



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000129660 TWO YEAR CONTRACT FOR LABOR, MATERIALS & EQUIPMENT NECESSARY TO PERFORM INSPECTIONS, TROUBLESHOOTING & REPAIR ON WATER HEATERS & BOILER SYSTEMS, ALSO A LABOR RATE FOR REPLACEMENT FOR JEFFERSON PARISH GENERAL SERVICE.**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
16-Apr-2020 11:30:42 AM



**Bid Number 50 - 129660**

TWO (2) YEAR CONTRACT FOR LABOR, MATERIALS & EQUIPMENT  
NECESSARY TO PERFORM INSPECTIONS, TROUBLESHOOTING & REPAIR  
ON WATER HEATERS & BOILER SYSTEMS, ALSO A LABOR RATE FOR  
REPLACEMENT FOR JEFFERSON PARISH GENERAL SERVICE.

**MARCH 19, 2020 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

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

## **TWO YEAR CONTRACT TO INSPECT AND REPAIR WATER HEATING SYSTEMS AND BOILERS**

### **Section 1.0 - Scope:**

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to provide the following for the Department of General Services:

- Two (2) year contract to perform inspections of various types of water heating and boiler systems.
- Provide a labor only rate for use on an as needed basis to troubleshoot, repair, and replace water heating and boiler systems for the Department of General Services.

### **Section 2.0 – Pre-Bid Conference:**

A Non-Mandatory Pre-Bid Conference and inspection of the site shall be held:

Location: GGB 200 DERBIGNY STREET, SUITE 4400, GRETNA, LA. 70053

Date: MARCH 5, 2020

Time: 10:00 AM

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held; date and location to be determine. However, failure to attend the non-mandatory pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the non-mandatory 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. This conference is held to allow questions to be answered and to inspect the site with the owner's representative.

### **Section 3.0 – Licenses: Both 3.1 and 3.2 are required.**

A copy of all licenses listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

#### **3.1 License(s) issued by the Louisiana State Licensing Board for Contractors:**

- Mechanical Statewide

**NOTE-** Louisiana State Contractors License number shall be on the outside of the bid envelope. 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.

And

**3.2 License issued by the Louisiana State Fire Marshal's Office:**

- BOILER INSPECTION LAW STATE OF LOUISIANA OFFICE OF STATE FIRE MARSHAL  
LOUISIANA REVISED STATUTES OF 1950 TITLE 23, CHAPTER 5, PART III. REGULATING  
AFFECTING BOILERS OUTSIDE NEW ORLEANS:
- 543. Installation, moving or reinstallation of power boilers, steam heating, or hot water  
boilers, licensing; examination; fees.
  - A. Every person, firm, or corporation engaged in the installation, moving, or  
reinstallation of power boilers, steam heating, or hot water heating boilers,  
in this state, shall be licensed by the assistant secretary to perform such  
work. Each such person, firm, or corporation shall be required to have a  
single license and shall not be required to license individual employees.

**NOTE-** Copy of the front and back of license must be included with bid submission. Failure to  
comply will cause your bid to be rejected.

**Section 4.0 – Bid Specifications:**

**Annual Boiler and Water Heater Inspections**

- All inspections shall be performed according to the following codes:
  - American Society of Mechanical Engineers International Code for Boilers and  
Pressure Vessels 2019 or latest revision.
  - Jefferson Parish Inspection and Code- All codes covering boilers and water  
heaters 2019 or latest revision.
  - Louisiana State Fire Marshall's office- All codes covering boilers and water  
heaters 2019 or latest revision.
- The Jefferson Parish Department of General Services Water Heating Equipment  
Inspection Form, listed in Attachment "A" of these specifications, shall be completed for  
each water heater or boiler inspected.
- A copy of the Jefferson Parish Department of General Services Water Heating  
Equipment Inspection Form is attached to these specifications.
- The completed Jefferson Parish Department of General Services Water Heating  
Equipment Inspection Form must be presented to the owner's representative at  
completion of all inspections.



- Within five days of the completion of each inspection a typed Jefferson Parish Department of General Services Water Heating Equipment Inspection Form must be submitted to the Jefferson Parish representative who provided the purchase order for the inspection.
- Provide a quote listing materials and labor to repair all deficiencies found during the inspection. The quote shall be provided to the Jefferson Parish representative requesting work.

**Section 5.0 Labor only for the troubleshooting, repairing, and replacement of water heating and boiler systems:**

- Labor, materials, transportation, supervisions, and equipment necessary for a two (2) year labor only contract to troubleshoot, repair, and replace existing water heating and boiler systems.
- Troubleshooting, replacement, and repairing of equipment shall only be performed by a lead technician. The use of a "helper" will only be allowed upon approval from a General Services representative.
- All work shall be provided on an "as-needed" basis. There is no guarantee as to the amount of work given throughout this contract.
- There shall be no minimum call-out, work, service, etc. time in terms of hours charged under the terms of this contract.
- Time charged to contract shall be from the time personnel arrives on site to time personnel leaves the site.
- Hourly pricing for a technician and for a helper shall include the following:
  - Labor for troubleshooting
  - Labor for repair work
  - Labor for installation
  - Incidental equipment needed to perform troubleshooting and repairs
  - Tools needed to perform troubleshooting and repairs
  - Transportation/Travel time to and from work site and for picking up parts, tools, equipment, etc.
  - License(s) required to perform this type of work
- Technicians arriving to the work site to perform services shall verify start time by meeting with an owner's representative and sign in on an owner provided log book.

*NOTE- Failure to sign in with a parish representative may be cause for non-payment of invoice for services.*
- Upon completion of work for the day started, technicians shall verify end time by meeting with an owner's representative and sign out on an owner provided log book.

*NOTE- Failure to sign out with a parish representative may be cause for non-payment of invoice for services.*

SPECIFICATIONS FOR BID # 50-129660

- Bidder must receive a reference number from the requesting department prior to any work being performed. If the successful bidder proceeds without a reference number issued by the department the bidder might not be compensated for his labor and parts.
- In case of excessive downtime Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the successful bidder to obtain necessary part(s) to complete the repair work. Jefferson Parish will not allow any mark-up of wholesale or dealers invoice cost.

**Section 5.1 Labor only rate to troubleshoot, repair, and replacement water heating and boiler systems.**

The blow chart indicates normal, weekend and before/after hours. These times are to be used for pricing according to the times identified.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:00 AM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 PM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

	WEEK END WORK HOURS
	BEFORE/AFTER WORK HOURS
	NORMAL WORK HOURS

**Section 6.0 – Response Time:**

Bidder must respond within four (4) hours on non-emergency calls and within two (2) hours for emergency calls. If the bidder fails to respond to the location Jefferson Parish shall reserve the right to cancel this contract.

**Section 7.0 – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris caused by this work daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Storage of flammable materials will not be permitted on the premises. All flammable materials must be removed from the job site daily. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials. .

**Section 8.0 - Hours of Work:**

- Inspection work shall be performed during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m.
- Maintenance and repair work shall be scheduled on an as needed basis.

**Section 9.0 – Permits:**

The successful bidder shall obtain any and all permits and applications required by the Jefferson Parish Department of Inspection and Code Enforcement, City of Gretna (if applicable), Louisiana State Fire Marshall, and Louisiana State Board of Contractors. The successful bidder shall also be responsible for payment of these permits and applications. All permits must be obtained prior to the start of the project.

**Section 10.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No work shall be performed under these specifications/contract until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Services.

Attachment "A"

Jefferson Parish Department of General Services Water Heating Equipment Inspection Form

Building:		Location:	
Model:	Serial:	Unit #:	
Item	Notes	Pass	Fail
Inspect water level and makeup			
Test the blow down			
Visually check combustion			
Inspect for tight closing fuel valves			
Inspect indicating lights and alarms			
Inspect operation of water control levels			
Inspect for leaks, noise and vibrations			
Inspect operation of all motors			
Inspect main flame for proper operation			
Inspect main burner flames after unit has cycled off			
Inspect for simmering or discharging relief valves			
Inspect for water leakage			
Inspect probe low water cutoff and reset			
Inspect Burner operation throughout firing range			
Inspect for flue gas leaks			
Inspect the fuel system			
Inspect all combustion air supply inlets			
Calibrate combustion (note readings)			
Inspect for electrolysis			
Inspect high limit control operation			
Test safety relief valves			
Inspect gauge glass			
Inspect refractory			
Inspect waterside surfaces- remove all head plates and inspect tubes			
Inspect waterside columns			
Inspect water float assemblies			
Inspect feed water			
Inspect equalizing valves			
Clean and brush fire tubes			
Inspect expansion tank for proper operation			
Clean low water cut-off			
Record boiler operating temperature			
Record boiler operating pressure			
Record gas pressure			
Record vent stack temperatures			
Record boiler supply temperature			
Record boiler return temperature			
Signature of Technician:		Date:	



DATE: 2/19/2020  
BID NO.: 50-00129660

INVITATION TO BID  
THIS IS NOT AN ORDER

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**JEFFERSON PARISH**

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

BUYER: DREAMY@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 3/19/2020 AND PUBLICLY OPENED THEREAFTER.**

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

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

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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

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

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

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

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

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

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



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

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

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

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

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

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

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



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2,3,4,5,6,10,12,13,15**

**PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 , GRETNA  
@ 10:00 AM  
ON 3/05/2020**

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. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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



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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

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

**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Bernhard MCC, LLCADDRESS: 3001 17th StreetCITY, STATE: Metairie, LouisianaZIP: 70002TELEPHONE: (504) 833-8291FAX: (504) 831-4760EMAIL ADDRESS: Gregg@bernhardmcc.com

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

Acknowledge Receipt of Addenda: NUMBER: OneNUMBER: Two

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: Gregg WellsGregg Wells

Printed Name

TITLE: Senior Vice 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.

BID REVISED PER ADDENDUM #1

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129660

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	HR	<p>TWO YEAR CONTRACT FOR LABOR, MATERIALS &amp; EQUIP. NECESSARY TO PERFORM INSPECTIONS, TROUBLESHOOTING &amp; REPAIR ON WATER HEATER &amp; BOILER SYSTEM, ALSO A LABOR RATE FOR REPLACEMENT FOR JEFF PARISH GENERAL SERV</p> <p>0010 - BOILER &amp; WATER HEATING SYSTEM INSPECTIONS (INSPECTIONS &amp; LABOR ONLY)</p> <p>DEPARTMENT OF GENERAL SERVICES</p> <p>NORMAL HOURLY RATE 7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY, EXCLUDING HOLIDAYS PER TECHNICIAN PER HOUR</p>	97	97
2	1.00	HR	<p>0020 - NORMAL HOURLY RATE 7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY</p> <p>EXCLUDING HOLIDAYS PER HELPER PER HOUR</p>	77	77
3	1.00	HR	<p>0030 - BEFORE/AFTER HOURS WEEKDAY RATE 5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY, AND 12:00AM TO 7:00 AM, TUESDAY THRU FRIDAY, PER TECHNICIAN PER HOUR</p>	131	131
4	1.00	HR	<p>0040 - BEFORE/AFTER HOURS WEEKDAY RATE 5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY, AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY, PER HELPER PER HOUR</p>	104	104
5	1.00	HR	<p>0050 - AFTER HOURS WEEKEND RATE FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, MONDAY 12:00 AM TO 7:00 AM AUTHORIZATION REQUIRED PER TECHNICIAN PER HOUR</p>	131	131
6	1.00	HR	<p>0060 - AFTER HOURS WEEKEND RATE FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, MONDAY 12:00 AM TO 7:00 AM AUTHORIZATION REQUIRED PER HELPER PER HOUR</p>	104	104
7	1.00	HR	<p>0070 - HOLIDAY RATE (12:00 AM TO 11:59 PM)</p>		
BID REVISED PER ADDENDUM #1					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129660

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	1.00	HR	PER TECHNICIAN PER HOUR  (PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR)	131	131
			0080 - HOLIDAY RATE (12:00 AM TO 11:59 PM)		
9	1.00	HR	PER HELPER PER HOUR  (PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR)	104	104
			0090 - PROVIDE A COST TO INSPECT WATER TUBE BOILERS		
10	1.00	HR	200,000 (BTU'S) TO 500,000 (BTU'S)	97	97
			0100 - PROVIDE A COST TO INSPECT WATER TUBE BOILERS		
11	1.00	HR	500,001 (BTU'S) TO 1,000,000 (BTU'S)	97	97
			0110 - PROVIDE A COST TO INSPECT WATER TUBE BOILERS		
12	1.00	HR	1,000,001 (BTU'S) TO 2,000,000 (BTU'S)	97	97
			0120 - PROVIDE A COST TO INSPECT WATER TUBE BOILERS		
13	1.00	HR	2,000,001 (BTU'S) TO 3,000,000 (BTU'S)	97	97
			0130 - PROVIDE A COST TO INSPECT WATER TUBE BOILERS		
14	1.00	HR	3,000,001 (BTU'S) TO 4,000,000 (BTU'S)	97	97
			0140 - PROVIDE A COST TO INSPECT WATER TUBE BOILERS		
15	1.00	HR	4,000,001 (BTU'S) TO 5,000,000 (BTU'S)	97	97
			0150 - PARTS AND MATERIALS		
			THIS IS A NON-BIDABLE ITEM THIS ITEM IS FOR PARTS/ MATERIALS NEEDED TO COMPLETE A REPAIR UP TO \$5,000.00 PER JOB, AS PER THE SPECIFICATIONS, WITH THE APPROVAL FROM THE REQUESTING DEPARTMENT		
BID REVISED PER ADDENDUM #1					



## **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 Parish

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
Gregg Wells, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Senior Vice President of Bernhard MCC, LLC (Entity),  
the party who submitted a bid in response to Bid Number 50-129660, 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.

Gregg Wells

Signature of Affiant

Gregg Wells

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 18th DAY OF March, 2020.

Jennifer A. O'Neill

Notary Public

Jennifer A. O'Neill

Printed Name of Notary

161800

Notary/Bar Roll Number

My commission expires At death.



JENNIFER A. O'NEILL  
Notary Public  
Notary ID No. 161800  
St. Tammany Parish, Louisiana





## State Licensing Board for Contractors

This is to Certify that:

BERNHARD MCC, LLC  
3001 17th Street  
Metairie, LA 70002

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; ELECTRICAL WORK (STATEWIDE); HEAVY CONSTRUCTION; MECHANICAL WORK (STATEWIDE); MUNICIPAL AND PUBLIC WORKS CONSTRUCTION; PLUMBING (STATEWIDE); SPECIALTY: INSTALL REPAIR OR CLOSE UNDERGROUND STORAGE TANKS; SPECIALTY: SOLAR ENERGY EQUIPMENT



Expiration Date: January 21, 2023

License No: 62805

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 22nd day of January 2020

*Will S. McCoy*

Director

*Lee Mallett*

Chairman

*Andy Dumas*

Treasurer

This License Is Not Transferrable

**Louisiana Office of State Fire Marshal**  
**Boiler Inspection Section**  
**License to Install, Move, and Reinstall Boiler**

**Date Issued:** 01/31/2020

**License Number:** 13

**Date Expires:** 01/31/2021

This is to certify that the below named licensee has duly qualified for and is hereby granted a License to Install, Move and Reinstall Power Boilers, Steam Heating Boilers, and Hot Water Heating Boilers pursuant to R.S. 23:543 and R.S. 23:544 of the Louisiana Boiler Inspection Law, Rules and Regulations.

**License Issued To:** BERNHARD MCC, LLC

**Mailing Address:** P O BOX 7460

METAIRIE, LA 70010

**Physical Location:** 3001 SEVENTEETH ST.

METAIRIE, LA 70002

*This license is not transferrable and may be revoked or suspended with cause.  
Display License in a conspicuous place at location.*

**Total Fees Paid: \$75.00**





**WRITTEN CONSENT OF THE SOLE MEMBER OF**

**BERNHARD MCC, LLC**

**Effective September 18, 2018**

The undersigned, being the sole member of Bernhard MCC, LLC, a Delaware limited liability company (the "**Company**"), does hereby waive any and all requirements for calling, giving notice of, and holding a special meeting, and in lieu of such meeting, does hereby consent to, approve of and adopt the following resolutions by execution of this written consent (this "**Consent**");

**WHEREAS**, the Company desires to:

- (a) authorize certain employees to execute contracts for construction, vendor agreements, bid documents, leases, and other corporate documents on behalf of the Company in the ordinary course of business up to a maximum amount of Twenty-Five Million Dollars (\$25,000,000.00); and
- (b) authorize certain corporate officers of the Company and Bernhard, LLC, the parent of the Company, to execute contracts for construction, vendor agreements, bid documents, leases, and other corporate documents on behalf of the Company in the ordinary course of business in excess of One Hundred Million Dollars (\$100,000,000.00).

**NOW, THEREFORE, BE IT RESOLVED**, that the sole member authorizes and approves the transactions set forth in the foregoing recitals;

**FURTHER RESOLVED**, that *Philip Garcia, Jr., Barry Bernhard, Michael T. Durham, Travis Bernhard, Greg Wells, Juno Guedry, Dwayne Broussard, Kenneth Bernhard, Jr., and Steve Maraist* are each individually and severally authorized, empowered, and directed to execute any and all contracts for construction, vendor agreements, bid documents, leases, and other corporate documents on behalf of the Company in the ordinary course of business up to a maximum amount of *Twenty-Five Million Dollars (\$25,000,000.00)*;

**FURTHER RESOLVED**, that *Philip Catanzaro and William E. Tinsley* are each individually and severally authorized, empowered, and directed to execute any and all contracts for construction, vendor agreements, bid documents, leases, and other corporate documents on behalf of the Company in the ordinary course of business up to a maximum amount of *One Hundred Million Dollars (\$100,000,000.00)*;

**FURTHER RESOLVED**, that any and all contracts for construction, vendor agreements, bid documents, leases, and other corporate documents executed on behalf of the Company pursuant to this resolution are hereby ratified and approved by the Sole Member;

**FURTHER RESOLVED**, that this Consent may be executed in any number of counterparts, each of which shall constitute an original and all of which together shall constitute one action. Any copy, facsimile, or other reliable reproduction of this action may be substituted or used in lieu of the original writing for any and all purposes for which the original writing could be used, provided such copy, facsimile, or other reproduction be a complete reproduction of the original writing.



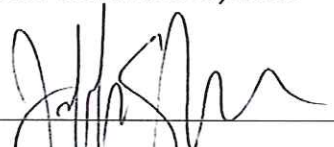
**FURTHER RESOLVED**, that this Consent exclusively governs the Company's authorization and approval of certain employees and corporate officers, regarding the execution of contracts for construction, vendor agreements, bid documents, leases, and other corporate documents on behalf of the Company and supersedes all prior resolutions, consents, representations, or agreements, whether written, oral, express, or implied through conduct, action, inaction, or silence.

**FINALLY RESOLVED**, that this Consent will be effective as of September 18, 2018.

**SOLE MEMBER:**

**BERNHARD SERVICES, LLC**

By:

  
\_\_\_\_\_  
Jeffrey S. Jenkins,  
Authorized Representative



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/2/2019

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> BXS Insurance 4041 Essen Lane, Suite 400 Baton Rouge LA 70809	<b>CONTACT NAME:</b> sharon.elgin@bxsi.com	<b>FAX (A/C, No):</b> 225-336-4536	
	<b>PHONE (A/C, No, Ext):</b> 225-336-3200	<b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Bernhard MCC, LLC PO Box 7460 Metairie LA 70010	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> Travelers Indemnity Company		25658
	<b>INSURER B:</b> Travelers Indemnity Company of CT		25682
	<b>INSURER C:</b> Starr Indemnity & Liability Company		38318
	<b>INSURER D:</b> Travelers Property Casualty Co of America		25674
	<b>INSURER E:</b> Underwriters at Lloyd's London		32727
	<b>INSURER F:</b> XL Specialty Insurance Company		37885

**COVERAGES**

CERTIFICATE NUMBER: 798974882

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"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			VTC2KC05468B48519	7/1/2019	7/1/2020	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$300,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			VTC2ECAP5468B49719	7/1/2019	7/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			1000585884191	7/1/2019	7/1/2020	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
D	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 N	N/A	UB1N3954721925K	7/1/2019	7/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER Includes USL&H E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
E F	Professional/Pollution Leased/Rented			CPP1003019 UM00061241MA19A	7/1/2019 2/1/2019	7/1/2020 2/1/2020	\$10,000,000 Occ \$750,000 Per Item \$10,000,000 Agg \$2,500,000 Limit

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

Certificate holder is included as Additional Insured when required by written contract for both Ongoing and Completed Operations on the General Liability policy, as per endorsement # CG D6 04, edition 08/13; Automobile Policy as per endorsement #CA T4 74, edition 02/15. Excess Policy follows form of underlying General Liability, Automobile and Employer's s Liability (Workers Comp) policies pursuant to and subject to the policy term, definitions, endorsements and exclusions. Certificate Holder is included as Additional Insured when required by written contract as respects to the Pollution Policy, pursuant to and subject to the policy terms, definitions, conditions and exclusions. Waiver of Subrogation when required by written contract applies to Certificate Holder, as respects to the General Liability, Automobile, Excess Liability, Professional Liability and Workers Compensation policies, pursuant to and subject to the policy terms, definitions, conditions and exclusions. General Liability, Automobile and Excess Liability policies are Primary and Noncontributory. All policies have 30 Day Notice of Cancellation to Certificate Holder when required by written contract. Certificate Holder is considered an Alternate Employer when required by written contract with respects to Workers Comp. Equipment valuation for Leased/Rented is legal liability but no more than replacement cost.

**CERTIFICATE HOLDER****CANCELLATION**

\*SAMPLE\*

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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## **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 unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 2020

### **Changes to Jefferson Parish Bidding Information**

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

**Probable Construction Cost:** Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

**Insurance Requirement:** **All bidders** must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

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