

DATE: 1/30/2023

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00140638

**JEFFERSON PARISH**

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

VENDOR: Elmwood Records Center

BUYER: MBUTTERY

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

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

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

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

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

Acknowledge Receipt of Addenda:

NUMBER: <u>10</u>
NUMBER: <u>12</u>
NUMBER: <u>13</u>
NUMBER: <u>16</u>

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

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Elmwood Records Center</u>	TITLE:
SIGNATURE: (Must be signed here) <u>A. Albert Stof</u>	<u>Director of Operations</u>
PRINT OR TYPE NAME: <u>A Albert Gardes Jr</u>	
ADDRESS: <u>1004 South Clearview Parkway</u>	
CITY, STATE: <u>Harahan LA 70123</u>	ZIP:
TELEPHONE: <u>504 737-7676</u>	FAX: ( )
EMAIL ADDRESS: <u>Lenorah@elmwoodselfstorage.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ \$ 4358.20

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00140638

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	MO	Three (3) Year Contract to Provide Management, Storage and Destruction Services for the Jefferson Parish Department of Community Development  0010 - DUES FOR UP TO 200 BOXES FOR RETENTION AREA MANAGEMENT SERVICES  BOXES UNDER RETENTION MANAGEMENT ONLY  3 Year Contract for Retention, Indexing and Destruction Services per Vendor's schedule.  Retention Services of HUD related documentation will allow quick prompt retrieval of documents in the event of an audit and for operations of the Community Development Department.	\$109.95	\$3958.20
2	1.00	BX	0020 - INTAKE (INTAKE FEE) PER BOX APPOINTMENT NEEDED FOR INTAKE.  -----FOR RETENTION MANAGEMENT BOXES -----	\$2.00	\$400.00
3	1.00	ONLY	0030 - RETRIEVAL FROM RETENTION AREA FOR DELIVERY TO COMMUNITY DEVELOPMENT OFFICE APPOINTMENT REQUIRED - ---FOR RETENTION MANAGEMENT BOXES ONLY-- U/M ONLY = PER ROUND TRIP COST ---- -----	\$22-	\$22
4	1.00	ONLY	0040 - RETRIEVAL FROM RETENTION AREA FOR DELIVERY TO VENDOR'S CONFERENCE ROOM APPOINTMENT REQUIRED FREE USE OF VENDOR'S CONFERENCE ROOM WITH APPOINTMENT. -----FOR RETENTION MANAGEMENT BOXES ONLY -----	\$5-	\$5
5	1.00	ONLY	0050 - RETRIEVAL FEE OF COMM DEV BOXES FROM YENNI LOCATION TO VENDOR'S LOCAL FACILITY APPOINTMENT REQUIRED. AS NEEDED BASIS - ROUND TRIP. -----FOR RETENTION MANAGEMENT BOXES - OR DISPOSAL OF STATE APPROVED BOXES MAX PER DAY - 5 BOXES -----  NO RETRIEVAL ALLOW FOR INTAKE TO STORAGE UNIT OR FROM STORAGE UNIT - FACILITY	\$22-	\$22

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00140638

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	50.00	BX	WILL NOT GO NEAR STORAGE UNIT  0060 - HANDLING CHARGES ON "ADDITIONAL" BOXES  ---FOR RETENTION MGMT BOXES ----- AND/OR BOXES FOR DESTRUCTION..... AFTER 5 BOXES PER ORDER HANDLING CHARGES APPLY	\$ <i>#1.50</i>	\$ <i>as needed</i>
7	1.00	BX	0070 - DESTRUCTION SERVICES ACCORDING TO CD'S STATE APPROVED  RETENTION SCHEDULE ON AN AS-NEEDED-BASIS APPOINTMENT REQUIRED FOR ALL BOXES AS LONG AS STATE APPROVED FOR DESTRUCTION.  EITHER: DROP OFF BOXES, FROM RETENTION AREA IF APPLICABLE, FROM STORAGE UNIT AFTER RECLASSIFIED FOR DISPOSAL (STORAGE UNIT ONLY HANDLED BY SPECIFIED CD STAFF TO INTAKE FOR DISPOSAL) FACILITY WILL NOT GO NEAR STORAGE UNIT APPT REQUIRED	\$ <i>#12.00</i>	\$ <i>as needed</i>
8	1.00	ONLY	0080 - EMPTY BOXES ON SITE AT VENDOR'S LOCAL FACILITY PURCHASED ON AN AS-NEEDED BASIS - LETTER/LEGAL SIZE STANDARD BOXES.  THESE BOXES ARE AVAILBLE FOR PURCHASE 1.2 CUBIC FEET	\$ <i>#3.75</i>	\$ <i>as needed</i>
9	300.00	BX	0090 - PERM OUT FEE PER BOX TO REMOVE BOX FROM RETENTION PROGRAM; INCLUDES PERM, RETRIEVAL AND HANDLING CHARGES. THIS CHARGE IS FOR PERMANENTLY REMOVING A BOX FROM THE RETENTION PROGRAM WILL BE CHARGED PER BOX STANDARD SIZE LETTER/LEGAL SIZE BOXES AS NEEDED. NO SPECIFIC QUANTITY	\$ <i>#4.50</i>	\$ <i>upon perm out</i>
10	1.00	ONLY	0100 - MISC CHARGES - AS NEEDED FOR UNFORSEEN SERVICES/ITEMS AS SEEN NEEDED AND IN AGREEMENT BETWEEN VENDOR AND CD DEPT MUST BE STORAGE, DESTRUCTION AND/OR RETENTION RELATED AND APPROVED BY JP PURCHASING DEPT PRIOR TO SERVICE/ITEM BEING OBTAINED.  BOXES UNDR RETENTION INDEXED MANAGEMENT WITH VENDOR ARE MANAGED BOXES AND ARE	\$ <i>#30.00</i>	\$ <i>same day del. as needed</i>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00140638

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			KEPT IN AN OPEN AREA WHILE THE BOXES THAT ARE IN A STORAGE UNIT ARE JPCD'S SOLE RESPONSIBILITY.		

Debarment/Suspension Form

DEBARMENT/SUSPENSION CERTIFICATION

Debarment:

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: [www.sam.gov](http://www.sam.gov) and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

A. Gardes Director of Operations  
(Name and Title of bidder's official)

Elmwood Records Center  
(Name of bidder/company)

1004 South Clearview Parkway  
(Address)

Huntsville VA 70023  
(Address)

PHONE (504) 798-7167 FAX \_\_\_\_\_

EMAIL Lernorah@ElmwoodRecordsCenter.com

A. Albert 2/6/23  
Signature Date



1004 South Clearview Parkway  
Harahan, LA 70123  
Phone: (504) 737-7676  
Fax: (504) 324-3975  
[www.elmwoodrecords.com](http://www.elmwoodrecords.com)

## STORAGE AND SERVICE AGREEMENT

EFFECTIVE DATE:     TBD    

Elmwood Records Center, LLC (herein called "Company") hereby agrees to accept for storage and to service under its management system at its facility located at 1004 South Clearview Parkway such record material ("Deposits") as Jefferson Parish Department of Community Development (herein called "Client") requests, subject to all terms and conditions herein. Client agrees to pay Company for its services according to Company's current rate schedule, or any revisions thereto. The schedule of rates attached hereto as Schedule A is incorporated herein and made a part hereof. All record material from time to time deposited by Client with Company pursuant to this Agreement is herein called the "Stored Materials."

Unless modified by specific provisions set forth in Schedule A, the following terms and conditions shall apply to this Agreement.

### 1. STORED MATERIAL

From and after the effective date for a period of three (3) years, Company shall store and service the stored record materials. Client and Company may modify or add to the record materials included in the Schedule of Stored Materials by written agreement. Such additional materials shall, unless otherwise indicated in writing, be deemed to be held under the same terms and conditions as the Stored Materials.

### 2. ACCEPTANCE

In the absence of an executed contract, the act of tendering said record material for storage and/or other services by Company constitutes acceptance by client to the terms, conditions and rates of this contract.

### 3. RATES

Client agrees to pay Company for its services according to Company's then current Schedule of Rates and any revisions thereto. Monthly rates shall be due in advance. Rates may be changed upon sixty (60) days notice to Client; provided, however, rates may not be changed from the current rate for a period of *one year* from the date of this Agreement. Thereafter, increases in rates shall be limited to the prior rates increased by an amount based on the Regional Cost of Living Index, not to exceed 5% annualized.

For Stored Materials received during a month or stored for a portion of a month, charges will be assessed on the basis of the entire month according to the Schedule of Rates. Additional charges, if any, shall be paid simultaneously with the monthly rates. Client shall pay all applicable sales taxes, if any. In the event Client fails to pay any amounts hereunder within thirty (30) days after such payment is due, to help defray the additional cost to Company for processing such late payments, Client shall pay to Company on demand a late charge in an amount equal to five percent (5%) of such payment. The provision for such late charge shall be in addition to all of Company's other remedies hereunder or at law and shall not be construed as liquidated damages or as limiting Landlord's remedies in any manner.

### 4. ACCESS TO STORED MATERIALS

- a. For purposes of this Agreement, "Authorized Representative" of client shall be limited to those individuals disclosed on the list of authorized representatives to be provided, maintained, and updated by Client to Company. Stored Materials and information contained in said Stored Materials shall be delivered to Client's Delivery Address set forth in this Agreement or to Client's Authorized Representative. Client represents that the Authorized Representative has full authority to order any service for or removal of the Stored Materials, and to deliver and receive such. Such order may be given in person, by telephone, or in writing.
- b. When Stored Materials are ordered out, a reasonable time shall be given to Company to carry out said instructions, and it is unable to do so (or to provide any other service herein contemplated) because of acts of God or public enemy, seizure or legal process, strikes, lockouts, riots and civil commotions, or other reason beyond Company's control, or because of loss or destruction of goods for which Company is not liable, or because of any other excuse provided by law, Company shall not be liable for failure to carry out such instructions or services.
- c. Company reserves the right to deny access to or delivery of the Stored Materials until such time as Client has cured any default under this Agreement.
- d. Authorized Representatives of Client shall have the right at reasonable times and upon reasonable notice to examine the media and/or records and compilations of data of Company, which pertain to the performance of the provisions of the Agreement.

### 5. LIMITATION OF LIABILITY

- 5.1. Company's liability, if any, for loss, damage, or destruction to part or all of the record material stored hereunder shall be limited to \$2,000 per carton, container, tape or disk pack (hereinafter "Assumed Value").
- 5.2. COMPANY'S LIABILITY, IF ANY, FOR LOSS, DAMAGE, OR DESTRUCTION TO THE STORED MATERIALS SHALL BE LIMITED TO THE ASSUMED VALUE, UNLESS AN EXCESS VALUATION IS DECLARED, IN WHICH CASE COMPANY'S LIABILITY SHALL BE LIMITED TO SUCH EXCESS VALUATION. IN NO EVENT SHALL COMPANY BE LIABLE FOR ANY CONSEQUENTIAL OR INCIDENTAL DAMAGES; SUCH LIMITATION OF LIABILITY SHALL APPLY IRRESPECTIVE OF THE CAUSE OF LOSS, DAMAGE OR DESTRUCTION OF THE STORED MATERIALS.
- 5.3. Stored Materials are not insured by Company against loss or injury however caused. Client and Company hereby mutually release each other from liability and waive all right of recovery against each other for any loss from perils insured against under their respective fire or liability insurance contracts, whether due to negligence or any other cause, provided that this release and waiver shall be inapplicable if it would have the effect, but only to the extent it would have the effect, of invalidating any insurance coverage of Company or Client.
- 5.4. Client understands and acknowledges that normal deterioration and aging of all record media occurs with time.
- 5.5. Claims by Client for loss, damage, or destruction must be presented in writing to Company within a reasonable time and in no event longer than sixty (60) days after Company notifies Client that loss, damage or destruction to part or all of the Stored Materials has occurred, whichever time is shorter.
- 5.6. No action or suit may be maintained by Client or others against Company for loss, damage or destruction of the Stored Materials by Company pursuant to this Agreement, unless timely written claim has been given as provided in Section 5.5 of this Agreement, and unless such action or suit is commenced either within nine (9) months after date of delivery or return by Company of Stored Materials to Client, or within nine

(9) months after Client is notified in writing that loss, damage or destruction to part or all of said Stored Materials has occurred, whichever is shorter.

#### 6. TERM

Unless sooner terminated as provided herein, the term of this Agreement shall continue for 5 years and so long thereafter until the Authorized Representative gives Company reasonable at least sixty (60) days advance written notice of a termination date and an address for delivery of the Stored Materials, the Agreement and all of its schedules, attachments and addenda will automatically renew for an additional successive term equal to the term of the agreement. Client acknowledges that Company must reserve space for storage of its deposits in its buildings.

#### 7. DEFAULT

7.1. The occurrence of any one or more of the following events shall constitute a default ("Events of Default");

- a. Failure to pay any sum due hereunder within thirty (30) days of when due; or
- b. Breach of any provisions of this Agreement; or
- c. Client becomes insolvent or files, or has filed against it, any proceeding in federal or state court seeking debtor relief.

7.2. Upon the occurrence of any of the Events of Default, Company, at its sole option, may exercise any or all of the following remedies without terminating the Agreement:

- a. Demand in writing that Client pick up the Stored Materials, and if Client fails to pick up the Stored Materials within thirty (30) days after the demand, Company may destroy the Stored Materials. (In this regard, Client recognizes that, since the Stored Materials have little or no market value, that sale of the materials would be impossible, and destruction is the only way for Company to mitigate its damage.); or
- b. Deliver the Stored Materials to the Delivery Address, or if none specified, to Client Address.
- c. If this Agreement shall not have been terminated, Client shall continue to pay all sums due under this Agreement up to and including the date of delivery of the Stored Material as provided in (b) above.
- d. Terminate this Agreement, whereupon Company, shall recover all damages suffered by reason of such termination.

In the event Company takes any action pursuant to this Section, it shall have no liability to Client or anyone claiming through Client. The exercise by Company of any one or more of the remedies provided in this Agreement shall not prevent the subsequent exercise by Company of any one or more of the other remedies herein provided. All remedies provided for in this Agreement are cumulative and may, at the election of Company, be exercised alternatively, successively or in any other manner and are in addition to any of the rights provided by law. Company shall be entitled to include all reasonable attorneys' fees and costs incurred in connection with the enforcement of this Agreement.

#### 8. DESTRUCTION OF RECORDS

Upon written instruction from Client or Authorized Representative, Company may destroy Stored Materials, and the charges for such destruction shall be assessed according to the Schedule of Rates. Client releases Company from all liability by reason of the destruction of such Stored Materials pursuant to such authority.

#### 9. TITLE WARRANTY

Client warrants that it is the owner or legal custodian of the Stored Materials and has full authority to store said record material in accordance with the terms of this Agreement.

#### 10. INDEMNIFICATION

Unless caused by the negligence of Company, Client agrees to fully indemnify and hold harmless Company, its officers, employees and agents for any liability, cost or expense, including reasonable attorneys' fees, that Company may suffer or incur as a result of claims, demands, costs or judgments against it arising out of its relations with Client or third parties pursuant to this Agreement.

#### 11. RULES

- a. Client agrees to comply with the Standard Storage Operating Procedures from time to time promulgated by Company.
- b. Client shall not, at any time, store with Company, any narcotics, materials considered to be highly flammable, explosive, toxic, radioactive, organic material which may attract vermin or insects, or any other materials which are otherwise illegal, dangerous and unsafe to store or handle in an enclosed area. Company reserves the right to open and inspect any record materials tendered from storage and refuse acceptance of any record materials which fail to comply with Company's storage restrictions and guidelines.

#### 12. CONFIDENTIALITY

Company and its employees shall hold confidential information obtained by it with respect to the Stored Materials. Company shall exercise that degree of care in safeguarding Deposits entrusted to it by Client which a reasonable and careful Company would exercise with respect to similar records of its own; provided, however, that liability of Company to Client shall be limited as set forth in this Agreement.

#### 13. LEGAL EXPENSES

In the event Client defaults in the performance of any of its obligations contained in this Agreement, and Company places the enforcement of this Agreement, or any part thereof, or the collection of any amounts due or to become due hereunder in the hands of any attorney, Client shall pay all costs incurred by Company at and in preparation for arbitration, trial, appeal, review, and proceedings in bankruptcy court, including, but not limited to, such reasonable attorneys' fees.

#### 14. ARBITRATION

Notwithstanding any provision in this Agreement to the contrary, all disputes between the parties shall be resolved by mandatory and binding arbitration administered by the American Arbitration Association (the "AAA") in accordance with the Commercial Arbitration Rules of the AAA. To the extent that any inconsistency exists between this Arbitration Agreement and such statutes and rules, this Arbitration Agreement shall control. Judgment

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upon the award rendered by the arbitrators may be entered in and enforced by any court having jurisdiction and in accordance with the practice of such court. Any arbitration proceeding shall be conducted in the city where Company's storage facility is situated by a panel of three arbitrators each having substantial experience and recognized expertise in the field or fields of the matter(s) in dispute.

**15. MISCELLANEOUS**

This instrument (together with any Attachments, Schedules or Addenda attached and documents incorporated herein) constitutes the entire Agreement between the parties, and supersedes any and all prior agreements, arrangements, understandings, whether oral or written, between the parties. No modification of this Agreement shall be binding unless in writing, attached hereto, and signed by the party against which it is sought to be enforced. No waiver of any right or remedy shall be effective unless in writing and nevertheless, shall not operate as a waiver of any other right or remedy on a future occasion. Every provision of this Agreement is intended to be severable. If any term or provision is illegal, invalid or unenforceable, there shall be added automatically as part of this Agreement, a provision as similar in terms as necessary to render such provision legal, valid and enforceable. This Agreement shall be construed in accordance with the laws of the state in which Company's storage facility is situated without giving affect to its conflict of law principles. All Attachments, Schedules or Addenda, if any, attached hereto are hereby incorporated by reference and made a part hereof. The term "Agreement" as used herein shall be deemed to include all such schedules. All notices under this Agreement shall be in writing. Unless delivered personally, all notices shall be addressed to the appropriate addresses noted herein, or as otherwise noted in writing in accordance with this provision. Notices shall be deemed to have been received as of the date of posting if mailed in accordance with this Section. All words and phrases in this Agreement shall be construed to include the singular or plural number, and the masculine, feminine or neuter gender, as the context requires. Nothing in this Agreement shall be deemed or construed to constitute or create a partnership, association, joint venture, or agency between the parties hereto.

Elmwood Records Center, LLC

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

Signature: \_\_\_\_\_

Print Name: \_\_\_\_\_

Title: \_\_\_\_\_

Date of Execution: \_\_\_\_\_

Delivery Address: \_\_\_\_\_

# ELMWOOD RECORDS CENTER SCHEDULE A

## STORAGE, SERVICES AND RECORDS MANAGEMENT RATES EFFECTIVE

Feb-23

Client Number: Jefferson Parish

STANDARD ACCOUNT (Over 200 boxes)	
<b>SMALL BUSINESS PACKAGE</b>	
\$29.95	Bronze Package
\$49.95	Silver Package
\$79.95	Gold Package
\$109.95	Platinum Package

Price per cubic foot per month	
Price per type 1 per month	\$0.48
Price per type 2 per month	\$0.85
Price per type 3 per month	\$1.35
Monthly minimum charge	\$29.95

Small Business Packages – The Bronze Package includes storage up to 25 boxes, (1) retrieval a month and (1) "will call" service, The Silver Package includes storage up to 50 boxes, (1) retrieval a month and (1) "will call" service, The Gold Package includes storage up to 100 boxes, (2) retrievals a month and (2) "will call" services, The Platinum Package includes storage up to 200 boxes, (5) retrievals a month and (5) "will call" services. Client accounts will automatically upgrade to the next business package once the box quantity exceeds the current package limit and the new monthly fees and services will apply accordingly. Once an account exceeds the 200 box threshold of the Platinum Package, the account will automatically upgrade to the Standard Account rates. The total cubic feet of boxes in storage on the 25th of each month will be billed in advanced for the next month.

### SERVICES AVAILABLE: (See client Standard Operation Manual for explanation of delivery type)

<b>Delivery and Scheduled Pick-up Trip Charges (within 8 mile radius of Elmwood Records Center)</b>		
Regular Delivery/Pick-up Trip Charge (includes up to 5 boxes or files)	\$22.00	per trip
Same Day Delivery/Pick-up Trip Charge	\$30.00	per trip
Rush Delivery/Pick-up Trip Charges	\$60.00	per trip
After Hours/Saturday/Holidays Delivery Trip Charge	\$100.00	per trip
Long Carry Fee	\$10.00	per floor
Long Distance Charges (\$250 flat rate/+mileage for trips over 25 miles)	\$0.50	per mile
Fuel Surcharge	\$2.00	per trip

### "Will Call" Charges

(5 total boxes or files, over 5- delivery required, Requests not picked up within 48 hours will be reshelved and the associated charges will apply.)

"Will Call" Regular Pick-up/Drop Off Charge (includes 5 boxes or files)	\$5.00	per will call
"Will Call" Same Day/ Pick-up/ Drop Off Charge	\$10.00	per will call
"Will Call" Rush Pick-up/Drop Off Charge	\$15.00	per will call
"Will Call" After-Hours/Weekend Charge	\$20.00	per will call

### Handling Charges For All Trips:

Handling charge for additional standard boxes or files	\$1.50	per box/file
Handling charges for additional size 2 boxes	\$2.00	per box
Handling charges for additional size 3 boxes	\$3.00	per box

### Retrieval/Re-file Charges

Regular Retrieval and/or re-filing of box	\$2.50	per box
Regular Retrieval and/or Re-filing of Individual Files	\$3.50	per file
Same Day- Rush- After-Hours/Holiday Retrieval of Box	\$5.00	per box
Same Day- Rush- After-Hours/Holiday Retrieval of Individual Files	\$6.00	per file
<b>San On Demand, Fax or Email Service Delivery (All Transmissions: Add Long Distance Charge if Applicable. \$5.00 minimum.)</b>		
Regular	\$0.10	per page
Same Day	\$0.10	per page
Rush	\$0.10	per page

### Other Records Management Services

Initial In-take Acquisition Fee	\$2.00	per box
In-take fee (new boxes into storage)	\$2.00	per box
Inter-filing of loose documents or new files into existing boxes	\$3.50	per box
Warehouse searches and services (including document retrieval)	\$50.00	per hour
Reboxing of contents	\$5.00	plus box
Project Document imaging	by quote	
Destruction services	\$150.00	per bin
Destruction services	\$30.00	per tote
Destruction services	\$28.00	per console bag
Permanent removal of a box (5 box max/day)	\$12.00	per box
Permanent removal of a file (5 file max/day)	\$2.00	plus retrieval
Photocopies	\$3.00	plus retrieval
Reports	\$1.00 1st page	\$ .25 additional
Conference Room Use (Mon-Fri 9am-5pm) (Must schedule in advance)	\$1.00 page	\$25 disk
On Demand or Saturday (9am-5pm) (Must schedule in advance)	\$50.00	per hour
Indexing file by file	\$100.00	per hour
Data Edits	Call for Quote	\$ .30/field
Record Storage Supplies		
ERC File Boxes (10x12x15) lifetime warranty	\$3.75	per box
Box/File barcode labels	\$0.30	per label

ERC Representative/Date

ERC Client Signing Officer/Date



# CERTIFICATE OF LIABILITY INSURANCE

LAURLAN-01

DLAWRENCE

DATE (MM/DD/YYYY)  
10/4/2021

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER License # 231432  
Hub International Gulf South  
3610 N. Causeway Boulevard  
Suite 300  
Metairie, LA 70002

SERVICE  
PHONE (000) 266-2842 FAX (004) 834-2996  
POLICY NO. / EXP. (000) 266-2842  
ADDRESS:

INSURED  
Elmwood Records, LLC  
1200 S Clearview Pkwy, #1166  
Itharhan, LA 70123

INSURER A: Starr Indemnity and Liability  
INSURER B: Houston Specialty Insurance Company  
INSURER C: James River Insurance Company  
INSURER D: Louisiana Workers Comp Corp (Preferred)  
INSURER E:  
INSURER F:

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF. DATE (MM/DD/YYYY)	POLICY EXP. DATE (MM/DD/YYYY)	LIMITS	
					EACH OCCURRENCE DAMAGE TO RENTED PREMISES (See occurrence)	AGGREGATE
A	COMMERCIAL GENERAL LIABILITY CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	1000305141211	1/1/2021	1/3/2022	\$ 1,000,000 \$ 100,000 \$ 5,000	\$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: POLICY <input type="checkbox"/> PRO <input checked="" type="checkbox"/> LOC					
B	AUTOMOBILE LIABILITY	HBLR180664602	1/1/2021	1/1/2022		\$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY HUBER ONLY NON-OWNED AUTOS ONLY					
C	UMBRELLA LMB EXCESS LMB RETENTIONS \$ 10,000	USL006466202C6636	1/1/2021	1/1/2022		\$ 25,000,000 \$ 25,000,000 \$ 25,000,000
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/LEADER EXCLUDED? (Mandatory in HI) If yes, describe under DESCRIPTION OF OPERATIONS below	10169A	4/30/2021	4/30/2022		\$ 1,000,000 \$ 1,000,000 \$ 1,000,000
	OTHER:					

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

CERTIFICATE HOLDER

Jefferson Parish Community Development Department  
1221 Elmwood Park Blvd, Ste 404  
Jefferson, LA 70123

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2016/03)

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Form  
 (Rev. October 2010)  
 Department of the Treasury  
 Internal Revenue Service

## Request for Taxpayer Identification Number and Certification

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

**1** Go to [www.irs.gov/form706](http://www.irs.gov/form706) for instructions and the latest information.

**2** Business names/required only name, if different from above

ELMWOOD RECORDS CENTER, L.L.C.

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual sole proprietor or single-member LLC

Corporation

S Corporation

Partnership

Trust/estate

**4** Exemption codes apply only to certain entities; not individuals; see instructions on page 3.  
 Exempt payee code (if any)

Limited liability company. Enter the tax classification (C-C corporation, S-S corporation, L-P partnership) **P**

Note: Check the appropriate box in this line above for the tax classification of the single-member owner. Do not check LLO if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see instructions)

Exemption from FATCA reporting code (if any)  
 (page 10 section 6038A(b)(2)(B)(ii))

**5** Address (number, street, and apt. or suite no.) See instructions.

1200 S. CLEARVIEW PARKWAY, SUITE 116B

The requester's name and address (optional)

**6** City, state, and ZIP code

ELMWOOD, LA 70123

**7** List account number(s) here (optional)

### Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I later. For other entities, it is your employer identification number (EIN). If you do not have a number, see how to get a TIN, later.

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

Social security number									
OR									
Employer identification number									
6	1	1	6	7	5	2	5	1	

### Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions: You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you generally are required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here	Signature of U.S. person	Date
		5/4/21

### General Instructions

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

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

### Purpose of Form

An individual or entity (entity) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest owned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-INTSC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-113 (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1099-B (matured mortgage interest), 1099-E (federal loan interest), 1099-T (wages)
  - Form 1099-Q (qualified debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.
- If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What Is Backup Withholding, later.