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THERMAL PRODUCTS

"your energy saving specialist"

Since 1961

Mailing Address: P O Box 783 Metairie, LA 70004
Physical Address: 116 Grand Drive Metairie, LA 70003

FACSIMILE COVER LETTER

DATE: 01/19/2017

TO: Jefferson Parish Purchasing

ATTENTION: Donna Reamey

FAX NO: 504-364-2693

FROM: Emile W. Nagel, President

MESSAGE: Bid # 50-00118713

NUMBER OF PAGES INCLUDING THIS PAGE 3
IF COPY IS ILLEGIBLE OR INCOMPLETE PLEASE CALL OUR OFFICE IMMEDIATELY FOR RE-TRANSMISSION.

OFFICE NUMBER: (504) 818-1008

FAX NUMBER: (504) 818-1042

DATE: 1/17/2017

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00118713

JEFFERSON PARISH

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

VENDOR:

BUYER: DREAMEY

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

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

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

Acknowledge Receipt of Addenda: NUMBER: N/A

NUMBER: N/A

NUMBER: N/A

NUMBER: N/A

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>Thermal Products Inc</u>	
SIGNATURE: (Must be signed here) <u>Emile W. Nagel</u>	TITLE: <u>PRESIDENT</u>
PRINT OR TYPE NAME: <u>Emile W. NAGEL</u>	
ADDRESS: <u>116 GRAND DR</u>	
CITY, STATE: <u>METairie, LA</u>	ZIP: <u>70002</u>
TELEPHONE: <u>(504) 818-1008</u>	FAX: <u>(504) 818-1042</u>
EMAIL ADDRESS: <u>ENAGEL@THERMAL-PRODUCTS.COM</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 1676⁰⁰

DATE: 1/17/2017

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118713

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>ONE TIME PURCHASE:</p> <p>0010 - 1.5 - 5 TON AIR HANDLER UNIT MODEL #TAM7A0C36H1E - TAG(S) AHU-1 ITEM A1 PRODUCT DATA - SPLIT SYSTEM AIR CONDITIONING UNITS (SMALL) -TRANE -MULTI-POISE 4-WAY BEST, RETAIL REPLACEMENT HI EFF VARSPEED 3 TON AIR HANDLER HIGH EFF MULTI-SPEED POWER SUPPLY BLACK EPOXY COIL DUAL REFRIGERANT 410A OR R-22 UNIT MOUNTED TXV</p> <p>NEEDED TO REPLACE THE AIR HANDLER UNIT #2 AT INSPECTION & CODE ENFORCEMENT</p> <p>PLEASE DELIVER TO: J.P. CENTRAL PLANT ATTN: BRIAN WILLIAMS 960 1ST STREET GRETNA, LA 70053</p> <p>PLEASE SEND INVOICE TO: J.P. GENERAL SERVICES ATTN: DEBBY HENRY 200 DERBIGNY STREET - SUITE 3300 GRETNA, LA 70053</p> <p>ORDERED BY/FOR: BRIAN WILLIAMS</p> <p>THERMAL PRODUCTS, INC. 116 Grand Drive Metairie, LA 70003 (504) 818-1008</p>		<p>\$ 3676⁰⁰</p>

TRANSMISSION VERIFICATION REPORT

TIME : 01/17/2017 22:28
NAME :
FAX :
TEL :
SER. # : U63274H6J316658

DATE, TIME 01/17 22:28
FAX NO./NAME 5043642693
DURATION 00:00:00
PAGE(S) 00
RESULT BUSY
MODE STANDARD

BUSY: BUSY/NO RESPONSE

FAX FAILED TWICE



New Orleans Sales District
Trane

530 Elmwood Park Blvd.
New Orleans, LA 70123
TEL 504 733-8789
FAX 504 731-8839

RECEIVED
2017 JAN 18 PM 12:08
JEFFERSON PARISH
PURCHASING

Steve Miclette
District Manager

Commercial Equipment Sales
Building Automation
Service and Parts

FACSIMILE COVER SHEET

To: DONNA REAMY

From: Michael D Barbot

Phone: 364-2684

Date: 1-18-2017

Fax: 364-2693

Pages: 8

Re: B.O.
50-0018713

CC:

- Urgent
- For Review
- Please Comment
- Please Reply
- Please Recycle

Please see the attached bid documents

Thanks, Michael Barbot

504-434-3888



New Orleans Sales District
Trane

530 Elmwood Park Blvd.
New Orleans, LA 70123
TEL 504 733-6789
FAX 504 731-0839

Steve Miclette
District Manager

Commercial Equipment Sales
Building Automation
Service and Parts

FACSIMILE COVER SHEET

To: DONNA REAMY From: Michael D Barbot
 Phone: 364-2684 Date: 1-18-2017
 Fax: 364-2693 Pages: 8
 Re: B.O # 50-0018713 CC:

- Urgent For Review Please Comment Please Reply Please Recycle

Please see the attached bid documents

Thank, Michael Barbot

504-434-2838

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 JEFFERSON PARISH
 PURCHASING

THANK'S. HAVE A GREAT DAY!

F A X

M E S S A G E 

To:

TRANE U S INC

FAX: 97310839

From: **DONNA REAMEY**

JEFFERSON PARISH PURCHASING

FAX: 5043642693

TEL: 5043642684



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JEFFERSON PARISH
PURCHASING

DATE: 1/17/2017

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00118713

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

VENDOR

BUYER: DREAM

2017 JAN 18 PM 12:08
RECEIVED
JEFFERSON PARISH
PURCHASING

Bids will be received until 11:00 AM, 1/20/2017 via fax: 504-364-2693 or via online at www.jeffparishbids.net.

This site is free for all Jefferson Parish vendors. For additional information on registration or use of this free site please see the text box highlighting electronic procurement.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms

All vendors submitting bids should register as a Jefferson Parish vendor if not already registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time, however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

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

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

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

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1991).

DATE: 1/17/2017

BID NO.: 50-00118713

Page: 2

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

13

JEFFERSON PARISH PURCHASING

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- 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(l), 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.

DATE: 1/17/2017

BID NO.: 50-00118713

Page: 3

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 stated 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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All surety bid bonds 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 or 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-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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

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 2017 JAN 18 PM 12:08
 JEFFERSON PARISH
 PURCHASING

DATE: 1/17/2017

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00118713

JEFFERSON PARISH

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

VENDOR

BUYER: DREAMEY

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JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	15 DAYS
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	N/A
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	N/A

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: N

NUMBER: _____

NUMBER: _____

NUMBER: A

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 33486

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***

FIRM NAME: <u>TRANE Co USA INC</u>	
SIGNATURE: (Must be signed here) <u>[Signature]</u>	TITLE: <u>ERS</u>
PRINT OR TYPE NAME: <u>MICHAEL BARBOT</u>	
ADDRESS: <u>530 Elmwood Park Blvd</u>	
CITY, STATE: <u>Harahan LA</u>	ZIP: <u>70123</u>
TELEPHONE: <u>504 434-3838</u>	FAX: <u>504 731-0839</u>
EMAIL ADDRESS: <u>Mbarbot@Trane.Com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 1,875.00

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 JEFFERSON PARISH
 PURCHASING

DATE: 1/17/2017

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00118713

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>ONE TIME PURCHASE.</p> <p>0010 - 1.5 - 5 TON AIR HANDLER UNIT MODEL #TAM7A0C36H1E - TAG(S) AHU-1 ITEM A1 PRODUCT DATA - SPLIT SYSTEM AIR CONDITIONING UNITS (SMALL) -TRANE -MULTI-POISE 4-WAY BEST, RETAIL REPLACEMENT HI EFF VARSPEED 3 TON AIR HANDLER HIGH EFF MULTI-SPEED POWER SUPPLY BLACK EPOXY COIL DUAL REFRIGERANT 410A OR R-22 UNIT MOUNTED TXV</p> <p>NEEDED TO REPLACE THE AIR HANDLER UNIT #2 AT INSPECTION & CODE ENFORCEMENT</p> <p>PLEASE DELIVER TO: J.P. CENTRAL PLANT ATTN: BRIAN WILLIAMS 960 1ST STREET GRETNA, LA 70053</p> <p>PLEASE SEND INVOICE TO: J.P. GENERAL SERVICES ATTN: DEBBY HENRY 200 DERBIGNY STREET - SUITE 3300 GRETNA, LA 70053</p> <p>ORDERED BY/FOR: BRIAN WILLIAMS</p>	1,875 ⁰⁰ 00	1,875 ⁰⁰ 00

RECEIVED
 2017 JAN 18 PM 12:08
 JEFFERSON PARISH
 PURCHASING



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at www.jeffparishbids.net. For more information, please contact the Purchasing Department or visit jeffparish.net.
- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1, 2016, **affidavits are required with bid submission**. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

General Government Bldg. – 200 Derbigny St. – Suite 400 – Jefferson, LA 70123
Office 504 364 2678 – Fax 504 364 2693
Email Purchasing@jeffparish.net Website www.jeffparish.net

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