

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 to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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

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

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

Please visit our E-Procurement Page at www.jeffparishbids.net 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(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise 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-Conviction 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

BID FORM
Non Public Works**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 LLCADDRESS: 2508 Lexington DrCITY, STATE: Laplace, La. ZIP: 70068TELEPHONE: (504) 628-4860 FAX: () N/AEMAIL 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: \$ 93,490.00AUTHORIZED SIGNATURE: Ronald FirminRonald Firmin

Printed Name

TITLE: Owner

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129672

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 ADMINISTRA- TION 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
60.00

PENALTY
0.00

Natalie Robottom

NATALIE ROBOTTOM
PARISH PRESIDENT

TOTAL
60.00

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

RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 1

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

Email Address: firm_enterprises@yahoo.com

Signature: Ronald Firmin

Date: 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

BID FORM
Non Public Works

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

CUTION: 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 20th of April, 1999.)

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

SURETEC INSURANCE COMPANY

By:

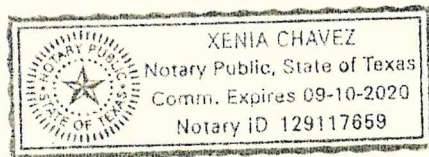
John Knox Jr., CEO

State of Texas
County of Harris

ss:



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



Xenia Chavez, Notary Public

My commission expires September 10, 2020

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

Given under my hand and the seal of said Company at Houston, Texas this 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-00129612 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

Parish Change	Previous Parish: JEFFERSON	Previous Commission Date: 08/22/2006
----------------------	-------------------------------	---

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).

PRODUCER Gulf South Insurance Agency, LLC 5714 Superior Drive Baton Rouge LA 70816		CONTACT NAME: MELANIE MICHAEL PHONE (A/C, No, Ext): 225-292-3096 FAX (A/C, No): 225-292-3185 E-MAIL ADDRESS: M.MICHAEL@GSIALA.COM	
		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 :	

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	AUTOMOBILE LIABILITY <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) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input checked="" type="checkbox"/> Y <input type="checkbox"/> N 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

© 1988-2015 ACORD CORPORATION. All rights reserved.



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
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 WEBSITE: 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 JPFD 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

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

NOTES / COMMENTS:

Total Points Possible: 100

Contract Price:

Deductions:

Invoice Total:

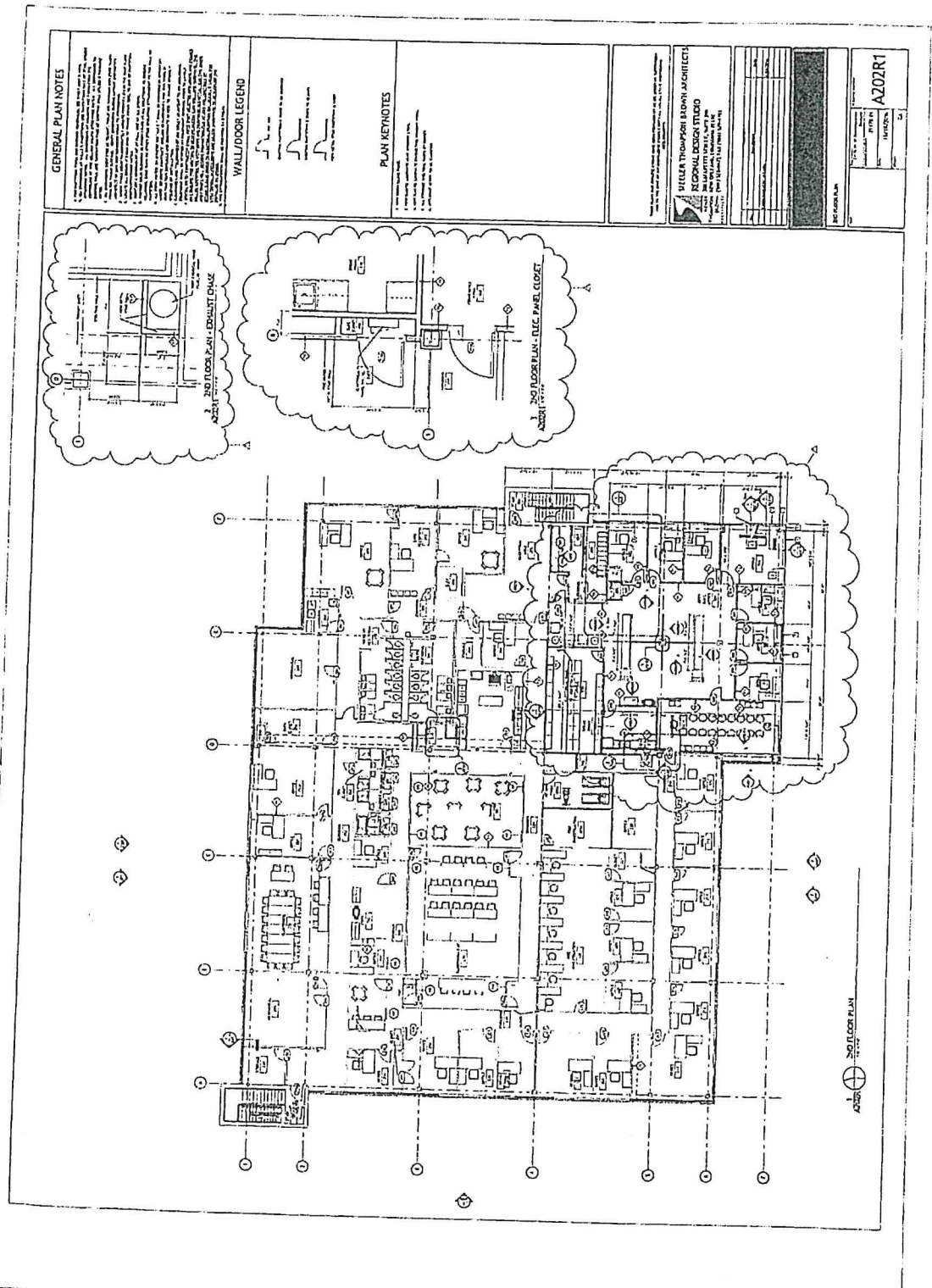
Actual Score:

Company:

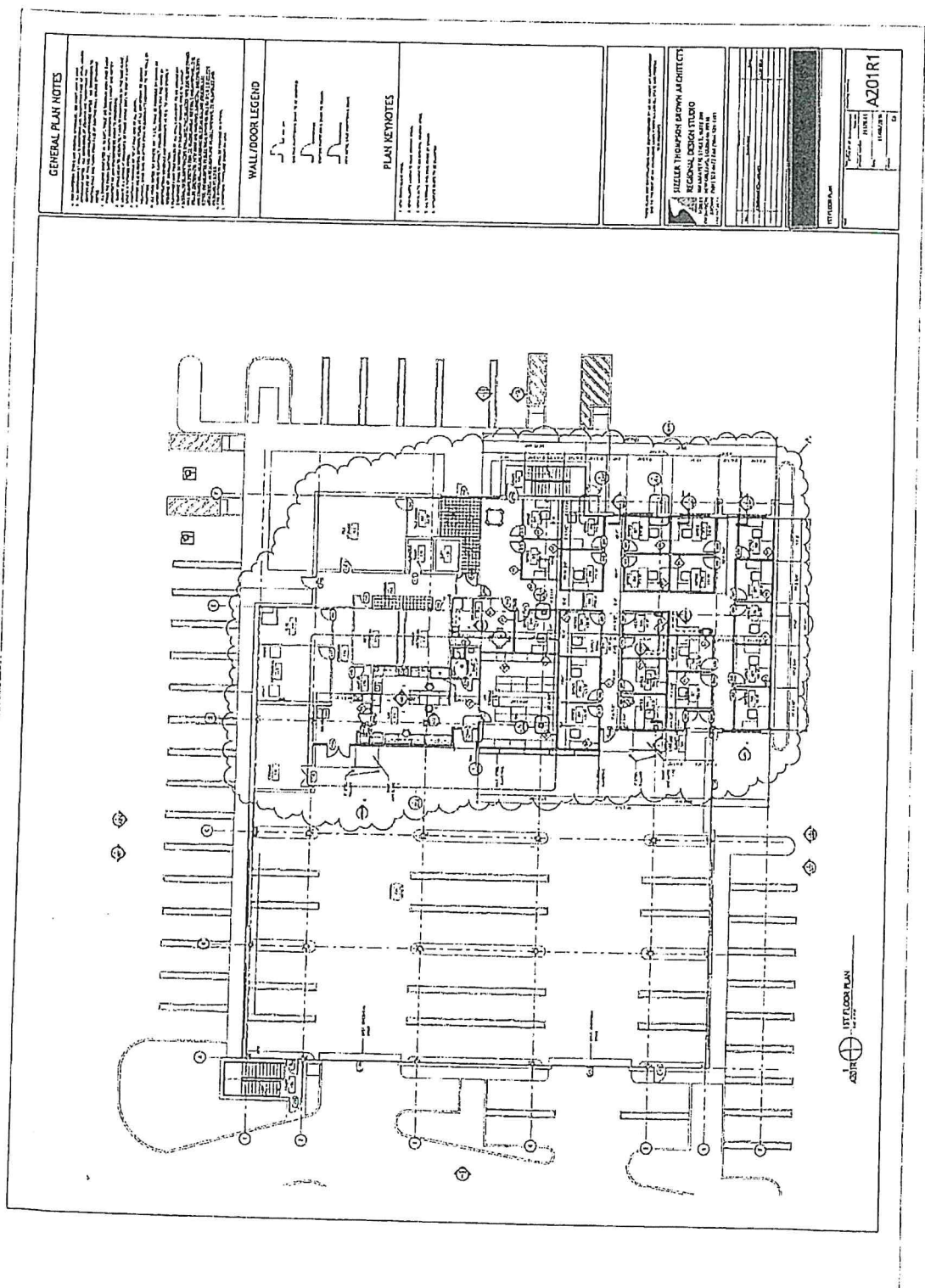
Fire Representative:

Date:

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



<p>GENERAL PLAN NOTES</p> <p>1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.</p> <p>3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES NOT TO BE REMOVED.</p> <p>5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY BARRIERS AND WARNING SIGNS DURING CONSTRUCTION.</p> <p>6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL DEBRIS AND WASTE MATERIALS.</p> <p>7. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE AND PLANTING.</p> <p>8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL HISTORIC OR CULTURAL RESOURCES.</p> <p>9. THE CONTRACTOR SHALL MAINTAIN THE EXISTING TRAFFIC FLOW AND PARKING AREAS.</p> <p>10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES AND THE PUBLIC.</p>	<p>WALL/DOOR LEGEND</p> <p>WALL: 1/2" THICK CONCRETE WALL</p> <p>DOOR: 1/2" THICK WOOD DOOR</p> <p>GLASS: 1/2" THICK GLASS</p> <p>GLASS BLOCK: 1/2" THICK GLASS BLOCK</p> <p>GLASS CURTAIN WALL: 1/2" THICK GLASS CURTAIN WALL</p> <p>GLASS PARTITION: 1/2" THICK GLASS PARTITION</p> <p>GLASS DOOR: 1/2" THICK GLASS DOOR</p> <p>GLASS PARTITION DOOR: 1/2" THICK GLASS PARTITION DOOR</p> <p>GLASS PARTITION CURTAIN WALL: 1/2" THICK GLASS PARTITION CURTAIN WALL</p> <p>GLASS PARTITION CURTAIN WALL DOOR: 1/2" THICK GLASS PARTITION CURTAIN WALL DOOR</p>	<p>PLAN KEYNOTES</p> <p>1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.</p> <p>2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.</p> <p>3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AT ALL TIMES.</p> <p>4. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES NOT TO BE REMOVED.</p> <p>5. THE CONTRACTOR SHALL MAINTAIN ADEQUATE SAFETY BARRIERS AND WARNING SIGNS DURING CONSTRUCTION.</p> <p>6. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE REMOVAL AND DISPOSAL OF ALL DEBRIS AND WASTE MATERIALS.</p> <p>7. THE CONTRACTOR SHALL MAINTAIN THE EXISTING LANDSCAPE AND PLANTING.</p> <p>8. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL HISTORIC OR CULTURAL RESOURCES.</p> <p>9. THE CONTRACTOR SHALL MAINTAIN THE EXISTING TRAFFIC FLOW AND PARKING AREAS.</p> <p>10. THE CONTRACTOR SHALL BE RESPONSIBLE FOR THE PROTECTION OF ALL ADJACENT PROPERTIES AND THE PUBLIC.</p>	<p>WILLIAM THOMPSON BROWN ARCHITECTS</p> <p>1000 10TH AVENUE, SUITE 1000</p> <p>ANN ARBOR, MI 48106-1000</p> <p>TEL: (734) 769-1000</p> <p>FAX: (734) 769-1001</p> <p>WWW.WTBARCHITECTS.COM</p> <p>A202R1</p> <p>DATE: 10/1/2010</p> <p>BY: [Signature]</p> <p>CHECKED: [Signature]</p> <p>SCALE: 1/8" = 1'-0"</p>
---	--	--	--



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.

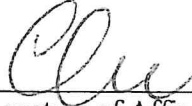
Choice B X _____ There are NO debts which would require disclosure under Choice A of this section.

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 16th DAY OF March, 2020.



Notary Public

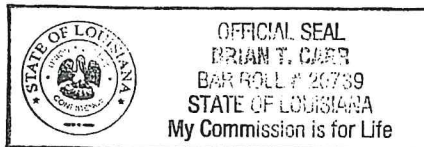
Brian T. Carr

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.

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.

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 16th (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 16th DAY OF March, 2020



Notary Public

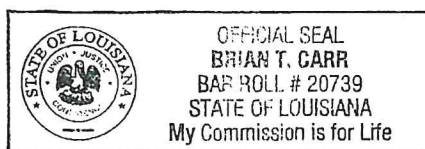
BRIAN T. CARR

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](#)

DATE: 2/11/2020

BID NO.: 50-00129672

Page: 2

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 or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
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

DATE: 2/11/2020

Page: 5

BID NO.: 50-00129672

BID FORM
Non Public Works

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: 

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.

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 Derbingy St., Suite 4400, Gretna, LA 4400

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

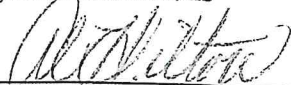
Project Number, if any:

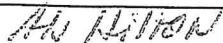
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the 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

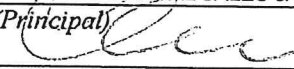

(Witness)

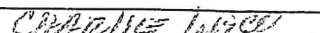



(Witness)


Rachel Fore

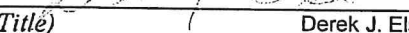
EMPIRE JANITORIAL SALES & SERVICES LLC

(Principal)  (Seal)

(Title) 

TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA

(Surety)  (Seal)

(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@emplrenola.com
Website http://www.emplrenola.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
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
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
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.

CUSTOMER RETENTION

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 Sandroek, 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

CHASE 



 CORPORATE REALTY

Humana



 LCMC
HEALTH



CBRE


IRON
MOUNTAIN[®]


CenturyLink[™]


NSC

LATTER & BLUM
Since 1926 INC./REALTORS[®] 

Varsity
Facility Services

 JLL

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 Touns
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

*Aramark Facility Services

*GIPSB Services

*Jani-King

*ServiceMaster

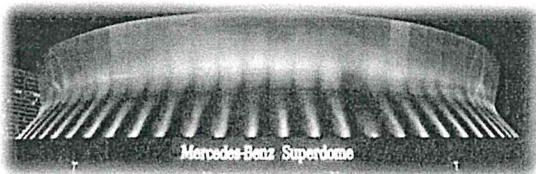
*Sodexo

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 Kellerberg 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



City of Mobile AL
Registration
#112930



City of New Orleans LA
Business Registration
#105000923



Jefferson Parish LA
Occupational License
#11212843



g. **Contractor License-Added Value:** EJS&S is licensed (51119) by the State of Louisiana Licensing Board of Contractors in the following classifications: (i) Building Construction; (ii) Industrial Cleaning and Material / Handling; (iii) Specialty-Janitorial Services.



h. **Experience performing similar services:** EJS&S has provided Facilities Management Services solutions to our commercial clients for more than 20 years. EJS&S manages facilities budgets of more than \$20 million for our clients while maintaining more than 14 + million square feet of building facilities. This experience has allowed us to become true partners with our clients and to develop open communication that provides an understanding of their specific needs and expectations.



i. **Business Growth:** Our business growth is directly attributed to our management philosophy of dedication to Client Partner service. We stress attention to detail, prompt problem solving, and excellent Client Partner relations. EJS&S has enjoyed a consistent average growth rate of 11% annually for each of the past 20 years, current revenues of approximately \$20 million, and a total cleanable square footage of approximately 16M.



j. **Customer Retention Tells Our Story:** EJS&S is extremely proud of its customer retention rate, which exceeds 98%. Very few, if any, building service contractors have retained Client Partners at such a high level. This represents EJS&S partnership approach to exceeding client expectations. EJS&S provides the management and staff, training, systems, equipment, supplies and support to ensure our client relationships endure over time.

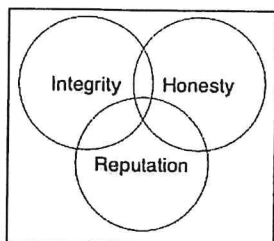
Background Information



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.

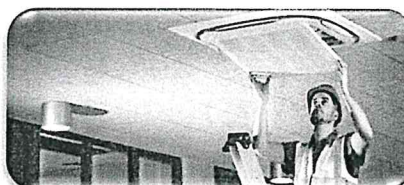
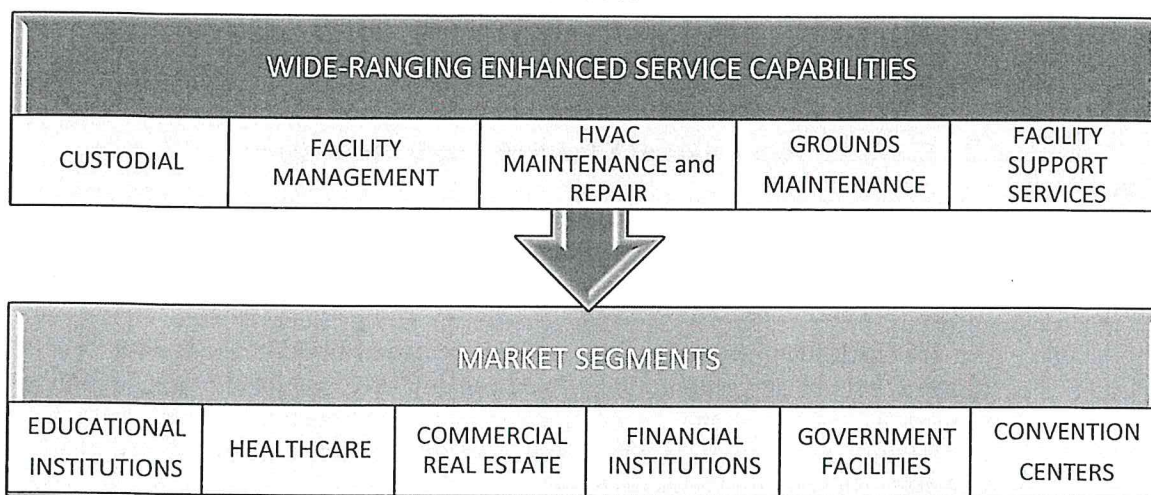
Background Information

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.

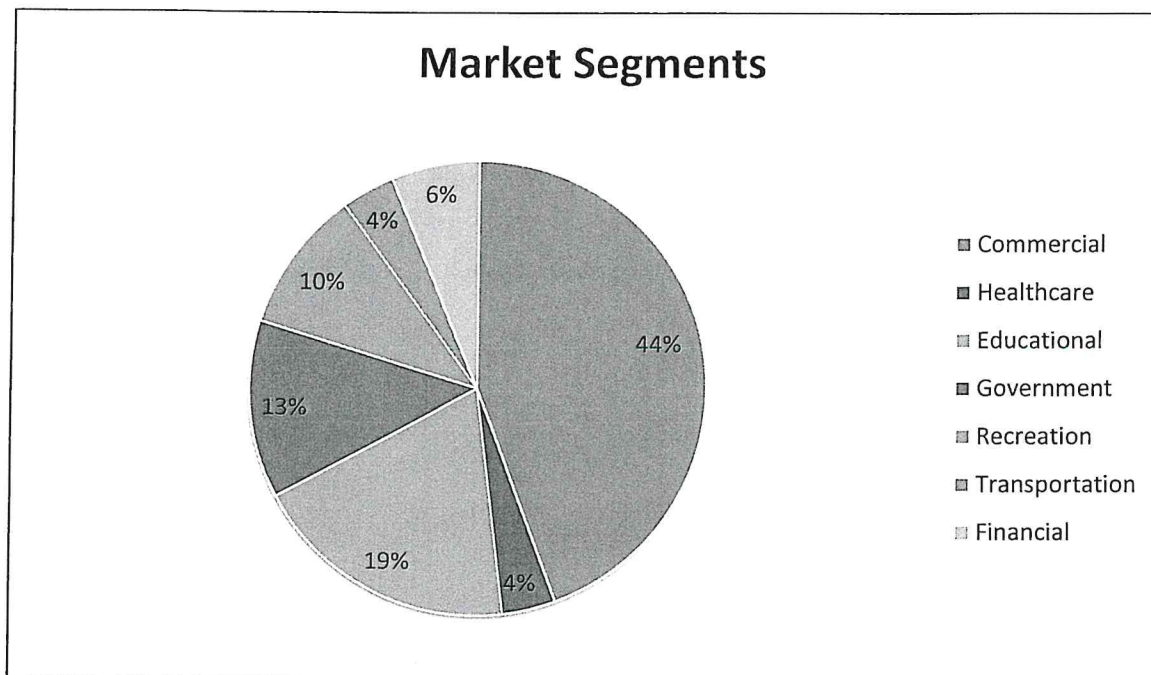
Perhaps best known for superior cleaning services, we can offer a comprehensive total facility management package including custodial, HVAC maintenance, landscape maintenance, post-construction clean up, plumbing and electrical work. *We are your single solution for all your facility management needs.* 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)

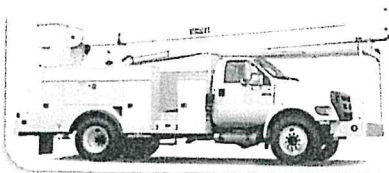
Background Information

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).

PRODUCER
Aon Risk Services Central, Inc.
Chicago IL Office
200 East Randolph
Chicago IL 60601 USA

CONTACT
NAME:
PHONE
(A/C. No. Ext): (866) 283-7122 FAX
(A/C. No.): (800) 363-0105
E-MAIL
ADDRESS:

INSURED
Empire Janitorial Sales & Service, LLC
DBA: Empire Services
1820 L&A Road
Metairie LA 70001 USA

INSURER(S) AFFORDING COVERAGE	NAIC #
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	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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <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	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			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 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.

CERTIFICATE HOLDER

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.

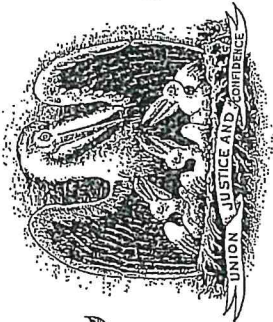
AUTHORIZED REPRESENTATIVE

Aon Risk Services Central, Inc.

Holder Identifier:

Certificate No : 570075688796

State of Louisiana



State Licensing Board for Contractors

This is to Certify that:

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

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

Expiration Date: June 16, 2020

License No: 51119

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

Will B. McCoy
Director

Lee Mallett
Chairman

Andy Duvall
Treasurer

This License Is Not Transferrable

DATE: 2/11/2020

Page: 5

BID NO.: 50-00129672

BID FORM
Non Public Works

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: Primero 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]

TITLE: PRESIDENT

LEONARD COBRERA
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.

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 ⁰⁰	\$ 68,928 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>	.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
Cabrera, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Primero Services (Entity), dba. Service Master
Elite Clean
Services
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.

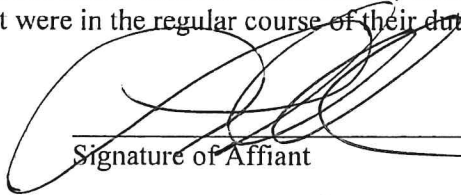
Choice B ✓ There are **NO** debts which would require disclosure under Choice A of this section.

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

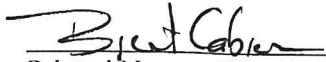
Leonard Cabrera

Printed Name of Affiant

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



Notary Public



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

OWNER:

(Name, legal status and address)

Jefferson Parish
200 Derbigny Street, Suite 4400
Gretna, LA 70053

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.

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) L.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 McConnell, 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 26th 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 12th 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 12th 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 foregoing 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 13th 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.

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 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 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"/> 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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO 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	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 \$
	UMBRELLA LIAB EXCESS LIAB DED <input type="checkbox"/> RETENTION \$ <input type="checkbox"/>						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 <input type="checkbox"/>	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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 & 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

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 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.ih8@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
	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"/> 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	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"/> EXCESS LIAB <input type="checkbox"/> OCCUR <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

CANCELLATION

Primero Service Inc, ServiceMaster & 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

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 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	<table border="1"><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: State Farm Mutual Automobile Insurance Company</td><td></td><td>25178</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A: State Farm Mutual Automobile Insurance Company		25178	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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
	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"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/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	315 2831-F26-18E 367 1994-F26-18 257 9652-F26-18V 270 4927-F26-18P	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 EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> 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 <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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 & 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

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 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	<table><tr><th colspan="2">INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A:</td><td>State Farm Mutual Automobile Insurance Company</td><td>25178</td></tr><tr><td>INSURER B:</td><td></td><td></td></tr><tr><td>INSURER C:</td><td></td><td></td></tr><tr><td>INSURER D:</td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A:	State Farm Mutual Automobile Insurance Company	25178	INSURER B:			INSURER C:			INSURER D:			INSURER E:			INSURER F:		
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 SUBR INSD 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"/> 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	AUTOMOBILE LIABILITY <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 \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <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**CANCELLATION**

Primero Service Inc, ServiceMaster & 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

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 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.ihh8@statefarm.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: State Farm Fire and Casualty Company	25143
INSURED Primero Service Inc, ServiceMaster & Primero Onlo, LLC DBA ServiceMaster Elite Cleaning Services 1759 L and A Rd Metairie, LA 70001-6236	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"/> 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	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input 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	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 \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> 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 <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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 & 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

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 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.ih8@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 Fire and Casualty Company	25143
	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 SUBR INSD 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"/> 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	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		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 \$
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> OCCUR <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 <input type="checkbox"/> N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> 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 & 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)

12/23/2019

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

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"/> 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"/> 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
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB DED RETENTION \$			12EMX0536605	12/30/2019	12/30/2020	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000 \$
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 Y	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

CERTIFICATE HOLDER**CANCELLATION**

Primero Services Inc. dba ServiceMaster FOR INFORMATION PURPOSES ONLY 1759 L & A Road Metairie LA 70001	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.

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, LLCADDRESS: 609 W William David Parkway, Suite 202CITY, STATE: Metairie, LouisianaZIP: 70005TELEPHONE: (504) 838-9843FAX: (504) 833-6585EMAIL 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 ADMINISTRA- TION 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

⑈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

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Amesil Peterson
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Business Manager of Tidy Building Services, LLC (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 X 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.

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.



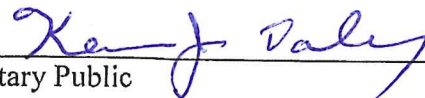
Signature of Affiant

AMESIL S. PETERSON

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 17th DAY OF MARCH, 2020


Notary Public

KEVIN J DALEY # 1822

LIFETIME COMMISSION

Printed Name of Notary

1822
Notary/Bar Roll Number

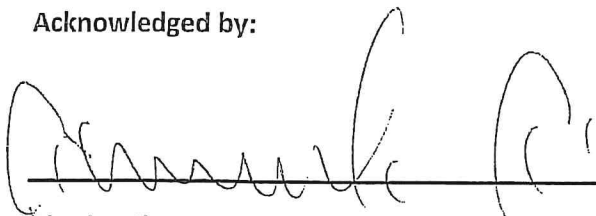
My commission expires LIFETIME COMMISSION



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 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	CONTACT NAME: Lisa Nealhamer
Eagan Insurance Agency, LLC	PHONE (A/C, No, Ext): (504) 836-9600 FAX (A/C, No): (504) 836-9621
2629 N. Causeway Blvd.	E-MAIL ADDRESS: nealhamerl@eaganins.com
P. O. Box 8590	INSURER(S) AFFORDING COVERAGE
Metairie LA 70002	INSURER A: Penn-America Ins Co
INSURED	INSURER B: Starsone Insurance Co.
Tidy Building Services, LLC	INSURER C: LUBA
809 W. William David Parkway	INSURER D: CNA Surety
Suite 202	INSURER E:
Metairie LA 70005	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 checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <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"/> EXCESS LIAB DED RETENTION \$ OCCUR CLAIMS-MADE			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 Y	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

© 1988-2015 ACORD CORPORATION. All rights reserved.