

DATE: 2/11/2020  
BID NO.: 50-00129672

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: DNELSON@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, 3/17/2020 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.

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.

**1,3,4,5,6,8,10,11,12,15**

**PRE-BID CONFERENCE TO BE HELD AT: 834 S. CLEARVIEW PKWY, JEFFERSON, LA  
70123 AT 10:00 AM  
ON 3/02/2020**

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(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.

**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. 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-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.
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 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.**

**See Page 1 for Conflicts of Interest Statement**

**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 2 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Contract completion

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 award date

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

55668

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Firmin Trucking LLC

ADDRESS: 2508 Lexington Dr

CITY, STATE: Laplace, La. ZIP: 70068

TELEPHONE: (504) 628-4860 FAX: ( ) N/A

EMAIL 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: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 93,490.00

AUTHORIZED SIGNATURE: Ronald Firmin

Ronald 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.: 50-00129672

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT ADMINISTRATION BUILDING/HEADQUARTERS</p> <p>0001 - GENERAL CLEANING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>WE EXTEND THIS PROPOSAL TO COVER THE FURNISHING OF LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO PROVIDE A TWO (2) YEAR CONTRACT PERIOD FOR JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT'S ADMINISTRATION BUILDING/HEADQUARTERS. ADDRESS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p> <p>*****MANDATORY PRE-BID CONFERENCE***** DATE: MARCH 2, 2020 TIME: 10:00 AM LOCATION: JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123 *****</p>	3895.00	93480.00
2	1.00	SQFT	<p>0002 - ADDITIONAL SQUARE FOOTAGE PROVIDE A COST FOR GENERAL CLEANING OF ANY ADDITIONAL SQUARE FOOTAGE, AS PER ATTACHED SPECIFICATIONS.</p>	.17	.17
3	1.00	SQFT	<p>0003 - CARPET CLEANING PROVIDE A PER SQUARE FOOTAGE COST FOR CARPET CLEANING, AS NEEDED. INCLUDES EVERYTHING NEEDED TO DO A WET EXTRACTION</p> <p>PLEASE NOTE THAT BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p>	.20	.20



## Louisiana State Licensing Board for Contractors

### Contractor Information

**Business Name** FIRMIN TRUCKING LLC  
**Mailing Address** 8814 Veterans Blvd Suite 3-173  
 Metairie, LA 70003  
**Phone Number** (504) 628-4860  
**Fax Number** (985) 651-1794  
**Email Address** firm\_enterprises@yahoo.com  
**Website** http://

### Active Licenses

**License Number** 55668  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 09/28/2019  
**Expiration** 09/27/2021  
**First Issued** 09/27/2011

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Ronald Felix Firmin	ALL
BUSINESS AND LAW	Ronald Felix Firmin	ALL
SPECIALTY: CLEARING, GRUBBING AND SNAGGING	Ronald Felix Firmin	ALL
SPECIALTY: EARTHWORK, DRAINAGE AND LEVEES	Ronald Felix Firmin	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Ronald Felix Firmin	ALL
SPECIALTY: PERMANENT OR PAVED HIGHWAYS AND STREETS (CONCRETE)	Ronald Felix Firmin	ALL
SPECIALTY: RIGGING, HOUSE MOVING, WRECKING AND DISMANTLING	Ronald Felix Firmin	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Ronald Felix Firmin	ALL

FOR-PUBLIC DISPLAY - NON TRANSFERABLE

ISSUED BY

SHERIFF & 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

*Theresa Dunn*

**MIKE TREGRE**  
**SHERIFF & TAX COLLECTOR**

TAX	PENALTY
60.00	0.00

*Natalie Robottom*

**NATALIE ROBOTOM**  
**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

*Have not received updated license yet.*



**Firmin Trucking, LLC**

March 17, 2020

**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: Ronald Firmin      Signature: Ronald Firmin      Title: Owner

Name: \_\_\_\_\_      Signature: \_\_\_\_\_      Title: \_\_\_\_\_

Name: \_\_\_\_\_      Signature: \_\_\_\_\_      Title: \_\_\_\_\_

Email Address: firm\_enterprises@yahoo.com

Signature: Ronald Firmin

Date: 3/17/20

**Firmin Trucking, LLC**  
**Firm Enterprises Unlimited**  
Ronald Firmin, Owner  
2508 Lexington Drive LaPlace, LA 70068  
c: 504-628-4860 f: 985-652-1259 e: firm\_enterprises@yahoo.com

**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 2 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Contract completion

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 award date

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

55668

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Firmin Trucking LLC

ADDRESS: 2508 Lexington Dr

CITY, STATE: Laplace, La. ZIP: 70068

TELEPHONE: (504) 628-4860 FAX: ( ) N/A

EMAIL 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: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 93,480.00

AUTHORIZED SIGNATURE: Ronald Firmin

Ronald 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.**

**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.

**OWNER:**

*(Name, legal status and address)*

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

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

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

**PROJECT:**

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

Bid No. 50-00129672, Two (2) Year Contract for Janitorial Services at Jefferson Parish East Bank Consolidated Fire Department Headquarters

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 17th day of March, 2020

*(Witness)*

  
*(Witness)*

FIRMIN TRUCKING, LLC  
*(Principal)*

*(Seal)*

*(Title)*

Suretec Insurance Company  
*(Surety)*

*(Seal)*

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

**Countersigned:**   
Brian P. Bordlee Louisiana Licensed Agent # 216719

**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:

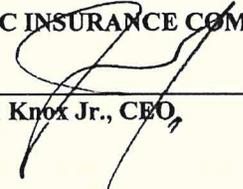
*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the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

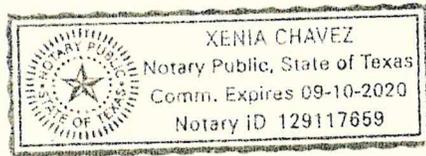
SURETEC INSURANCE COMPANY

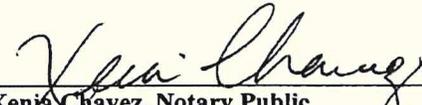
By:   
John Knox Jr., CEO

State of Texas                    ss:  
County of Harris



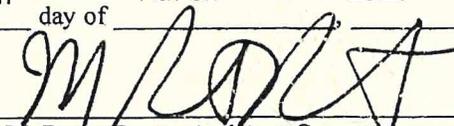
On this 22nd day of June, A.D. 2018 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is CEO of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the 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 17th day of March, 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.

Non-Public Works Bid

AFFIDAVIT

STATE OF La

PARISH/COUNTY OF Jefferson

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 SO-00119612 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 16 DAY OF March, 2020.

Kathleen R. Oldendorf

Notary Public

Printed Name of Notary

Kathleen R Oldendorf  
Notary Public #83772  
Commission Expires at Death  
Parish of Orleans, LA

Notary/Bar Roll Number

My commission expires \_\_\_\_\_.



Print

Notary Search - Detail

**Name:** MS. KATHLEEN R. OLDENDORF  
**Address:** 330 38TH STREET  
 NEW ORLEANS, LA 70124

**Phone:** (504) 482-6058

**Notary ID Number:** 83772  
**Parish:** ORLEANS with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active

**Commission Date:** 07/08/2011  
**Oath Date:** 06/08/2011  
**Surety Expiration Date:** 06/30/2021  
**Annual Report Current:** Yes

Notary Events

<b>Parish Change</b>	Previous Parish: JEFFERSON	Previous Commission Date: 08/22/2006
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Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#) [New Search](#)



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
3/11/2020

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

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

<b>PRODUCER</b> Gulf South Insurance Agency, LLC 5714 Superior Drive Baton Rouge LA 70816	<b>CONTACT NAME:</b> MELANIE MICHAEL <b>PHONE (A/C, No, Ext):</b> 225-292-3096 <b>E-MAIL ADDRESS:</b> M.MICHAEL@GSIALA.COM	<b>FAX (A/C, No):</b> 225-292-3185													
	<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : LWCC</td> <td>22350</td> </tr> <tr> <td>INSURER B : PROGRESSIVE PALOVERDE INS CO</td> <td>44695</td> </tr> <tr> <td>INSURER C : MILFORD CASUALTY INS CO</td> <td>26662</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : LWCC	22350	INSURER B : PROGRESSIVE PALOVERDE INS CO	44695	INSURER C : MILFORD CASUALTY INS CO	26662	INSURER D :		INSURER E :		INSURER F :
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INSURER F :															
<b>INSURED</b> FIRMIN TRUCKING LLC 2508 LEXINGTON DRIVE LAPLACE LA 70068	FIRM-1														

**COVERAGES**                      **CERTIFICATE NUMBER: 2060406153**                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL/ SUBR INSD/ WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		MPP1025177-01	2/20/2020	2/20/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 DEDUCTIBLE \$ 500
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		01825724-0	2/20/2020	8/20/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y    N/A	150218-A	1/19/2020	1/19/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

2018 CHEV LOWCAB FWD TRUCK VIN# 54DBDJ1BXJS808411  
 THE COMMERCIAL AUTO LIABILITY GENERAL LIABILITY POLICY INCLUDES A BLANKET ADDITIONAL INSURED AND BLANKET WAIVER OF SUBROGATION ENDORSEMENT THAT PROVIDES ADDITIONAL INSURED STATUS TO THE CERTIFICATE HOLDER ONLY WHEN THERE IS A WRITTEN CONTRACT BETWEEN THE NAMED INSURED AND THE CERTIFICATE HOLDER THAT REQUIRES SUCH STATUS.

THE WORKERS COMPENSATION POLICY INCLUDES A BLANKET WAIVER OF SUBROGATION ENDORSEMENT THAT PROVIDES THIS FEATURE TO THE CERTIFICATE HOLDER ONLY WHEN THERE IS A WRITTEN CONTRACT BETWEEN THE NAMED INSURED AND THE CERTIFICATE HOLDER THAT REQUIRES IT.

**CERTIFICATE HOLDER**                      **CANCELLATION**

OFFICE OF STATE PROCUREMENT 1201 N THIRD ST STE 2-160 BATON ROUGE LA 70802	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 
---	---



Bid Number 50-00129672

**LABOR, MATERIALS AND EQUIPMENT NECESSARY TO PROVIDE A TWO  
(2) YEAR CONTRACT FOR JANITORIAL SERVICES AT THE JEFFERSON  
PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT  
HEADQUARTERS BUILDING**

**BID DUE DATE, TIME: MARCH 17, 2020 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer: Daphne Nelson  
Email: [DNelson@jeffparish.net](mailto:DNelson@jeffparish.net)  
Phone: (504) 364-2650**



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 2020

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

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

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

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

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053  
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET) WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

**Specifications for a Two (2) Year Contract for  
Janitorial Services at Jefferson Parish East Bank Consolidated  
Fire Department Headquarters,  
834 S. Clearview Pkwy., Jefferson, LA 70123**

**1.0 Scope:**

The vendor shall provide all labor, materials, and equipment to provide a two (2) year contract for Janitorial services for East Bank Consolidated Fire Department (E.B.C.F.D.) at 834 S. Clearview Pkwy., Jefferson, LA 70123

- 2.0 Pre-bid conference:** A MANDATORY Pre-Bid Conference will be held at 10:00 a.m. on March 2, 2020 at the Jefferson Parish East Bank Consolidated Fire Department Headquarters Building, located at 834 S. Clearview Parkway, Jefferson, LA 70123. All interested parties are invited to attend. 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.

**3.0 Measurements/Inspections:**

The Jefferson Parish Fire Department occupies 14,658 sq. ft. of usable space on the second floor. Jefferson Parish Environmental Department occupies 3,373 sq. ft. on the second floor and 7,238 sq. ft. on the first floor. Approximate, total square footage requiring

janitorial service is 25,269. Bidders must inspect the sites and perform their own measurements to determine proper measurements.

**4.0 Performance bond:**

A performance bond will be required in the amount of 50% of the total contract. The successful bidder must provide a performance bond at the signing of the contract.

**5.0 5.0 License Requirements:**

The following Louisiana State licenses will be required for this bid:

- **Commercial Contractor**

and a Louisiana State specialty license in the following category:

- **Soft abrasive cleaning, janitorial services, and household waste removal**

**6.0 Hours of work and rules:**

The performance of all work under this contract shall not begin before 4:30 p.m. each day and shall end by 10:30 each night. All cleaning work must be done Monday thru Friday. Some special work may be done after normal hours or on weekends with approval from E.B.C.F.D.

The successful bidder's employees will not be allowed to have visitors or to bring children to the job site. The successful bidder shall have a responsible supervisor at this location while employees are working. For safety reasons, at no time under this contract shall the successful bidder have only one employee working at this location.

Identification badges provided by the Fire Department shall be worn at all times while the successful bidder's employees are working in this facility. The successful bidder shall pay \$20.00 for replacement of any lost identification badges.

The successful bidder will be required to furnish the fire department with background /criminal record checks and I-9 forms for each employee before they start work at this location. Every employee shall wear a uniform shirt or smock, furnished by the successful bidder.

If an employee is being replaced for any reason, the supervisor must notify the E.B.C.F.D. no later than 3:00 p.m. that day indicating which employee will be out and who the employee will be replaced with. Failure to comply with this directive will cause for a fifty percent (50%) point reduction in that months inspection report for vendor/client communication.

The successful bidder shall have an onsite inventory of ample and approved supplies to include but not limited to:

- Furniture polish
- Disinfectant
- Cleaning fluids
- Paper towels
- Toilet paper
- Clear Plastic trash bags
- Black plastic trash bags
- Hand soap
- Paper liners for sanitary napkin receptacles

The successful bidder shall include the approved supplies listed in their monthly price for general cleaning.

All cleaning products shall not discolor or damage Jefferson Parish fixtures, appliances, flooring. Etc. Any damages caused by cleaning products shall be the responsibility of the successful bidder to repair or replace.

The successful bidder must furnish and supply all equipment necessary to perform cleaning, vacuuming and polishing as required in this contract, Equipment used daily will be stored in the designated janitorial closets as assigned by E.B.C.F.D. All equipment must be safe, in good condition and able to perform the function it was designed for with maximum efficiency.

The successful bidder will be responsible for turning all lights off and locking all doors where indicated. The successful bidder will also be responsible for arming any alarms systems. Failure to perform any of these tasks and which result in parish personnel having to respond, the successful bidder will be charged a \$100.00 penalty, which is separate from the performance rating outlined in Section 7.0. This penalty will be deducted from the month's invoice in which it was received.

All storage areas provided by E.B.C.F.D. and used by the successful bidder shall be kept clean and neat at all times. Failure to perform this task will result in one (1) written warning. Failure to comply after the one warning will result in a fifty (50%) percent point deduction in that month's inspection report.

**7.0 Performance:**

Daily services:

1. All interior and exterior trash receptacles, with black can liners, shall be emptied and trash removed to the trash dumpster located on the property.
2. All interior receptacles used for recycling with clear can liners, shall be emptied and contents removed to the recycle dumpster located on the property.

Note: Install new trash liners furnished by the successful contractor as needed.

- A. All ashtrays and cigarette butt receptacles shall be emptied and cleaned.
- B. All floor mats and floors under mats shall be cleaned.
- C. Clean water fountains with a germicidal detergent and polish after cleaning.
- D. Clean all counter tops.
- E. Clean elevator door and frame, as well as inside walls and floor.
- F. All entrance glass doors and windows shall be totally cleaned inside and out with a soft, clean, lint free cloth using glass cleaner.
- G. All interior glass doors and windows shall be cleaned using a clean soft lint free cloth with glass cleaner.
- H. All tile and hard surface floors must be swept, dust mopped with treated mop, and damp mopped using a neutral cleaner.
- I. All carpet spots and stains shall be removed and cleaned by means of wet extraction; any gum shall also be removed.
- J. Vacuum all carpeting.
- K. Damp wipe table tops and seats in kitchen area using a disinfectant cleaner.

L. Restrooms:

- Restroom dispensers shall be filled,(hand soap, paper towels, toilet paper).
- Empty trash receptacle and wipe with germicidal disinfectant cleaner.
- Clean and polish mirrors.
- Toilets and urinals shall be cleaned and disinfected inside and outside. Polish all bright work.
- Toilet seats shall be cleaned and disinfected on both sides.
- Wet mop and rinse restroom floors with disinfectant.
- All partition walls shall be cleaned to remove spots and splashes.
- Scour and disinfect all basins, bowls and fixtures. Polish all bright work.
- Empty sanitary napkin receptacles and damp wipe with disinfectant. Replace paper liner.

M. Paper and trash shall be removed from stairwells, all landings to be swept and damp mopped as necessary.

N. All exterior building entrances shall be cleaned and swept as needed.

Weekly services:

1. Dust all surfaces of Desks, file cabinets, furniture, chairs, tables, pictures, window sills, and ledges with a treated dust cloth.
2. All toilet/urinal partitions shall be washed and disinfected.
3. Interior partition glass shall be cleaned with a soft, clean lint free cloth and glass cleaner.
4. All stairwells shall be swept and mopped on an as needed basis, but at a minimum, once per week.

Monthly services:

1. Dust up to 12 foot height, including but not limited to vents, fixtures, cabinets, lockers, vending machines, door frames, shelves, pictures, etc.
2. Remove finger prints and marks from light switches, door frames, and the areas around the door handles.
3. Vacuum all upholstered furniture.
4. All walls, doors, frames and base boards shall be cleaned as necessary.
5. Interior and exterior of all trash receptacles shall be cleaned as necessary.
6. Stairways shall be swept and dusted for cob webs.
7. All hand rails including stairwells shall be cleaned as necessary.
8. Scrub floors in restrooms with motorized scrubbing equipment.

**8.0 Performance rating:**

The successful bidder shall be expected to perform all work and services according to these specifications which is part of this bid.

There will be a 30 day grace period before performance inspections begin. After this time the Fire Dept. will conduct daily, weekly, or monthly inspections in order to determine the degree of performance. At the end of the month the property manager and a representative of the janitorial company will inspect the facility together to do a performance evaluation using the form attached to these specifications, which is labeled "**Janitorial Services Performance Rating**".

Therefore, the E.B.C.F.D. reserves the right to reduce the monthly payment for these services by the percentage ranking of the

inspection report and level of performance. For example, if E.B.C.F.D. inspected the facility and ranked the contractor 78%, E.B.C.F.D. would then remit to the successful bidder 78% of their bill for these services. However if the successful bidder gets a rating of 90% or above the successful bidder will receive 100% of their monthly fee.

**9.0 Cleaning area and safety:**

The job site must be clean and free of all litter and debris daily and upon the 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 job site daily, because storage will not be permitted on the premises.

Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

**10.0 Adding or removing square footage:**

E.B.C.F.D. reserves the right to add or remove Square footage in this contract. Resulting in a reduction or increase in cost per square foot within this contract. The JPDF occupies 14,658 sq. ft. of usable space on the second floor. Environmental occupies 3,373 sq. ft. on the second floor and 7,238 sq. ft. on the first total. Approximate, total square footage requiring janitorial service is 25,269.

**11.0 Cancellation Clause:**

E.B.C.F.D. reserves the right to cancel the entire contract at any time and for any reason by issuing a thirty (30) day notice to the successful bidder.

**12.0 Miscellaneous**

This building is newly renovated and currently occupied with a Janitorial Services contract/vendor in place.

**Janitorial Services Performance Rating**

<b>LOBBY/ENTRANCE</b>	<b>(15)</b>	<b>RESTROOMS</b>	<b>(35)</b>
Elevators / Elevator Doors	<input type="text"/>	Soap Dispensers	<input type="text"/>
Doors / Glass	<input type="text"/>	Trash Containers	<input type="text"/>
Tile / Carpet	<input type="text"/>	Napkin Containers	<input type="text"/>
Corners / Edges	<input type="text"/>	Walls	<input type="text"/>
Furnishing	<input type="text"/>	Stalls	<input type="text"/>
<b>OFFICES</b>	<b>(35)</b>	Toilets	<input type="text"/>
Corners / Edges	<input type="text"/>	Urinals	<input type="text"/>
Baseboards	<input type="text"/>	Basins	<input type="text"/>
Low Dusting	<input type="text"/>	Under Basins	<input type="text"/>
High Dusting	<input type="text"/>	Counter Area	<input type="text"/>
Desks / Chairs	<input type="text"/>	Bright Work	<input type="text"/>
Walls / Vertical Surfaces	<input type="text"/>	Mirrors	<input type="text"/>
Light Switches	<input type="text"/>	Floors	<input type="text"/>
Blinds	<input type="text"/>	Corners / Edges	<input type="text"/>
Partition Glass	<input type="text"/>	<b>QUESTIONS</b>	<b>(10)</b>
Stairs	<input type="text"/>	Has vendor corrected past problems?	<input type="text"/>
Trash Containers	<input type="text"/>	Have vendor / client communicated weekly?	<input type="text"/>
Tile	<input type="text"/>	Are supply closets in order?	<input type="text"/>
Carpet	<input type="text"/>	Does the vendor have adequate cleaning supplies?	<input type="text"/>
Water Fountains	<input type="text"/>	Do employees have and display ID badges?	<input type="text"/>
<b>MISCELLANEOUS</b>	<b>(5)</b>		
	<input type="text"/>		
	<input type="text"/>		

**NOTES / COMMENTS:**

Total Points Possible: 100

Contract Price:

Deductions:

Invoice Total:

Actual Score:

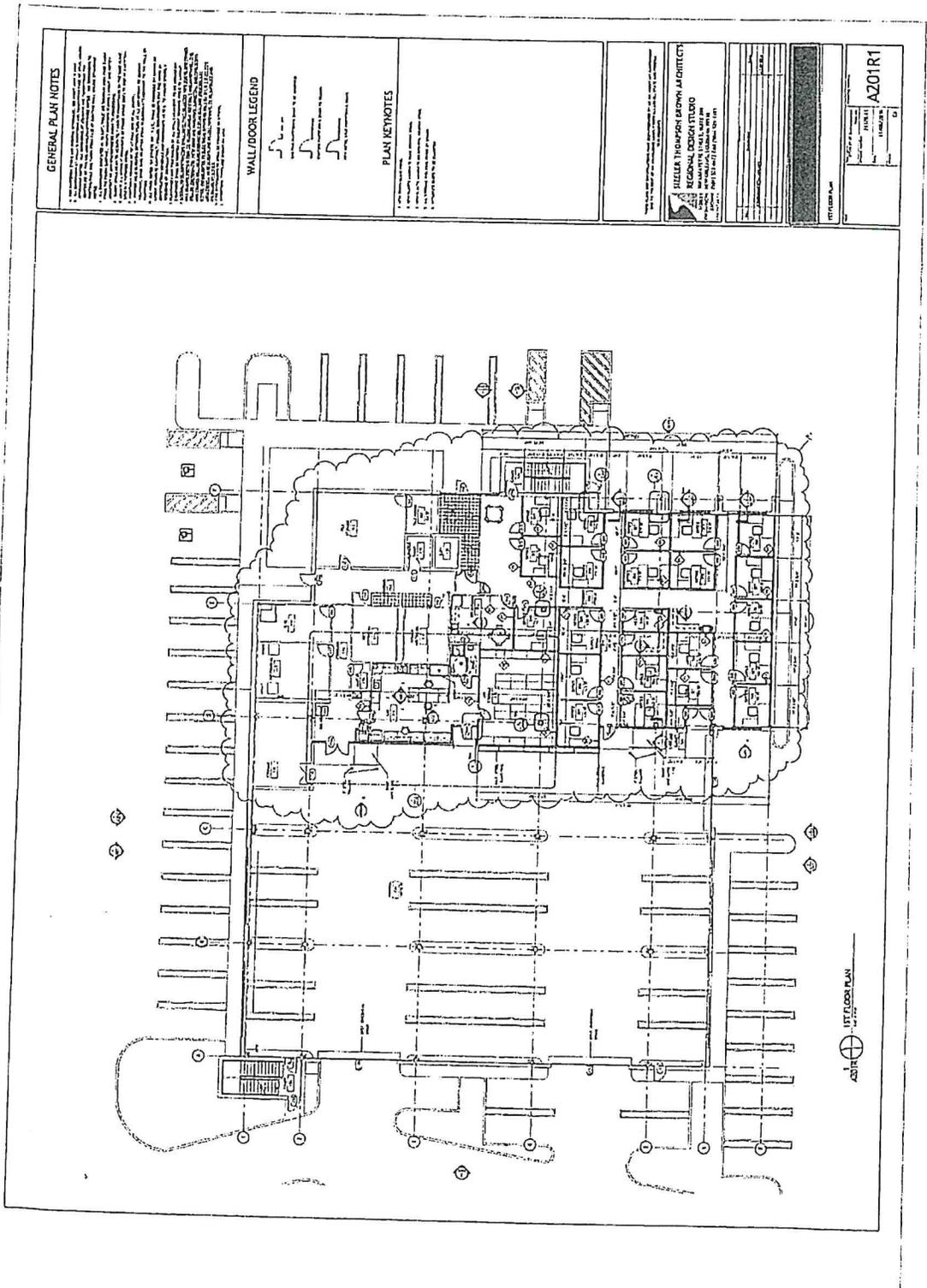
Company:

Fire Representative:

Date:

A score total of 90 or above results in full payment.





## 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 AND RECEIPT THEREFOR 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

## **Non-Public Works Bid Affidavit Instructions**

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

*Instruction sheet may be omitted when submitting the affidavit*

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Charlie Lusco  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Chief Executive Officer of Empire Janitorial Sales & Svc. a KBS Co. (Entity),  
the party who submitted a bid in response to Bid Number 50-00129672, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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



\_\_\_\_\_  
Signature of Affiant

Charlie Lusco

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 16<sup>th</sup> DAY OF March, 2020.



\_\_\_\_\_  
Notary Public

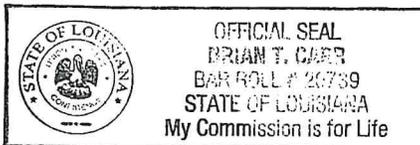
Brian T. Carr

\_\_\_\_\_  
Printed Name of Notary

20739

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires upon death.



## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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### JEFFERSON PARISH REQUIRED STANDARD INSURANCE

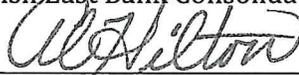
#### WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being**

# CERTIFIED RESOLUTION

On this 16<sup>th</sup> (1. Day) of March (2. Month), 2020 (3. Year), I Al Hilton  
(4. Full name of official signing this certificate), the Vice President (5. Title of official signing this  
Certificate) of Empire Janitorial Sales & Services LLC a KBS Company (6. Name of Company)  
(The "Entity") hereby certify that Charlie Lusco (7. Full name of authorized official),  
Chief Executive Officer (8. Title of authorized official) of said Entity, is hereby authorized and  
Empowered to execute on behalf of said entity the proposal and/or Contract (including  
amendments) which this Entity might enter in connection with Bid/Solicitation  
No. 50-00129672.  
(9. Janitorial Services at the Jefferson Parish East Bank Consolidated Fire Department.



\_\_\_\_\_  
(10. Signature)

Vice President

(11. Title of official signing this certificate same as no.5)

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 16<sup>th</sup> DAY OF March, 2020



\_\_\_\_\_  
Notary Public

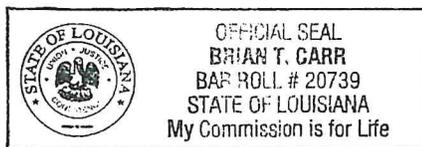
BRIAN T. CARR

\_\_\_\_\_  
Printed Name of Notary

20739

\_\_\_\_\_  
Notary/Bar Roll Number

My Commission expires: upon death



Print

Notary Search - Detail

**Name:** MR. BRIAN T. CARR  
**Address:** 4636 SANFORD ST., SUITE 100  
METAIRIE, LA 70006  
**Phone:** (504) 888-5030  
**Notary ID Number:** 33592  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 20739  
**Status:** Active  
**Commission Date:** 11/01/1991  
**Oath Date:** 10/16/1991  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

[Back to Search Results](#)

[New Search](#)

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 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.

1,3,4,5,6,8,10,11,12,15

PRE-BID CONFERENCE TO BE HELD AT: 834 S. CLEARVIEW PKWY, JEFFERSON, LA 70123 AT 10:00 AM ON 3/02/2020

- 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(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.

## 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. 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-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.
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 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.

See Page 1 for Conflicts of Interest Statement

**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   X   NO \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED   2   %   May 30, 2020    
INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

**DELIVERY: FOB JEFFERSON PARISH**

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)   51119  

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME:   Empire Janitorial Sales & Services a KBS Company  

ADDRESS:   3510 N. Causeway Blvd., Suite 505  

CITY, STATE:   Metairie LA   ZIP:   70002  

TELEPHONE:   ( 504 ) 835-5551   FAX:   ( 504 ) 835-2345  

EMAIL ADDRESS:   al@empirenola.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: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$   52,094.98  

AUTHORIZED SIGNATURE:   *[Signature]*  

  Charlie Lusco  

TITLE:   Chief Executive Officer  

Printed Name

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.

 **AIA** Document A310™ – 2010

**Bid Bond**

**CONTRACTOR:**

*(Name, legal status and address)*  
 EMPIRE JANITORIAL SALES & SERVICES  
 LLC  
 1820 L & A Road  
 Metairie, LA 70001

**SURETY:**

*(Name, legal status and principal place of business)*  
 TRAVELERS CASUALTY AND SURETY  
 COMPANY OF AMERICA  
 One Tower Square  
 Hartford, CT 06183

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

**OWNER:**

*(Name, legal status and address)*  
 JEFFERSON PARISH  
 200 Derbingy St., Suite 4400, Gretna, LA 4400

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

**BOND AMOUNT:** Five Percent of Amount bid  
 (5% of Amount Bid)

**PROJECT:**

*(Name, location or address, and Project number, if any)*  
 Bid No. 50-00129672 Janitorial Services at the Jefferson Parish East Bank Consolidated Fire Department Headquarters Building

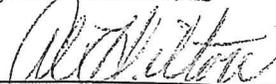
Project Number, if any:

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.

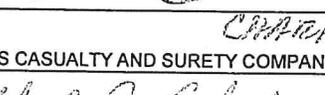
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement 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 3rd day of March, 2020

  
 (Witness) \_\_\_\_\_

EMPIRE JANITORIAL SALES & SERVICES LLC  
 (Principal)  (Seal)

  
 (Witness) \_\_\_\_\_

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA  
 (Surety)  (Seal)

Rachel Fore

  
 (Title) Derek J. Elston, Attorney in Fact

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129672

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT ADMINISTRATION BUILDING/HEADQUARTERS</p> <p>0001 - GENERAL CLEANING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>WE EXTEND THIS PROPOSAL TO COVER THE FURNISHING OF LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO PROVIDE A TWO (2) YEAR CONTRACT PERIOD FOR JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT'S ADMINISTRATION BUILDING/HEADQUARTERS. ADDRESS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p> <p>*****MANDATORY PRE-BID CONFERENCE***** DATE: MARCH 2, 2020 TIME: 10:00 AM LOCATION: JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123 *****</p>	\$2,170.61	\$52,094.64
2	1.00	SQFT	<p>0002 - ADDITIONAL SQUARE FOOTAGE PROVIDE A COST FOR GENERAL CLEANING OF ANY ADDITIONAL SQUARE FOOTAGE, AS PER ATTACHED SPECIFICATIONS.</p>	\$0.17	\$0.17
3	1.00	SQFT	<p>0003 - CARPET CLEANING PROVIDE A PER SQUARE FOOTAGE COST FOR CARPET CLEANING, AS NEEDED. INCLUDES EVERYTHING NEEDED TO DO A WET EXTRACTION</p> <p>PLEASE NOTE THAT BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p>	\$0.17	\$0.17

600 North Street, Baton Rouge, 70802 (225) 765-2301 Text-To-Verify: 1 (855) 999-7896



## Louisiana State Licensing Board for Contractors

### Contractor Information

**Business Name** EMPIRE JANITORIAL SALES & SERVICE, LLC  
**Mailing Address** 1820 Land A Road  
 Metairie, LA 70001  
**Phone Number** (504) 835-5551  
**Fax Number** (504) 835-2345  
**Email Address** ethomas@empirenola.com  
**Website** http://www.empirenola.com

### Active Licenses

**License Number** 51119  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 06/17/2019  
**Expiration** 06/16/2020  
**First Issued** 06/16/2009

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Ralph Richard Lusco Jr.	ALL
BUSINESS AND LAW	Ralph Richard Lusco Jr.	ALL
SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING	Ralph Richard Lusco Jr.	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Ralph Richard Lusco Jr.	ALL



**Travelers Casualty and Surety Company of America  
Travelers Casualty and Surety Company  
St. Paul Fire and Marine Insurance Company**

**POWER OF ATTORNEY**

**KNOW ALL MEN BY THESE PRESENTS:** That Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company are corporations duly organized under the laws of the State of Connecticut (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint **Derek J. Elston of Chicago, Illinois**, their true and lawful Attorney-in-Fact to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

**IN WITNESS WHEREOF**, the Companies have caused this instrument to be signed, and their corporate seals to be hereto affixed, this 3rd day of February, 2017.



State of Connecticut

City of Hartford ss.

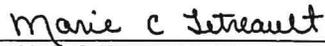
By:   
Robert L. Raney, Senior Vice President

On this the 3rd day of February, 2017, before me personally appeared **Robert L. Raney**, who acknowledged himself to be the Senior Vice President of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

**In Witness Whereof**, I hereunto set my hand and official seal.

My Commission expires the 30th day of June, 2021



  
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

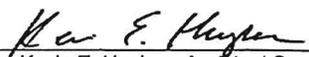
**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, **Kevin E. Hughes**, the undersigned, Assistant Secretary of Travelers Casualty and Surety Company of America, Travelers Casualty and Surety Company, and St. Paul Fire and Marine Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which remains in full force and effect.

Dated this 3rd day of March, 2020



  
Kevin E. Hughes, Assistant Secretary

**To verify the authenticity of this Power of Attorney, please call us at 1-800-421-3880.  
Please refer to the above-named Attorney-in-Fact and the details of the bond to which the power is attached.**

# References and Experience

**Proven History:** Below are our experience references of current facility service contracts. These references include working relationships of current ongoing continuous services of buildings, sport facilities and public space cleaning.

## CUSTOMER EXPERIENCE

The references showcased below represent diversity in business area, size and markets attesting to the flexibility, efficiency and capability to manage a project of this magnitude, and demonstrates our successful ability to conform to contract requirements and to standards of excellent service delivery.

## PARTNERSHIP

EJS&S has provided Custodial and Facility Maintenance Service Solutions to our education customers for more than 20 years. The experience we have accumulated from serving our education customers has been instrumental in the development of the systems and programs we provide and will be reflected in the programs we will implement at IPSB. We possess the established, relevant, institutionalized multi-functional team experience of similar size, scope, and complexity to the RFP.



**Contract Performance:** *We have established and sustained a customer retention rate exceeding 98% and have not had a Contract terminated for default, poor performance, or non-performance since its inception in 1999. "Terminated" is defined as a customer or EJS&S ending a Contract in the middle of the term pursuant to the termination provision provided in the Contract.*

**STATEMENT OF CONFIDENTIALITY:** *This reference list has been compiled on a confidential basis and may be reviewed solely for the purpose of evaluating EJS&S experience and qualifications in connection with the awarding of a contract to a successful bidder. The information contained in this reference list is not intended for public use and/or dissemination. Any release, public use and/or dissemination of this information would cause substantial and irreparable competitive harm to EJS&S. Reproduction of any part of this reference list without the express written permission of EJS&S is prohibited.*

**CONFIDENTIAL**

# References and Experience

Empire Janitorial Sales & Services LLC Current Educational Partners that is relevant to this contract.

**Legend for EJS&S Ranks:** (Rank 1 <\$1.0M) (Rank 2 \$1.0M-\$2.0M) (Rank 3 \$2.0M-\$3M) (Rank 4 >\$3.0M)

## Reference #1

Name of Firm: Jones Lang LaSalle  
Address: 1515 Poydras St., Suite 105, New Orleans LA 70115  
Contact Person: Ms. Tina Sandrock, Property Manager  
Contact Person telephone and fax numbers: Telephone 504-585-2665 – FAX 504-585-2674  
Nature of contract: Day Porter, Custodial Service and Pressure Washing  
Square footage: We provide service to two (2) Class "A" buildings, one totaling approximately 338,654 sq. ft. and one totaling approximately 413,679 sq. ft.  
Dollar amount: Rank 4 (over the life of the contract)  
Contract start date: March 27, 2013 Contract end date: Ongoing-Current



## Reference #2

Name of Firm: The Feil Organization  
Address: 3300 West Esplanade Ave., Suite 103, Metairie LA 70002  
Contact Person: Ms. Connie Chaison-Douglas  
Contact Person telephone and fax numbers: Telephone 504-833-6334 – FAX 504-833-5675  
Nature of contract: Day Porter, Custodial Service and Pressure Washing  
Square footage: We provide service to four buildings totaling approximately 575,000 sq. ft.  
Dollar amount: Rank 4 (over the life of the contract)  
Contract start date: May 29, 2010 Contract end date: Ongoing-Current



## Reference #3

Name of Firm: Algiers Charter Schools  
Address: 3520 General DeGaulle Dr., Suite 2001, New Orleans LA 70114  
Contact Person: Mr. Tracy Mercadel, Managing Director  
Contact Person telephone and fax numbers: Telephone 504-302-7001 – FAX 504-302-7051  
Nature of contract: Facility Maintenance, Custodial and Day Porter Service  
Square footage: We provide service to five campuses totaling approximately 525,000 sq. ft.  
Dollar amount: Rank 2 (over the life of the contract)  
Contract start date: May 29, 2014 Contract end date: Ongoing-Current



## Reference #4

Name of Firm: JP Morgan Chase  
Address: 1400 Veterans Memorial Blvd., Metairie LA 70006  
Contact Person: Ms. Kathy Myers, Regional Manager  
Contact Person telephone and fax numbers: Telephone 504-837-7829  
Nature of contract: Day Porter, Custodial Service, Pressure Washing and Park Lot Striping  
Square footage: We provide service to bank office and branches totaling approximately 650,000 sq. ft.  
Dollar amount: Rank 4 (over the life of the contract)  
Contract start date: January 1, 2007 Contract end date: Ongoing-Current



ADDITIONAL REFERENCES CAN BE PROVIDED UPON REQUEST

# References and Experience

## Additional Client Partner's



## What our Customer(s) Say

*"Empire Janitorial Sales & Services has been a very valuable service provided for us, in addition to providing excellent service they have implemented positive cost containment programs".*

Ms. Michele Toups  
Poydras Properties

*"In everything they do, they have earned a reputation of integrity and high levels of performance with upper management and the entire team dedicated to maintaining that reputation and keeping their customer satisfied".*

Ms. Juli Maillet  
Security National Properties

*"The service level that we receive is exceptional. Their employees are skilled in their job knowledge and performance, and all employees have a value system that demonstrates respect and pride in their work".*

Ms. Tanja Case  
J P Morgan Chase

**CONFIDENTIAL**

# References and Experience

## National Competitors Replaced by EJS&S

Over the years either thru the bid process, conversion from in-house custodial programs to outsourced service, personal reference and recommendation, or those who wanted to make a change to EJS&S from their current service provider, we have replaced many National competitors such as:

\*ABM Services

\*GIPSB Services

\*ServiceMaster

\*Aramark Facility Services

\*Jani-King

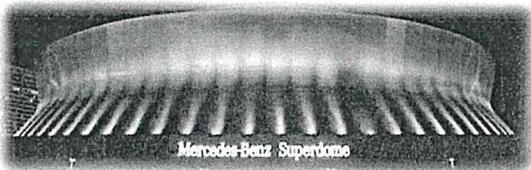
\*Sodexo

## Contract's where a National Competitor was replaced by EJS&S

1. Central Community School System, Baton Rouge LA, 5 campuses, approximately 608,133 sq. ft.



2. Mercedes-Benz Superdome and Smoothie King Center New Orleans LA (Saints and Pelicans)



3. Southeastern Louisiana University



**CONFIDENTIAL**

# Background Information

## 1. EJS&S background information

- a. **Beginning 1999:** Empire Janitorial Sales & Services LLC (EJS&S) is a Louisiana domiciled company formed in 1999 by Mr. Charlie Lusco as a Janitorial Service and Supply Company with the locally focused ambition to provide the best janitorial service solutions, great customer service experience on a daily basis with the focus on continuous improvement and the understanding that the need for a clean and inviting environment is key to a healthy and happy workplace.
- b. **A Constantly Evolving Company - August 2005:** Over time in an effort to best fulfill the needs of our Client Partners it was clear that EJS&S needed a new strategy from being a Janitorial Service Company to become an Integrated Facility Service Provider. In August 2005 EJS&S entered the Facility Service market and has developed a suite of managed service offerings to its competencies that expand the value we provide, becoming one of Louisiana's largest Building Service Contractors today.



- c. **December 2017:** In December 2017, EJS&S partnered with Kellermeyer Bergensons Services (KBS) to become one of the leading Facility Services Organizations in the United States. Through our more than 18,000 carefully-selected and trained staff, EJS&S delivers a full range of quality facility services in packages specially designed and customized for each of our more than 42,000 locations serviced nationwide.
- d. **Multi State Reach:** Today EJS&S is uniquely positioned and operating in three states, Louisiana, Mississippi and Texas to meet the growing demand from our Client Partners as their single point of contact for the Facility Service solutions that we provide.



- e. **Integrity, Excellency and Innovation:** With more than 20 years of applying these ideals to our business, we have built a sound foundation of Facility Service solutions for our Client Partners.
- f. **Legal Status:** EJS&S is a resident Louisiana LLC, has qualified legally and authorized to do and doing business under the laws of the State of Louisiana, Alabama and Mississippi with an active registration in good standing as follows:



State of Louisiana  
Registration  
Charter #: 34958638K



State of Alabama  
Registration  
RES846107



State of Mississippi  
Registration  
#2018220546



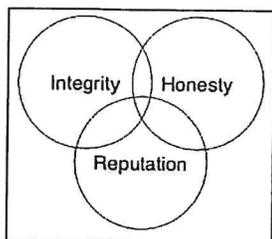
# Background Information



k. **Contract Performance:** EJS&S has not had a Contract terminated for default, poor performance, or non-performance since its inception in 1999. "Terminated" is defined as a Client Partner or EJS&S ending a Contract in the middle of the term pursuant to the termination provision provided in the Contract.



l. **Our commitment to lasting Partnerships:** Identifying our client partner expectations, setting measurable goals and continual communication are keys to building a successful long-term partnership. EJS&S believes communication is a constant, two-way street, and our commitment is to be a valued member of our client partner community, actively engaged in ongoing conversations. EJS&S provides a framework to help us understand what is relevant to our client partner and to ensure that our technical delivery meets expectations.



*It takes 20 years to build a reputation and five minutes to ruin it. If you think about that you'll do things differently.*

*Warren Buffett*

## Reputation of EJS&S Managed Service(s):

- m.
- i. EJS&S has no pending general liability and worker's compensation claims that are consistent with its scope of work and status as a service provider, and has never entered into a suit with a past or current Client Partner.
  - ii. No principal, member, officer, or any key person with EJS&S has ever been formally charged with, plead guilty to, or convicted of any state or federal crime, including but not limited to the Louisiana Procurement Code, embezzlement, theft, forgery, bribery, falsification or destruction of records, receipt of stolen property, criminal anti-trust violations, bid-rigging or bid-rotating.
  - iii. No principal, member, officer, or any key person with EJS&S has ever been charged with or convicted of a state, federal, or civil anti-trust violation or similar offense.
  - iv. Neither EJS&S nor any key person of the company has been suspended or debarred from conducting business with the US Government, Federal, State, Parish or Municipal Agency.

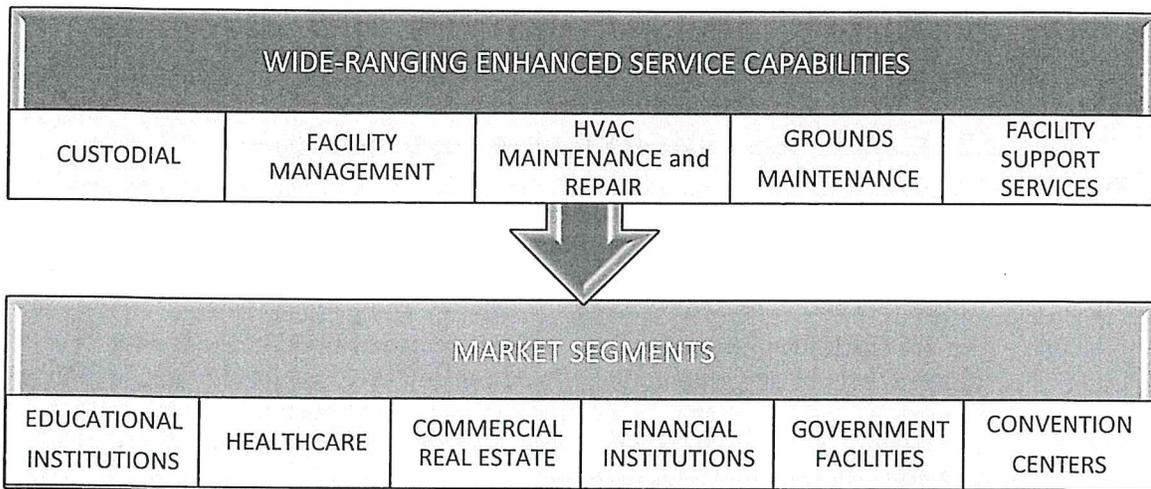
# Background Information

2. EJS&S primary differentiator(s) in the building service industry:

- a. **Diversity and Inclusion reflected in our workforce:** Diversity and Inclusion differentiates us in the marketplace and contributes to our culture of inclusion in the workplace. EJS&S truly welcome's, values and appreciates the diversity that is *reflected in its workforce*, and the valuable work environment that diversity provides. It recognizes diverse people have different needs, different values, different characteristics, different styles and different desires in the workplace and it seeks respect, acceptance and tolerance for these differences in order to create a healthy and productive workplace.
  
- b. **Integrated Service Provider-Cross Market Experience-Added Value:** EJS&S is an Integrated Facility Service provider. We have the capability and experience to manage all service deliveries, administration, training, operational management, integration, innovation and provide strategic support to our Client Partners. This means that instead of having several external service companies working with various service deliveries, everything is integrated in one solution.

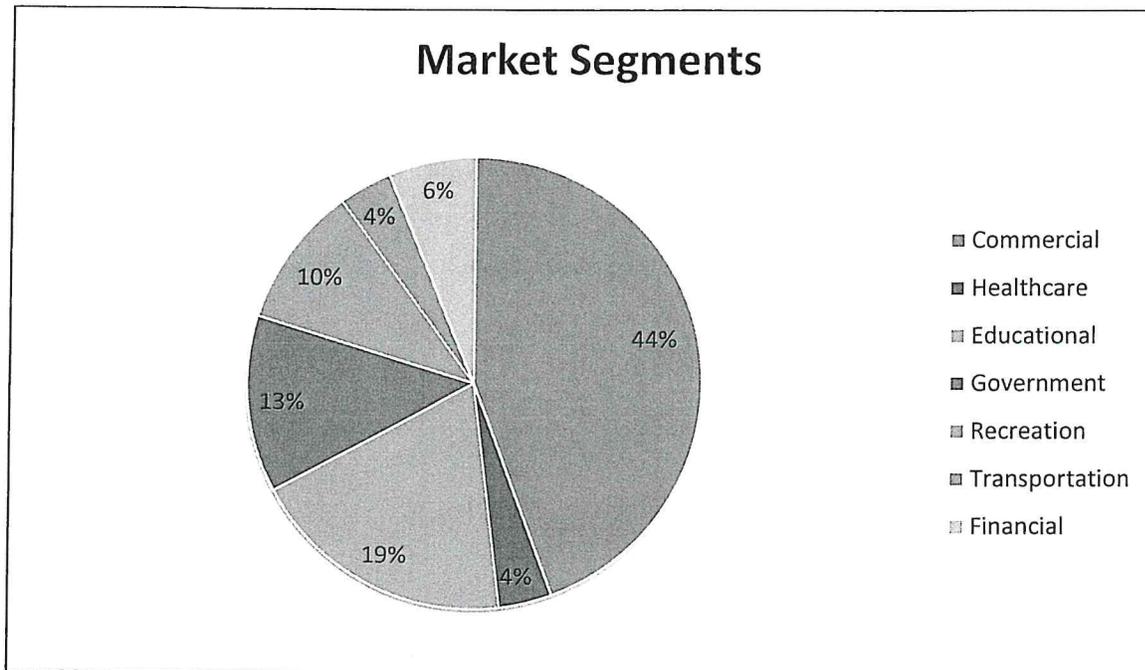
Perhaps best known for superior cleaning services, we can offer a comprehensive total facility management package including custodial, HVAC maintenance, landscape maintenance, post-construction clean up, plumbing and electrical work. *We are your single solution for all your facility management needs.* We provide our Client Partners with "one-stop shopping" for all their facility management needed to maintain a safe, comfortable environment for their faculty, volunteers, employees, and visitors to their facility.

### Overview



# Background Information

## 3. EJS&S Market Segments:



Commercial (office buildings, property management firms)
Healthcare (hospitals, medical and dental offices)
Educational (K-12 schools, colleges, universities,
Government (municipal, state, county, federal)
Recreation (sports stadiums, health clubs, movie theaters, casinos)
Transportation (airports, bus and rail stations)
Financial (banks, lending institutions)

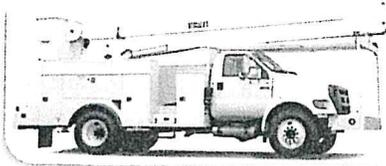
# Background Information

## 4. EJS&S Fleet of specialized equipment:

**a. Fleet of specialized equipment-Added Value:** The work we perform requires a commitment to specialized equipment and we own one of the largest Building Service Contractor equipment fleets in the areas we serve. The equipment possibilities available to our client partners are unlimited.

Our New Orleans LA maintenance warehouse oversees the maintenance and service of our equipment to ensure that the fleet is consistently ready to go. Below is just a sampling to the equipment we operate and have available at any time day or night.

*EJS&S Bucket Truck*



*EJS&S Street Sweeper*



*EJS&S pressure Washer*



*EJS&S Front End Loaders*



*EJS&S Roll Off Containers*



*Different business sectors have very specific needs. Regardless of the business, EJS&S Cross-Market experience means we can customize our solutions to meet any facility needs our client partners may have.*

Al Hilton  
Vice President



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
03/30/2019

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

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

<b>PRODUCER</b> Aon Risk Services Central, Inc. Chicago IL Office 200 East Randolph Chicago IL 60601 USA		<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105 E-MAIL ADDRESS:	
<b>INSURED</b> Empire Janitorial Sales & Service, LLC DBA: Empire Services 1820 L&A Road Metairie LA 70001 USA		<b>INSURER(S) AFFORDING COVERAGE</b> <b>NAIC #</b>	
		INSURER A:	Zurich American Ins Co 16535
		INSURER B:	American Zurich Ins Co 40142
		INSURER C:	Travelers Property Cas Co of America 25674
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES      CERTIFICATE NUMBER: 570075688796      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. Limits shown are as requested

INSR LTR	TYPE OF INSURANCE	ADDITIONAL INSURED	SUBROGATION	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			GLO651003129	04/01/2019	04/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 6510032-29	04/01/2019	04/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED    RETENTION			ZUP21P2450019NF	04/01/2019	04/01/2020	EACH OCCURRENCE \$7,000,000 AGGREGATE \$7,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC651003029	04/01/2019	04/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE-EA EMPLOYEE \$1,000,000 E.L. DISEASE-POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Contract Metairie Properties: Lillibridge Healthcare Services, Inc., East Jefferson Medical Plaza, LLC., East Jefferson Medical Office Building, LP., East Jefferson Medical Specialty Building LP., Jefferson Parish Hospital District 2, Parish POB 1, LLC, POB 2, LLC, Medical Center of Baton Rouge Inc.

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b> 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  <i>Aon Risk Services Central, Inc.</i>

Holder Identifier:      Certificate No.: 570075688796

# State of Louisiana



## State Licensing Board for Contractors

EMPIRE JANITORIAL SALES & SERVICE, LLC  
1820 Land A Road  
Metairie, LA 70001

This is to Certify that:

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL WASTE HANDLING;  
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL



**COPY**

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 17th day of June 2019

*Will B. McCoy*  
Director

*Lee Malott*  
Chairman

*Andy Duvall*  
Treasurer

Expiration Date: June 16, 2020

License No: 51119

This License Is Not Transferrable

**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 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Term of Contract

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

1 week prior to start

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

47041

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Primerio Services dba-ServiceMaster Elite cleaning Services

ADDRESS: 1759 Land A Rd

CITY, STATE: Metairie, La.

ZIP: 70001

TELEPHONE: (504) 832-9944

FAX: (504) 833-4144

EMAIL ADDRESS: Candy@servicemastereliteclean.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: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 68,928.31

AUTHORIZED SIGNATURE: [Signature]

Leonard Cabrera

Printed Name

TITLE: PRESIDENT

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129672

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT ADMINISTRATION BUILDING/HEADQUARTERS</p> <p>0001 - GENERAL CLEANING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>WE EXTEND THIS PROPOSAL TO COVER THE FURNISHING OF LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO PROVIDE A TWO (2) YEAR CONTRACT PERIOD FOR JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT'S ADMINISTRATION BUILDING/HEADQUARTERS. ADDRESS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p> <p>*****MANDATORY PRE-BID CONFERENCE***** DATE: MARCH 2, 2020 TIME: 10:00 AM LOCATION: JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123 *****</p>	\$ 2,872 <sup>00</sup>	\$ 68,928 <sup>00</sup>
2	1.00	SQFT	<p>0002 - ADDITIONAL SQUARE FOOTAGE PROVIDE A COST FOR GENERAL CLEANING OF ANY ADDITIONAL SQUARE FOOTAGE, AS PER ATTACHED SPECIFICATIONS.</p>	.11	.11
3	1.00	SQFT	<p>0003 - CARPET CLEANING PROVIDE A PER SQUARE FOOTAGE COST FOR CARPET CLEANING, AS NEEDED. INCLUDES EVERYTHING NEEDED TO DO A WET EXTRACTION</p> <p>PLEASE NOTE THAT BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p>	.20	.20



## Louisiana State Licensing Board for Contractors

### Contractor Information

**Business Name** Primero Services, Inc.  
**Mailing Address** 1759 L & A Road  
 Metairie, LA 70001  
**Phone Number** (504) 832-9944  
**Fax Number** (504) 833-4144  
**Email Address** brent@primeroservices.com  
**Website** <http://www.primeroservices.com>

### Active Licenses

**License Number** 560911  
**Type** Home Improvement Contractor Registration  
**Status** REGISTERED  
**Effective** 05/03/2019  
**Expiration** 05/03/2020  
**First Issued** 05/03/2019

**License Number** 47041  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 06/18/2018  
**Expiration** 05/17/2021  
**First Issued** 05/17/2007

**License Number** 250567  
**Type** Mold Remediation License  
**Status** LICENSED  
**Effective** 07/17/2019  
**Expiration** 07/16/2022  
**First Issued** 07/16/2015

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Leonard Charles Cabrera Sr.	ALL
BUSINESS AND LAW	Leonard Charles Cabrera Sr.	ALL
BUSINESS AND LAW	David Leonard Howley	ALL
MOLD REMEDIATION CONTRACTOR	David Leonard Howley	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Leonard Charles Cabrera Sr.	ALL

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Leonard Cabrer, (Affiant) who after being by me duly sworn, deposed and said that

he/she is the fully authorized President of Amero Services (Entity), Elite Cleani Services dba. Service Master  
the party who submitted a bid in response to Bid Number 50-00129672, 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.

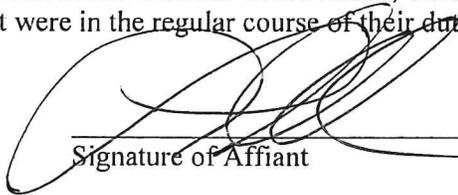
**Choice B** ✓ There are **NO** debts which would require disclosure under Choice A of this section.

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.

  
\_\_\_\_\_  
Signature of Affiant

Leonard Cabrera  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 9<sup>th</sup> DAY OF March, 2020.

  
\_\_\_\_\_  
Notary Public

Brent Cohen  
\_\_\_\_\_  
Printed Name of Notary

33045  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires upon death.

Print

Notary Search - Detail

**Name:** MR. BRENT F. CABRERA  
**Address:** 1759 L&A ROAD  
METAIRIE, LA 70001  
**Phone:** (504) 832-9944  
**Notary ID Number:** 90876  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 33045  
**Status:** Active  
**Commission Date:** 11/01/2010  
**Oath Date:** 10/25/2010  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

[Back to Search Results](#) [New Search](#)

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF Primer Services Inc dba Service Master Elite Cleaning Services INCORPORATED.

AT THE MEETING OF DIRECTORS OF Primer Services Inc dba Service Master Elite Cleaning Services INCORPORATED, DULY NOTICED AND HELD ON March 9, 2020, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED. THAT Leonard Cabrera Sr., 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 AND RECEIPT THEREFOR 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.

Nancy B. Cabrera  
SECRETARY-TREASURER

3/9/2020  
DATE

# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Primero Services, Inc. dba ServiceMaster Elite Cleaning Services  
1759 L and A Road  
Metairie, LA 70001

### SURETY:

(Name, legal status and principal place of business)

The Gray Casualty & Surety Company

P.O. Box 6202

Metairie, LA 70009-6202

Mailing Address for Notices

P.O. Box 6202

Metairie, LA 70009-6202

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  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

BOND AMOUNT: 5% Five Percent of Amount Bid

### PROJECT:

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

Janitorial Services at East Bank Consolidated Fire Dept. Headquarters

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 13th day of March, 2020.

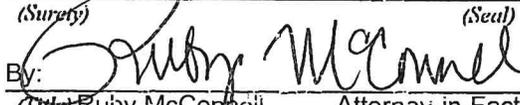
  
(Witness)

  
(Witness) E.M. Bryant

Primero Services, Inc. dba ServiceMaster Elite Cleaning Services  
(Principal) (Seal)

By:   
(Title) PRESIDENT

The Gray Casualty & Surety Company  
(Surety) (Seal)

By:   
(Title) Ruby McConneil, Attorney-in-Fact

Surety Phone No. 504-888-7790



**THE GRAY INSURANCE COMPANY  
THE GRAY CASUALTY & SURETY COMPANY  
GENERAL POWER OF ATTORNEY**

KNOW ALL BY THESE PRESENTS, THAT **The Gray Insurance Company** and **The Gray Casualty & Surety Company**, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint: Ruby McConnell on behalf of each of the Companies named above its true and lawful Attorney-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$10,000,000.

Surety Bond Number: Bid Bond  
Principal: Primero Services, Inc. dba ServiceMaster Elite Cleaning Services  
Obligee: Jefferson Parish

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both **The Gray Insurance Company** and **The Gray Casualty & Surety Company** at meetings duly called and held on the 26<sup>th</sup> day of June, 2003.

**"RESOLVED**, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

**FURTHER RESOLVED**, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, **The Gray Insurance Company** and **The Gray Casualty & Surety Company** have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 12<sup>th</sup> day of September, 2011.



By:

*Michael T. Gray*  
Michael T. Gray  
President, **The Gray Insurance Company**  
and  
Vice President,  
**The Gray Casualty & Surety Company**

Attest:

*Mark S. Manguno*  
Mark S. Manguno  
Secretary,  
**The Gray Insurance Company,**  
**The Gray Casualty & Surety Company**



State of Louisiana

ss:

Parish of Jefferson

On this 12<sup>th</sup> day of September, 2011, before me, a Notary Public, personally appeared Michael T. Gray, President of **The Gray Insurance Company** and Vice President of **The Gray Casualty & Surety Company**, and Mark S. Manguno, Secretary of **The Gray Insurance Company** and **The Gray Casualty & Surety Company**, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



*Lisa S. Millar*

Lisa S. Millar, Notary Public, Parish of Orleans  
State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of **The Gray Insurance Company** and **The Gray Casualty & Surety Company**, do hereby certify that the above and forgoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 13<sup>th</sup> day of March, 2020.



*Mark S. Manguno*

Mark S. Manguno, Secretary  
**The Gray Insurance Company**  
**The Gray Casualty & Surety Company**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/21/2020

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.

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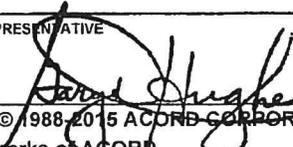
PRODUCER  Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	CONTACT NAME: Jamie Estes	
	PHONE (A/C, No, Ext): (504) 468-1980 ext. 207 FAX (A/C, No): (504) 327-5394 E-MAIL ADDRESS: jamie.estes.ibh8@statefarm.com	
INSURED  Primero Service Inc. ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: State Farm Mutual Automobile Insurance Company	25178
	INSURER B:	
	INSURER C:	
	INSURER D:	
	INSURER E:	
	INSURER F:	

**COVERAGES**                      **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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	320 3767-F26-18H 354 2954-F26-18A 315 2830-F26-18H 235 4273-F26-18Y	12/26/2019 12/26/2019 12/26/2019 12/26/2019	06/26/2020 06/26/2020 06/26/2020 06/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB OCCUR <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
All auto's have Comprehensive & Collision deductibles of \$1,000  
Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

<b>CERTIFICATE HOLDER</b>  Primero Service Inc, ServiceMaster & Primero Onlo, LLC	<b>CANCELLATION</b>  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 



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/21/2020

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.

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PRODUCER  Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	CONTACT NAME: Jamie Estes
	PHONE (A/C, No, Ext): (504) 468-1980 ext. 207 FAX (A/C, No): (504) 327-5394 E-MAIL ADDRESS: jamie.estes.ibh8@statefarm.com
INSURED  Primero Service Inc, ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Mutual Automobile Insurance Company NAIC # 25178
	INSURER B :
	INSURER C :
	INSURER D :
	INSURER E :
	INSURER F :

COVERAGES 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	238 6106-F26-18Y 238 6108-F26-18V 238 6117-F26-18T 320 3768-F26-18E	12/26/2019 12/26/2019 12/26/2019 12/26/2019	06/26/2020 06/26/2020 06/26/2020 06/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
All auto's have Comprehensive & Collision deductibles of \$1,000  
Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

CERTIFICATE HOLDER  Primero Service Inc, ServiceMaster & Primero Onlo, LLC	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  
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/21/2020

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<b>PRODUCER</b> Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	<b>CONTACT NAME:</b> Jamie Estes <b>PHONE (A/C, No, Ext):</b> (504) 468-1980 ext. 207 <b>E-MAIL ADDRESS:</b> jamie.estes.ibh8@statefarm.com <b>FAX (A/C, No):</b> (504) 327-5394
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> State Farm Mutual Automobile Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>
<b>INSURED</b> Primero Service Inc, ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	

**COVERAGES**

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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY	Y	Y	277 8731-F26-18V 277 8738-F26-18R 289 0519-F26-18L 289 0520-F26-18K	12/26/2019 12/26/2019 12/26/2019 12/26/2019	06/26/2020 06/26/2020 06/26/2020 06/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

All auto's have Comprehensive & Collision deductibles of \$1,000  
 Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

**CERTIFICATE HOLDER****CANCELLATION**

Primero Service Inc, ServiceMaster &amp; Primero Onlo, LLC

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

AUTHORIZED REPRESENTATIVE

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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/21/2020

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PRODUCER  Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	CONTACT NAME: Jamie Estes
	PHONE (A/C, No, Ext): (504) 468-1980 ext. 207 FAX (A/C, No): (504) 327-5394
	E-MAIL ADDRESS: jamie.estes.ibh8@statefarm.com
	INSURER(S) AFFORDING COVERAGE
	INSURER A: State Farm Fire and Casualty Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:
	INSURER F:

INSURED  
  
Primero Service Inc, ServiceMaster & Primero Onlo, LLC  
DBA ServiceMaster Elite Cleaning Services  
1759 L and A Rd  
Metairie, LA 70001-6236

COVERAGES 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	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED <input checked="" type="checkbox"/> AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	315 2832-F26-18G 310 1212-F26-18H 298 5622-F26-18K 333 6900-F26-18F	12/26/2019 12/26/2019 12/26/2019 12/26/2019	06/26/2020 06/26/2020 06/26/2020 06/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N	N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

All auto's have Comprehensive & Collision deductibles of \$1,000  
 Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

**CERTIFICATE HOLDER****CANCELLATION**

Primero Service Inc, ServiceMaster &amp; Primero Onlo, LLC

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

© 1988-2015 ACORD CORPORATION. All rights reserved.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/21/2020

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PRODUCER Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	CONTACT NAME: Jamie Estes
	PHONE (A/C, No, Ext): (504) 468-1980 ext. 207 FAX (A/C, No): (504) 327-5394 E-MAIL ADDRESS: jamie.estes.ibh8@statefarm.com
INSURED Primero Service Inc, ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	INSURER(S) AFFORDING COVERAGE INSURER A : State Farm Fire and Casualty Company INSURER B : INSURER C : INSURER D : INSURER E : INSURER F :
	NAIC # 25143

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			320 1176-F26-18F 333 6899-F26-18E	12/26/2019 12/26/2019	06/26/2020 06/26/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			Y/N N/A			PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
All auto's have Comprehensive & Collision deductibles of \$1,000  
Nonowned Auto policy # 315 2830-F26-18H has Comprehensive & Collision deductibles of \$250

CERTIFICATE HOLDER Primero Service Inc, ServiceMaster & Primero Onlo, LLC	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 



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/23/2019

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<b>PRODUCER</b> Stone Insurance, Inc. 111 Veterans Blvd, Suite 1420 Metairie LA 70005-3055		<b>CONTACT NAME:</b> Cathlene Hughes <b>PHONE (A/C, No, Ext):</b> (504) 832-4161 <b>E-MAIL ADDRESS:</b> cathy.hughes@stone-insurance.com <b>FAX (A/C, No):</b> (504) 835-6657	
<b>INSURED</b> Primero Services, Inc., DBA: ServiceMaster 1759 L & A Road Metairie LA 70001		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Arch Specialty Insurance <b>INSURER B:</b> L W C C <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 22350	

**COVERAGES**                      **CERTIFICATE NUMBER:** 19-20 MASTER                      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			12EMP0536505	12/30/2019	12/30/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Contractors Pollution \$ 1,000,000
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> <b>EXCESS LIAB</b> OCCUR CLAIMS-MADE DED    RETENTION \$			12EMX0536605	12/30/2019	12/30/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	168731	12/30/2019	12/30/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Pollution, Mold and Professional Liability			12EMP0536505	12/30/2019	12/30/2020	Limit of Insurancd \$1,000,000. per claim

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

General Liability includes Blanket Additional Insured Endorsement (Form 00EMP0101 00 0114), Blanket Waiver of Subrogation (Form 00EMP0052 00 0504) and Per Project Aggregate (Form 00EMP0062 00 0504); all subject to written contract executed prior to any loss. Professional Liability limit per wrongful act is \$1,000,000; Claims Made basis; 12/30/14 Retro Date. Mold Limit per event is \$1,000,000; Claims Made basis; 2/1/2014 Retro Date. Contractors Pollution Liability Limit per pollution event is \$1,000,000; Claims Made basis; 2/1/2014 Retro Date. Leonard and Nancy Cabrera excluded from Workers Compensation Coverage. Work Comp includes Blanket Waiver of Subrogation and Alternate Employer Endorsement

<b>CERTIFICATE HOLDER</b> Primero Services Inc. dba ServiceMaster FOR INFORMATION PURPOSES ONLY 1759 L & A Road Metairie LA 70001	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

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

Are you requesting an escalation provision?

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

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

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF  2 Years  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

N/A

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

59546

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME:  Tidy Building Services, LLC

ADDRESS:  609 W William David Parkway, Suite 202

CITY, STATE:  Metairie, Louisiana

ZIP:  70005

TELEPHONE:  ( 504 ) 838-9843

FAX:  ( 504 ) 833-6585

EMAIL ADDRESS:  apeterson@tidyusa.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: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$  66,710.41

AUTHORIZED

SIGNATURE:  

Amesil Peterson

Printed Name

TITLE:  Business Manager

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.: 50-00129672

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT ADMINISTRATION BUILDING/HEADQUARTERS</p> <p>0001 - GENERAL CLEANING PROVIDE A MONTHLY COST FOR GENERAL CLEANING, WHICH INCLUDES ALL OFFICES, RESTROOMS, STAIRWAYS, AND COMMON AREAS, AS PER THE ATTACHED SPECIFICATIONS.</p> <p>WE EXTEND THIS PROPOSAL TO COVER THE FURNISHING OF LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO PROVIDE A TWO (2) YEAR CONTRACT PERIOD FOR JANITORIAL SERVICES FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT'S ADMINISTRATION BUILDING/HEADQUARTERS. ADDRESS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p> <p>*****MANDATORY PRE-BID CONFERENCE***** DATE: MARCH 2, 2020 TIME: 10:00 AM LOCATION: JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123 *****</p>	\$2,779.59	\$66,710.16
2	1.00	SQFT	<p>0002 - ADDITIONAL SQUARE FOOTAGE PROVIDE A COST FOR GENERAL CLEANING OF ANY ADDITIONAL SQUARE FOOTAGE, AS PER ATTACHED SPECIFICATIONS.</p>	\$0.11	\$0.11
3	1.00	SQFT	<p>0003 - CARPET CLEANING PROVIDE A PER SQUARE FOOTAGE COST FOR CARPET CLEANING, AS NEEDED. INCLUDES EVERYTHING NEEDED TO DO A WET EXTRACTION</p> <p>PLEASE NOTE THAT BONNET CLEANING SYSTEM IS NOT AN ACCEPTABLE FORM OF CARPET CLEANING.</p>	\$0.14	\$0.14

600 North Street, Baton Rouge, 70802 (225) 765-2301 Text-To-Verify: 1 (855) 999-7896



# Louisiana State Licensing Board for Contractors

## Contractor Information

**Business Name** TIDY BUILDING SERVICES, L.L.C.  
**Mailing Address** 609 W. William David Pkwy., Ste. 202  
 Metairie, LA 70005  
**Phone Number** (504) 838-9843  
**Fax Number** (504) 833-6585  
**Email Address** accounting@tidyusa.com  
**Website** http://null

## Active Licenses

**License Number** 59546  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 05/09/2018  
**Expiration** 05/01/2021  
**First Issued** 05/01/2014

## Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Mary Schaff Bernard	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Charles Kyu Cho	ALL

THE FACE OF THIS DOCUMENT HAS A COLORED BACKGROUND ON WHITE PAPER. IF COPIED THE WORD "VOID" WILL ALSO APPEAR.



84-487  
1111

CASHIER'S CHECK

9105094508

DATE 03/17/2020

ISSUING REGION 081

BRANCH Bonnabel

BRANCH DID 41453

THREE THOUSAND THREE HUNDRED THIRTY FIVE DOLLARS AND 52 CENTS

PAY TO THE ORDER OF \*\*\*JEFFERSON PARISH\*\*\*\*\*

\$ 3,335.52

Drawer: Capital One, N.A.

RE:

Fire Departments Bid #50-00129672

AUTHORIZED SIGNATURE

Read the reverse side for important information on the reissuance of lost, destroyed, or stolen cashier's checks. This check may not be replaced until after the 90th day of issue.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

100-1250 (R 10/19)  
SUPER SAFETY ANTI-FRAUD PROTECTION

⑈9105094508⑈ ⑆111104879⑆ 76 20⑈0001 6⑈



CASHIER'S CHECK

9105094508

DATE 03/17/2020 FEE \$0.00

ISSUING REGION 081

BRANCH Bonnabel

BRANCH DID 41453

THREE THOUSAND THREE HUNDRED THIRTY FIVE DOLLARS AND 52 CENTS

PAY TO THE ORDER OF: \*\*\*JEFFERSON PARISH\*\*\*\*\*

\$ 3,335.52

RE: Fire Departments Bid #50-00129672

CUSTOMER COPY

NON-NEGOTIABLE

This check may not be replaced until after the 90th day of

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Tidy Building Services, LLC

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Tidy Building Services, LLC  
INCORPORATED, DULY NOTICED AND HELD ON March 17, 2020,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED. THAT Amesil Peterson, 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 AND RECEIPT THEREFOR 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~~  
Business Manager

March 17, 2020

\_\_\_\_\_  
DATE



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.

\_\_\_\_\_  
Signature of Affiant

AMESIL S. PETERSON

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 17<sup>th</sup> DAY OF MARCH, 2020

\_\_\_\_\_  
Notary Public

KEVIN J DALEY # 1822

LIFETIME COMMISSION

\_\_\_\_\_  
Printed Name of Notary

1822

\_\_\_\_\_  
Notary/Bar Roll Number

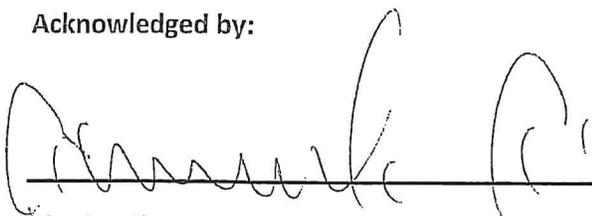
My commission expires LIFETIME COMMISSION



## CAMPAIGN CONTRIBUTION DISCLOSURE

In June of 2019, Charles Cho, President of Tidy Building Services LLC made a Campaign Contribution in the amount of \$1,000.00 to Cynthia Lee Sheung, then candidate for Jefferson Parish President.

Acknowledged by:

A handwritten signature in black ink, appearing to read 'Charles Cho', is written over a solid horizontal line.

Charles Cho, President, Tidy Building Services, LLC – March 17, 2020

Print

Notary Search - Detail

Name: MR. KEVIN J. DALEY  
Address: 1011 VETERANS BLVD.  
SUITE B  
METAIRIE, LA 70005

Phone: (504) 355-3388  
Phone 2: (504) 899-8714

Notary ID Number: 1822

Parish: JEFFERSON with authority in the following parishes:  
ORLEANS, PLAQUEMINES, ST. BERNARD

Agency: N/A

Notary Type: Non Attorney

Status: Active

Commission Date: 03/30/2015

Oath Date: 03/30/2015

Surety Expiration Date: 04/13/2023

Annual Report Current: Yes

Notary Events

Parish Change Previous Parish: ORLEANS Previous Commission Date: 09/15/1989

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

Back to Search Results New Search



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/17/2019

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

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

PRODUCER Eagan Insurance Agency, LLC 2629 N. Causeway Blvd. P. O. Box 8590 Metairie LA 70002	CONTACT NAME: Lisa Nealhamer	PHONE (A/C, No, Ext): (504) 836-9600	FAX (A/C, No): (504) 836-9621
	E-MAIL ADDRESS: nealhamerl@eaganins.com		
INSURED Tidy Building Services, LLC 609 W. William David Parkway Suite 202 Metairie LA 70005	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A:	Penn-America Ins Co	
	INSURER B:	Starnone Insurance Co.	
	INSURER C:	LUBA	12472
	INSURER D:	CNA Surety	0043
	INSURER E:		
	INSURER F:		

COVERAGES CERTIFICATE NUMBER: 19-20 Master All lines REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PAV0153955	09/19/2019	09/19/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			PAV0153955	09/19/2019	09/19/2020	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Hired & Non Owned \$ 1,000,000
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			05370E182ALI	09/19/2019	09/19/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	028000019145119	03/31/2019	03/31/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Janitorial Bond			68742222	06/18/2019	06/18/2020	Limit 100,000

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

Blanket additional insured and blanket waiver of subrogation if required by written contract.

## CERTIFICATE HOLDER

## CANCELLATION

SAMPLE CERTIFICATE FOR BID PURPOSES

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

AUTHORIZED REPRESENTATIVE

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