



CENTRALBIDDING

FROM CENTRAL AUCTION HOUSE

Toggle navigation

- [Home](#)
- [Central Bidding](#)
- [My CP](#)
- [Contact Us](#)
- [Create New](#)
 - [Create New Standard Envelope](#)
- [Logout \(DREAMEY\)](#)

Central Bidding Time: Tue Jun 02 2020 14:11:53 GMT-0500 (Central Daylight Time)

Place a Bid: 5000130697 TWO (2) YEAR CONTRACT FOR SUPPLY OF DIESEL AND GASOLINE (BULK FUEL) FOR THE JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT.

Enter all required details into the fields below

Louisiana Contractor ID#

Enter all information required on the outside of the sealed envelope in the box below

To: Jefferson Parish Government
 200 Derbigny Street
 General Government Building, Suite 4400
 Gretna, LA 70053
 Donna Reamey
 Bid Number 50-130697
 Two (2)year contract for a supply of Diesel and Gasoline (Bulk Fuel) for the Jefferson Parish Department of Fleet Management
 Bid Due Date: June 2, 2020 at 2:00pm CST

Bid Bond #

Jefferson Parish Vendor #:

245839

Upload Attachment(s)

While this site accepts various file types, sizes and quantities, the preferred method for delivering all of the appropriate and required bid documents is one single scanned PDF file. Vendors submitting bids with multiple uploaded images/photos of bid responses are solely

responsible for clarity. If uploaded images/documents are not legible, the bidder's submission will be rejected. Please note all requirements in this bid package for electronic bid submission.

Upload a file

Click the Upload button in order to upload bid related documents

[Central Bidding](#) - [Bids by Category](#) - [Arkansas Agencies](#) - [Louisiana Agencies](#)
- [Mississippi Agencies](#) - [Tennessee Agencies](#)

[Registration](#)
[Renew/Upgrade Membership](#)
[Contact Us](#)



Central Auction House, LTD



LAVIGNE OIL COMPANY OF BATON ROUGE, LLC
11203 PROVERBS AVENUE
BATON ROUGE, LA 70816
Jefferson Parish Vendor No. 245839

BID RESPONSE for:
Jefferson Parish Government

Bid Number 50-130697

Two (2) year contract for a supply of Diesel and Gasoline (Bulk Fuel) for the
Jefferson Parish Department of Fleet Management

BID DUE DATE: June 2, 2020 2:00 PM CST

INDEX

1. Bid
2. Addendum #1
3. Addendum #2
4. Copy of OPIS Newsletter Pricing for New Orleans, Louisiana vol. 40, No.14 Issued 04/06/2020 for prices confirmed through 04/02/2020
5. State of Louisiana Secretary of State - Lavigne Oil Company of Baton Rouge, LLC
6. Insurance Certificate Of Liability
7. W-9
8. Louisiana Preference

DATE: 5/05/2020
BID NO.: 50-00130697

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DREAMY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/21/2020 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. 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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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 guaranty, 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.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

DATE: 5/05/2020

BID NO.: 50-00130697

Page: 2

All formal Addenda require written acknowledgement 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.

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. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: 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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

B. 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.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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 51.55 (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 A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

DATE: 5/05/2020

BID NO.: 50-00130697

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Page: 3

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
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.

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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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 on 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 Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. 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, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. 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, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

DATE: 5/05/2020

Page: 5

BID NO.: 50-00130697

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Bid Expiration.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

N/A

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

N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Lavigne Oil Company of Baton Rouge, LLC

ADDRESS: 11203 Proverbs Ave

CITY, STATE: Baton Rouge, LA ZIP: 70816

TELEPHONE: (225) 952-7900 FAX: (225) 952-7901

EMAIL ADDRESS: kmatthew@lavigneoilbr.com

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

NUMBER: 2

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 180,263.87

AUTHORIZED SIGNATURE: [Signature]

Milton E. Lavigne, III

TITLE: President

Printed Name

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130697

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	25.00	GL	TWO YEAR CONTRACT FOR DIESEL & GASOLINE (BULK FUEL) FOR JEFFERSON PARISH FLEET. 0001 - DIESEL TREATMENT ONLY PRICE PER GALLON OF TREATED LOW SULFUR DIESEL.	.04	1.00
2	6,749.00	GL	0002 - GASOLINE-UNLEADED (ETHANOL 10%) GALLONS MORE OR LESS DELIVERED IN QUANTITIES OF 4501 GALLONS OR MORE. TRANSPORT DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	.6577	4438.82
3	7,125.00	GL	0003 - GASOLINE-UNLEADED GALLONS MORE OR LESS TO BE DELIVERED QUANTITIES OF 4500 GALLONS OR LESS. TANK WAGON DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	.8423	6001.39
4	25.00	GL	0004 - DIESEL TAXABLE TAXABLE DIESEL: LOW SULFUR HIGHWAY USE LIGHT DIESEL #2, IN ACCORDANCE WITH SPECIFICATIONS. TRADE NAME DIESEL #2, OR EQUIVALENT. GALLONS MORE OR LESS TO BE DELIVERED IN QUANTITIES OF 4501 GALLONS OR MORE TRANSPORT DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	1.7931	44.83
5	25.00	GL	0005 - DIESEL TAXABLE GALLONS MORE OR LESS TO BE DELIVERED IN TANK WAGON DELIVERY OF 4500 GALLONS OR LESS IN ACCORDANCE WITH SPECIFICATIONS.	1.8931	47.33
6	80,000.00	GL	0006 - DIESEL NON-TAXABLE NON-TAXABLE DIESEL: HIGH OR LOW SULFUR/OFF ROAD LIGHT DIESEL #2, IN ACCORDANCE WITH SPECIFICATIONS. TRADE NAME OR EQUIVALENT.	.9881	79048.00
7	75,000.00	GL	0007 - DIESEL NON-TAXABLE GALLONS MORE OR LESS TO BE DELIVERED IN QUANTITIES OF 4500 GALLONS OR LESS. TANK WAGON DELIVERY IN ACCORDANCE WITH	1.0791	80932.50

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130697

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SPECIFICATIONS		
8	50.00	HR	0008 - FUEL TANKER COST OF EACH TANKER RENTAL PER HOUR.	75.00	3750.00
9	50.00	HR	0009 - FUEL TANKER COST OF EACH BOBTAIL TANKER RENTAL PER HOUR.	75.00	3750.00
10	25.00	HR	0010 - FUEL TANKER COST OF DRIVERS DRIVER FOR TWO (2) FUEL TANKERS COST PER HOUR FOR EACH DRIVER.	45.00	1125.00
11	25.00	HR	0011 - FUEL TANKER COST OF DRIVER DRIVER FOR TWO (2) BOBTAIL TANKERS COST PER HOUR FOR EACH DRIVER	45.00	1125.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
LAVIGNE OIL COMPANY OF BATON ROUGE, LLC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF LAVIGNE OIL COMPANY OF BATON ROUGE, LLC
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT MILTON E. LAVIGNE, III, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.



SECRETARY-TREASURER

05.15.20

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF EAST BATON ROUGE

BEFORE ME, the undersigned authority, personally came and appeared: MILTON E. LAVIGNE, III (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized PRESIDENT of LAVIGNE OIL (Entity), the party who submitted a bid in response to Bid Number SO. 130697, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____  There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

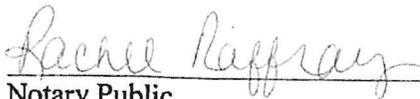
That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.


Signature of Affiant

MILTON E. LAVIGNE, III
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 1st DAY OF June, 2020.


Notary Public

Rachel Raffray
Printed Name of Notary

#88194
Notary/Bar Roll Number

My commission expires lifetime.

Louisiana Secretary of State R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

Print

Notary Search - Detail

Name: MS. RACHEL RAFFRAY
Address: 13298 HILLTOP ROAD
MAUREPAS, LA 70449
Phone: (225) 229-9014
Notary ID Number: 88194
Parish: LIVINGSTON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Non Attorney
Status: Active
Commission Date: 02/10/2009
Oath Date: 02/09/2009
Surety Expiration Date: 02/01/2024
Annual Report Current: Yes

Notary Events

Suspension From: 04/12/2017 To: 04/13/2017

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)

[New Search](#)

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the Invitation to Bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

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.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

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.

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.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **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.



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 19, 2020

ADDENDUM # 1

Bid No.: 50-00130697

Bid Opening Date: 5/21/2020
Extended Date: 06/02/2020

For: Two year contract for supply of diesel and gasoline (bulk fuel) for Jefferson Parish Department of Fleet Management.

THIS BID OPENING HAS BEEN EXTENDED UNTIL JUNE 02, 2020.

On page one (1) of Specification sheets add:

h. Contractor must supply the Oil Price Information Service (Newsletter Pricing Report) publication to Jefferson Parish weekly with contractor's invoice.

Vendors Questions:

1. Can we please get a copy of the previous bid tabulations?

Answer: Go to www.jeffparishbids.net and search for Bid # 5000122835.

2. What is the average size of delivery?

Answer: 3517 gallons is the average delivery

3. Can we please get the tank sizes at the locations listed? Are the tanks above or below ground?

Answer: Location capacity range from one 1,000 gallon tank to multiple tanks totaling 88,000 gallons. Most of our bulk delivery tanks are above ground.

4. Do you typically order both products at one time?

Answer: Off-road diesel comprises 95% of our bulk deliveries.

5. On the lube & fuel products, do you happen to have the estimated usage or prev. years usage?

Answer: "lube and fuel products" are not in bid 50-130697 specifications or listed under *DESCRIPTIONS OF ARTICLES*.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Page Two: Addendum # 1

6. Do you own the current tanks?

Answer: Jefferson Parish owns all tanks.

7. Can we please get a copy of a current invoice with backup provided by your current supplier?

Answer: See attachments

8. Are you currently an OPIS subscriber?

Answer: OPIS reports are provided by the contractor.

9. On invitation to bid page 6, please clarify item #1. Is this the ppg to treat the diesel or the ppg of the treatment itself?

Answer: To treat the diesel

10. On invitation to bid page 6, is item #7 transport?

Answer: I do not see 'transport' in the phrasing. This is for delivery.

11. Found a discrepancy on page 2 of specifications #4c. The issue date is April 4, 2020. On the actual OPIS Newsletter Vol. 40 No. 14 the issue date is April 6, 2020.

Answer: Please use: OPIS New Orleans, LA Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

Sincerely,

Donna Reamey

Donna Reamey, Buyer II
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.

GENERAL GOVERNMENT BLDG. -- 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. -- 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

Attachment for question # 7

Invoice No: 408120A
 Invoice Date: Mon 05/04/2020
 Delivery Date: Mon 05/04/2020
 Lift Date/Time: Mon 05/04/20 12:08p
 Account ID: 4370

Original

Bill To: Jefferson Parish Bulk Fuel Jefferson Parish Accounting Dept. 200 Derbigny St., GGB-Suite 4200 Gretna, LA 70053	Ship To: ID: 7 Bayou Segnette 801 Louisiana St Westwego, LA 70094
--	--

Order No: 337097-20A	Reference No.: 32556833A	P.O. No: 20-0010123A
Salesperson: In House		

THANKS FOR YOUR BUSINESS!!!!

Description	BOL No	Units	Unit Price	Total
DYED Ultra Low Sulfur #2 DSL	787440A	4,455.00	0.821200	3,658.45

Tax and Other Charges Summary	Basis	Rate	Total
Fed Oil Spill Liab DSL	4,455.00	0.002036	9.07
Federal Leaking Underground Tx	4,455.00	0.001000	4.46
LA Inspection Fee on Fuel	4,455.00	0.001250	5.57

Invoice Total	\$3,677.55
----------------------	-------------------

****Payment Terms Summary**** Due by Wed 06/03/2020 (Net 30 Days)	3,677.55
--	----------

THANK YOU FOR YOUR BUSINESS!!!

Attachment for question # 7

PERS # 1-800-633-8253

ORDER NUMBER 100277

Date/Time: 5/4/20 1:00pm

REFINERY BOL 787440

DELIVER TO:

PICKUP FROM:

CUSTOMER/SITE INFORMATION:

Jefferson-Brown Bogalusa

VENDOR:

Marathon Petroleum

TERMINAL:

Georgetown, LA

NOTES:

PRODUCT DELIVERY: FUEL TYPE	Circle RVP	FUEL TYPE	GALLONS
Regular Unlead Gasoline UN1203	7.8 9.0	Unlead	
Midgrade Unlead Gasoline UN1203	7.8 9.0	Midgrade	
Premium Unlead Gasoline UN1203	7.8 9.0	Premium	
Regular Unlead Gasoline E10 UN1203	7.8 9.0	Unl E10	
Midgrade Unlead Gasoline E10 UN1203	7.8 9.0	Mid E10	
Premium Unlead Gasoline E10 UN1203	7.8 9.0	Prm E10	
Ultra Low Sulfur Diesel NA1202		ULS Diesel	
Dyed Diesel NRLM NA1202		Dyed Diesel	4495

STICK READINGS: FUEL TYPE	WATER	STICK INCHES	
		BEFORE	AFTER
Unlead			
Midgrade			
Premium			
Ultra Low Sulfur Diesel			
Dyed Diesel			

DRIVER: Garrett D... 2
TRUCK #: 2014

RECVD BY: [Signature]

Attachment for question # 7

PERS # 1-800-633-8253

ORDER NUMBER 100276

Date/Time: 5/4/20 9:37 AM

REFINERY BOL 972019688

DELIVER TO:

PICKUP FROM:

CUSTOMER/SITE INFORMATION:

VENDOR:

Johnson - Bayou Segnette

Marathon Petroleum

TERMINAL:

Bayouville, LA

NOTES:

PRODUCT DELIVERY: FUEL TYPE	Circle RVP	FUEL TYPE	GALLONS
Regular Unlead Gasoline UN1203	7.8 9.0	Unlead	
Midgrade Unlead Gasoline UN1203	7.8 9.0	Midgrade	
Premium Unlead Gasoline UN1203	7.8 9.0	Premium	
Regular Unlead Gasoline E10 UN1203	7.8 9.0	Unl E10	
Midgrade Unlead Gasoline E10 UN1203	7.8 9.0	Mid E10	
Premium Unlead Gasoline E10 UN1203	7.8 9.0	Prm E10	
Ultra Low Sulfur Diesel NA1202		ULS Diesel	
Dyed Diesel NRLM NA1202		Dyed Diesel	4493

STICK READINGS: FUEL TYPE	WATER	STICK INCHES	
		BEFORE	AFTER
Unlead			
Midgrade			
Premium			
Ultra Low Sulfur Diesel			
Dyed Diesel			

DRIVER:
TRUCK #:

RECVD BY:



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 29, 2020

ADDENDUM # 2

Bid No.: 50-00130697

Bid Opening Date: 6/02/2020

For: Two year contract for supply of diesel and gasoline (bulk fuel) for Jefferson Parish Department of Fleet Management.

To answer vendor question:

1). I would like to know the site locations and tank sizes if at all possible.

Answer:

<u>JP Pump Station</u>	<u>Address</u>	<u>Tanks</u>	<u>Capacity (gls)</u>
Bonnabel	1500 Beverly Gardens Drive Metairie, LA	2 @ 19,500	39,000
		4 @ 500	2,000
Suburban	4800 Lake Villa Drive Metairie, LA	3 @ 16,000	48,000
		4 @ 500	2,000
Elmwood	5400 Caryota Drive Metairie, LA	3 @ 16,000	48,000
		8 @ 500	4,000
Duncan	1800 Joe Yenni Blvd. Kenner, LA	3 @ 16,000	48,000
		5 @ 500	2,500
Parish Line	3100 Grand Lake Blvd. Kenner, LA	1 @ 12000	12,000
New Ames	5100 Rochester Dr Marrero, LA	4 @ 10,000	40,000
Planters	268 Bypass Rd Belle Chasse, LA	3 @ 9,500	28,500
Westwego No. 1	100 Vic A Pitre Dr. Westwego, LA	2 @ 8,000	16,000
Westwego No.2	820 S. Laroussini St. Westwego, LA	2 @ 5,000	10,000
Whitney/Barataria	1301 Engineers Rd. Belle Chasse, LA	2 @ 11,000	22,000
		1 @ 500	500
Mt. Kennedy	3100 Mt. Kennedy Dr. Marrero, LA	2 @ 6,600	13,200

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

PAGE TWO: Add # 2		2 @ 500	1,000
Bayou Segnette	801 Louisiana Ave Westwego, LA	2 @ 20,000	40,000
New Bayou Segnette	801 Louisiana Ave Westwego, LA	2 @ 20,000	40,000
		1 @ 500	500
		1 @ 217	217
Cousins No. 2	2466 Destrehan Ave. Harvey, LA	3 @ 20,000	60,000
		1 @ 500	500
		1 @ 217	217
Estelle No. 1	2195 Baratavia Blvd. Marrero, LA	2 @ 8,000	16,000
Estelle No. 2	3850 Destrehan Ave Harvey, LA	2 @ 6,000	12,000
Harvey	1600 Destrehan Ave	1 @ 10,000	10,000
Hero	4644 Peters Rd. Harvey, LA	3 @ 13,400	40,200
Lake Cataouatche No. 1	3901 Highway 90 Avondale, LA	2 @ 7,000	14,000
Lake Cataouatche No. 2	3901 Highway 90 Avondale, LA	1 @ 10,000	10,000
The following locations are approximate size tanks and gallons:			
Canal Street	100 Canal St. Metairie, LA	2 @ 1,600	3,200
Belmont	Belmont St & Napoleon Canal Metairie, LA	2 @ 1,400	2,800
North Starrett	North Starrett & Napoleon Canal Kenner, LA	2 @ 1,000	2,000
Harahan	1088 Dickory Ave Harahan, LA	2 @ 2,000	4,000
Sauve	9940 Jefferson Hwy Jefferson, LA	2 @ 2,000	4,000
Westminister	2050 Watling Dr. Marrero, LA	2 @ 2,000	4,000

Sincerely,

Donna Reamey

Donna Reamey, Buyer II
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.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

Lisa White

From: Karen Barranco
Sent: Friday, May 15, 2020 10:03 AM
To: Lisa White
Subject: FW: OPIS Wholesale Racks with OPIS Spot Mean

From: opisadmin@opisnet.com <opisadmin@opisnet.com>
Sent: Thursday, April 2, 2020 4:14 PM
To: Karen Barranco <karen@lavigneoilbr.com>
Subject: OPIS Wholesale Racks with OPIS Spot Mean

Account #149417

To align the following data, change the font size to 9 in Courier New.

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA
Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020
OPIS GROSS CLEAR PRICES 9.0 RVP

	Terms	Unl	Move	Mid	Move	Pre	Move	Date	Time
Placid	u Net	69.15	- 5.75	-- --	-- --	96.55	- 5.75	04/01	18:00
Shell	b 125-3	71.45	- 6.92	-- --	-- --	-- --	-- --	04/01	18:00
Shell	u N-10	78.80	- 4.83	-- --	-- --	-- --	-- --	04/01	18:00
PBFEnergy	u Net	79.77	+ 6.86	-- --	-- --	100.04	+ 6.86	04/02	13:30
Valero	b 1-10	-- --	-- --	-- --	-- --	98.30	- 7.40	04/01	18:00
Valero	u N-10	-- --	-- --	-- --	-- --	91.65	+91.65	04/01	18:00
LOW RACK		69.15		-- --		91.65			
HIGH RACK		79.77		-- --		100.04			
RACK AVG		74.79		-- --		96.64			
OPIS GULF COAST SPOT MEAN - 04/01									
FOB COLONIAL		41.525		-- --		-- --			
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)									
FOB NEW ORLEANS		43.78		-- --		56.15			
BRD LOW RACK		71.45		-- --		98.30			
BRD HIGH RACK		71.45		-- --		98.30			
BRD RACK AVG		71.45		-- --		98.30			
UBD LOW RACK		69.15		-- --		91.65			
UBD HIGH RACK		79.77		-- --		100.04			
UBD RACK AVG		75.91		-- --		96.08			
5-DAY AVG		78.57		-- --		100.93			

NEW ORLEANS, LA	
LOW RETAIL	138.63
AVG RETAIL	180.44
LOW RETAIL EX-TAX	99.12
AVG RETAIL EX-TAX	140.92

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA
Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020
OPIS GROSS CBOB ETHANOL(10%) PRICES 9.0 RVP

	Terms	Unl	Move	Mid	Move	Pre	Move	Date	Time
Placid	u Net	45.35	- 5.75	61.25	- 5.35	81.60	- 5.20	04/01	18:00
Valero	u N-10	45.65	- 4.90	63.50	- 4.90	95.15	- 4.90	04/01	18:00
Marathon	b 1-10	46.21	- 5.81	63.05	- 5.81	96.72	- 5.81	04/01	18:00
Valero	b 1-10	46.30	-11.40	66.30	- 8.15	100.30	- 7.40	04/01	18:00
Shell	u N-10	49.53	- 4.83	65.53	- 4.83	102.53	- 4.83	04/01	18:00
Citgo	b 1-10	51.28	- 5.75	64.41	- 5.75	101.79	- 5.75	04/01	18:00
Shell	b 125-3	53.16	- 6.16	70.38	- 6.16	106.84	- 6.15	04/01	18:00
Chevron	b 1t45c	55.40	- 5.50	69.10	- 5.50	110.00	- 5.50	04/01	18:00
Texaco	b 1t45c	55.40	- 5.50	69.10	- 5.50	110.00	- 5.50	04/01	18:00

XOM	b 125-3	55.70	- 5.27	81.82	- 5.28	109.97	- 5.28	04/01	19:00
PBFEnergy	u Net	58.69	+ 6.17	81.66	+ 6.18	100.94	+ 6.18	04/02	13:30
LOW RACK		45.35		61.25		81.60			
HIGH RACK		58.69		81.82		110.00			
RACK AVG		51.15		68.74		101.44			
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)									
FOB NEW ORLEANS		44.22	-- --			57.05			
BRD LOW RACK		46.21		63.05		96.72			
BRD HIGH RACK		55.70		81.82		110.00			
BRD RACK AVG		51.92		69.17		105.09			
UBD LOW RACK		45.35		61.25		81.60			
UBD HIGH RACK		58.69		81.66		102.53			
*UBD RACK AVG		49.81		67.99		95.06			
5-DAY AVG		56.62		73.98		106.71			

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA

Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

OPIS GROSS ULTRA LOW SULFUR DISTILLATE PRICES

	Terms	No.2	Move	No.1	Move	Pre	Move	Date	Time
Marathon	b 1-10	90.05	- 7.63	-- --	-- --	-- --	-- --	04/01	18:00
Shell	b 125-3	90.86	- 7.37	-- --	-- --	-- --	-- --	04/01	18:00
Placid	u Net	91.30	- 7.50	-- --	-- --	-- --	-- --	04/01	18:00
Shell	u N-10	92.95	+ 3.00	-- --	-- --	-- --	-- --	04/02	12:30
Citgo	b 1-10	93.36	- 7.65	-- --	-- --	-- --	-- --	04/01	18:00
Citgo	u 1-10	93.36	- 7.65	-- --	-- --	-- --	-- --	04/01	18:00
Valero	b 1-10	94.25	- 7.05	-- --	-- --	-- --	-- --	04/01	18:00
XOM	b 125-3	94.97	- 6.76	-- --	-- --	-- --	-- --	04/01	19:00
Valero	u N-10	95.25	+ 5.50	-- --	-- --	-- --	-- --	04/02	12:30
PBFEnergy	u Net	96.50	+ 4.77	-- --	-- --	-- --	-- --	04/02	13:30
Chevron	b 1t45c	96.70	- 7.00	-- --	-- --	-- --	-- --	04/01	18:00
Texaco	b 1t45c	96.70	- 7.00	-- --	-- --	-- --	-- --	04/01	18:00
LOW RACK		90.05		-- --		-- --			
HIGH RACK		96.70		-- --		-- --			
RACK AVG		93.85		-- --		-- --			
OPIS GULF COAST SPOT MEAN - 04/01									
FOB COLONIAL		85.480		-- --		-- --			
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)									
FOB NEW ORLEANS		87.18		-- --		-- --			
BRD LOW RACK		90.05		-- --		-- --			
BRD HIGH RACK		96.70		-- --		-- --			
BRD RACK AVG		93.84		-- --		-- --			
UBD LOW RACK		91.30		-- --		-- --			
UBD HIGH RACK		96.50		-- --		-- --			
*UBD RACK AVG		93.87		-- --		-- --			
5-DAY AVG		102.28		-- --		-- --			

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA

Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

OPIS GROSS ULTRA LOW SULFUR RED DYE DISTILLATE PRICES

	Terms	No.2	Move	No.1	Move	Pre	Move	Date	Time
Marathon	b 1-10	90.25	- 7.63	-- --	-- --	-- --	-- --	04/01	18:00
Placid	u Net	90.75	- 7.50	-- --	-- --	-- --	-- --	04/01	18:00
Shell	u N-10	93.45	+ 3.00	-- --	-- --	-- --	-- --	04/02	12:30
Citgo	b 1-10	93.96	- 7.65	-- --	-- --	-- --	-- --	04/01	18:00
Citgo	u 1-10	93.96	- 7.65	-- --	-- --	-- --	-- --	04/01	18:00
Valero	u N-10	95.75	+ 5.50	-- --	-- --	-- --	-- --	04/02	12:30
LOW RACK		90.25		-- --		-- --			
HIGH RACK		95.75		-- --		-- --			
RACK AVG		93.02		-- --		-- --			
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)									
FOB NEW ORLEANS		87.53		-- --		-- --			
BRD LOW RACK		90.25		-- --		-- --			
BRD HIGH RACK		93.96		-- --		-- --			
BRD RACK AVG		92.11		-- --		-- --			
UBD LOW RACK		90.75		-- --		-- --			
UBD HIGH RACK		95.75		-- --		-- --			
UBD RACK AVG		93.48		-- --		-- --			
5-DAY AVG		101.65		-- --		-- --			

Copyright, Oil Price Information Service

Guide to your OPIS Rack Report



ADDITIONAL REMARKS SCHEDULE

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED LAVIGNE OIL CO. OF BATON ROUGE LLC LAVIGNE LOGISTICS LLC 11203 PROVERBS AVENUE BATON ROUGE LA 70816-4182	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE	(Empty)	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

COMPENSATION, UMBRELLA AND EXCESS LIABILITY POLICIES, PURSUANT TO AND SUBJECT TO THE POLICIES' TERMS, DEFINITIONS, CONDITIONS AND EXCLUSIONS.

RE: BID NUMBER 50-00118029

THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS AND AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND THE PARISH COUNCIL, JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT ARE INCLUDED AS ADDITIONAL INSURED ON THE GENERAL LIABILITY POLICY, AS PER ENDT# CGLB3030413; AUTOMOBILE LIABILITY; UMBRELLA IS FOLLOW FORM OF PRIMARY; AND EXCESS IS FOLLOW FORM OF UMBRELLA, PER ENDT# EXL10021211. GENERAL LIABILITY AND AUTOMOBILE LIABILITY INCLUDES PRIMARY AND NON-CONTRIBUTORY, PER ENDT# CG20010413. POLLUTION LIABILITY BROAD COVERAGE FOR AUTOMOBILE LIABILITY, PER ENDT# CA99481013

WAIVER OF SUBROGATION APPLIES TO THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS AND AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND THE PARISH COUNCIL, JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT, AS REPECTS TO THE GENERAL LIABILITY POLICY, AS PER ENDT# CG24040509; AUTOMOBILE LIABILITY; UMBRELLA IS FOLLOW FORM OF PRIMARY; EXCESS IS FOLLOW FORM OF UMBRELLA, PER ENDT# EXL10021211; AND WORKERS COMPENSATION, PER ENDT# MLXB1520600.

PROPERTY IN TRANSIT LIMIT OF \$50,000

UMBRELLA PROVIDES \$5,000,000 PER OCCURRENCE WITH NATIONWIDE AGRIBUSINESS INSURANCE COMPANY; EXCESS LIABILITY PROVIDES \$10,000,000 XS \$5,000,000 WITH ENDURANCE SPECIALTY INSURANCE COMPANY.
 Project or Job #: 50-00118029

Request for Taxpayer Identification Number and Certification

**Give Form to the
 requester. Do not
 send to the IRS.**

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.
Lavigne Oil Company of Baton Rouge, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:
 Individual/sole proprietor or single-member LLC
 C Corporation
 S Corporation
 Partnership
 Trust/estate
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ **S**
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
 Other (see Instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):
 Exempt payee code (if any) _____
 Exemption from FATCA reporting code (if any) _____
(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)
11203 Proverbs Ave

6 City, state, and ZIP code
Baton Rouge, LA 70816

7 List account number(s) here (optional)

Requester's name and address (optional)

Print or type
 See Specific Instructions on page 2.

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number									
or									
Employer identification number									
3	5	-	2	3	5	1	9	5	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here Signature of U.S. person ▶ Date ▶ **02-26-20**

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000130697 TWO (2) YEAR CONTRACT FOR SUPPLY OF DIESEL AND
GASOLINE (BULK FUEL) FOR THE JEFFERSON PARISH DEPARTMENT
OF FLEET MANAGEMENT.**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com
06-May-2020 09:49:47 AM



Bid Number 50 - 130697

TWO (2) YEAR CONTRACT FOR SUPPLY OF DIESEL AND GASOLINE (BULK FUEL) FOR THE JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT.

MAY 21, 2020 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

PURCHASING DEPARTMENT ANNOUNCEMENT

Due to Covid-19 safety precautions, all public bid openings have been suspended. The bid opening will continue and be made available via phone conference. Advertised bids will be accepted through Central Bidding or manual submission.

Manually-submitted bids will only be accepted from 1:30 – 1:59 p.m. on the day of the bid opening or by appointment. If submitting on the day of the bid opening, bidders must submit at the General Government Building. The Purchasing Department will have a table set up to receive sealed bids at the entrance inside of the building.

The bid opening will be made available by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

The bid opening will begin at 2:30 p.m.

While the Purchasing Department is closed to the public, if you have any questions, please contact the department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

SPECIFICATIONS FOR BID # 50-130697

A Contract for a Supply of Diesel and Gasoline (Bulk Fuel) for the Jefferson Parish Department of Fleet Management

1. QUANTITIES:
 - No specific quantities are guaranteed
 - Only quantities needed by the department during the contractual period will be ordered.
 - Estimated usage is based on the past twelve (12) months use.

2. TERMINOLOGY – DEFINED HEREIN:
 - A. OPIS – Oil Price Information Service
 - B. Tank Wagon – Shall mean a delivery by a Tank Wagon/Truck
 - C. Transport Truck – Shall mean a delivery by a Transport Truck with the capability of a combination load with a minimum delivery of 2500 gallons of fuel.
 - D. Vendor Pricing – The vendor’s price to cover all costs associated with providing fuel to Jefferson Parish as outlined with the Invitation to Bid.
 - E. Terminal Name/Location – Name of Terminal as referenced in the Weekly OPIS PADD 3 Report, representing New Orleans, LA.

3. VENDOR PRICING:
 - a. Vendor’s are to bid prices only (OPIS)
 - b. Bids offering “Vendor’s plant plus freight” will not be considered for award.
 - c. Vendors prices must be submitted on estimated delivery for each load of each type of fuel.
 - d. Prices based on combined minimum quantities will not be considered for award.
 - e. The vendors price shall include all applicable charges of delivery and overhead as well as the Superfund tax, inspection fees, Leaking Underground Storage Tank, and Oil Spill Liability Trust Fund (LUST)
 - f. **No additional charges for underground storage and related fees will be allowed.**
 - g. The vendor price shall be noted on the price sheet as follows:
 1. Prices must be limited to four places behind the decimal due to computerization. If price is submitted for more than four places behind the decimal, it will be rounded up or down to the nearest then thousandth.
 2. The vendor’s prices shall remain firm throughout the entire term of this contract.
 3. Award will be made to the vendor quoting the lowest pricing for each location.

SPECIFICATIONS FOR BID # 50-130697

4. **BASE PRICE**
 - a. Price will be the OPIS weekly unbranded rack average per New Orleans, LA rack Thursday posted the following Monday.
 - b. OPIS price published Thursday will be used for deliveries made Monday – Sunday of the week issued.
 - c. This contract, for bid purposes, should use the OPIS Newsletter pricing for New Orleans, Louisiana Vol. 40, No. 14 Issued April 4, 2020 for prices confirmed through April 2, 2020.

5. **TAXES:** State motor fuel tax (.20¢ road, excise) will be added to the average OPIS price per gallon and on road diesel fuel. **** State motor fuel tax (road, excise) tax will not be paid for diesel off road fuel.

6. **INVOICES:** Vendor price, Base price (OPIS), and State motor fuel tax (road, excise) will be the basis for invoice price by the vendor.

7. **STATE SALES TAX AND FEDERAL TAX**
 - a. Are not to be included in bid prices.
 - b. Taxes MAY NOT be added to invoices.
 - c. BIDS WHICH INCLUDE THIS TAX WILL NOT BE CONSIDERED FOR AWARD.
 - d. ANY REFUNDS DUE WILL BE THE VENDOR'S RESPONSIBILITY.
 - e. Questions regarding applicable fuel taxes, contact the Department of Revenue at (225)219-7656.
 - f. Should there be a federal tax increase, vendor must notify the Jefferson Parish Fleet Management Department and attach notice to the first receipt of increase.

8. **RVP INDEX:** Louisiana uses conventional 9.0 RVP (Reid Vapor Pressure) gasoline index pricing throughout the year excluding the months of June – September when 7.8 RVP gasoline is mandated by EPA in some areas.

All motor fuels must meet or exceed federal and state specifications for the ATM test, method. The motor fuels products shall be equivalent to Texaco, Exxon or Shell. Should any equipment perform improperly from poor quality fuel, the fuel will be tested by the Parish. If fuel is to be of lesser quality than the manufacturer's listed, it shall be removed and replaced at contractor's expense.

9. **OCTANE:** The minimum octane and product specifications shall be as specified: 87% Octane and low sulfur diesel. The EPS Energy Policy Act of 2005 states the national standard applicable to gasoline refiners and importers for 2008 is 7.76% of gasoline production and imports. The expectation is that, on average, the national pool of gasoline will contain at least 7.76% Ethanol – the RFS standard is a minimum requirement, so actual Ethanol use may be higher. The standard will be met by bi gasoline with 10% ethanol and some ethanol will find its way to E85. All motor fuels

SPECIFICATIONS FOR BID # 50-130697

must meet or exceed federal state specifications for the ASTM test method. The motor fuel products shall be equivalent to Texaco, Exxon, or Shell. Should any equipment perform improperly from poor quality fuel, the fuel will be tested by the Parish. If fuel is found to be of lesser quality than the manufacturers listed, it shall be removed and replaced at contractor's expense.

10. **DELIVERY:** Fuel is to be delivered to the agency's tank(s) within 48 hours after notification is received unless specified otherwise by the agency. Vendor must make every effort to have an adequate supply of gasoline and/or diesel fuel in order to meet the Department's requirements, as ordered, where ordered, during the life of the contract. However, in the event the contractor cannot make delivery within 48 hours, the Department of Fleet Management reserves the right to purchase gasoline and/or diesel fuel on the open market. All deliveries shall be made in such quantities and such destinations as requested.
11. **PAYMENTS:** Invoices will be paid within thirty (30) days from the date of receipt and acceptance of delivery. Payment will be made for the item(s) ordered at the unit price in effect when delivered for fuel type at the OPIS New Orleans, LA rack unbranded rack average ending the Thursday prior to Monday posting for that terminal location, plus Vendor pricing, plus application State motor fuel tax (road, excise). Such price and payment shall constitute full compensation for furnishing and delivering the fuel requested.
12. **CONTRACT REQUIRMENTS:** Quantities shown are based on the previous twelve (12) months usage, or estimates, where usage is not available. Vendor must supply at bid prices actual requirements as ordered whether the total of such requirements are more or less than the quantities shown.
13. **FUEL SITE AND ACCESABILITY:** All Agency tanks shall be properly equipped to enable the vendor to safely deliver fuel. The vendor shall notify the agency of all situations that may be deemed unsafe. A vendor may refuse to deliver fuel to an unsafe fuel site until the safety issue is resolved. The agency shall work with the vendor marking a delivery to assure that the vendor has proper accessibility to all tanks being fueled.
15. **FUEL TANKERS:**
Vendor must provide two (2) fuel tanks, two (2) bobtail tankers and four (4) drivers on an as needed basis to be available within a twenty-four (24) hour notice during Hurricane Season or any other declared emergency.
Tankers are to arrive fully filled at designated locations on the East and West Banks for Jefferson Parish. They MUST have full access to company owned depots to refuel as needed. Jefferson Parish MUST have priority rights to the company's fuel depots for the duration of the emergency. The fuel tankers are to have an 8,500 gallon capacity and be filled with diesel fuel. The bobtail tankers are to have a 4,500 gallon capacity and be filled with



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000130697 TWO (2) YEAR CONTRACT FOR SUPPLY OF DIESEL AND
GASOLINE (BULK FUEL) FOR THE JEFFERSON PARISH DEPARTMENT
OF FLEET MANAGEMENT.**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

01-Jun-2020 02:13:41 PM



Bid Number 50 - 130697

TWO (2) YEAR CONTRACT FOR SUPPLY OF DIESEL AND GASOLINE (BULK FUEL) FOR THE JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT.

MAY 21, 2020 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

PURCHASING DEPARTMENT ANNOUNCEMENT

Due to Covid-19 safety precautions, all public bid openings have been suspended. The bid opening will continue and be made available via phone conference. Advertised bids will be accepted through Central Bidding or manual submission.

Manually-submitted bids will only be accepted from 1:30 – 1:59 p.m. on the day of the bid opening or by appointment. If submitting on the day of the bid opening, bidders must submit at the General Government Building. The Purchasing Department will have a table set up to receive sealed bids at the entrance inside of the building.

The bid opening will be made available by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

The bid opening will begin at 2:30 p.m.

While the Purchasing Department is closed to the public, if you have any questions, please contact the department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

SPECIFICATIONS FOR BID # 50-130697

A Contract for a Supply of Diesel and Gasoline (Bulk Fuel) for the Jefferson Parish Department of Fleet Management

1. QUANTITIES:

- No specific quantities are guaranteed
- Only quantities needed by the department during the contractual period will be ordered.
- Estimated usage is based on the past twelve (12) months use.

2. TERMINOLOGY – DEFINED HEREIN:

- A. OPIS – Oil Price Information Service
- B. Tank Wagon – Shall mean a delivery by a Tank Wagon/Truck
- C. Transport Truck – Shall mean a delivery by a Transport Truck with the capability of a combination load with a minimum delivery of 2500 gallons of fuel.
- D. Vendor Pricing – The vendor’s price to cover all costs associated with providing fuel to Jefferson Parish as outlined with the Invitation to Bid.
- E. Terminal Name/Location – Name of Terminal as referenced in the Weekly OPIS PADD 3 Report, representing New Orleans, LA.

3. VENDOR PRICING:

- a. Vendor’s are to bid prices only (OPIS)
- b. Bids offering “Vendor’s plant plus freight” will not be considered for award.
- c. Vendors prices must be submitted on estimated delivery for each load of each type of fuel.
- d. Prices based on combined minimum quantities will not be considered for award.
- e. The vendors price shall include all applicable charges of delivery and overhead as well as the Superfund tax, inspection fees, Leaking Underground Storage Tank, and Oil Spill Liability Trust Fund (LUST)
- f. **No additional charges for underground storage and related fees will be allowed.**
- g. The vendor price shall be noted on the price sheet as follows:
 - 1. Prices must be limited to four places behind the decimal due to computerization. If price is submitted for more than four places behind the decimal, it will be rounded up or down to the nearest then thousandth.
 - 2. The vendor’s prices shall remain firm throughout the entire term of this contract.
 - 3. Award will be made to the vendor quoting the lowest pricing for each location.

SPECIFICATIONS FOR BID # 50-130697

4. **BASE PRICE**
 - a. Price will be the OPIS weekly unbranded rack average per New Orleans, LA rack Thursday posted the following Monday.
 - b. OPIS price published Thursday will be used for deliveries made Monday – Sunday of the week issued.
 - c. This contract, for bid purposes, should use the OPIS Newsletter pricing for New Orleans, Louisiana Vol. 40, No. 14 Issued April 4, 2020 for prices confirmed through April 2, 2020.
5. **TAXES:** State motor fuel tax (.20¢ road, excise) will be added to the average OPIS price per gallon and on road diesel fuel. **** State motor fuel tax (road, excise) tax will not be paid for diesel off road fuel.
6. **INVOICES:** Vendor price, Base price (OPIS), and State motor fuel tax (road, excise) will be the basis for invoice price by the vendor.
7. **STATE SALES TAX AND FEDERAL TAX**
 - a. Are not to be included in bid prices.
 - b. Taxes MAY NOT be added to invoices.
 - c. BIDS WHICH INCLUDE THIS TAX WILL NOT BE CONSIDERED FOR AWARD.
 - d. ANY REFUNDS DUE WILL BE THE VENDOR'S RESPONSIBILITY.
 - e. Questions regarding applicable fuel taxes, contact the Department of Revenue at (225)219-7656.
 - f. Should there be a federal tax increase, vendor must notify the Jefferson Parish Fleet Management Department and attach notice to the first receipt of increase.
8. **RVP INDEX:** Louisiana uses conventional 9.0 RVP (Reid Vapor Pressure) gasoline index pricing throughout the year excluding the months of June – September when 7.8 RVP gasoline is mandated by EPA in some areas.

All motor fuels must meet or exceed federal and state specifications for the ATM test, method. The motor fuels products shall be equivalent to Texaco, Exxon or Shell. Should any equipment perform improperly from poor quality fuel, the fuel will be tested by the Parish. If fuel is to be of lesser quality than the manufacturer's listed, it shall be removed and replaced at contractor's expense.

9. **OCTANE:** The minimum octane and product specifications shall be as specified: 87% Octane and low sulfur diesel. The EPS Energy Policy Act of 2005 states the national standard applicable to gasoline refiners and importers for 2008 is 7.76% of gasoline production and imports. The expectation is that, on average, the national pool of gasoline will contain at least 7.76% Ethanol – the RFS standard is a minimum requirement, so actual Ethanol use may be higher. The standard will be met by bl gasoline with 10% ethanol and some ethanol will find its way to E85. All motor fuels

SPECIFICATIONS FOR BID # 50-130697

must meet or exceed federal state specifications for the ASTM test method. The motor fuel products shall be equivalent to Texaco, Exxon, or Shell. Should any equipment perform improperly from poor quality fuel, the fuel will be tested by the Parish. If fuel is found to be of lesser quality than the manufacturers listed, it shall be removed and replaced at contractor's expense.

10. **DELIVERY:** Fuel is to be delivered to the agency's tank(s) within 48 hours after notification is received unless specified otherwise by the agency. Vendor must make every effort to have an adequate supply of gasoline and/or diesel fuel in order to meet the Department's requirements, as ordered, where ordered, during the life of the contract. However, in the event the contractor cannot make delivery within 48 hours, the Department of Fleet Management reserves the right to purchase gasoline and/or diesel fuel on the open market. All deliveries shall be made in such quantities and such destinations as requested.
11. **PAYMENTS:** Invoices will be paid within thirty (30) days from the date of receipt and acceptance of delivery. Payment will be made for the item(s) ordered at the unit price in effect when delivered for fuel type at the OPIS New Orleans, LA rack unbranded rack average ending the Thursday prior to Monday posting for that terminal location, plus Vendor pricing, plus application State motor fuel tax (road, excise). Such price and payment shall constitute full compensation for furnishing and delivering the fuel requested.
12. **CONTRACT REQUIREMENTS:** Quantities shown are based on the previous twelve (12) months usage, or estimates, where usage is not available. Vendor must supply at bid prices actual requirements as ordered whether the total of such requirements are more or less than the quantities shown.
13. **FUEL SITE AND ACCESABILITY:** All Agency tanks shall be properly equipped to enable the vendor to safely deliver fuel. The vendor shall notify the agency of all situations that may be deemed unsafe. A vendor may refuse to deliver fuel to an unsafe fuel site until the safety issue is resolved. The agency shall work with the vendor marking a delivery to assure that the vendor has proper accessibility to all tanks being fueled.
15. **FUEL TANKERS:**
Vendor must provide two (2) fuel tanks, two (2) bobtail tankers and four (4) drivers on an as needed basis to be available within a twenty-four (24) hour notice during Hurricane Season or any other declared emergency.
Tankers are to arrive fully filled at designated locations on the East and West Banks for Jefferson Parish. They MUST have full access to company owned depots to refuel as needed. Jefferson Parish MUST have priority rights to the company's fuel depots for the duration of the emergency. The fuel tankers are to have an 8,500 gallon capacity and be filled with diesel fuel. The bobtail tankers are to have a 4,500 gallon capacity and be filled with

SPECIFICATIONS FOR BID # 50-130697

2,500 gallons of diesel and 2,000 gallons of unleaded gasoline. Truck and drivers will remain under the direction of the Jefferson Parish President for the duration of the emergency.

Jefferson Parish will provide the drivers with room and board with the Emergency Staff of Jefferson Parish. Drivers must be licensed, insured and HAZMAT certified.

Jefferson Parish will only pay for the amount of diesel and unleaded fuel actually pumped from the tankers for our use.

Jefferson Parish will pay for the time that the drivers are under our direction

Pricing to be for two (2) fuel tankers, two (2) bobtail tankers and four (4) drivers.

16. RENEWAL CLAUSE:

If a new contract has not been executed by October 1, 2020, the existing contract shall automatically extend until the end of the calendar year.

DATE: 5/05/2020
BID NO.: 50-00130697

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DREAMY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/21/2020 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. 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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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 guaranty, 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.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

All formal Addenda require written acknowledgement 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.

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. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: 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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

B. 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.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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 51.55 (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 A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
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.

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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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 on 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 Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. 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, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. 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, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES 1 day ARO

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Retif Oil & Fuel, LLC

ADDRESS: 1840 Jutland Drive

CITY, STATE: Harvey, LA ZIP: 70058

TELEPHONE: (800) 349-9000 FAX: (800) 349-9009

EMAIL ADDRESS: bgaudet@retif.com

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

NUMBER: #2

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 182,725.03

AUTHORIZED SIGNATURE: Kenneth J. Retif

Kenneth J. Retif
Printed Name

TITLE: C.E.O.

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130697

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	25.00	GL	TWO YEAR CONTRACT FOR DIESEL & GASOLINE (BULK FUEL) FOR JEFFERSON PARISH FLEET. 0001 - DIESEL TREATMENT ONLY PRICE PER GALLON OF TREATED LOW SULFUR DIESEL.	.08	2.00
2	6,749.00	GL	0002 - GASOLINE-UNLEADED (ETHANOL 10%) GALLONS MORE OR LESS DELIVERED IN QUANTITIES OF 4501 GALLONS OR MORE. TRANSPORT DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	0.7603	5,131.27
3	7,125.00	GL	0003 - GASOLINE-UNLEADED GALLONS MORE OR LESS TO BE DELIVERED QUANTITIES OF 4500 GALLONS OR LESS. TANK WAGON DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	0.8503	6,058.39
4	25.00	GL	0004 - DIESEL TAXABLE TAXABLE DIESEL: LOW SULFUR HIGHWAY USE LIGHT DIESEL #2, IN ACCORDANCE WITH SPECIFICATIONS. TRADE NAME DIESEL #2, OR EQUIVALENT. GALLONS MORE OR LESS TO BE DELIVERED IN QUANTITIES OF 4501 GALLONS OR MORE TRANSPORT DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	1.2021	30.06
5	25.00	GL	0005 - DIESEL TAXABLE GALLONS MORE OR LESS TO BE DELIVERED IN TANK WAGON DELIVERY OF 4500 GALLONS OR LESS IN ACCORDANCE WITH SPECIFICATIONS.	1.2921	32.31
6	80,000.00	GL	0006 - DIESEL NON-TAXABLE NON-TAXABLE DIESEL: HIGH OR LOW SULFUR/OFF ROAD LIGHT DIESEL #2, IN ACCORDANCE WITH SPECIFICATIONS. TRADE NAME OR EQUIVALENT.	0.9982	79,856.00
7	75,000.00	GL	0007 - DIESEL NON-TAXABLE GALLONS MORE OR LESS TO BE DELIVERED IN QUANTITIES OF 4500 GALLONS OR LESS. TANK WAGON DELIVERY IN ACCORDANCE WITH	1.0882	81,615.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130697

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	50.00	HR	SPECIFICATIONS 0008 - FUEL TANKER COST OF EACH TANKER RENTAL PER HOUR.	75.00	3,750.00
9	50.00	HR	0009 - FUEL TANKER COST OF EACH BOBTAIL TANKER RENTAL PER HOUR.	75.00	3,750.00
10	25.00	HR	0010 - FUEL TANKER COST OF DRIVERS DRIVER FOR TWO (2) FUEL TANKERS COST PER HOUR FOR EACH DRIVER.	50.00	1,250.00
11	25.00	HR	0011 - FUEL TANKER COST OF DRIVER DRIVER FOR TWO (2) BOBTAIL TANKERS COST PER HOUR FOR EACH DRIVER	50.00	1,250.00

2 Yr Contract for Supply of Diesel/Gasoline

For the JP Dept of Fleet Mgt.

Retif Oil & Fuel LLC

Bid # 50-130697

Item # 2 – Gasoline E-10 4,10 Gallons or More

Brand of Fuel	Shell
Vendor Cost per Gallon	.4981
Bid Service Fee	.059
State Inspection Fee	0.0013
Federal Environmental Fee (Superfund)	0.0019
Oil Spill Liability Tax (Lust Tax)	0.0000
State Excise Tax per Gallon	0.2000
OPIS Average Price Dated	4/2/2020
Total Price per Gallon	0.7603

2 Yr Contract for Supply of Diesel/Gasoline

For the JP Dept of Fleet Mgt.

Retif Oil & Fuel LLC

Bid # 50-130697

Item # 3 – Gasoline 4,500 Gallons or Less

Brand of Fuel	Shell
Vendor Cost per Gallon	.4981
Bid Service Fee	.149
State Inspection Fee	0.0013
Federal Environmental Fee (Superfund)	0.0019
Oil Spill Liability Tax (Lust Tax)	0.0000
State Excise Tax per Gallon	0.2000
OPIS Average Price Dated	4/2/2020
Total Price per Gallon	0.8503

2 Yr Contract for Supply of Diesel/Gasoline

For the JP Dept of Fleet Mgt.

Retif Oil & Fuel LLC

Bid # 50-130697

Item # 4 – Taxable Diesel 4,501 Gallons or More

Brand of Fuel	Shell
Vendor Cost per Gallon	.9387
Bid Service Fee	.059
State Inspection Fee	0.0013
Federal Environmental Fee (Superfund)	0.0021
Oil Spill Liability Tax (Lust Tax)	0.0010
State Excise Tax per Gallon	0.2000
OPIS Average Price Dated	4/2/2020
Total Price per Gallon	1.2021

2 Yr Contract for Supply of Diesel/Gasoline

For the JP Dept of Fleet Mgt.

Retif Oil & Fuel LLC

Bid # 50-130697

Item # 5 – Taxable Diesel 4,500 Gallons or Less

Brand of Fuel	Shell
Vendor Cost per Gallon	.9387
Bid Service Fee	.149
State Inspection Fee	0.0013
Federal Environmental Fee (Superfund)	0.0021
Oil Spill Liability Tax (Lust Tax)	0.0010
State Excise Tax per Gallon	0.2000
OPIS Average Price Dated	4/2/2020
Total Price per Gallon	1.2921

FOB NEW ORLEANS	44.22	-- --	57.05
BRD LOW RACK	46.21	63.05	96.72
BRD HIGH RACK	55.70	81.82	110.00
BRD RACK AVG	51.92	69.17	105.09
UBD LOW RACK	45.35	61.25	81.60
UBD HIGH RACK	58.69	81.66	102.53
UBD RACK AVG	49.81	67.99	95.06
5-DAY AVG	56.62	73.98	106.71

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA

Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

OPIS GROSS ULTRA LOW SULFUR DISTILLATE PRICES

	Terms	No.2	Move	No.1	Move	Pre	Move	Move	Date	Time
Marathon	b 1-10	90.05	- 7.63	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Shell	b 125-3	90.86	- 7.37	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Placid	u Net	91.30	- 7.50	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Shell	u N-10	92.95	+ 3.00	-- --	-- --	-- --	-- --	-- --	04/02	12:30
Citgo	b 1-10	93.36	- 7.65	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Citgo	u 1-10	93.36	- 7.65	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Valero	b 1-10	94.25	- 7.05	-- --	-- --	-- --	-- --	-- --	04/01	18:00
XOM	b 125-3	94.97	- 6.76	-- --	-- --	-- --	-- --	-- --	04/01	19:00
Valero	u N-10	95.25	+ 5.50	-- --	-- --	-- --	-- --	-- --	04/02	12:30
PBFenergy	u Net	96.50	+ 4.77	-- --	-- --	-- --	-- --	-- --	04/02	13:30
Chevron	b 1t45c	96.70	- 7.00	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Texaco	b 1t45c	96.70	- 7.00	-- --	-- --	-- --	-- --	-- --	04/01	18:00
LOW RACK		90.05		-- --	-- --	-- --	-- --	-- --		
HIGH RACK		96.70		-- --	-- --	-- --	-- --	-- --		
RACK AVG		93.85		-- --	-- --	-- --	-- --	-- --		
OPIS GULF COAST SPOT MEAN - 04/01										
FOB COLONIAL		85.480		-- --	-- --	-- --	-- --	-- --		
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)										
FOB NEW ORLEANS		87.18		-- --	-- --	-- --	-- --	-- --		
BRD LOW RACK		90.05		-- --	-- --	-- --	-- --	-- --		
BRD HIGH RACK		96.70		-- --	-- --	-- --	-- --	-- --		
BRD RACK AVG		93.84		-- --	-- --	-- --	-- --	-- --		
UBD LOW RACK		91.30		-- --	-- --	-- --	-- --	-- --		
UBD HIGH RACK		96.50		-- --	-- --	-- --	-- --	-- --		
UBD RACK AVG		93.87		-- --	-- --	-- --	-- --	-- --		
5-DAY AVG		102.28		-- --	-- --	-- --	-- --	-- --		

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA

Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

OPIS GROSS ULTRA LOW SULFUR RED DYE DISTILLATE PRICES

	Terms	No.2	Move	No.1	Move	Pre	Move	Move	Date	Time
Marathon	b 1-10	90.25	- 7.63	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Placid	u Net	90.75	- 7.50	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Shell	u N-10	93.45	+ 3.00	-- --	-- --	-- --	-- --	-- --	04/02	12:30
Citgo	b 1-10	93.96	- 7.65	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Citgo	u 1-10	93.96	- 7.65	-- --	-- --	-- --	-- --	-- --	04/01	18:00
Valero	u N-10	95.75	+ 5.50	-- --	-- --	-- --	-- --	-- --	04/02	12:30
LOW RACK		90.25		-- --	-- --	-- --	-- --	-- --		
HIGH RACK		95.75		-- --	-- --	-- --	-- --	-- --		
RACK AVG		93.02		-- --	-- --	-- --	-- --	-- --		
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)										
FOB NEW ORLEANS		87.53		-- --	-- --	-- --	-- --	-- --		
BRD LOW RACK		90.25		-- --	-- --	-- --	-- --	-- --		
BRD HIGH RACK		93.96		-- --	-- --	-- --	-- --	-- --		
BRD RACK AVG		92.11		-- --	-- --	-- --	-- --	-- --		
UBD LOW RACK		90.75		-- --	-- --	-- --	-- --	-- --		
UBD HIGH RACK		95.75		-- --	-- --	-- --	-- --	-- --		
UBD RACK AVG		93.48		-- --	-- --	-- --	-- --	-- --		
5-DAY AVG		101.65		-- --	-- --	-- --	-- --	-- --		

Copyright, Oil Price Information Service

OPIS NEWSLETTER PRICES - MOBILE, AL

Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

OPIS GROSS CLEAR PRICES

9.0 RVP

Bob Gaudet

From: opisadmin@opisnet.com
Sent: Thursday, April 2, 2020 4:14 PM
To: opis
Subject: OPIS Wholesale Racks with OPIS Spot Mean

Account #137475

To align the following data, change the font size to 9 in Courier New.

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA

Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

OPIS GROSS CLEAR PRICES 9.0 RVP

	Terms	Unl	Move	Mid	Move	Pre	Move	Date	Time
Placid	u Net	69.15	- 5.75	-- --	-- --	96.55	- 5.75	04/01	18:00
Shell	b 125-3	71.45	- 6.92	-- --	-- --	-- --	-- --	04/01	18:00
Shell	u N-10	78.80	- 4.83	-- --	-- --	-- --	-- --	04/01	18:00
PBFEnergy	u Net	79.77	+ 6.86	-- --	-- --	100.04	+ 6.86	04/02	13:30
Valero	b 1-10	-- --	-- --	-- --	-- --	98.30	- 7.40	04/01	18:00
Valero	u N-10	-- --	-- --	-- --	-- --	91.65	+91.65	04/01	18:00
LOW RACK		69.15		-- --		91.65			
HIGH RACK		79.77		-- --		100.04			
RACK AVG		74.79		-- --		96.64			
OPIS GULF COAST SPOT MEAN - 04/01									
FOB COLONIAL		41.525		-- --		-- --			
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)									
FOB NEW ORLEANS		43.78		-- --		56.15			
BRD LOW RACK		71.45		-- --		98.30			
BRD HIGH RACK		71.45		-- --		98.30			
BRD RACK AVG		71.45		-- --		98.30			
UBD LOW RACK		69.15		-- --		91.65			
UBD HIGH RACK		79.77		-- --		100.04			
UBD RACK AVG		75.91		-- --		96.08			
5-DAY AVG		78.57		-- --		100.93			

NEW ORLEANS, LA

LOW RETAIL	138.63
AVG RETAIL	180.44
LOW RETAIL EX-TAX	99.12
AVG RETAIL EX-TAX	140.92

OPIS NEWSLETTER PRICES - NEW ORLEANS, LA

Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

OPIS GROSS CBOB ETHANOL(10%) PRICES 9.0 RVP

	Terms	Unl	Move	Mid	Move	Pre	Move	Date	Time
Placid	u Net	45.35	- 5.75	61.25	- 5.35	81.60	- 5.20	04/01	18:00
Valero	u N-10	45.65	- 4.90	63.50	- 4.90	95.15	- 4.90	04/01	18:00
Marathon	b 1-10	46.21	- 5.81	63.05	- 5.81	96.72	- 5.81	04/01	18:00
Valero	b 1-10	46.30	-11.40	66.30	- 8.15	100.30	- 7.40	04/01	18:00
Shell	u N-10	49.53	- 4.83	65.53	- 4.83	102.53	- 4.83	04/01	18:00
Citgo	b 1-10	51.28	- 5.75	64.41	- 5.75	101.79	- 5.75	04/01	18:00
Shell	b 125-3	53.16	- 6.16	70.38	- 6.16	106.84	- 6.15	04/01	18:00
Chevron	b 1t45c	55.40	- 5.50	69.10	- 5.50	110.00	- 5.50	04/01	18:00
Texaco	b 1t45c	55.40	- 5.50	69.10	- 5.50	110.00	- 5.50	04/01	18:00
XOM	b 125-3	55.70	- 5.27	81.82	- 5.28	109.97	- 5.28	04/01	19:00
PBFEnergy	u Net	58.69	+ 6.17	81.66	+ 6.18	100.94	+ 6.18	04/02	13:30
LOW RACK		45.35		61.25		81.60			
HIGH RACK		58.69		81.82		110.00			
RACK AVG		51.15		68.74		101.44			
OPIS GULF WATERBORNE DELIVERED SPOT (SRI)									

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Retif Oil + Fuel LLC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Retif Oil + Fuel LLC
INCORPORATED, DULY NOTICED AND HELD ON MAY 15, 2020,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Kenneth J. Retif, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

Kenneth J. Retif
SECRETARY-TREASURER

May 15, 2020
DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Kenneth J. Retif
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized C.E.O. of Retif Oil & Fuel, LLC (Entity),
the party who submitted a bid in response to Bid Number 50-130697, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Louisiana Secretary of State R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

Print

Notary Search - Detail

Name: MS. LAUREN C. LORIO
Address: 7919 WILLOW ST.
 NEW ORLEANS, LA 70118

Phone: (504) 828-2277
Phone 2: (337) 280-9917

Notary ID Number: 92660
Parish: ORLEANS with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 33787

Status: Active

Commission Date: 02/24/2014
Oath Date: 02/21/2014
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

Notary Events

Name Change	Previous Name: LAUREN E. COURVILLE	Previous Commission Date: 11/23/2011
--------------------	--	---

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)

[New Search](#)

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the **Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

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.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

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.

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.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **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.



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 19, 2020

ADDENDUM # 1

Bid No.: 50-00130697

Bid Opening Date: 5/21/2020
Extended Date: 06/02/2020

For: Two year contract for supply of diesel and gasoline (bulk fuel) for Jefferson Parish Department of Fleet Management.

THIS BID OPENING HAS BEEN EXTENDED UNTIL JUNE 02, 2020.

On page one (1) of Specification sheets add:

h. Contractor must supply the Oil Price Information Service (Newsletter Pricing Report) publication to Jefferson Parish weekly with contractor's invoice.

Vendors Questions:

1. Can we please get a copy of the previous bid tabulations?

Answer: Go to www.jeffparishbids.net and search for Bid # 5000122835.

2. What is the average size of delivery?

Answer: 3517 gallons is the average delivery

3. Can we please get the tank sizes at the locations listed? Are the tanks above or below ground?

Answer: Location capacity range from one 1,000 gallon tank to multiple tanks totaling 88,000 gallons. Most of our bulk delivery tanks are above ground.

4. Do you typically order both products at one time?

Answer: Off-road diesel comprises 95% of our bulk deliveries.

5. On the lube & fuel products, do you happen to have the estimated usage or prev. years usage?

Answer: "lube and fuel products" are not in bid 50-130697 specifications or listed under *DESCRIPTIONS OF ARTICLES*.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Page Two: Addendum # 1

6. Do you own the current tanks?

Answer: Jefferson Parish owns all tanks.

7. Can we please get a copy of a current invoice with backup provided by your current supplier?

Answer: See attachments

8. Are you currently an OPIS subscriber?

Answer: OPIS reports are provided by the contractor.

9. On invitation to bid page 6, please clarify item #1. Is this the ppg to treat the diesel or the ppg of the treatment itself?

Answer: To treat the diesel

10. On invitation to bid page 6, is item #7 transport?

Answer: I do not see 'transport' in the phrasing. This is for delivery.

11. Found a discrepancy on page 2 of specifications #4c. The issue date is April 4, 2020. On the actual OPIS Newsletter Vol. 40 No. 14 the issue date is April 6, 2020.

Answer: Please use: OPIS New Orleans, LA Vol 40, No. 14 Issued 04-06-20 for Prices confirmed through 04-02-2020

Sincerely,

Donna Reamey

Donna Reamey, Buyer II
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.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000130697 TWO (2) YEAR CONTRACT FOR SUPPLY OF DIESEL AND
GASOLINE (BULK FUEL) FOR THE JEFFERSON PARISH DEPARTMENT
OF FLEET MANAGEMENT.**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

02-Jun-2020 06:46:07 AM



Bid Number 50 - 130697

TWO (2) YEAR CONTRACT FOR SUPPLY OF DIESEL AND GASOLINE (BULK FUEL) FOR THE JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT.

MAY 21, 2020 AT 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

PURCHASING DEPARTMENT ANNOUNCEMENT

Due to Covid-19 safety precautions, all public bid openings have been suspended. The bid opening will continue and be made available via phone conference. Advertised bids will be accepted through Central Bidding or manual submission.

Manually-submitted bids will only be accepted from 1:30 – 1:59 p.m. on the day of the bid opening or by appointment. If submitting on the day of the bid opening, bidders must submit at the General Government Building. The Purchasing Department will have a table set up to receive sealed bids at the entrance inside of the building.

The bid opening will be made available by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

The bid opening will begin at 2:30 p.m.

While the Purchasing Department is closed to the public, if you have any questions, please contact the department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

SPECIFICATIONS FOR BID # 50-130697

A Contract for a Supply of Diesel and Gasoline (Bulk Fuel) for the Jefferson Parish Department of Fleet Management

1. QUANTITIES:

- No specific quantities are guaranteed
- Only quantities needed by the department during the contractual period will be ordered.
- Estimated usage is based on the past twelve (12) months use.

2. TERMINOLOGY – DEFINED HEREIN:

- A. OPIS – Oil Price Information Service
- B. Tank Wagon – Shall mean a delivery by a Tank Wagon/Truck
- C. Transport Truck – Shall mean a delivery by a Transport Truck with the capability of a combination load with a minimum delivery of 2500 gallons of fuel.
- D. Vendor Pricing – The vendor’s price to cover all costs associated with providing fuel to Jefferson Parish as outlined with the Invitation to Bid.
- E. Terminal Name/Location – Name of Terminal as referenced in the Weekly OPIS PADD 3 Report, representing New Orleans, LA.

3. VENDOR PRICING:

- a. Vendor’s are to bid prices only (OPIS)
- b. Bids offering “Vendor’s plant plus freight” will not be considered for award.
- c. Vendors prices must be submitted on estimated delivery for each load of each type of fuel.
- d. Prices based on combined minimum quantities **will not** be considered for award.
- e. The vendors price shall include all applicable charges of delivery and overhead as well as the Superfund tax, inspection fees, Leaking Underground Storage Tank, and Oil Spill Liability Trust Fund (LUST)
- f. ****No additional charges for underground storage and related fees will be allowed.****
- g. The vendor price shall be noted on the price sheet as follows:
 - 1. Prices **must be limited to four** places behind the decimal due to computerization. If price is submitted for more than four places behind the decimal, it will be rounded up or down to the nearest then thousandth.
 - 2. The vendor’s prices shall remain firm throughout the entire term of this contract.
 - 3. Award will be made to the vendor quoting the lowest pricing for each location.

SPECIFICATIONS FOR BID # 50-130697

4. **BASE PRICE**
 - a. Price will be the OPIS weekly unbranded rack average per New Orleans, LA rack Thursday posted the following Monday.
 - b. OPIS price published Thursday will be used for deliveries made Monday – Sunday of the week issued.
 - c. This contract, for bid purposes, should use the OPIS Newsletter pricing for New Orleans, Louisiana Vol. 40, No. 14 Issued April 4, 2020 for prices confirmed through April 2, 2020.

5. **TAXES:** State motor fuel tax (.20¢ road, excise) will be added to the average OPIS price per gallon and on road diesel fuel. **** State motor fuel tax (road, excise) tax will not be paid for diesel off road fuel.

6. **INVOICES:** Vendor price, Base price (OPIS), and State motor fuel tax (road, excise) will be the basis for invoice price by the vendor.

7. **STATE SALES TAX AND FEDERAL TAX**
 - a. Are not to be included in bid prices.
 - b. Taxes MAY NOT be added to invoices.
 - c. BIDS WHICH INCLUDE THIS TAX WILL NOT BE CONSIDERED FOR AWARD.
 - d. ANY REFUNDS DUE WILL BE THE VENDOR'S RESPONSIBILITY.
 - e. Questions regarding applicable fuel taxes, contact the Department of Revenue at (225)219-7656.
 - f. Should there be a federal tax increase, vendor must notify the Jefferson Parish Fleet Management Department and attach notice to the first receipt of increase.

8. **RVP INDEX:** Louisiana uses conventional 9.0 RVP (Reid Vapor Pressure) gasoline index pricing throughout the year excluding the months of June – September when 7.8 RVP gasoline is mandated by EPA in some areas.

All motor fuels must meet or exceed federal and state specifications for the ATM test, method. The motor fuels products shall be equivalent to Texaco, Exxon or Shell. Should any equipment perform improperly from poor quality fuel, the fuel will be tested by the Parish. If fuel is to be of lesser quality than the manufacturer's listed, it shall be removed and replaced at contractor's expense.

9. **OCTANE:** The minimum octane and product specifications shall be as specified: 87% Octane and low sulfur diesel. The EPS Energy Policy Act of 2005 states the national standard applicable to gasoline refiners and importers for 2008 is 7.76% of gasoline production and imports. The expectation is that, on average, the national pool of gasoline will contain at least 7.76% Ethanol – the RFS standard is a minimum requirement, so actual Ethanol use may be higher. The standard will be met by bl gasoline with 10% ethanol and some ethanol will find its way to E85. All motor fuels

SPECIFICATIONS FOR BID # 50-130697

must meet or exceed federal state specifications for the ASTM test method. The motor fuel products shall be equivalent to Texaco, Exxon, or Shell. Should any equipment perform improperly from poor quality fuel, the fuel will be tested by the Parish. If fuel is found to be of lesser quality than the manufacturers listed, it shall be removed and replaced at contractor's expense.

10. **DELIVERY:** Fuel is to be delivered to the agency's tank(s) within 48 hours after notification is received unless specified otherwise by the agency. Vendor must make every effort to have an adequate supply of gasoline and/or diesel fuel in order to meet the Department's requirements, as ordered, where ordered, during the life of the contract. However, in the event the contractor cannot make delivery within 48 hours, the Department of Fleet Management reserves the right to purchase gasoline and/or diesel fuel on the open market. All deliveries shall be made in such quantities and such destinations as requested.
11. **PAYMENTS:** Invoices will be paid within thirty (30) days from the date of receipt and acceptance of delivery. Payment will be made for the item(s) ordered at the unit price in effect when delivered for fuel type at the OPIS New Orleans, LA rack unbranded rack average ending the Thursday prior to Monday posting for that terminal location, plus Vendor pricing, plus application State motor fuel tax (road, excise). Such price and payment shall constitute full compensation for furnishing and delivering the fuel requested.
12. **CONTRACT REQUIRMENTS:** Quantities shown are based on the previous twelve (12) months usage, or estimates, where usage is not available. Vendor must supply at bid prices actual requirements as ordered whether the total of such requirements are more or less than the quantities shown.
13. **FUEL SITE AND ACCESABILITY:** All Agency tanks shall be properly equipped to enable the vendor to safely deliver fuel. The vendor shall notify the agency of all situations that may be deemed unsafe. A vendor may refuse to deliver fuel to an unsafe fuel site until the safety issue is resolved. The agency shall work with the vendor marking a delivery to assure that the vendor has proper accessibility to all tanks being fueled.
15. **FUEL TANKERS:**
Vendor must provide two (2) fuel tanks, two (2) bobtail tankers and four (4) drivers on an as needed basis to be available within a twenty-four (24) hour notice during Hurricane Season or any other declared emergency.
Tankers are to arrive fully filled at designated locations on the East and West Banks for Jefferson Parish. They MUST have full access to company owned depots to refuel as needed. Jefferson Parish MUST have priority rights to the company's fuel depots for the duration of the emergency. The fuel tankers are to have an 8,500 gallon capacity and be filled with diesel fuel. The bobtail tankers are to have a 4,500 gallon capacity and be filled with

SPECIFICATIONS FOR BID # 50-130697

2,500 gallons of diesel and 2,000 gallons of unleaded gasoline. Truck and drivers will remain under the direction of the Jefferson Parish President for the duration of the emergency.

Jefferson Parish will provide the drivers with room and board with the Emergency Staff of Jefferson Parish. Drivers must be licensed, insured and HAZMAT certified.

Jefferson Parish will only pay for the amount of diesel and unleaded fuel actually pumped from the tankers for our use.

Jefferson Parish will pay for the time that the drivers are under our direction

Pricing to be for two (2) fuel tankers, two (2) bobtail tankers and four (4) drivers.

16. **RENEWAL CLAUSE:**

If a new contract has not been executed by October 1, 2020, the existing contract shall automatically extend until the end of the calendar year.

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

DATE: 5/05/2020

BID NO.: 50-00130697

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/21/2020 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. 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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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 guaranty, 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.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

DATE: 5/05/2020

Page: 5

BID NO.: 50-00130697

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2 year contract

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Keithco Petroleum

ADDRESS: 7048 U.S. Hwy 49 N

CITY, STATE: Hattiesburg, MS ZIP: 39402

TELEPHONE: (601) 268-2068 FAX: ()

EMAIL ADDRESS: KeithcoPetroleumSales@gmail.com

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 May 29, 2020
NUMBER: 2 May 19, 2020
NUMBER: _____
NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 173,924.272

AUTHORIZED SIGNATURE: [Signature]

Madison DeLoach

Printed Name

TITLE: outside sales agent

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130697

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	25.00	GL	TWO YEAR CONTRACT FOR DIESEL & GASOLINE (BULK FUEL) FOR JEFFERSON PARISH FLEET. 0001 - DIESEL TREATMENT ONLY PRICE PER GALLON OF TREATED LOW SULFUR DIESEL.	NA	
2	6,749.00	GL	0002 - GASOLINE-UNLEADED (ETHANOL 10%) GALLONS MORE OR LESS DELIVERED IN QUANTITIES OF 4501 GALLONS OR MORE. TRANSPORT DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	.6002	4,050.75
3	7,125.00	GL	0003 - GASOLINE-UNLEADED GALLONS MORE OR LESS TO BE DELIVERED QUANTITIES OF 4500 GALLONS OR LESS. TANK WAGON DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	.8246	5,875.275
4	25.00	GL	0004 - DIESEL TAXABLE TAXABLE DIESEL: LOW SULFUR HIGHWAY USE LIGHT DIESEL #2, IN ACCORDANCE WITH SPECIFICATIONS. TRADE NAME DIESEL #2, OR EQUIVALENT. GALLONS MORE OR LESS TO BE DELIVERED IN QUANTITIES OF 4501 GALLONS OR MORE TRANSPORT DELIVERY IN ACCORDANCE WITH SPECIFICATIONS.	1.019	25.475
5	25.00	GL	0005 - DIESEL TAXABLE GALLONS MORE OR LESS TO BE DELIVERED IN TANK WAGON DELIVERY OF 4500 GALLONS OR LESS IN ACCORDANCE WITH SPECIFICATIONS.	1.1109	27.772
6	80,000.00	GL	0006 - DIESEL NON-TAXABLE NON-TAXABLE DIESEL: HIGH OR LOW SULFUR/OFF ROAD LIGHT DIESEL #2, IN ACCORDANCE WITH SPECIFICATIONS. TRADE NAME OR EQUIVALENT.	1.019	81,520
7	75,000.00	GL	0007 - DIESEL NON-TAXABLE GALLONS MORE OR LESS TO BE DELIVERED IN QUANTITIES OF 4500 GALLONS OR LESS. TANK WAGON DELIVERY IN ACCORDANCE WITH	1.099	82,425

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130697

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	50.00	HR	SPECIFICATIONS 0008 - FUEL TANKER COST OF EACH TANKER RENTAL PER HOUR.	N/A	
9	50.00	HR	0009 - FUEL TANKER COST OF EACH BOBTAIL TANKER RENTAL PER HOUR.	N/A	
10	25.00	HR	0010 - FUEL TANKER COST OF DRIVERS DRIVER FOR TWO (2) FUEL TANKERS COST PER HOUR FOR EACH DRIVER.	N/A	
11	25.00	HR	0011 - FUEL TANKER COST OF DRIVER DRIVER FOR TWO (2) BOBTAIL TANKERS COST PER HOUR FOR EACH DRIVER	N/A	

CORPORATE RESOLUTION

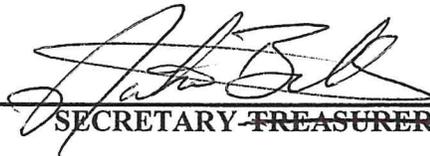
EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Kentico Petroleum Inc.
INCORPORATED, DULY NOTICED AND HELD ON 6-2-20,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT MADISON DeLoach Outside Sale Agent, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.



SECRETARY ~~TREASURER~~

6-2-20

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Mississippi

PARISH/COUNTY OF FORREST

BEFORE ME, the undersigned authority, personally came and appeared: June 2, 2020

_____, (Affiant) who after being by me duly sworn, deposed and said that

he/she is the fully authorized Madison Delcador Keithro Patrician Entity

the party who submitted a bid in response to Bid Number 50-00130697 the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B X There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

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.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
4/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER BXS Insurance P.O. Box 1976 Hattiesburg MS 39403		CONTACT NAME: Dustin Mauffray PHONE (A/C, No, Ext): 601-544-8703 E-MAIL ADDRESS: dustin.mauffray@bxsi.com		FAX (A/C, No): 877-288-0152
INSURED Keithco Petroleum Inc. BRJ, Inc.; BKS, Inc. dba Keith's Superstores 7048 US Highway 49 N Hattiesburg MS 39402		INSURER(S) AFFORDING COVERAGE		NAIC #
KEITPET-01		INSURER A: Underwriters at Lloyd's London		32727
		INSURER B: GuideOne Mutual Insurance Co		15032
		INSURER C: Bridgefield Employers Ins Co		10701
		INSURER D:		
		INSURER E:		
		INSURER F:		

COVERAGES **CERTIFICATE NUMBER:** 303721751 **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			62P10008501	4/19/2020	4/19/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> MCS90			62P10008501	4/19/2020	4/19/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$			20RENMA200005510051803	4/19/2020	4/19/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N Y	83056762	4/19/2020	4/19/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE <i>R. Tab Jones</i>