

INVITATION TO BID
THIS IS NOT AN ORDER

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DATE: 12/10/2018

BID NO.: 50-00124712

JEFFERSON PARISH

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

VENDOR: *Tracking Plus*

BUYER: CGASPER@jeffparish.net

Bids will be received until 11:00 AM, 12/18/2018 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. 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 submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms.

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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

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

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office as appropriate and a written response will be provided as soon as possible.

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (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 A1 17.1-1961).

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

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>.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

3, 6, 10, 12, 13

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 state 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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

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BID NO.: 50-00124712

JEFFERSON PARISH

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

VENDOR: Tracking Plus

BUYER: CGASPER

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

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

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>NA</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>NA</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>NA</u>

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: _____
 NUMBER: NA
 NUMBER: _____
 NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>Tracking Plus</u>	
SIGNATURE: (Must be signed here) <u>Chad E. Thiaville Sr.</u>	TITLE: <u>owner</u>
PRINT OR TYPE NAME: <u>Chad E. Thiaville Sr.</u>	
ADDRESS: <u>513 Wiegand Drive</u>	
CITY, STATE: <u>Bridge City, LA</u>	ZIP: <u>70094</u>
TELEPHONE: <u>(504) 915-3374</u>	FAX: <u>(504) 267-5567</u>
EMAIL ADDRESS: <u>cthiaville@cox.net or trackingplus@cox.net</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 23,275.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124712

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	35.00	EA	<p>TWO YEAR CONTRACT TO INSTALL, UNINSTALL OR RE-INSTALL/TROUBLESHOOT THE PARISH SUPPLIED DEVICES FOR JEFFERSON PARISH WATER DEPARTMENT.</p> <p>0010 TRIP FEE</p>	\$25.00	\$875.00
			<p>WATER DEPT.-ADMINISTRATION-JESSE ROSENFELD</p> <p>THIS IS TO EITHER INSTALL, UNINSTALL, OR RE-INSTALL/TROUBLESHOOT THE PARISH SUPPLIED DEVICES.</p> <p>REPLACES CONTRACT # 55-16229 NEW CONTRACT STARTS: 1/01/2019 NEW CONTRACT EXPIRES: 12/31/2020</p> <p>LABOR, MATERIAL AND EQUIPMENT NECESSARY TO EITHER INSTALL, UNINSTALL OR RE-INSTALL/TROUBLESHOOT THE PARISH SUPPLIED DEVICES. THIS IS A TWO YEAR CONTRACT.</p>		
2	95.00	EA	0020 INSTALLATION (1-10 VEHICLES)	\$65.00	\$6,175.00
3	155.00	EA	0030 INSTALLATION (11-20 VEHICLES)	\$55.00	\$8,525.00
4	80.00	EA	0040 UNINSTALL (1-10 VEHICLES)	\$25.00	\$2,000.00
5	20.00	EA	0050 UNINSTALL (11-20 VEHICLES)	\$20.00	\$400.00
6	80.00	EA	0060 REINSTALL/TROUBLESHOOT (1-10 VEHICLES)	\$55.00	\$4,400.00
7	20.00	EA	0070 REINSTALL/TROUBLESHOOT (11-20 VEHICLES),	\$45.00	\$900.00

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Geotab Installation Specifications

Jefferson Parish Department of Public Works is seeking a professional installer of vehicle tracking equipment. Those interested in becoming certified Geotab installers can go the following link <https://www.geotab.com/?s=installer> to inquire about becoming a certified Geotab installer.

Contract term is two (2) years. Installer shall complete assigned tasks within three (3) business days of receiving a Jefferson Parish request. Liquidated damages are assessed at \$125 per day.

Installer must properly document Geotab tracking devices (hereafter referred to as devices) in such a way that Jefferson Parish vehicle number and Vehicle Identification Number can be associated with the serial number of the device installed in each vehicle. The installer will also document such information when a device is un-installed. Photographs showing the finished install for each vehicle will be furnished to Jefferson Parish on a disc. The installer will maintain copies of these photographs as well.

Jefferson Parish will provide the devices as well as any harnesses, cables, and adhesive tabs that are needed to complete the install. The installer will make certain that vehicles are out in the open and not underneath any overhangs or covered areas when performing the installs. The installs will be done in such a way that cables and devices will not interfere with the employee's ability to operate the vehicle. The device will also be installed in such a way that there is always a diagnostics port available for others to plug into. In some vehicles this will be the OBDII port and in other vehicles this will be the J-Bus port.

On occasion, the installer will be called out to uninstall a device from a vehicle that is set to be transferred to Surplus Property. A contact person from the appropriate Jefferson Parish Department will meet the installer on site to collect the device and all harnesses and cables.

In some cases, devices that have already been installed in vehicles will need to be professionally re-installed.

The bidder will provide a trip fee on the bid form for travel to the Jefferson Parish Fleet location where the work under the contract shall be performed, if the vehicle is located at Fleet, or Yenni Bldg.

4901 Jefferson Highway, Jefferson, LA. 70121 (FOR VEHICLES LOCATED AT FLEET EB)

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1540 River Park Road, Bridge City, LA 70094 (FOR VEHICLES LOCATED AT FLEET WB)

1221 Elmwood Park Blvd., Jefferson, LA 70123 (FOR VEHICLES LOCATED AT YENNI BLDG.)

3600 Jefferson Hwy., Jefferson, LA 70121 (FOR VEHICLES LOCATED AT THE EB WATER PLANT)

4500 Westbank Expressway, Marrero, LA 70072 (FOR VEHICLES LOCATED AT THE WB WATER PLANT)

The bidder will also provide install, uninstall, and reinstall pricing on bid form for devices based upon one (1) to ten (10) and eleven (11) to twenty (20) vehicles available at the site per visit (number of vehicles available at site=combined total of 1-10 or 11-20; EXAMPLE: 4 installs, 3 uninstalls, and 4 reinstalls would work out to be the pricing for 11-20). After installing each device, the installer will verify that all of the lights on the device (those being Power, Communication, and GPS) are completely illuminated (not blinking) for a period of at least two minutes. If the installer notices that the lights are not illuminated, the installer is to notify the contact person for the appropriate Jefferson Parish Department immediately and provide the serial number of the device for which the lights are not illuminating.

Water Department contact and address:

Jesse Rosenfeld at 504-736-8720 to schedule work that is to be performed, at location that they select.

Streets Department contact and address:

Amy Bourg at 504-349-5818 to schedule work that is to be performed.

200 Shrewsbury Road, Jefferson, LA 70121

1901 Ames Blvd., Marrero, LA 70072

Working Hours:

Jefferson Parish Department of Streets and Parkways regular working hours are 7:00 am to 4:00 pm, Monday through Friday.

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GEOTAB CERTIFICATION INFORMATION

An installation technician that wishes to become Geotab certified needs to visit the Geotab web site and answer the questions related to becoming a certified Geotab installer. Upon completion, if he passes, he will be contacted almost immediately by Geotab. Once proof of insurance is established, he is certified.

Those interested in becoming certified Geotab installers can go to the following link

<https://www.geotab.com/?s=installer> to inquire about becoming a certified Geotab installer.

Expandable Plug-&Play Telematics Device

For the most up-to-date version of this document, please visit: go.gm/FRK18A

EN

The telematics device is a small form-factor device. Device installation is often straightforward and can be completed successfully by following these instructions. Harnesses are available for specialty installations or to keep the diagnostic port exposed if desired (professional installation required).

⚠ Read important related safety information and limitations of use following these installation instructions. Read and follow all instructions and warnings to prevent serious injury and/or vehicle damage.

Installing Your Telematics Device
Preparing For Installation

Before installing your device, please document your device serial number. You will need this information at a later time to verify your installation.

1. Verify that we support your vehicle by carefully reading the device release notes at go.gm/FRK18A or from the vehicle specific installation notes at go.gm/IMC149. If you have any questions or concerns please consult your Authorized Reseller.
2. Ensure no dash warning lights are on in the vehicle while it is running, and all other functions such as headlamps and flashers etc. are working prior to installing the device.

WARNING! Some installations are not straightforward and must be completed by an Authorized Installer to ensure a secure installation. An unsecure device installation can cause poor electric and/or data connection that can lead to short circuits and fires or cause malfunctions of vehicle controls that can result in serious personal injury or significant damage to your vehicle. Some examples requiring professional installation from an Authorized Installer are:

- The OBD port location is such that the device could protrude or interfere when entering or exiting the vehicle or located so could be inadvertently kicked or bumped during vehicle operation.
- The device isn't fully secured and so may be able to vibrate loose or get kicked or knocked.
- An electrical harness or additional wiring is required.
- Vehicle mounting modifications are required to secure the device i.e. removing of panels, or the OBD connector has been deformed/damaged or there is any physical damage visible to the electrical wiring.
- The device does not beep six times and power on when first installed.
- The installer questions their ability to complete a secure installation according to these instructions.

WARNING! Do not attempt to install, re-configure or remove any product from a vehicle while the vehicle is in motion or otherwise in operation. All installation, configuration or removal must be done only in stationary vehicles which are securely parked. Attempting to service devices while the vehicle is in motion could result in malfunctions or accidents, leading to death or serious personal injury.

Installation in Four Steps

Based on the warnings above, if you determine that a professional installation by an Authorized Installer is not required, the following basic installation steps can be followed.



1. Locate the vehicle's engine diagnostic port typically found in the driver's area at or below knee level.

Note: heavy-duty vehicles use a different connector system. Contact your Authorized Reseller for heavy duty connector applications or for extension harnesses should it be necessary to place your device away from the engine diagnostic port location.

2. Align the receiver end of the device with the engine diagnostic port and simply push in place, ensuring that the device is well connected to the diagnostic port. You will hear 6 quick beeps and all three lights on the device will flash briefly.

3. With the vehicle parked outdoors to locate satellites and vent exhaust fumes, start the vehicle and allow it to run for approximately 3 minutes.

During this time period you will notice the Red LED will power on and illuminate on the face of the device. Shortly afterwards the Green and Blue LEDs will illuminate when the device connects with the cellular and GPS networks. This initial startup may take several minutes to complete.

4. Once all three LED lights have come on, secure your device using the supplied cable tie.

WARNING! All in-vehicle devices and related cabling must be securely fastened and kept clear of all vehicle controls, including gas, brake and clutch pedals. This requires the use of a cable tie when securing the device or any extension harness to the OBD connector; securing both sides of the harness. If you do not use a cable tie, vibration in the vehicle can lead to a loose connection which could indirectly cause the vehicle's engine computer to fail, loss of vehicle control and cause serious injury. Inspect devices and cabling regularly to ensure all devices and cabling continue to be securely attached.

WARNING! If at any point after an in-vehicle device is installed a warning light illuminates on the vehicle dash or the vehicle stalls or has a marked drop in performance, shut off the engine, remove the device, and contact your reseller. Continuing to operate a vehicle with these symptoms can cause loss of vehicle control, and serious injury.

Verify Your Installation

To check the status of the device you have installed, navigate to installmygps.com. On the web page, fill in your name, the company, and the device serial number, which can be found on the bottom of the device. Once complete, click **Log Install**. You will now see a similar screen with green text to indicate that your installation was successfully completed. If you see red text instead, you must check the installation.

Important Safety Information

For the latest version of the Limitations of Use, please visit: go.gm/FRK18A

WARNING! Your in-vehicle devices must be kept clear of debris, water and other environmental contaminants. Failure to do so may result in units malfunctioning or short-circuiting, that can lead to a fire hazard and cause loss or serious injury.

WARNING! Do not attempt to remove the devices from the vehicle in which they are originally installed for installation in another vehicle. Not all vehicles share compatibility, and doing so may result in unexpected interactions with your vehicle, including sudden loss of power or shutdown of the vehicle's engine while in operation or cause your vehicle to operate poorly or erratically and cause serious injury and/or vehicle damage.

NOTICE: This product does not contain any user-serviceable parts. Configuration, servicing, and repairs must only be made by an authorized reseller or installer. Unauthorized servicing of these products will void your product warranty.



EN For more details on compliance information and applicable products, please contact your Authorized Reseller.

ES Para obtener más información sobre información de cumplimiento normativo y productos aplicables, póngase en contacto con su distribuidor autorizado.

DE Für weitere Informationen über Konformität und entsprechende Produkte wenden Sie sich bitte an Ihren autorisierten Fachhändler.

FR Pour de plus amples détails sur les renseignements de conformité et les produits concernés, veuillez communiquer avec votre distributeur autorisé.

NL Voor meer informatie over de naleving van informatie en toepassbare producten, neemt u contact op met uw erkende leverancier.

PL Aby uzyskać szczegółowe informacje o zgodności z przepisami i odpowiednich produktach, skontaktuj się z autoryzowanym sprzedawcą.

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, Workmen's Compensation Insurance 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

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

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

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

Michael S. Yenni
Parish President

Renny Simno
Director

November 2018

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

- **As of November 13, 2018, for all advertised (2:00 pm) bids, the bid tabulation will be released to the vendors 14 days from the bid opening date.**

Other continued changes:

- Bid submissions can be delivered to the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123 or General Government Building, 200 Derbigny St., Suite 4400, Gretna, LA 70053. Bidders may submit bid submission to the East Bank 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.**
- 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 from all bidders.** Bidders must read the insurance requirement 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

**Insurance Declaration Affidavit
Worker's Compensation**

AFFIDAVIT

STATE OF Louisiana
PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared,
Chad Thiaville, (Affiant) who after being duly sworn, deposed and said that he/she
is the fully authorized Sole Proprietor of Tracking Plus (Entity), the
party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00124712, to Jefferson Parish.

Affiant further said:

- (1) That affiant has no employees in which Worker's Compensation Insurance is required pursuant to state law.
- (2) That if affiant hires employees such that they would be required under state law to obtain Worker's Compensation Insurance, affiant will notify Jefferson Parish and obtain the proper coverage.



Signature of Affiant

Chad Thiaville

Printed Name of Affiant

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



Notary Public

Ian Smith

Printed Name of Notary

142533

Notary/Bar Roll Number

My commission expires on death



**Insurance Declaration Affidavit
Automotive**

AFFIDAVIT

STATE OF Louisiana
PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared,
Chad Thiaville, (Affiant) who after being duly sworn, deposed and said that
he/she is the fully authorized Sole Proprietor of Tracking Plus
(Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00124712,
to Jefferson Parish.

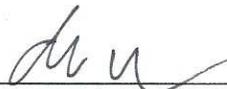
Affiant further said:

- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.



Signature of Affiant

SWORN TO AND SUBSCRIBED
BEFORE ME ON THIS 13th
DAY OF December, 2016.



NOTARY PUBLIC



Progressive
PO Box 31260
Tampa, FL 33631
NAIC Company Code: 44695
LDI COI 306330 0214



Policy Number: 53069865

Underwritten by:
Progressive Paloverde Insurance Co
Policyholder:
Chad E Thiaville Sr.
Page 1 of 1
December 15, 2018

Customer Service

1-800-776-4737
24 hours a day, 7 days a week

Verification of Insurance for

Chad E Thiaville Sr.

This verification of insurance is not an insurance policy and does not amend, extend or alter the coverage afforded by the policies listed herein. Notwithstanding any requirement, term or condition of any contract or other document with respect to which this verification of insurance may be issued or may pertain, the insurance afforded by the policies described herein is subject to all the terms, exclusions and conditions of the policies.

Please accept this letter as verification of insurance for this policy.

Policy and driver information

Policy number:	53069865
Policy state:	Louisiana
Policy period:	Sep 1, 2018 - Mar 1, 2019
There was no lapse in coverage during this policy period.	
Effective date:	Oct 31, 2018
Drivers: Chad E Thiaville Sr.	Insured Driver
Dana A Thiaville	
Chad E Thiaville	
Address:	513 Wiegand Dr Bridge City, LA 70094

Vehicle information

Vehicle:	2018 Ford F150
Vehicle identification number:	1FTEW1C50JKF25616
Lienholder:	FORD MOTOR CREDIT PO Box 390910 MINNEAPOLIS, MN 55439

Coverage information

Bodily Injury Liability:	\$15,000 each person/\$30,000 each accident
Property Damage Liability:	\$25,000 each accident
Collision:	Deductible: \$500 deductible
Comprehensive:	Deductible: \$500 deductible

From: Angie Milne angiemilne@geotab.com 
Subject: Re: Completion of Application- Company ID DC34-0F9B
Date: October 27, 2016 at 10:50 AM
To: Tracking Plus trackingplus@cox.net



Hi Chad,

Thank you very much for sending these over. You are now a Certified Geotab Installer, congratulations!

I will have your logo put up on your website right away. Attached is a logo that you can use on your website or email signature stating that you are an authorized installer.

If you have any questions please feel free to reach out to installcert@geotab.com.

Thank you,

Angie Milne
Geotab
Solutions Specialist

On Wed, Oct 26, 2016 at 8:50 PM, Tracking Plus <trackingplus@cox.net> wrote:

Attached is the requested copy of the insurance certificate & company logo for Tracking Plus. I already completed the Installer Certification Test & passed. Please let me know if you need any other information or documentation.

Thank you,
Tracking Plus
Chad Thiaville
[504-915-3374](tel:504-915-3374)
trackingplus@cox.net

GEOTAB
management by measurement

Authorized
Geotab Installer

CERTIFICATE HOLDER

CANCELLATION

THE PARISH OF JEFFERSON
1221 ELMWOOD PARK BLVD
SUITE 909
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



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