

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile 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 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.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

☐ **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

SPECIFICATIONS FOR NEW MECO SHADES AT NORTH KENNER LIBRARY

Bid No.: 50-00141593

Section 1.0 Scope:

We extend this bid to provide labor, materials, delivery, equipment, and all other incidentals necessary to install fifty (50) new Mecho Shades at North Kenner Library, located at 630 West Esplanade Avenue, Kenner, Louisiana 70065, for the Library Department.

The person to contact concerning this bid is Offord Langston, Library Property Manager. He can be reached at 504/838-1100, Ext. 2902, between the hours of 8:00 a.m. and 3:00 p.m., Tuesday through Friday.

Section 2.0 Quantities/Inspection:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project.

Section 3.0 Bid Specifications

The successful Bidder shall furnish all necessary labor, materials, equipment, and shipping necessary to install fifty (50) new Mecho Shades as per the following:

- Forty-three (43) Mecho Shades @ 1% Openness Factor #1112 Color Charcoal, Wall Mount and Fascia and End Cap as needed.
Various locations: North & South Elevation, Interior Door Top & Bottom, Interior Windows & Door Top & Bottom, Conference Room.
- Three (3) Mecho Shades @ 1% Openness Factor No Fascia Color #112 Charcoal:
Bidder to manufacture (3) Fixed Arch Non-Function Shade Panels
- Four (4) Mecho Shade @ 3% Openness Factor Color #1612 Charcoal includes Wall Mount and End Caps
Locations: Private Office, Reception Window, Interior Door
- Installation: (50) each Various Types
Note: Owners to remove brick columns before field dimensions are taken.
- Removal/Installation: Take down existing shades and discard product.
- Four (4) Minimum Trip Allowances

Section 4.0 Removal and Installation

SPECIFICATIONS FOR NEW MECO SHADES AT NORTH KENNER LIBRARY

Bid No.: 50-00141593

The removal and installations shall be scheduled in advance. The installation will be done Monday through Friday; between the hours of 8:00 am and 4:00 pm.

Section 5.0 Cleaning Area and Safety:

Job site must be kept clean and free of all litter and debris daily, and upon completion of the contract. Passageways must be kept clean and free of wrappings, rubbish, materials, equipment, and debris at all times. Inflammable material must be removed from the job site daily, inflammable materials storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the safety and welfare of the general public, the employees of Jefferson Parish, and Parish officials, and their property. Driveways must be kept clear of supplies, equipment, and debris at all times. Trash and debris shall be cleaned-up and removed daily.

Section 6.0 Debris Removal

All project debris shall become the property of the Contractor and will be hauled away by the contractor.

Section 7.0 Security – Limited Access:

The work for this project is located at the Jefferson Parish North Kenner Library and access to and from the site will be safeguarded as such. All contractors' personnel working on this contract shall possess an identification badge with the company name, and the individuals' name. Each identification badge shall be worn in a conspicuous area of the individual's shirtfront, left side.

The contractor's employees may use the public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment or tools in lavatories or any misuse of any kind in the restroom facilities will not be tolerated. Any damages incurred by contractor's personnel shall remain the sole responsibility of the bidder.

The Bidder must consider the security and integrity of the Library before, during and after daily installation and repair and/or project work. Prevent access by the public to materials, tools, ladders, equipment, etc. during the course of this contract. Tools, equipment, materials, and miscellaneous supplies are the responsibility of the Bidder, and must be protected and secured at all times, to the satisfaction of the Owner.

Section 8.0 Product Deliver, Storage, and Handling:

Deliver only new materials in the manufacturer's original sealed and legibly labeled containers, cartons, rolls, crates, etc.