



Bid Number 50 - 123613

TWO (2) YEAR CONTRACT FOR THE REMOVAL/TOWING AND STORAGE OF JUNKED, DERELICT AND ABANDONED VEHICLES, BOATS, OVERSIZED & COMMERCIAL VEHICLES, TRAILERS AND/OR OTHER OVERSIZED OBJECTS FOR THE JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE ZONING/QUALITY OF LIFE.

August 14, 2018 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**

SPECIFICATIONS FOR BID # 50-123613

The Parish of Jefferson is seeking bids from qualified contractors for a Two (2) Year Contract for the Removal/Towing and Storage of Junked, Derelict and Abandoned Vehicles, Boats, Oversized and Commercial Vehicles, Trailers and/or Other Oversized Objects for the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

During the previous contract (2016-2018), the towing contractor towed in excess of 1055 vehicles. Note: The Parish of Jefferson does not guarantee the quantities estimated. Actual quantities, whether lesser or greater than estimated, will not affect the prices as proposed and accepted for the term of the contract.

Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held at 10:00 AM on August 2, 2018 in the Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 4400, Gretna, LA 70053. All interested parties are invited to attend. 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.

SPECIFICATIONS:

- A. Provide all labor, materials and equipment necessary to remove all junked, derelict or abandoned motor vehicles, vessels, oversized and commercial vehicles or other oversized objects, on any vacant lot or in any unused portion of an occupied lot, neutral ground, sidewalk or roadway, within Jefferson Parish in accordance with Section 36-130 et. seq of the Code of Ordinance of Jefferson Parish as instructed by the Department of Property Maintenance Zoning/Quality of Life. (Hereinafter referred to as the "Department"). After proper determination and written instruction by the Department, contractor shall remove vehicles and dispose of or sell them. Such vehicles shall be removed by contractor within twenty four (24) hours of receipt of written request.
- B. Contractor shall be available to respond immediately to remove vehicles that are determined to be junked or abandoned and significantly hinder the movement of traffic or because of their location or condition jeopardize public safety. Upon notice of the foregoing from the department, the contractor shall immediately remove and store such vehicles at his usual

place of business until receipt of written authorization by the Director or his designee to dispose of or sell such vehicles. Said vehicles must be removed and stored no later than eight (8) hours after receipt of authorization from the Department. Vehicles must be stored in a secure environment segregated from any other vehicles accessible to the public for purposes of salvaging parts therefrom.

- C. Those vehicles which are missing more than 50 percent of their body parts (doors, hood, truck lid, fenders, and/or all glass), or the engine and transmission together, or either the engine or transmission and any one of the body parts listed above, shall not require payment to the Parish for removal of said vehicle. Said vehicles shall be documented by at least three (3) photographs along with a written declaration by the Contractor of the 50% threshold being met.
- D. During the storage period the vehicle owner may claim their vehicle by providing proof of ownership (Certificate of Title and proper identification) and by paying the contractor a towing fee and a storage fee in addition to any other fees applicable; all fees are not to exceed that which are regulated by the Louisiana Public Service Commission for heavy duty, light duty, and medium weight vehicles, starting with the first day the vehicle was towed.

Contractor shall provide the Parish a daily electronic report detailing the outcome of each attempt at towing a vehicle.

- 1) date towed; violation cleared; gone on arrival
- 2) address/location

Contractor shall provide to the Parish a report at the end of each month due to the Parish on or before the 5th day of the following month, which contains the following information:

- 1) A listing of all vehicles towed on behalf of the Parish including year, make, model, color, and vehicle identification number;
- 2) The date towed;
- 3) Address/location;
- 4) The current status (whether redeemed, including date of redemption, whether stored, or other).

Payment shall be submitted thirty (30) days after the end of each month following the monthly report.

Contractor shall provide the Department with the location of its usual place of business and all storage shall take place at that location only. Contractor shall also allow access to its premises and required records, for inspection at any time by any registered owner of an impounded vehicle or Jefferson Parish Official at any time within normal business hours, without prior notice.

Contractor shall provide Jefferson Parish with a report including a list of vehicles and work orders in their possession within 30 days of the expiration of the contract. Payment of these work orders is expected within 30 days of the expiration of contract.

- E. The successful bidder and all sub-contractors performing in accordance with these specifications shall provide proof of insurance in compliance with Jefferson Parish Resolution No. 113646 which entails that the vendor shall furnish the Parish of Jefferson, Department of Purchasing, Certificate(s) of Insurance that indicate insurance coverage has been obtained and it meets the requirements as outlined below: Proof of insurance must be submitted **with** bid submission in the amounts outlined in 1, 2, 3, and 4 below.
1. Worker's Compensation insurance for all employees of the vendor as required by Louisiana State Statute, \$500, 000.00
 2. Garage Keeper's legal insurance in an amount not less than \$500,000.00 combined single limit per occurrence for property damage. Policy must be endorsed to include automobile service operations. The Parish of Jefferson must be shown as an additional insured with respect to this coverage.
 3. Automotive Liability insurance covering all owned, leased and/or hired vehicles used in connection with the contracted work, in an amount not less than \$500,000.00 combined single limit per occurrence for bodily injury and property damage.
 4. Commercial General Liability; \$500,000.00 combined single limit per occurrence for bodily injury, personal injury and property damage.

The insurance coverage(s) required shall include those classifications as listed in standard liability insurance manuals, which most nearly reflect the operations of the vendors.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Louisiana with the following qualifications:

The company must enjoy a rating of "A" or better by the A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the Department of Risk Management; or

The Company must hold a valid Louisiana Certificate of Authority as shown in the latest "List of All Insurance Companies authorized or approved to do business in Louisiana" issued by the State of Louisiana Department of Insurance and are members of the Louisiana Guaranty Fund.

NOTE: The Parish of Jefferson must be a named insured and the bid number and title of bid must appear on each certificate.

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

- F. The successful bidder and all sub-contractors performing under the terms of these specifications shall provide a copy of an inspection certificate or its equivalent issued by the Louisiana State Police as verification that their vehicles satisfy the requirements for compliance with State law. Proof of insurance is required at the time of signing of contract.
- G. Failure to comply with any of the provisions in these specifications shall result in immediate termination of this agreement upon thirty (30) days written notice by the Parish.
- H. Nothing contained herein shall relieve the contractor from following all applicable state and local laws, including but not limited to the Department of Transportation and Development, Louisiana Public Service Commission and the Louisiana Storage and Towing Act with regard to towing and/or dismantling automobiles or motor vehicles.

With respect to any report submitted to a jurisdictional agency in compliance with Paragraph I above, a copy of such report shall be submitted by Contractor to the Department of Inspection and Code Enforcement at the same time report is submitted to each agency.

- I. The successful bidder shall be awarded the work for a period of two (2) years commencing with the date of the execution of the contract.
- J. Award of the contract will be made to the bidder submitting the bid deemed to be in the best interest of the Parish of Jefferson, Department of Inspection and Code Enforcement, after considering prices quoted and equipment owned or leased by bidder.
- K. The successful bidder shall execute a contract in accordance with Jefferson Parish Resolution No. 113646.
- L. Miscellaneous Provisions
 - 1. If vehicle cannot be retrieved from contractor because of contractor's fault, all accruing fees must immediately cease and may be waived for cause.
 - 2. Contractor shall provide to the Parish a list of equipment and required equipment includes, but is not limited to, front-end loader, bull dozer, crusher, excavator, dump truck, container trailer, 18-wheeler, flat bed trailer, forklift, bobcat, lowboy trailer, heavy duty tow truck, medium duty tow truck and light duty tow truck.
 - 3. The successful vendor shall have adequate space, size, and construction to maintain storage capabilities to meet Parish demand and scope of work.

Contractor will be required to be completely self-sustaining (provide own food, shelter, fuel, etc.) during the work period for its personnel.

Upon award of the contract to the highest responsible bidder, the parties will enter into a non-exclusive contract regarding the emergency work and the Parish retains the right to obtain similar services from additional providers, if necessary. The parties intend the Parish to procure other services from Contractors when to do so would result in services being obtained in a more prompt and economic manner due to the emergency and nature of the work.

Jefferson Parish agrees to:

- A. Transfer to contractor all rights, titles and interest it has, if any, in all vehicles towed under this contract.

Storage Facility/Capacity

A. How many vehicles, etc., can your firm store at one time?

6,000

B. Location/address of storage lot:

3505 BERWICK STREET, JEFERSON, LA 70121

9581 WESTBANK EXPRESSWAY, WESTWEGO, LA 70094

Bidders must complete this page and submit with their bid package.
Failure to submit will result in rejection.

INVITATION TO BID ON A REVENUE GENERATING CONTRACT

DATE: 07/25/2018

BID NO.: 50-00123613

BUYER: Dreamey@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 08/14/2018 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED.

Unless submitting via online, 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.

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

NOTE: MANUAL 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 SIGNATURE WILL REJECT THE BID.

MANDATORY Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held at 10:00 AM on August 2, 2018 in the Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 4400, Gretna, LA 70053. All interested parties are invited to attend. 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.

THE FOLLOWING INSTRUCTIONS APPLY

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.

Bidders should submit all questions no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned on all requests. Questions should be emailed to the buyer for this bid at the email address listed above.

JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner 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 www.purchasing.jeffparish.net or you may provide your own document.

- 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. The award for Revenue Generating Bids will be made to the highest bidder.

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

- B. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel any contract at any time 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.

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 or, 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).

ADDITIONAL REQUIREMENTS FOR THIS BID

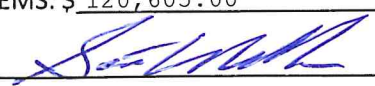
1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:22121(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the 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. Insurance requirement see Section E 1-4. Proof of current valid insurance required with bid submission. Failure to comply will cause bid to be rejected.
3. 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 highest responsive and responsible bidder in this event.

Date: 07/25/2018
BID NO.: 50-00123613

BID FORM

FIRM NAME: MOON'S TOWING SERVICE, INC.
ADDRESS: 3505 BERWICK STREET
CITY, STATE: JEFFERSON, LOUISIANA ZIP: 70094
TELEPHONE: 504-219-1895 FAX: 504-835-4501
EMAIL ADDRESS: MOONSTOWING@BELLSOUTH.NET

Acknowledge Receipt of Addenda: NUMBER: N/A
NUMBER: N/A
NUMBER: N/A
NUMBER: N/A
NUMBER: N/A

TOTAL PRICE OF ALL BID ITEMS: \$ 120,605.00
AUTHORIZED SIGNATURE: 
PRINTED NAME: SCOTT MULLEN
TITLE: OWNER/PRESIDENT

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.: 50-00123613

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT FOR REMOVAL & TOWING OF JUNKED, DERELICT & ABANDONED VEHICLES BOAT, OVERSIZED & COMMERCIAL VEHICLES, TRAILER AND/OR OTHER OVERSIZED OBJECTS FOR DEPT. OF PROPERTY MAINTENANCE/ZONING		
1	1,000.00	EA	0001 - Passenger vehicles, multipurpose vehicles, vans or trailers less than 2,000 pounds.	42.00	42,000.00
2	5.00	EA	0002 - Motorcycles	128.00	640.00
3	22.00	EA	0003 - Boats	95.00	2,090.00
4	25.00	EA	0004 - Trucks, trailers, rv's with gross weight up to 15,000 pounds.	150.00	3,750.00
5	25.00	EA	0005 - Trucks, trailers, rv's with gross Weight over 15,000 pounds and up to 60,000 pounds.	195.00	4,875.00
6	25.00	EA	0006 - Trucks, trailers, rv's with gross weight over 60,000 pounds.	210.00	5,250.00
7	10.00	EA	0007 - Dumpsters/Containers (filled)	3,100.00	31,000.00
8	10.00	EA	0008 - Dumpsters/Containers (Empty)	3,100.00	31,000.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
MOON'S TOWING SERVICE
INCORPORATED.

AT THE MEETING OF DIRECTORS OF MOON'S TOWING SERVICE
INCORPORATED, DULY NOTICED AND HELD ON AUGUST 10, 2018,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT SCOTT MULLEN, 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

AUGUST 10, 2018

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: SCOTT
MULLEN, (Affiant) who after being by me duly sworn, deposed and said that
MOON'S TOWING
he/she is the fully authorized OWNER of SERVICE, INC. (Entity),
the party who submitted a bid in response to Bid Number 50-00123613 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 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.]

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.

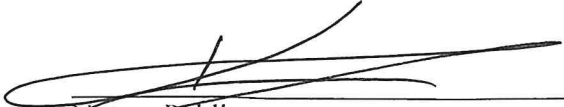


Signature of Affiant

SCOTT MULLEN

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 13 DAY OF AUGUST, 2018.



Notary Public
Kim J. Lord

Printed Name of Notary
58462

Notary/Bar Roll Number

My commission expires AT MY DEATH



KIM J. LORD
Notary Public
Notary ID No. 58462
Tangipahoa Parish, Louisiana

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. KIM J. LORD
Address:	255 HICKORY AVE. HARAHAN, LA 70123
Phone:	(504) 737-8922
Notary ID Number:	58462
Parish:	TANGIPAHOA with STATEWIDE JURISDICTION
Agency:	N/A
Notary Type:	Non Attorney
Status:	Active
Commission Date:	03/10/1999
Oath Date:	03/08/1999
Surety Expiration Date:	02/15/2019
Annual Report Current:	Yes

[Back to Search Results](#)[New Search](#)



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

July 2018

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms 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, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission.** Bidders must read the insurance requirements attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123
Office 504.364.2678
General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053
Office 504.364.2678
Email: Purchasing@jeffparish.net Website: www.jeffparish.net



MOONS-1

OP ID: MF

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/14/2018

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 Morrison Insurance Agency, Inc 4444 York Street, Suite 201 Metairie, LA 70001 Morrison Insurance Agency	504-888-9393	CONTACT NAME: Morrison Insurance Agency PHONE (A/C, No, Ext): 504-888-9393 FAX (A/C, No): 504-888-9996 E-MAIL ADDRESS: info@morrison-ins.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: State National Insurance Co.		12831
INSURER B: Bridgefield Casualty Ins. Co.		10335
INSURER C: Colony Insurance Co		03283
INSURER D:		
INSURER E:		
INSURER F:		

COVERAGES CERTIFICATE NUMBER: 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
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> GARAGE GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL0037741 GP8249524	11/02/2017 11/02/2017	11/02/2018 11/02/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 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
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			QDX-LA000028-02	07/01/2018	07/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	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 <input type="checkbox"/>	N/A	19643468	06/25/2018	06/25/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER 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)

See Holder Notes

CERTIFICATE HOLDER

JEFHAR1

Jefferson Parish Department
of Property Maintenance Zoning
Quality of Life
400 Maple Avenue
Harvey, LA 70058

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

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

MOON'S TOWING SERVICE, INC.

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

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. 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) ► _____
- Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its 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.) See instructions.

P.O. BOX 331

6 City, state, and ZIP code

WESTWEGO, LA 70094

7 List account number(s) here (optional)

Requester's name and address (optional)

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

____ - ____ - ____

or

Employer identification number

7 2 - 1 3 4 8 5 8 0

Part II Certification

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. 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 for Part II, later.

Sign
Here

Signature of
U.S. person ►

Date ► 8-13-18

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.



(<https://www.sos.la.gov/Pages/default.aspx>)

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Name	Type	City	Status
MOON'S TOWING SERVICE, INC.	Business Corporation	JEFFERSON	Active

Previous Names

Business: MOON'S TOWING SERVICE, INC.

Charter Number: 34551275D

Registration Date: 2/3/1997

Domicile Address

3505 BERWICK ST.
JEFFERSON, LA 70121

Mailing Address

C/O SCOTT MULLEN
3505 BERWICK ST.
JEFFERSON, LA 70121

Principal Office Address

3505 BERWICK ST.
JEFFERSON, LA 70121

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 2/3/1997

Last Report Filed: 3/8/2018

Type: Business Corporation

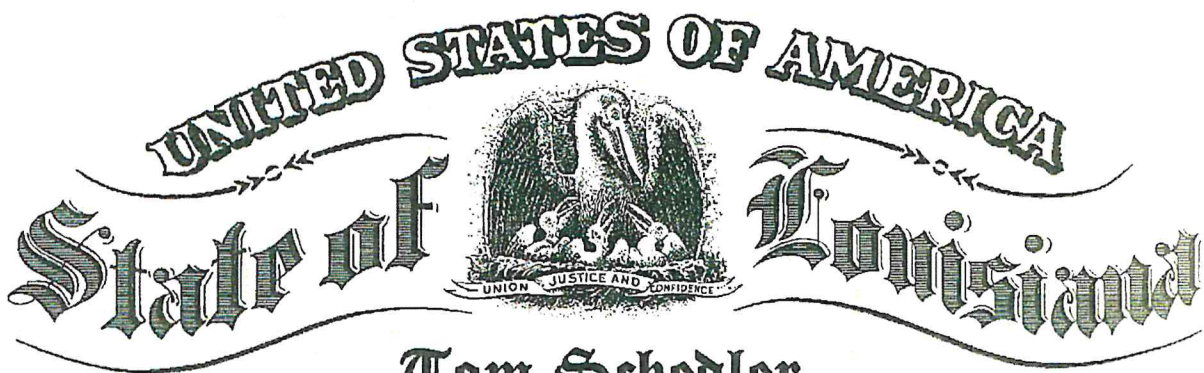
Registered Agent(s)

Agent:	SCOTT MULLEN
Address 1:	3505 BERWICK ST.
City, State, Zip:	JEFFERSON, LA 70121
Appointment Date:	2/3/1997

Officer(s)

Additional Officers: No

GET HELP



Tom Schedler
SECRETARY OF STATE

As Secretary of State, of the State of Louisiana, I do hereby Certify that
the attached document(s) of

MOON'S TOWING SERVICE, INC.

are true and correct and are filed in the Louisiana Secretary of State's Office.

34551275D ORIGF 2/3/1997 3 page(s)

In testimony whereof, I have hereunto set my
hand and caused the Seal of my Office to be
affixed at the City of Baton Rouge on,

September 6, 2011

Secretary of State

WEB 34551275D



Certificate ID: 10199670#FGT93

To validate this certificate, visit the following
web site, go to **Commercial Division**,
Certificate Validation, then follow the
instructions displayed.

www.sos.louisiana.gov

ARTICLES OF INCORPORATION

ARTICLES OF INCORPORATION UNITED STATES OF AMERICA
MOON'S TOWING SERVICE, INC. STATE OF LOUISIANA
PARISH OF ORLEANS

BE IT KNOWN, that on this 31st day of January, 1997, personally
came and appeared:

SCOTT MULLEN

of the lawful age and a resident of the Parish of Jefferson, State
of Louisiana, who declared to me, Notary, in the presence of the
undersigned competent witnesses, residing in the State and Parish
aforesaid, that availing himself of the provisions of L.R.S. 12:1,
et seq, he does hereby organize himself, his successors and
assigns, into a corporation in pursuance of said act, under and in
accordance with the following Articles of Incorporation, to wit:

ARTICLE I
NAME

The name of this corporation is MOON'S TOWING SERVICE, INC.
It shall also have the authority to do business under other trade
names, including Moon's Wrecker and Barry's Towing.

ARTICLE II
OBJECTS AND PURPOSES

The objects and purposes for which this corporation is formed
are hereby declared to be:

To do all things authorized by law.

ARTICLE III
DURATION

This corporation shall have perpetual existence from the date
hereof.

ARTICLE IV
AUTHORIZED SHARES

There shall be one class of stock which is common stock, no
par value. The total authorized number of shares is Two Hundred
(200).

ARTICLE V
INCORPORATORS

The name and address of the incorporator is: Scott Mullen, 101
Butterworth Street, Jefferson, Louisiana 70121.

ARTICLE VI
1244 STOCK

The corporation's common stock shall be offered pursuant to Section 1244 of the Internal Revenue Code of 1954.

ARTICLE
REGISTERED OFFICE

The registered office of the corporation shall be 101 Butterworth Street, Jefferson, Louisiana 70121.

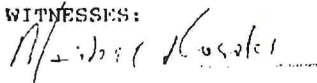
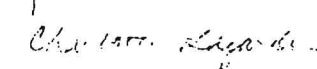
ARTICLE X

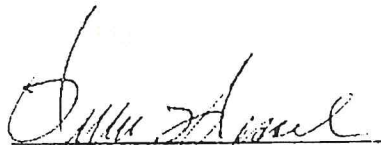
The registered agent of the corporation is Scott Mullen, who accepts herewith the appointment.

THUS DONE AND SIGNED on the day, month and year hereinabove set forth, in the presence of the undersigned competent witnesses and me, Notary, after due reading of the whole.


SCOTT MULLEN

WITNESSES:


NOTARY PUBLIC

INITIAL REPORT OF MOON'S TOWING SERVICE, INC.

This report is made in accordance with L.R.S. 12:1.

1.

The location and post office address of the Corporation's registered office is: 101 Butterworth Street, Jefferson, Louisiana 70121.

2.

The registered agent for this corporation is SCOTT MULLEN, 101 Butterworth Street, Jefferson, Louisiana 70121, who herewith accepts the appointment.

3.

The name and address of the first Director of this corporation is: Scott Mullen, 101 Butterworth Street, Jefferson, Louisiana 70121.

4.

The name and address of the First Officers of the Corporation are as follows:

Scott Mullen - President/Secretary
101 Butterworth Street, Jefferson, Louisiana 70121.


SCOTT MULLEN

A F F I D A V I T

STATE OF LOUISIANA
PARISH OF ORLEANS

BEFORE ME, the undersigned authority, personally came and appeared:

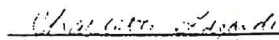
SCOTT MULLEN

of full age of majority and a resident of the Parish of Jefferson, State of Louisiana, who, after being duly sworn, declared under oath that he signed the foregoing Initial Report of Moon's Towing Service, Inc. and the statements contained herein are true and correct and he accepts the appointment as registered agent.


SCOTT MULLEN

SWORN TO AND SUBSCRIBED

BEFORE ME THIS 10th DAY OF
February, 1997.


NOTARY PUBLIC