

DATE: 4/13/2022

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BID NO.: 50-00138031

**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 May 31, 2024.

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 week ARO

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

N/A

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Norfolk Bearings & Supply Co., Inc.

ADDRESS: 3512 E Princess Anne Rd.

CITY, STATE: Norfolk, VA ZIP: 23502

TELEPHONE: ( 757 ) 853-3691 FAX: ( 757 ) 853-1233

EMAIL ADDRESS: chris@norfolkbearings.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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 38,865.19

AUTHORIZED

SIGNATURE: Christopher R Sturges

Christopher R Sturges

Printed Name

TITLE: Director of Business Management

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.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR SUPPLY OF BEARING, PILLOW BLOCKS AND SEALS FOR JEFFERSON PARISH PUBLIC WORKS AND ALL AGENCIES AND MUNICIPALITIES.	6.00	36.00
1	6.00	EA	0001 - CR 13534 oil seal CR	6.00	144.00
2	24.00	EA	0002 - CR 13650 oil seal TCM	6.50	39.00
3	6.00	EA	0003 - CR 14876 oil seal CR	6.90	6.90
4	1.00	EA	0004 - CR 14938 oil seal CR	6.00	6.00
5	1.00	EA	0005 - CR 15141 oil seal CR	7.90	7.90
6	1.00	EA	0006 - CR 15655 oil seal CR	12.00	12.00
7	1.00	EA	0007 - CR 17810 oil seal CR	8.00	96.00
8	12.00	EA	0008 - CR 19831 oil seal CR	8.00	8.00
9	1.00	EA	0009 - CR 19832 oil seal CR	12.00	12.00
10	1.00	EA	0010 - CR 23646 oil seal CR	12.50	12.50
11	1.00	EA	0011 - CR 23685 oil seal CR	12.50	100.00
12	8.00	EA	0012 - CR 29866 oil seal CR		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	1.00	EA	0013 - CR 29906 oil seal CR	8.50	8.50
14	1.00	EA	0014 - CR 32395 oil seal CR	11.50	11.50
15	1.00	EA	0015 - National 417196 oil seal CR	19.00	19.00
16	1.00	EA	0016 - National 450298 oil seal TCM	11.50	11.50
17	1.00	EA	0017 - CR 24898 oil seal CR	5.00	5.00
18	1.00	EA	0018 - NTN 6204-ZZ ball bearing, NACH 1	13.00	13.00
19	22.00	EA	0019 - NTN 6205-ZZC/3/5C ball bearing, double shield NACH 1	15.50	341.00
20	1.00	EA	0020 - NTN 6206-ZZ ball bearing, double shield NACH 1	17.00	17.00
21	1.00	EA	0021 - NTN 6207-ZZ ball bearing, double shield NACH 1	16.83	16.83
22	25.00	EA	0022 - NTN 6208-ZZ ball bearing, double shield NACH 1	25.78	644.50
23	1.00	EA	0023 - NTN 6209-ZZ ball bearing, double shield NACH 1	34.07	34.07
24	1.00	EA	0024 - FAG 6210-C3 ball bearing, (no shields)	31.08	31.08

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	20.00	EA	NACH 1	40.74	814.80
			0025 - FAG 6210-ZZ ball bearing, double shield		
26	6.00	EA	NACH 1	58.63	351.78
			0026 - FAG 6211-ZZ ball bearing, double shield		
27	1.00	EA	NACH 1	89.17	89.17
			0027 - FAG 6214-ZZ ball bearing, double shield		
28	1.00	EA	NACH 1	98.04	98.04
			0028 - SKF 6215-C5-EM ball bearing, open, bronze cage		
29	1.00	EA	NACH 1	11.62	11.62
			0029 - NTN 6303-ZZ ball bearing, double shield		
30	1.00	EA	NACH 1	24.97	24.97
			0030 - SDF 6306-ZZ-C3-EM, ball bearing, open, bronze cage		
31	1.00	EA	NACH 1	647.64	647.64
			0031 - NTN 7320B, bearing		
32	16.00	EA	NACH 1	33.95	543.20
			0032 - SKF 6307-ZZ ball bearing, double shield		
33	28.00	EA	NACH 1	40.65	1,138.20
			0033 - NTN 6308-ZZ ball bearing, double shield		
34	1.00	EA	NACH 1	64.07	64.07
			0034 - SKF 6309-ZZ-C3-EM, ball bearing, double shield		
35	30.00	EA	NACH 1	92.51	2,775.30
			0035 - SKF 6310-ZZ-NR, ball bearing, double shield with snap ring		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
36	1.00	EA	NACH 1	52.65	52.65
			0036 - NTN 6310-ZZ ball bearing, double shield		
37	24.00	EA	NACH 1	92.54	2,220.96
			0037 - NTN 6311-ZZC3-5C, ball bearing, double shield		
38	1.00	EA	NACH 1	121.05	121.05
			0038 - NTN 6312-ZZ/C3, ball bearing, double shield		
39	1.00	EA	NACH 1	282.38	282.38
			0039 - NTN 6317-ZZ ball bearing, double shield		
40	1.00	EA	NACH 1	216.49	216.49
			0040 - NTN 5216-ZZ ball bearing, double shield		
41	6.00	EA	NACH 1	57.10	342.60
			0041 - NTN 5305-ZZ ball bearing, double shield		
42	1.00	EA	NACH 1	100.66	100.66
			0042 - NTN 5308-ZZ ball bearing, double shield		
43	18.00	EA	NACH 1	89.54	1,111.72
			0043 - NTN 5308-ZZNR, ball bearing		
44	1.00	EA	NACH 1	96.41	96.41
			0044 - NTN 5309-ZZ, bearing		
45	1.00	EA	NACH 1	174.69	174.69
			0045 - NTN 5312-ZZ, bearing		
46	1.00	EA	NACH 1	134.72	134.72
			0046 - SKF 5310-ZZNR, ball bearing, double shield, conrad type		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
47	1.00	EA	MRC 0047 - SKF 5311-ZZNR, ball bearing, double shield	181.05	181.05
48	1.00	EA	MRC 0048 - SKF 5318-C3, bal bearing, conrad type	623.93	623.93
49	1.00	EA	NTN 0049 - Fafnir 308PP, ball bearing, double polypropylene seals	47.66	47.66
50	1.00	EA	NACH 1 0050 - MRC 5305CF-1, ball bearing, with spacer kit 53056AB-H701	62.92	62.92
51	1.00	EA	MRC 0051 - MCR 5308-ZZNR, bearing MRC	93.23	93.23
52	1.00	EA	0052 - MCR 5308MFG1, bearing with snap ring	117.41	117.41
53	1.00	EA	MCR 0053 - MRC 5310C H501, bearing NACH 1	124.44	124.44
54	1.00	EA	0054 - NTN 3220/C3, bearing FAG	504.93	504.93
55	1.00	EA	0055 - NTN 6206/ZZ, bearing NACH 1	12.09	12.09
56	3.00	EA	0056 - NTN 6207/ZZNR/2/A, bearing NACH 1	26.09	78.27
57	1.00	EA	0057 - SKF 5219-AC3, bearing FAG	423.78	423.78

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
58	1.00	EA	0058 - SKF 5308 ANR, bearing NACH 1	100.91	100.91
59	16.00	EA	0059 - SKF 6203-ZZ JEM, bearing NACH 1	6.88	110.08
60	4.00	EA	0060 - SKF 6208-ZZ JEM, bearing NACH 1	29.79	119.61
61	1.00	EA	0061 - SKF NU314 ECP, bearing NACH 1	210.55	210.55
62	1.00	EA	0062 - SKF NH220 EC, bearing FAG	369.57	369.57
63	1.00	EA	0063 - NTN 6308-2RSJ, bearing NACH 1	75.40	75.40
64	8.00	EA	0064 - NTN 6308-ZZNRJ, bearing NACH 1	43.88	351.04
65	4.00	EA	0065 - NTN 6308-JEM, bearing NACH 1	29.09	116.36
66	1.00	EA	0066 - NTN 6309-JEM, bearing NACH 1	46.82	46.82
67	1.00	EA	0067 - SKF 6311JEM, bearing NACH 1	92.45	92.45
68	1.00	EA	0068 - NTN 7312-DBC3 NACH 1	127.16	127.16
69	1.00	EA	0069 - NTN 7313-BG, bearing NACH 1	154.76	154.76
70	1.00	EA	0070 - NTN 7312-BL1G, bearing NACH 1	140.12	140.12

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
71	1.00	EA	0071 - NTN 7315, bearing NACH 1	216.35	216.35
72	1.00	EA	0072 - NTN 7316-BG, bearing NACH 1	288.42	288.42
73	1.00	EA	0073 - CR 18581 oil seal CR	4.13	4.13
74	1.00	EA	0074 - CR 19830 oil seal (19832) CR	5.20	5.20
75	1.00	EA	0075 - CR 20109 oil seal CR	8.30	8.30
76	1.00	EA	0076 - CR 28800 oil seal CR	10.27	10.27
77	1.00	EA	0077 - Garlock 63X0655 oil seal GRIOCK	9.06	9.06
78	1.00	EA	0078 - McGill - C-25-1, pillow block, 1 inch bore size  MCGILL	39.91	39.91
79	1.00	EA	0079 - NCH 5306-ZZ ball bearing, double shield  NACH 1	51.42	51.42
80	1.00	EA	0080 - NTN 5312-2RS-C3 ball bearing double shield  NACH 1	174.69	174.69
81	1.00	EA	0081 - NTN 6203-ZZ ball bearing double shield  NACH 1	6.15	6.15
82	1.00	EA	0082 - NTN 6206-PP ball bearing, double shield	10.94	10.94

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
83	1.00	EA	NACH 1	55.41	55.41
			0083 - NTN 6212-ZZ ball bearing, double shield		
84	1.00	EA	NACH 1	219.31	219.31
			0084 - NTN 6317-JEM ball bearing, double shield		
85	1.00	EA	NACH 1	7.62	7.62
			0085 - NTN 6202-ZZ-C3/5C ball bearing, double shield		
86	1.00	EA	NACH 1	273.03	273.03
			0086 - SKF 6318-J ball bearing, open NACH 1		
87	1.00	EA		216.54	216.54
			0087 - SKF 2192Z bearing MRC		
88	6.00	EA		240.69	1444.14
			0088 - Bearing, spherical, bronze cage, SKF No. 22217-C3-EM		
89	40.00	EA	NACH 1	161.66	6466.40
			0089 - Bearing, ball, single row, deep groove, double shield, NTN No. 6313-ZZ		
90	4.00	EA	NACH 1	5.91	23.64
			0090 - Seal oil C-R #16245 (44218)		
91	8.00	EA		4.13	33.04
			0091 - Seal oil C-R #18581 (44292)		
92	7.00	EA		8.16	57.12
			0092 - Seal oil C-R #19264 (44332)		
93	10.00	EA		5.40	54.00
			0093 - Seal oil C-R #22353 (44391)		
94	4.00	EA		11.20	44.80
			0094 - Seal oil C-R #28817 (44458)		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
95	4.00	EA	0095 - Bearing, ball double shield w/snap ring #6208 ZZR (45293)	32.52	130.08
96	2.00	EA	0096 - Bearing, NTN #6216-2RSC3 (45336)	156.86	313.72
97	2.00	EA	0097 - Bearing, ball, double shield, NTN #6314-ZZ (45435)	169.87	339.74
98	4.00	EA	0098 - Bearing, NTN #5215-ZZ (45564)	160.28	641.12
99	10.00	EA	0099 - Bearing, NTN #6305ZZC3/5C (45904)	15.31	153.10
100	2.00	EA	0100 - Bearing, SKF #22228 CJ/C3/W33 or #140SLB22L-0 (45946)	791.70	1583.40
101	4.00	EA	0101 - Bearing SKF #6307J/EM or NACHI #6307 C3 (45977)	24.61	98.44
102	4.00	EA	0102 - Bearing, SKF #7318BG (46008)	376.01	1504.04
103	4.00	EA	0103 - Bearing, ball, thrust, angular contact, bronze cage, SKF #7220-BL1G (46024)	491.40	1,965.60
104	2.00	EA	0104 - Bearing, thrust, #7309 (46033)	84.66	169.22
105	5.00	EA	0105 - Bearing, thrust, NTN #7314-BL1G (46045)	221.56	1,107.80
106	4.00	EA	0106 - Bearing, ball, thrust, angular contact, bronze cage, SKF No. 7319-BL1G (46048R)	600.78	2,403.12
107	4.00	EA	0107 - Bearing, Roller, Timken #98400 (46145)	302.37	1,209.48

DATE: 4/13/2022

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138031

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
108	4.00	EA	0108 - Bearing, Timken Race #98788 (46146)	168.33	673.32
109	5.00	EA	0109 - Bearing, Pillowblock, 1-3/16 bore, Standard duty set screw, 2 bolt (46411)	35.00	175.00
110	2.00	EA	0110 - Bearing Pillowblock, 1 15/16 in single set screw locking collar, Rexnord #ZA2115 (46450)	278.33	556.66
					Total Ext Price = \$38,865.19

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Norfolk Bearings & Supply Co., Inc.

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INCORPORATED.

AT THE MEETING OF DIRECTORS OF Norfolk Bearings & Supply Co., Inc  
INCORPORATED, DULY NOTICED AND HELD ON Sept. 4, 2020,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Christopher R Sturges, 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.

Christopher R Sturges  
SECRETARY-TREASURER

4/29/22  
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 Virginia

PARISH/COUNTY OF Norfolk

BEFORE ME, the undersigned authority, personally came and appeared: Christopher R Sturges, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Director of Business Mgmt of Norfolk Bearings & Supply Co., Inc. (Entity), the party who submitted a bid in response to Bid Number 50-00138031, 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.

Christopher R Sturges  
Signature of Affiant

Christopher R Sturges  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 29 DAY OF April, 2022.

Shekaylia S. James  
Notary Public

Shekaylia S. James  
Printed Name of Notary

7721765  
Notary/Bar Roll Number



My commission expires 04-30-2025.

## **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.

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**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.

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### **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 if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/29/2021

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).

<b>PRODUCER</b> Prosper Insurance 2929 Sabre Street Suite 200 Virginia Beach, VA 23452	<b>CONTACT NAME:</b> Commercial Lines
	<b>PHONE (A/C, No, Ext):</b> 757-248-5973 <b>FAX (A/C, No):</b> 757-486-1044
	<b>E-MAIL ADDRESS:</b> comlines@prosper.insurance
	<b>INSURER(S) AFFORDING COVERAGE</b>
	<b>INSURER A:</b> Selective Insurance
	<b>INSURER B:</b> The Travelers Indemnity Company
	<b>INSURER C:</b>
	<b>INSURER D:</b>
	<b>INSURER E:</b>
	<b>INSURER F:</b>

**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
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b>			240436	9/15/2021	9/15/2022	EACH OCCURRENCE
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)
							MED EXP (Any one person)
							PERSONAL & ADV INJURY
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE
	<input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG
	OTHER:						\$
A	<b>AUTOMOBILE LIABILITY</b>			2404436	9/15/2021	9/15/2022	COMBINED SINGLE LIMIT (Ea accident)
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident)
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident)
							\$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b>			2404436	9/15/2021	9/15/2022	EACH OCCURRENCE
	<input checked="" type="checkbox"/> EXCESS LIAB						AGGREGATE
	DED	RETENTION \$					\$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>			SAI7798R8229	9/15/2021	9/15/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE
							E.L. DISEASE - POLICY LIMIT
							\$
							\$
							\$

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

## CERTIFICATE HOLDER

## CANCELLATION

The Jefferson Parish, its Districts Departments and Agencies under the direction of the Parrish President and the Parish Council  
1221 Elmwood Pk. Blvd, Suite 315  
Jefferson, LA 70123

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

Anne Cole Howell

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