

Firmen Trucking LLC  
2508 Lexington Dr  
Laplace, La. 70068

SEALED BID

License # 55668

Bid No. 50-00130735  
For: Two (2) Year Contract For  
Sanitorial Services At Various  
Library Buildings Located On The  
East And West Bank, For The  
Library Department

Time: 2pm  
Date: 6/11/20

Jefferson Parish  
Purchasing Department  
P.O. Box-9  
Gretna, La. 70054



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

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

Are you requesting an escalation provision?

YES ☒ NO ☐MAXIMUM ESCALATION PERCENTAGE REQUESTED 3 %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 1 year from start date

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

10 days from contract sign dateLOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 55668**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Firmin Trucking LLCADDRESS: 2508 Lexington Dr.CITY, STATE: Laplace, La. ZIP: 70068TELEPHONE: (504) 628-4860 FAX: (985) 652-1259EMAIL ADDRESS: firm-enterprises@yahoo.com

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

Acknowledge Receipt of Addenda: NUMBER: 1

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 834042.11AUTHORIZED SIGNATURE: Ronald FirminRonald Firmin

Printed Name

TITLE: Owner

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p><b>TWO (2) YEAR JANITORIAL SERVICES CONTRACT AT VARIOUS BUILDINGS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</b></p> <p>0010 - Provide separate monthly pricing for janitorial  services at the following location:  Eastbank Regional Library/ Administration Building Metairie, Louisiana 70001 (approx 135,000 SQ FT)</p> <p><b>ATTACHMENT "A" PAGE 13 IN SPECS</b></p> <p><b>TWO (2) YEAR JANITORIAL SERVICES AT VARIOUS LIBRARY BUILDINGS LOCATED ON THE EAST AND WEST BANK FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</b></p>	9000.00	216,000.00
2	7,072.00	HR	<p>0020 - Provide hourly cost for janitorial service at the East</p> <p>Bank Regional Library and Administrative Offices for Monday through Thursday - beginning at 9:00 am until 9:00 pm (12 hours per day), Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.</p> <p>(68 X 52 weeks x 2 = 7,072 hours)</p>	Rf. 20.00	Rf. 141440.00
3	24.00	MO	<p>0030 - Provide separate monthly pricing for janitorial services at:</p> <p>Gretna Library 102 Willow Drive Gretna, Louisiana 70053 (APPROX 5,600 SQ FT)</p> <p><b>ATTACHMENT "K" PAGE 23 IN SPECS</b></p>	670.00	16080.00
4	24.00	MO	<p>0040 - Provide separate monthly pricing for janitorial services at:</p> <p>Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123</p>	670.00	16080.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	24.00	MO	(APPROX 3,000 SQ FT) ATTACHMENT "B" PAGE 14 IN SPECS		
			0050 - Provide separate monthly pricing for janitorial services at:  Lafitte Library 4917 City Park Drive Suite B Lafitte, Louisiana 70067 (APPROX 4,500 SQ FT)  ATTACHMENT "L" PAGE 24 IN SPECS	670.00	16080.00
6	24.00	MO	0060 - Provide separate monthly pricing for janitorial services at:  Lakeshore Library 1000 W. Esplanade Avenue Metairie, Louisiana 70005 (APPROX 7,680 SQ FT)  ATTACHMENT "E" PAGE 17 IN SPECS	950.00	22800.00
			0070 - Provide separate monthly pricing for janitorial services at:  Live Oak Library 125 Acadia Drive Waggaman, LA 70094 (APPROX 5,412 SQ FT)  ATTACHMENT "M" PAGE 25 IN SPECS	670.00	16080.00
8	24.00	MO	0080 - Provide separate monthly pricing for janitorial services at:  North Kenner Library 630 W. Esplanade Avenue Kenner, La. 70065 (APPROX 9,350 SQ FT)  ATTACHMENT "D" PAGE 16 IN SPECS	1020.00	24480.00
			0090 - Provide separate monthly pricing for janitorial services at:  Old Metairie Library 2350 Metairie Road Metairie, La. 70001 (APPROX 10,000 SQ FT)	1050.00	25200.00
9	24.00	MO			



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	24.00	EA	ATTACHMENT "F" PAGE 18 IN SPECS		
			0110 - Provide separate monthly pricing for janitorial services at:  Rosedale Library 4036 Jefferson Highway Jefferson, LA 70121 (APPROX 7,138 SQ FT)	670.00	16080.00
11	24.00	EA	ATTACHMENT "G" PAGE 19 IN SPECS		
			0120 - Provide separate monthly pricing for janitorial services at:  Terrytown Library 680 Heritage Avenue Terrytown, LA 70056 (APPROX 7,625 SQ FT)	825.00	19800.00
12	24.00	MO	ATTACHMENT "N" PAGE 26 IN SPECS		
			0130 - Provide separate monthly pricing for janitorial services at:  Wagner Library 6646 Riverside Drive Metairie, LA 70003 (APPROX 6,400 SQ FT)	720.00	17280.00
13	24.00	MO	ATTACHMENT "H" PAGE 20 IN SPECS		
			0140 - Provide separate monthly pricing for janitorial services at:  Westwego Library 635 Fourth Street Westwego, LA 70094 (APPROX 7,183 SQ FT)	725.00	17400.00
14	24.00	MO	ATTACHMENT "O" PAGE 27 IN SPECS		
			0150 - Provide separate monthly pricing for janitorial services at:  Jane OBrien Chatelain Westbank Regional Library 2751 Manhattan Blvd. Harvey, LA 70058 (APPROX 35,000 SQ FT)	3500.00	84000.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	7,072.00	HR	<p>ATTACHMENT "I" PAGE 21 IN SPECS</p> <p>0160 - Provide hourly cost for janitorial service at the Jane OBrien Chatelain West Bank Regional Library, for Monday through Thursday; beginning at 9:00 am until 9:00 pm (12 hours per day); Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.</p> <p>(68 x 52 weeks x 2 = 7,072)</p>	20.00	RF. 141440.00
16	24.00	MO	<p>0170 - Provide separate monthly pricing for janitorial services at:</p> <p>River Ridge Library 8825 Jefferson Highway River Ridge, Louisiana 70123 (APPROX 10,000 SQFT)</p> <p>ATTACHMENT "C" PAGE 15 IN SPECS</p>	875.00	21,000.00
17	24.00	MO	<p>0180 - Provide separate monthly pricing for janitorial services at:</p> <p>Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072 (APPROX 7,375 SQ FT)</p> <p>ATTACHMENT "J" PAGE 22 IN SPECS</p>	950.00	22800.00
18	1.00	EA	<p>0190 - Provide a square footage cost for the addition or deletion of</p> <p>square footage to be cleaned at any of the buildings to be covered under this contract.</p> <p>Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT)</p>	.11	.11



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	1.00	EA	<p>Old Metairie Library (10,000 SQFT)  Rosedale Library (7,138 SQFT)  Terrytown Library (7,625 SQFT)  Westwego Library (7,183 SQFT)  Jane OBrien Chatelain Westbank Regional  Library (35,000 SQFT)  River Ridge Library (10,000 SQFT)</p> <p>0200 - Provide a square footage cost  for Sunday cleaning (on request)</p> <p>at any of the buildings to be  covered under this contract.</p> <p>Prior approval from the Library  Property Manager would be  necessary.</p> <p>The buildings covered are as  follows (all SQFT amounts are  approximate):  Belle Terre Library (7,375 SQFT)  Charles A. Wagner Library (6,400 SQFT)  Eastbank Regional Library/Administration  Building (135,000 SQFT)  Gretna Library (5,600 SQFT)  Harahan Library (3,000 SQFT)  Lafitte Library - (4,500 SQFT)  Lakeshore Library - (7,680 SQFT)  Live Oak Library (5,412 SQFT)  North Kenner Library (9,350 SQFT)  Old Metairie Library (10,000 SQFT)  Rosedale Library (7,138 SQFT)  Terrytown Library (7,625 SQFT)  Westwego Library (7,138 SQFT)  Jane OBrien Chatelain Westbank  Regional Library (35,000 SQFT)  River Ridge Library (10,000 SQFT)</p>	.70	.70
20	1.00	EA	<p>0210 - Provide a square footage cost  for emergency cleaning after</p> <p>regular hours, ie, fire, smoke,  water, vandalism, etc at any  of the buildings under this  contract.</p> <p>The buildings covered are as  follows (all SQFT amounts are  approximate):  Belle Terre Library (7,375 SQFT)  Charles A. Wagner Library (6,400 SQFT)  Eastbank Regional Library/Administration  Building (135,000 SQFT)  Gretna Library (5,600 SQFT)  Harahan Library (3,000 SQFT)  Lafitte Library - (4,500 SQFT)  Lakeshore Library - (7,680 SQFT)  Live Oak Library (5,412 SQFT)</p>	1.05	1.05

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130735

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	1.00	EA	North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)		
			0220 - Provide a square footage cost for hot water extraction carpet cleaning, at any of the buildings to be covered under this contract.  The buildings covered are as follows (all SQFT amounts are approximate):  Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)  ***PLEASE SEE ATTACHED SPECIFICATIONS***	.25	.25



DATE: 5/08/2020  
BID NO.: 50-00130735

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: SFOLSE@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 6/11/2020 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.

**1,4,5,6,8,9,10,11,12,13,15**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: TELECONFERENCE-(504)323-1800 ID:181357  
10:00 A.M.  
ON 5/28/2020**

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.**



N/A

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

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

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

\_\_\_\_\_  
**SECRETARY-TREASURER**

\_\_\_\_\_  
**DATE**



## Firmin Trucking, LLC

June 10, 2020

Jefferson Parish Purchasing Department  
P. O. Box 9  
Gretna, LA 70054

### RE: COMPANY SIGNATURE AUTHORIZATION

Dear Sir or Madam:

The individual below are authorized to sign for all matters relating to Firmin Trucking, LLC as deemed necessary for compliance with Federal, State, and/or local regulations applicable. With this signature, Ronald Firmin, is authorized to sign and execute all bid documents, forms, etc.

### COMPANY OFFICERS/MANAGERS/SUPERVISORS

Name: <u>Ronald Firmin</u>	Signature: <u>Ronald Firmin</u>	Title: <u>Owner</u>
Name: _____	Signature: _____	Title: _____
Name: _____	Signature: _____	Title: _____

Email Address: firm-enterprises@yahoo.com

Signature: Ronald Firmin

Date: 6/10/20

**Firmin Trucking, LLC**  
**Firm Enterprises Unlimited**

c: 504-628-4860 f: 985-652-1259 e: rfirmin@feunlimited.com



ISSUED BY

SHERIFF &amp; EX-OFFICIO TAX COLLECTOR, ST. JOHN THE BAPTIST PARISH, LOUISIANA

## 2019 OCCUPATIONAL LICENSE

No 50999

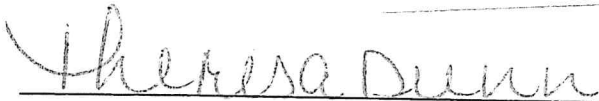
D/B/A FIRMIN TRUCKING, LLC  
FIRMIN TRUCKING  
2508 LEXINGTON  
LAPLACE, LA 70068

LICENSE NO. : 50999  
TAXPAYER NO. : 03740015  
DATE OF ISSUE: 3/20/2019

LOCATION:  
2508 LEXINGTON DR.  
LAPLACE, LA 70068

LICENSE CLASSIFICATION: 374  
TRUCKING

Renewal of Occupational  
license has been done. Do to  
COVID-19 they are behind on  
processing. I called and was  
told we should be receiving  
by middle of June 2020.  
Thank You



MIKE TREGRE  
SHERIFF & TAX COLLECTOR

TAX  
60.00

PENALTY  
0.00



NATALIE ROBOTTOM  
PARISH PRESIDENT

TOTAL  
60.00

The person or firm named hereon is licensed to operate a business at the location shown above in the Parish of St. John the Baptist, state of Louisiana, having paid the required amount as per L.R.S 47:341 to L.R.S 47:363 for the year ending

RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 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 St. John the Baptist

BEFORE ME, the undersigned authority, personally came and appeared: Ronald Firmin  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Owner of Firmin Trucking LLC (Entity),  
the party who submitted a bid in response to Bid Number 50-00130735 to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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


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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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



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

Ronald Firmin

Signature of Affiant

Ronald Firmin

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 10<sup>TH</sup> DAY OF JUNE, 2020.

Michelle L. Sweeney  
Notary Public

Michelle L. Sweeney  
NOTARY PUBLIC  
LA Commission #58124

Printed Name of Notary

# 58124

Notary/Bar Roll Number

My commission expires Lifetime Commission



## Bid Bond



# AIA Document A310™ – 2010

**CONTRACTOR:**

*(Name, legal status and address)*

FIRMIN TRUCKING, LLC

2508 Lexington Dr

La Place, LA 70068

**SURETY:**

*(Name, legal status and principal place of business)*

Suretec Insurance Company

2103 CityWest Boulevard, Ste 1300

Houston, TX 77042

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

Jefferson Parish Purchasing Department

200 Derbigny St, Su 4400

Gretna, LA 70053

**BOND AMOUNT: FIVE PERCENT (5%) OF AMOUNT BID Dollars (\$ 5% A.B. )**

**PROJECT:**

*(Name, location or address, and Project number, if any)*

BID NO. 50-00130735, TWO (2) YEAR CONTRACT FOR JANITORIAL SERVICES AT VARIOUS LIBRARY BUILDINGS LOCATED ON THE EAST AND WEST BANK, FOR THE LIBRARY DEPARTMENT.

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of June , 2020

*(Witness)*

*(Witness)*

Countersigned:

Brian P. Bordlee

Louisiana Licensed Agent # 216719

FIRMIN TRUCKING, LLC

*(Principal)*

*(Seal)*

*(Title)*

Suretec Insurance Company

*(Surety)*

*(Seal)*

*(Title)* Brian P. Bordlee, Attorney-in-fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscure



# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

**Know All Men by These Presents**, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Brian P. Bordlee, Michele M. Ellsworth

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Two Million Five Hundred Thousand and 00/100 Dollars (\$2,500,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the CEO, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20<sup>th</sup> of April, 1999.)

**In Witness Whereof**, SURETEC INSURANCE COMPANY has caused these presents to be signed by its CEO, and its corporate seal to be hereto affixed this 22nd day of June, A.D. 2018.

SURETEC INSURANCE COMPANY

By:

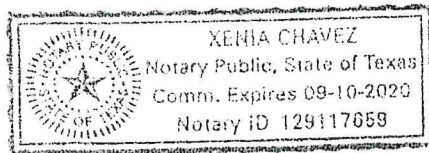
John Knox Jr., CEO

State of Texas  
County of Harris

ss:



On this 22nd day of June, A.D. 2018 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is CEO of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



Xenia Chavez, Notary Public

My commission expires September 10, 2020

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 11th day of June, 2020, A.D.

M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.

For verification of the authority of this power you may call (713) 812-0800 any business day between 8:30 am and 5:00 pm CST.