34	5.00	EA	0034 FIRE COMMUNICATIONS SUPERVISOR COLLAR DEVICE/INSIGNIA	\$ 28.75	\$ 143.75
			SEE ATTACHED SPECS		
35	5.00	EA	0035 FIRE COMM. SHIFT SUPERVISOR COLLAR DEVICE/INSIGNIA	\$ 28.75	\$ 143.75

DATE: 8/18/2015

Page: 8

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO. 50-0014409

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SEE ATTACHED SPECS		
36	5.00	EA	0036 TRAINING OFFICER COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 143.75
			SEE ATTACHED SPECS		
37	5.00	EA	0037 FIRE INSPECTOR COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 143.75
			SEE ATTACHED SPECS		
38	10.00	EA	0038 FIRE COMM. OFFICER COLLAR DEVICE/ INSIGNIA	\$ 28.75	\$ 287.50
			SEE ATTACHED SPECS		
39	4.00	EA	0039 FIRE TECH COLLAR DEVICE/INSIGNIA SEE ATTACHED SPECS	\$ 28.75	\$ 32.75
40	20.00	EA	0040 LT COLLAR DEVICE/INSIGNIA SEE ATTACHED SPECS	\$ 28.75	\$ 575.00
41	15.00	EA	0041 OPERATOR COLLAR DEVICE/INSIGNIA SEE ATTACHED SPECS	\$ 27.50	\$ 412.50
42	30.00	EA	0042 FIREFIGHTER COLLAR DEVICE/INSIGNIA SEE ATTACHED SPECS	\$ 27.50	\$ 825.00
43	5.00	EA	0043 I.T. OFFICER HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
44	5.00	EA	0044 DIRECTOR HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
45	5.00	EA	0045 ASSISTANT DIRECTOR HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
46	5.00	EA	0046 ASSISTANT CHIEF HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
47	5.00	EA	0047 FIRE PREVENTION CHIEF HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50

DATE: 9/10/2015

Page: 9

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO. 60-00114489

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
48	5.00	EA	0048 DISTRICT CHIEF HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
49	5.00	EA	0049 CAPTAIN HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
50	5.00	EA	0050 LIEUTENANT HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
51	5.00	EA	0051 SAFETY OFFICER HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
52	5.00	EA	0052 FIRE EDUCATION OFFICER HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
53	5.00	EA	0053 FIRE INSPECTOR HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
54	5.00	EA	0054 FIRE INVESTIGATOR HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
55	5.00	EA	0055 HAZMAT OFFICER HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
56	5.00	EA	0056 FIRE TRAINING OFFICER HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
57	5.00	EA	0057 FIRE COMM. SUPERVISOR HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
58	5.00	EA	0058 FIRE COMM. SHIFT SUPVR. HAT BADGE SEE ATTACHED SPECS	\$ 68.50	\$ 342.50
59	5.00	EA	0059 COMM. OFFICER HAT BADGE SEE ATTACHED SPECS	\$ 66.50	\$ 332.50
60	5.00	EA	0060 OPERATOR HAT BADGE SEE ATTACHED SPECS	\$ 66.50	\$ 332.50

DATE: 9/10/2015

Page: 10

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00154409

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
61	5.00	EA	0061 FIREFIGHTER HAT BADGE SEE ATTACHED SPECS	\$ 66.50	\$ 332.50
62	5.00	EA	0062 FIRE TECHNICIAN HAT BADGE SEE ATTACHED SPECS	\$ 66.50	\$ 332.50
63	5.00	EA	0063 DIRECTOR SOFT SHOULDER INSIGNIA SEE ATTACHED SPECS	\$ 16.95	\$ 84.75
64	5.00	EA	0064 ASST. DIRECTOR SOFT SHOULDER INSIGNIA	\$ 16.95	\$ 84.75
65	5.00	EA	0065 ASST. CHIEF SOFT SHOULDER INSIGNIA SEE ATTACHED SPECS	\$ 16.95	\$ 84.75
66	5.00	EA	0066 DIST. CHIEF SOFT SHOULDER INSIGNIA SEE ATTACHED SPECS	\$ 16.95	\$ 84.75
67	6.00	EA	0067 UNIFORM DRESS HAT ALL SIZES STYLE 1 SEE ATTACHED SPECS	\$ 97.75	\$ 488.75
68	5.00	EA	0068 UNIFORM DRESS HAT ALL SIZES STYLE 2 SEE ATTACHED SPECS	\$ 57.50	\$ 287.50
69	5.00	EA	0069 UNIFORM DRESS HAT ALL SIZES STYLE 3 SEE ATTACHED SPECS	\$ 57.50	\$ 287.50

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113846 or No. 113847. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

2. COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

SPECIFICATIONS FOR BID NUMBER 50-00114409

PAGE 13

THIS IS FOR A TWO (2) YEAR CONTRACT FOR BADGES INCLUDING BREAST BADGES, HAT BADGES, DRESS UNIFORM HATS/CAPS AND BOTH SOFT AND METAL RANK INSIGNIA FOR THE JEFFERSON PARISH FIRE DEPARTMENT.

VENDOR SHALL PROVIDE EMBROIDERY TO SOFT SHOULDER RANK INSIGNIA.

VENDOR SHALL PACKAGE ALL ITEMS TO BE DELIVERED TO THE JEFFERSON PARISH FIRE DEPARTMENT HEADQUARTERS.

VENDOR SHALL SELL TO JEFFERSON PARISH FIRE DEPARTMENT PERSONNEL ON INDIVIDUAL PURCHASES AT THE BID PRICE ON CASH SALES.

THE JEFFERSON PARISH FIRE DEPARTMENT WILL PROVIDE SAMPLE ARTWORK, BUT WILL NOT BE CAMERA-READY. VENDOR WILL PROVIDE PRODUCTION ARTWORK. SETUP CHARGES TO BE INCLUDED IN BID PRICE.

JEFFERSON PARISH FIRE DEPARTMENT**SPECIFICATIONS FOR BREAST BADGES**

Model: Smith & Warren model A285_JPFD

Base Material: The base material to be used in the manufacture of the badges is brass alloy #2100 (95% Copper, 5% Zinc), with a starting thickness of .064 inches.

Construction & Design: Badges are to be constructed of a single piece with the exception of an applied 5/8" diameter center seal and a top rank panel. Design is to be very 3D with integrated 3D features raised a minimum of 0.064" from the lowest point of the background.

Cleap: The badges are to be manufactured with a heavy duty 4 part pin and safety cleap permanently attached to the reverse side of the badge using high temperature solder with minimum melting point of 1,800 degrees Fahrenheit.

Back: The badges are to be manufactured with a hollow "shell" back. Back of the badge to be stamped with manufacturer name and country of origin.

Shape: Finished badges are to be uniformly curved from side to side.

Finishing: All of the finished badges will be highly polished and then coated with a base nickel electroplate layer having a minimum thickness of 70 micro inches.

Gold-Tone Badges: Then a decorative coating of 22+ Karat gold is to be electroplated over the base coat with a minimum thickness of 10 mils.

Silver-Tone Badges: Then a decorative layer of rhodium is to be electroplated over the nickel base coat.

All badges to have a protective clear coat finish, applied using electrolytic process, which has a minimum pencil hardness of 6H and which can withstand a 3,000 hour salt spray test done in accordance with ASTM B117. Clear coating must only coat metal sections of the badge and must not coat sections of the badge with enamel. Only electrolytic method of clear coat application may be used. Badges with clear coatings applied using a spray on method will not be acceptable.

Enamel Type: All enamel to be hard fired cloisonné enamel. Melting point of enamel must exceed 1500 degrees Fahrenheit.

Manufacturer Certification: The bidder agrees that, in order to ensure the security and quality of the badges, all manufacturing will be performed by a company certified, at the time of the award of this bid and throughout the manufacturing process, by the Institute of Heraldry of the United States Army to supply heraldic medals/insignia.

Workmanship: The bidder agrees to carry out all of the work associated with this bid in a professional manner and in accordance with the highest industry standards.

SPECIFICATIONS FOR BID NUMBER 50-00114409

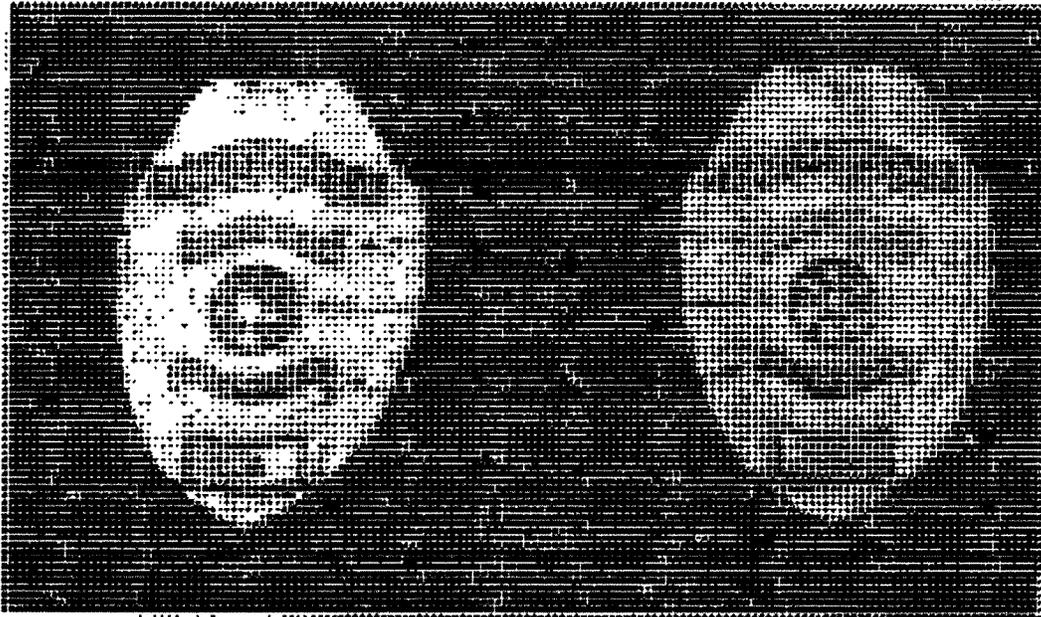
PAGE 15

Inspection and Final Approval: The bidder agrees that the Jefferson Parish Fire Department will be the sole undisputed authority for all determinations concerning the quality and acceptability of the finished badges.

Warranty: The bidder agrees to provide a full lifetime warranty, in accordance with the Magnuson Moss Act of 1975, for all of the finished badges provided to the Department under the terms of this bid.

Repairs: When deemed necessary by the Jefferson Parish Fire Department the bidder agrees to repair damaged badges for any or all of the badges provided to the Department under the terms of this bid at no cost to the Jefferson Parish Fire Department.

When deemed necessary by the Jefferson Parish Fire Department the bidder agrees to refinish any or all of the badges provided to the Department under the terms of this bid at no cost to the Jefferson Parish Fire Department.



Rank Panel designations and center seals to be specified in chart below: Panel 1 to read "JEFFERSON PARISH" on all badges Panel 2 to read "FIRE DEPARTMENT" on all badges. Badge number panel to contain 3-4 digit alphanumeric badge number to be specified on an individual basis at time of order.

Rank Panel, Panel 1 and Panel 2 to be blue reversed enamel as shown. Badge number to be in blue enamel, with the panel outlined in blue enamel as shown.

SPECIFICATIONS FOR BID NUMBER 50-00114409

PAGE 18

SPECIFICATIONS FOR HAT BADGES

Model: Smith & Warren model S637

Base Material: The base material to be used in the manufacture of the badges is brass alloy #2100 (95% Copper, 5% Zinc), with a starting thickness of .090 inches.

Construction & Design: Badges are to be constructed of a single piece with the exception of an applied 1/2" diameter center seal.

Attachment: The badges are to be manufactured with a 0.437" threaded screw in the middle and a 0.375" spin nail at the top. Screw must fit W.R. Cobb Series 180 head.

Back: The badges are to be manufactured with a solid back. Back surface of badge to be uniformly finished with fine matte texture. Badge to be stamped with manufacturer name and country of origin.

Shape: Finished badges are to be uniformly curved from side to side to fit on dress hat.

Finishing: All of the finished badges will be highly polished and then coated with a base nickel electroplate layer having a minimum thickness of 70 micro inches.

Gold-Tone Badges: Then a decorative coating of 22+ Karat gold is to be electroplated over the base coat with a minimum thickness of 10 mils.

Silver-Tone Badges: Then a decorative layer of rhodium is to be electroplated over the nickel base coat.

All badges to have a protective clear coat finish, applied using electrolytic process, which has a minimum pencil hardness of 6H and which can withstand a 3,000 hour salt spray test done in accordance with ASTM B117. Clear coating must only coat metal sections of the badge and must not coat sections of the badge with enamel. Only electrolytic method of clear coat application may be used. Badges with clear coatings applied using a spray on method will not be acceptable.

Enamel Type: All enamel to be hard fired cloisonné enamel. Melting point of enamel must exceed 1,500 degrees Fahrenheit.

Manufacturer Certification: The bidder agrees that, in order to ensure the security and quality of the badges, all manufacturing will be performed by a company certified, at the time of the award of this bid and throughout the manufacturing process, by the Institute of Heraldry of the United States Army to supply heraldic medals/insignia.

Workmanship: The bidder agrees to carry out all of the work associated with this bid in a professional manner and in accordance with the highest industry standards.

Inspection and Final Approval: The bidder agrees that the Jefferson Parish Fire Department will be the sole undisputed authority for all determinations concerning the quality and acceptability of the finished badges.

SPECIFICATIONS FOR BID NUMBER 50-00134400

Warranty: The bidder agrees to provide a full lifetime warranty in accordance with the Magnusson Moss Act of 1975, for all of the finished badges provided to the Department under the terms of this bid.

Repairs: When deemed necessary by the Jefferson Parish Fire Department the bidder agrees to repair damaged badges for any or all of the badges provided to the Department under the terms of this bid at no cost to the Jefferson Parish Fire Department.

When deemed necessary by the Jefferson Parish Fire Department the bidder agrees to refinish any or all of the badges provided to the Department under the terms of this bid at no cost to the Jefferson Parish Fire Department.

RANK PANEL

CENTER SEAL

PANEL 1

PANEL 2

BADGE NUMBER



Rank Panel designations and center seals to be specified in chart below. Panel 1 to read "JEFFERSON PARISH" on all badges. Panel 2 to read "FIRE DEPARTMENT" on all badges. Badge number panel to contain 3-4 digit alpha numeric badge number to be specified on an individual basis at time of order.

All panels to be in this enamel.

SPECIFICATIONS FOR BID NUMBER 50-00114409

PAGE 18

**SPECIFICATIONS FOR BREAST AND HAT BADGES
RANK PANELS AND CENTER SEALS**

BADGE	RANK PANEL	CENTER SEAL	FINISH
DIRECTOR'S BADGE	DIRECTOR	C189BE	GOLD
ASSISTANT DIRECTOR'S BADGE	ASSISTANT DIRECTOR	C187BE	GOLD
ASSISTANT CHIEF'S BADGE	ASSISTANT CHIEF	C187BE	GOLD
FIRE PREVENTION CHIEF'S BADGE	FIRE PREVENTION CHIEF	C187BE	GOLD
SAFETY OFFICER'S BADGE	SAFETY OFFICER	C187BE	GOLD
DISTRICT CHIEF'S BADGE	DISTRICT CHIEF	C177BE	GOLD
CAPTAIN'S BADGE	CAPTAIN	C183BE	GOLD
FIRE EDUCATION OFFICER'S BADGE	FIRE EDUCATION OFFICER	LA2M	GOLD
IT OFFICER'S BADGE	IT OFFICER	LA2M	GOLD
INSPECTOR'S BADGE	INSPECTOR	LA2M	GOLD
INVESTIGATOR'S BADGE	INVESTIGATOR	LA2M	GOLD
HAZMAT OFFICER'S BADGE	HAZMAT OFFICER	C822M	GOLD
TRAINING OFFICER'S BADGE	TRAINING OFFICER	C183BE	GOLD
COMMUNICATIONS SUPERVISOR'S BADGE	COMMUNICATIONS SUPERVISOR	C179BE	GOLD
COMMUNICATIONS SHIFT SUPERVISOR'S BADGE	COMMUNICATIONS OFFICER	C179BE	GOLD
COMMUNICATIONS OFFICER'S BADGE	COMMUNICATIONS OFFICER	C179BE	RHODIUM
LIEUTENANT'S BADGE	LIEUTENANT	C181BE	RHODIUM
OPERATOR'S BADGE	OPERATOR	C183BE	RHODIUM
FIRE FIGHTER'S BADGE	FIRE FIGHTER	C183BE	RHODIUM
FIRE TECHNICIAN'S BADGE	FIRE TECHNICIAN	C183BE	RHODIUM

SPECIFICATIONS FOR COLLAR INSIGNIA

Model: SMITH & WARREN M1702/JFFD

Base Material: The base material to be used in the manufacture of the collar insignia is brass alloy# 2100 (85% Copper, 5% Zinc).

Construction: To be constructed of two pieces. The base is a round insignia 1 5/8" in diameter. A round center seal of 5/8" diameter is to be applied in the center.

Attachment: Two clutches to be fusion welded to the rear surface of the insignia. Clutch pins to be horizontally aligned and centered.

Shape: Flat

Finishing: All of the finished badges will be highly polished and then coated with a base nickel electroplate layer having a minimum thickness of 70 micro inches.

Gold-Tone Insignia: Then a decorative coating of 22+ Karat gold is to be electroplated over the base coat with minimum thickness of 10 mils.

Silver-Tone Insignia: Then a decorative layer of rhodium is to be electroplated over the nickel.

All badges to have a protective clear coat finish, applied using electrolytic process, which has a minimum pencil hardness of 6H and which can withstand a 3,000 hour salt spray test done in accordance with ASTM B117. Clear coating must only coat metal sections of the badge and must not coat sections of the badge with enamel. Only electrolytic method of clear coat application may be used. Badges with clear coatings applied using a spray on method will not acceptable.

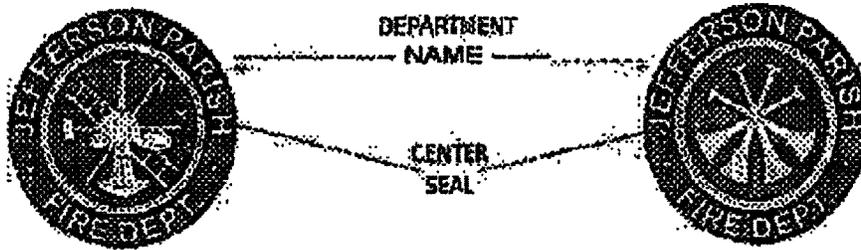
Enamel Type: All enamel to be hard fired cloisonné enamel. Melting point of enamel must exceed 1500 degrees Fahrenheit.

Manufacturer Certification: The bidder agrees that, in order to ensure the security and quality of the badges, all manufacturing will be performed by a company certified, at the time of the award of this bid and throughout the manufacturing process, by the Institute of Heraldry of the United States Army to supply heraldic medals/insignia.

Workmanship: The bidder agrees to carry out all of the work associated with this bid in a professional manner and in accordance with the highest industry standards.

Inspection and Final Approval: The bidder agrees that the Jefferson Parish Fire Department will be the sole undisputed authority for all determinations concerning the quality and acceptability of the finished collar insignia.

SPECIFICATIONS FOR BID NUMBER 50-00114409



All collar insignia will use blue enamel. Center seal and color of metal to be specified in chart below.

RANK	CENTER SEAL	COLOR OF METAL
DIRECTOR	C1898	GOLD
ASSISTANT DIRECTOR, ASSISTANT CHIEF, FIRE PREVENTION CHIEF, SAFETY OFFICER	C187B	GOLD
DISTRICT CHIEF	C177B	GOLD
CAPTAIN	C183B	GOLD
FIRE EDUCATION OFFICER, LT. OFFICER, INSPECTOR, INVESTIGATOR	LA2	GOLD
HAZMAT OFFICER	C822	GOLD
TRAINING OFFICER	C199B	GOLD
COMMUNICATIONS SUPERVISOR, COMMUNICATIONS SHIFT SUPERVISOR	C178B	GOLD
COMMUNICATIONS OFFICER	C178B	RHODIUM
LIEUTENANT	C181B	RHODIUM
OPERATOR, PREFIGHTER, FIRE TECHNICIAN	C108B	RHODIUM

SPECIFICATIONS FOR NAMEPLATES

Model: Smith & Warran G558A_2

Description: 2.5" x 0.5" nameplate with two (2) lines of text

Engraving Specification: Minimum depth of 0.20" with 25 degree cutting tool

Lettering Font: Block

Lettering Color: Blue (Must match TICH Chip #18)

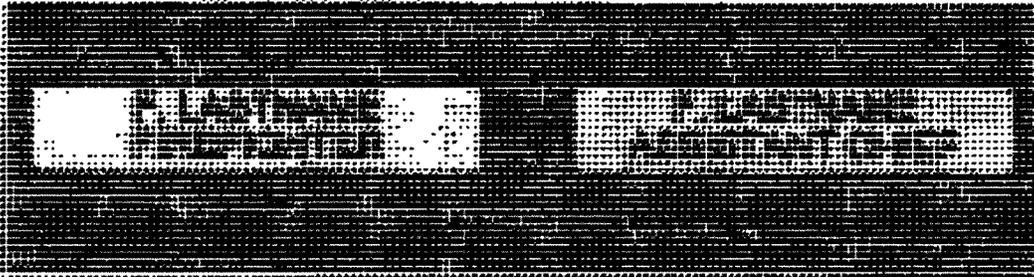
Lettering Enamel: Oil Based Soft Enamel

Attachment: Clutchback

Shape: Flat

Finish: Rhodium or Gold Electroplate (To be specified on an individual basis of time or order)

Surface Preparation: High Polish



SPECIFICATIONS FOR SOFT SHOULDER RANK INSIGNIA

General Description: The slide-on Shoulder Board is a finished tube, pressed flat, to be worn over the sewn-in tab on the shoulder of the dress uniform coat or shirt. All colors, sizes, and constructions are to match original sample manufactured by Eiseman-Ludmer Co., Inc.

Fabric: 100% polyester w/ll, Color: navy, to match the original Eiseman-Ludmer sample, and must be completely color fast both fabric, and embroidery yarn. (Finished product should be dry-cleaned to preserve wrap press). The fabric is to be laminated to a non-woven interfacing to provide sufficient body and hold the press.

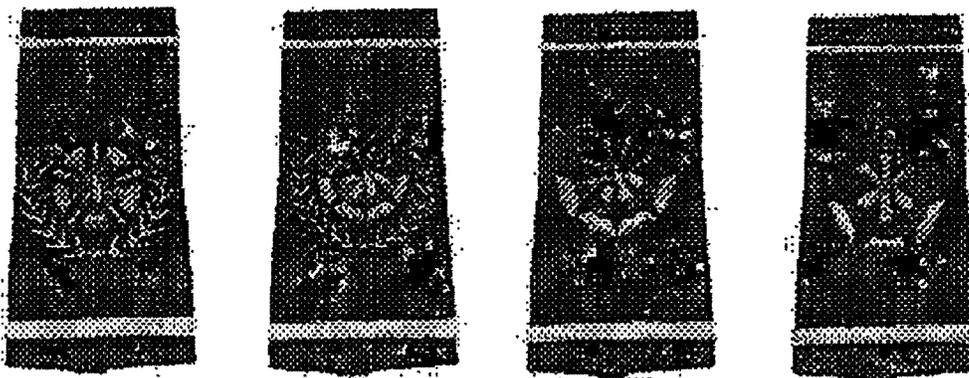
Insignia: All rank insignia to be embroidered in Permagold thread to match U.S. Navy shade standard. Sufficient underlay and stitch density to prevent any ground fabric from showing through embroidery, and to provide thick, dense appearance as per Eiseman-Ludmer standard. Each rank has its own designated insignia, as follows:

<u>Rank Level</u>	<u>Description</u>	<u>ELC Style#</u>
DIRECTOR:	6 crossed bugles with wreath	Y/75112-PBTNY
ASSISTANT DIRECTOR:	4 crossed bugles with wreath	Y/76092-PBTNY
ASSISTANT CHIEF:	4 crossed bugles with no wreath	Y/76062-PBTN
DISTRICT CHIEF:	3 crossed bugles with no wreath	Y/76072-PBTN

Dimensions: The finished shoulder board is a trapezoidal tube. The height measures exactly 4-1/4". The top (narrow) edge measures exactly 1-7/8". The bottom (wider) edge measures exactly 2-1/2". There is to be an embroidered stripe placed exactly 5/16" from the top and bottom edges of the fabric. The top stripe, at the narrow edge, has a diameter of 1/8". The bottom stripe, at the wide edge, has a diameter of 1/4". Each stripe must cover the front of the epaulettes completely, wrapping around to the underside of the board no less than 1/8". Stripe color to be the same Permagold thread used for insignia.

Finishing: The finished shoulder board will be pressed flat. Top and bottom edges top-stitched, with excess fabric trimmed to 1/4" size, and neatly folded under. All loose threads to be trimmed. Inlets seem to be double stitched and back-tacked at ends, with seam split during pressing to reduce bulk, edges trimmed. All threads must match color of ground fabric, and must be trimmed away. Final product to meet or exceed quality provided by Eiseman-Ludmer standard.

Country of Manufacture: Finished products to be 100% made in U.S.A.



SPECIFICATIONS FOR BID NUMBER 50-00114409

PAGE 23

SPECIFICATIONS FOR UNIFORM DRESS HAT**STYLE 1(CHIEF OFFICERS)**

Style: Shall be A Midway Cap Company Light Weight Style Cap with Removable Cover and will be Imprinted "5-Star" on the Crown Lining to assure compliance with specifications.

Dimensions: The dimensions of a Size 7-1/8 Cap shall be as follows: Front to rear of crown 10-7/8"; side to side of crown - 10-3/8"; height of Cap in front - 4-3/8". All other sizes shall be in proportion.

Cover: The material shall be #1611 Dark Navy or as specified. The Covers shall have a dry-cleanable bonding of not less than .063 gauge Gray Polyurethane Foam throughout the entire sides and front, and a Full Crown Moisture Wicking Lining. A Sweat Protector Lining in the form of a diamond will be available upon request. After joining the crown and the sides, the crown seam shall be double-stitched with a 3/8" bias folded tape. As a final operation, all Caps shall be blocked on a 5-piece block in live steam and thoroughly dried.

Eyelets: Each Cap Cover shall be provided with a total of 5 Metal Eyelets: 1 Eyelet shall be attached in the front center 1-1/8" up for proper placement of a 1-post shield. 2 Eyelets will be provided on each side for ventilation.

Frame Band: The Frame Band shall be 2" Black Midion over Perforated Polyethylene, approximately .035 thick. The Band shall be covered with a 1-3/4" width Black Rayon Band Style material. This Band shall then be bound at the bottom with the same material as the cover.

Front Support: The Front Support shall consist of one piece of Stainless Metal, called the Stayer; and a Plastic Holder. The Holder is formed by cutting a piece of black linear Polyethylene with dual slots to accept the Stayer and hold it securely. The holder is sewn to the inside front of the Frame Band and to staples or rivets will be required for either the Holder or the Stayer.

Grommet: A 1/2" Clear "D" Plastic Grommet, measured and closed to exact size, shall be inserted into the Cap Cover.

Visor: The Visor shall be Naval Officer Command Pattern.

Front Strap: The Front Strap shall be Gold Metal Floral.

Sweatband: The Sweatband shall be Terry Cloth or upon request a Genuine Uniform Leather with Gold Line Roll, 1-5/8" wide. The Sweatband shall be sewn into the caps with a Machine Finish.

Buttons: Buttons shall be Gold finish "D".

ALL CAPS SHALL CONTAIN A SIZE LABEL, AND A UNION LABEL, AND WORKMANSHIP SHALL BE FIRST-CLASS IN ALL RESPECTS.

SPECIFICATIONS FOR UNIFORM DRESS HAT**STYLE 2 (CAPTAINS AND STAFF OFFICERS)**

Style: Shall be A Midway Cap Company Light Weight Style Cap with Removable Cover and will be imprinted "6-Star" on the Crown Lining to assure compliance with specifications.

Dimensions: The dimensions of a Size 7-1/8 Cap shall be as follows: Front to rear of crown 10-7/8"; side to side of crown - 10-3/8"; height of Cap in front - 4-3/8". All other sizes shall be in proportion.

Cover: The material shall be #1011 Dark Navy or as specified. The Covers shall have a dry-cleanable bonding of not less than .093 gauge Gray Polyurethane Foam throughout the entire sides and front, and a Full Crown Moisture Wicking Lining. A Sweat Protector Lining in the form of a diamond will be available upon request. After joining the crown and the sides, the crown seam shall be double-stitched with a 3/8" bias folded tape. As a final operation, all Caps shall be blocked on a 5-piece block in live steam and thoroughly dried.

Eyelets: Each Cap Cover shall be provided with a total of 5 Metal Eyelets: 1 Eyelet shall be attached in the front center 1-1/8" up for proper placement of a 1-post shield. 2 Eyelets will be provided on each side for ventilation.

Frame Band: The Frame Band shall be 2" Black Midlon over Perforated Polyethylene, approximately .035 thick. The Band shall be covered with a 1-3/4" width Black Rayon Band Style material. This Band shall then be bound at the bottom with the same material as the cover.

Front Support: The Front Support shall consist of one piece of Stainless Metal, called the Stayer, and a Plastic Holder. The Holder is formed by cutting a piece of black linear Polyethylene with dual slots to accept the Stayer and hold it securely. The holder is sewn to the inside front of the Frame Band and to staples or rivets will be required for either the Holder or the Stayer.

Grommet: A 1/2" Clear "D" Plastic Grommet, measured and closed to exact size, shall be inserted into the Cap Cover.

Visor: To be made of 2 pieces: the upper portion to consist of a Nylon base with a Black Japanned top; the bottom piece of .095 Genuine Sur-V-Lon. The 2 pieces will be firmly cemented together, and Visors will not bubble, crack or blister. The Visor shall be AS Pattern.

Sweatband: The Sweatband shall be Terry Cloth or upon request a Genuine Uniform Leather with Gold Line Roll, 1-5/8" wide. The Sweatband shall be sewn into the caps with a Machine Finish.

Buttons: Buttons shall be Gold finish "FD".

ALL CAPS SHALL CONTAIN A SIZE LABEL AND A UNION LABEL, AND WORKMANSHIP SHALL BE FIRST-CLASS IN ALL RESPECTS.

09/10/2015 17:20

(FAX)

P.026/026

SPECIFICATIONS FOR BID NUMBER 50-00114400

PAGE 25

SPECIFICATIONS FOR UNIFORM DRESS HAT

STYLES

Style: Shall be A Midway Cap Company Light Weight Style Cap with Removable Cover and will be imprinted "5-Star" on the Crown Lining to assure compliance with specifications.

Dimensions: The dimensions of a Size 7-1/8 Cap shall be as follows: Front to rear of crown 10-7/8", side to side of crown- 10-3/8"; height of Cap in front -4-3/8". All other sizes shall be in proportion.

Cover: The material shall be #1011 Dark Navy or as specified. The Cover shall have a dry-cleanable bonding of not less than .093 gauge Grey Polyurethane Foam throughout the entire sides and front, and a Full Crown Moisture Wicking Lining. A Sweat Protector Lining in the form of a diamond will be available upon request. After joining the crown and the sides, the crown seam shall be double-stitched with a 3/8" bias folded tape. As a final operation, all Caps shall be blocked on a 6-piece block in the steam and thoroughly dried.

Eyelets: Each Cap Cover shall be provided with a total of 6 Metal Eyelets: 1 Eyelet shall be attached in the front center 1-1/8" up for proper placement of a 1-post shield. 2 Eyelets will be provided on each side for ventilation.

Frame Band: The Frame Band shall be 2" Black Mid-Over Performed Polyethylene, approximately .035 thick. The Band shall be covered with a 1-3/4" width Black Rayon Band Style material. This Band



JEFFERSON PARISH
DEPARTMENT OF PURCHASING

WWW.JEPPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

September 15, 2015

ADDENDUM NO.1

Bid No.: 50-00114409

Bid Opening Date: September 18, 2015.

For: TWO (2) YEAR CONTRACT FOR THE SUPPLY OF BADGES FOR THE JEFFERSON PARISH EASTBANK CONSOLIDATED FIRE DEPARTMENT

- This addendum is to add a *Voucher Requirement*, in addition to the specifications that are already within the bid packet.
- The *Voucher Requirement* is attached to this addendum

The Bid Opening Date has been extended to open on September 22, 2015 for 2pm.

Sincerely,


Daniel L. Francis, Buyer I
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

~~Successful Vendor shall maintain and provide for an electronic voucher/ledger system and upon request, produce electronic records of all Jefferson Parish Fire Department purchases made on behalf of each of its personnel during the contract period.~~ Additionally, specific invoices and individual item(s) purchased from within the voucher/ledger system shall be provided upon request.

Successful vendor must demonstrate to the Jefferson Parish Fire Department that safeguards are in place to prevent unauthorized purchases from being charged to the Jefferson Parish Fire Department during the contract period. The voucher system should not prevent individual personnel from buying uniform contract items with payment other than voucher funds ("cash sales"). However, the accounting of voucher purchases shall be distinguished from cash sales purchases.

Successful vendor shall have the capability of receiving electronic notification for purposes of increasing or otherwise modifying the voucher status/balance of each person. Successful vendor must be able to electronically acknowledge these modifications to the Jefferson Parish Fire Department.

The successful vendor shall be responsible for providing Jefferson Parish Fire Department with the following:

1. An invoice as backup to each purchase to include (minimum information):
 1. Voucher number
 2. Individual's full Name
 3. Individual's Social Security number or employee number
 4. Starting balance of individual's voucher account
 5. Ending balance of individual's voucher account
 6. Individual contract item(s) purchased
 7. Item's contract price
 8. Signature of individual
2. A comprehensive listing to include Jefferson Parish Fire Department Personnel (each of its individual personnel), a starting voucher sum, amount of voucher used and balance of voucher available, with the ability to incorporate voucher increases during the contract period.
3. Electronic records of all Jefferson Parish Fire Department purchases made during the contract period. Additionally, specific invoices and individual items purchased shall be provided to Jefferson Parish Fire Department upon request
4. Vendor shall have the capability of receiving electronic (e-mail) modifications to the individual's account status and the capability of acknowledging these modifications
5. Vendor shall demonstrate that safeguards are in place to prevent unauthorized purchases being charged to the Jefferson Parish Fire



doc06710320150917141640

9/17/2015 2:35 PM

Adobe Acrobat D...

1,698 KB

FAX COVER SHEET

TO

COMPANY

FAXNUMBER 15043642693

FROM Charles A Hewlett

DATE 2015-09-17 19:07:53 GMT

RE Jefferson Parish Bid 50-00114409,9/22/15

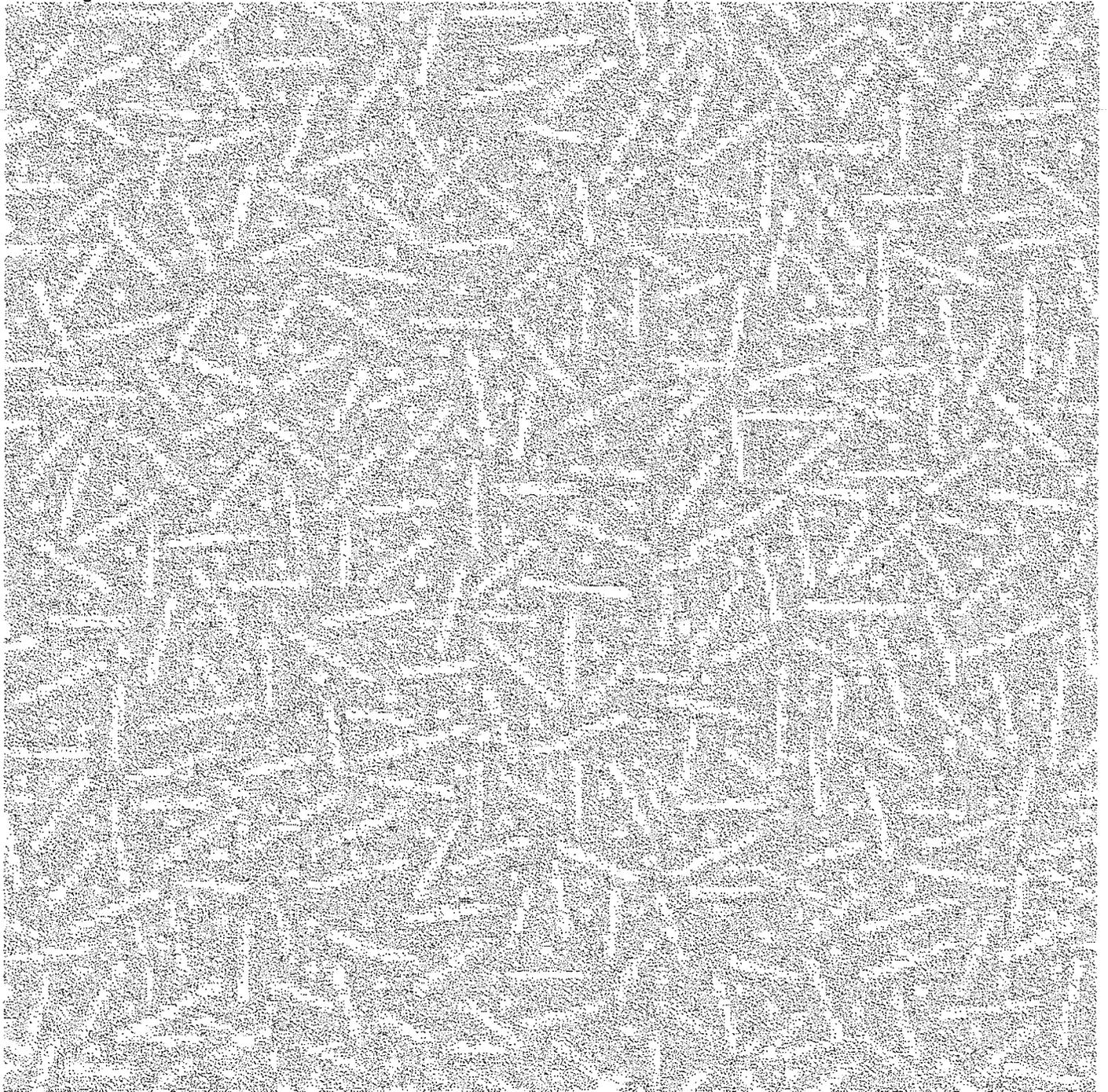
COVER MESSAGE

Ms. Francis:

Please acknowledge receipt of our bid to charlie@apeinc.us

Thank you,

Charles A Hewlett



DATE: 9/10/2015

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00114409

JEFFERSON PARISHPURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-384-2578VENDOR: **A.P.E., Inc.**BUYER: **LFRANCIS**Bids will be received until 11:00 AM, 9/16/2015 via fax: 504-364-2693 or via online at www.jeffparish.net

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at www.purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor information.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. **JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR.** Items bid must meet specifications. **JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.** Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the **LOWEST RESPONSIVE and RESPONSIBLE BIDDER**, taking into consideration the **CONFORMITY WITH THE SPECIFICATIONS** and the **DELIVERY AND/OR COMPLETION DATE**

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year warranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; **JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.**

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.65 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

DATE: 9/10/2015

BJD NO.: 50-00114409

Page: 2

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

10,12,13

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby notified that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
2. Attendance to this pre-bid conference is optional. 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.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37:2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. 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 will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

DATE: 9/10/2015

BID NO.: 60-00114409

Page: 3

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- 7.. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required:** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.f. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required:** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 36:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.f Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

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 Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.