

CORPORATE MECHANICAL CONTRACTORS, INC.

DBA CMC Corporate Solutions

1045 N. Carrollton Ave.

Baton Rouge, LA 70806

LA LIC # 11398



Bid Number 50 - 126897

A three year contract for labor, materials, & equipment necessary to supply full coverage preventive & repair maintenance for the HVAC & associated devices at the John Alario Sr. Center.

JULY 23, 2019 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
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

SPECIFICATIONS FOR BID # 50-126897

Section 1.0 – Site visit

It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid. To schedule a site visit:

Name: Fred Carreras, Operations Manager

Location: John A. Alario Sr. Event Center

2000 Segnette Blvd.

Westwego, La. 70094

Phone # 504-349-5525

Hours: Monday – Friday between hours of 8:30 a.m. to 4:30 p.m.

Section 2.0 – Bonds

The following requirements will be the responsibility of the Vendor.

A **Bid Bond** will be required with bid submission in the amount of 5% of the total bid submitted. Acceptable forms shall be limited to cashier's check, certified check, money order or surety bid bond. All sureties must be in original format (no copies). If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

A **Performance Bond** will be required for this bid. The amount of the bond will be 100% of the contract price. The performance bond shall be supplied at the signing of the contract.

Section 2.1 - Licenses and Certification

A Louisiana State Contractor's license will be required in accordance with LSA-R.S. 37-2150-2150 and such license number will be shown on outside of bid envelope. Classification shall be Mechanical Contractors License including heating, air conditioning, ventilation, duct work and refrigeration. Failure to comply will cause 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.

SPECIFICATIONS FOR BID # 50-126897

Vendor shall furnish all personnel/labor, parts, materials, test equipment, tools, and services in accordance with the specifications contained herein.

Services shall be performed by personnel that are directly employed by the contractor. Vendor shall maintain during the duration of this contract; licensed certified and trained technicians capable of performing manufacturer's recommended maintenance, repairs, and installation on all equipment listed in these specifications. The failure to maintain such requirements will be cause for termination of the contract. Technicians will be licensed and/or certified by EPA, ASHRAE, (American Society of Heating, Refrigeration and A/C Engineers), OSHA, as required. The Vendor should have someone on staff, familiar with Federal regulations relating to the 1990 clean Air Act, EPA – DEQ's Indoor Air Quality, Building Related Illness, and Sick Building syndrome studies.

Technicians shall be trained, licensed and certified, and experienced with HVAC systems, chiller systems, computerized controls and all equipment and systems located within the facilities listed in these specifications. Technicians shall be experienced with this type of plant equipment. All Technicians must be computer literate.

All licenses, certifications, etc., described and held by prospective technicians, shall apply to both the Preventive maintenance installation and the Repair aspect of work described herein and shall remain current throughout the entire term of any agreement.

All work shall comply with the refrigerant recycling Requirements of Section 608 of the Clean Air Act 1990, as amended (CCA), including final regulations published on May 14, 1993 (58 FR 28660), and the prohibition on venting that became effective on July 1, 1992.

Section 2.2 - Liquidated Damages

Failure to respond: If the contractor fails to respond to the site/location with a qualified serviceman within four (4) hours from receiving a service

SPECIFICATIONS FOR BID # 50-126897

request, (two (2) hours for emergencies) the Department shall assess as liquidated damages the sum of \$100.00 for each hour beyond the foregoing response times, which shall be offset against the next/succeeding month's billing. (Emergencies are declared by the Department when the occupants' health and safety, equipment operation, or building safety is in jeopardy. If the public and employee presence in the building is effected to the degree that would require possible closing of the facility/building that will also be considered an emergency.)

If any of the underlying HVAC equipment remains out of service for a period exceeding twenty-four (24) hours due to negligence or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the specified time, the Department may assess as liquidated damages for each twenty-four (24) hour period, beginning with the initial time period, the sum of \$200.00, which shall be offset from the next/succeeding month's billing for each failure to report in a timely manner to a request for services. .

Service calls shall be completed within twenty-four (24) hours after receipt of breakdown service request. The twenty-four (24) hour requirement may be extended by the Department if extenuating circumstances prevail. Extensions may be granted on a case-by-case basis. Contractor must document causes of delay, etc., and show proof that all reasonable efforts have been made to restore equipment to normal operation.

Section 2.3 – Permits

The contractor shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement. The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

Section 3.0 – Scope

This bid shall cover the furnishing of labor, materials, supplies and equipment necessary to provide turn-key maintenance, and complete repair and replacement of all HVAC systems, facility management system and all appliances associated to the energy, ventilation and comfort systems within the JOHN A. ALARIO, SR. EVENT CENTER located at 2000 Segnette Boulevard Westwego, LA 70094.

Section 3.1 – Work Not Included

Vendor must obtain prior, written authorization from the Department Director to perform any unforeseen work and/or repairs not included in the scope of work as outlined herein.

Section 4.0 – Bid Specifications

The HVAC systems, facility management system and all appliances associated to the energy, ventilation and comfort managing shall be maintained in accordance with the manufacturer's recommendations and standard work practices of the trade, for heating, cooling, air handling, air filtration, ventilating equipment, appliances, and refrigeration equipment hereinafter sometimes referred to as "the air conditioning systems." All equipment shall be maintained to allow for proper and efficient operation at all times. Equipment failure shall be addressed expeditiously either by repair or replacement to avoid disruption in facility events.

Section 4.1 - Equipment

The Vendor is responsible for all equipment listed in these specifications. This work covers all major pieces of equipment and all appurtenant devices systems that are related to the equipment:

Package Unit One

MFG: Trane (25 tons)

Model # SFHLF254HK10C17DL01A0C00000000RT008600

Serial # C13E02732

SPECIFICATIONS FOR BID # 50-126897

Package Unit Two

MFG: Trane (50 tons)

Model # SFHL504HK10C37D1L01A0C00000000RT008600

Serial # C13E02731

Package Unit Three

MFG: Munters (100 tons)

Model # PV-W20-WPO

Serial # 21327685

Package Unit Four

MFG: Trane (60 Tons)

Model # SFHLF604HK10C57D1L01A0C00000000RT008600#

Serial # C13E02729

Package Unit Five

MFG: Trane (60 Tons)

Model # SFHLF604HK10C57D1L01A0C00000000RT008600#

Serial # C13E02730

Package Unit Six

MFG: Daikin (40 Tons)

Model # RPS042D

Serial # FBOU131200680

Package Unit Seven

MFG: Daikin (40 Tons)

Model # RPS020D

Serial # FBOU131200671

Package Unit Eight

MFG: Daikin (40 Tons)

Model # RPS042D

Serial # FBO131200598

SPECIFICATIONS FOR BID # 50-126897

Split System:

MFG: Trane

Model # mccb014uaoboub

Serial # k06f80769

Chiller System:

Chiller number 1

Mfg: Carrier (40 Tons)

Model: 38AH-084-621JA

Serial: 4107Q08931

Chiller number 2

Mfg: Carrier (40 TONS)

Model: 38AH-084-621JA

Serial: 4107Q08928

Boiler System:

Hot water boiler 1

Mfg: Ventura (23 Blr hp)

Model: 80v125

Serial: 0909128134

Hot water boiler 2

Mfg: PK Thermific (25 Blr HP)

Model: N1000

Hot water pump 1

Mfg: Baldor (3 HP)

Hot water pump 2

Mfg: Baldor (3 HP)

Boiler (Two Tanks)

MFG: Lochinvar

Model # cwn0495pm

Serial # k973609

SPECIFICATIONS FOR BID # 50-126897

Air Handlers:

AHU 1

Model: 39MN50CL2102422SXQ

Serial: 4507U34280

AHU 2

Model: 39MN50CL2102422SXQ

MFG: Carrier (25 HP motor and drive)

Serial: 4507U34280

Package Units:

Package unit 1

Munters

Model: HCUC8040AAD

Serial: FBB0000DNCS00CA00

Kitchen Equipment

Refrigerators:

Frigidaire Model # LFHT1513LW9, serial # BA24026706

(2) each GE Refrigerators Model #TBX25PAYGRWW, Serial #RT564290,
#RT564279

Master-Bilt Model # CM-3 50, serial # J0361872

HTP Model # hta2687ba, serial # wo6f34463106018

HTP Model # hta2687ba, serial # wo6f34463106017

HTP Model # hte2660bd, serial # wo6e33943014013

Ice Makers:

Manitowoc Ice Machine Model # sy1804a3.263, Serial # 110138594

Follett Ice Storage Bin Model # LSG1145, serial # B95054-09106

Boilers:

New installation with warranty period. Preventive maintenance only.

SPECIFICATIONS FOR BID # 50-126897

Heating System

To include all pumps, heating coils, steam traps, water strainers, unit heaters, duct heaters, de-humidifiers/humidifiers, heat exchangers, etc.

Cooling System

To include all air conditioning compressors, evaporative condensers, air cooled condensers, pumps, water chillers, condenser coils, tube bundles, cabinetry, etc.

Air Handling System

To include all fans, motors, air filters, dampers, induction units, mixing boxes, fan coil units, etc.

Temperature Control System

To include all thermostats, thermostat covers, temperature sensors, temperature controls, pressure controls, relays, limit switches, and valves operators, damper motors, humidity controls, step switches, time clocks, contactors, controller, capacity controls, recorders, gauges, and air compressor (for pneumatic control system).

Miscellaneous Equipment

To include all direct expansion valves, thermometers, gauges, pump and fan motor drives, belts and refrigerant.

The Siemens Apogee Insight Control System for Hall C consisting of the following:

Direct Digital Control (DDC) Equipment List:

- 1 each- Siemens Insight Work Station with web based Software upgrades for the length of the contract
- 1 each -Siemens Insight workstation trunk interface
- 1 each- Siemens PXC Modular
- 5 each- Mechanical Equipment Controllers (MEC)
- 10 each- Electronic damper Actuators
- 10 each- Electric Relay
- 5 each- 2-inch valves
- 12 each -Temp, Duct RTD, Averaging, Platinum

SPECIFICATIONS FOR BID # 50-126897

5 each- Temp, Immersed/Strap-On Pipe RTD, Platinum
7 each -Terminal Equipment Controllers (TEC)
2 each -Siemens SED variable frequency drives

The contractor shall provide the following on the existing Siemens system:

Control loop tuning
Data protection and recovery
Network maintenance, repair or replacement
Software maintenance, repair or replacement
Web based software (OEM) upgrades must be provided during the contract

The contractor shall provide the resume of the technician who will service the Siemens DDC control systems with their bid. Failure to comply will cause the bid to be rejected.

Equipment Not Included: foundations, structural supports, water supply lines, steam supply lines, condensation lines, drains, ductwork, hot and chilled water distribution piping, plumbing and electrical power supply.

The general services listed below shall apply to all systems and Equipment described in section 4.1 of these specifications:

SECTION 5.0 - Parts and Labor Coverage

Parts Replacement

All Labor, travel time, and delivery charges shall be supplied by the successful vendor at no additional cost to Jefferson Parish.

All parts, components, or devices for the Equipment that are worn out or are not in proper operational condition shall be repaired, and/or replaced with new parts, components, or devices furnished by Contractor at no additional cost to Jefferson Parish.

When Equipment or parts replaced in their entirety and a newer design of this device is available and is functionally equivalent and compatible, the

SPECIFICATIONS FOR BID # 50-126897

device of the newer design shall be used as the replacement at no additional cost to Jefferson Parish.

Contractor shall supply all repair and replacement parts, components and devices for the Equipment listed in Section 4.1. at no additional cost to Jefferson Parish.

All Parts shall have a minimum of a (1) year warranty from the manufacturer from date of installation at no additional cost to Jefferson Parish.

Section 6.0 - Preventive Maintenance

Scheduling Preventive Maintenance:

Contractor shall prepare and submit a practical, monthly schedule showing the order in which the Contractor shall carry out the preventive maintenance duties as well as the dates on which the Contractor will start the first scheduled preventative maintenance service work. The successful Contractor will, at the beginning of each month, schedule set-days for scheduled preventive maintenance. Contractor will notify the Department representative, which items will be inspected/maintained for each week of each month and the resulting schedule will thus become mandatory for that particular month. Should the Contractor find that it is impossible to maintain the designated/scheduled days, the Department Representative shall be notified immediately.

Preventive maintenance is to be performed on all equipment in accordance with Manufacturer's recommendations, specifications and industry standards. Preventive Maintenance Service shall include inspection of all HVAC and appliance equipment. Contractor shall ensure that equipment is providing an efficient, satisfactory operation and temperature comfort zone. Preventive Maintenance Services shall in no case be less frequent than once each month. Annually, the indoor and outdoor coils and base panels are to be cleaned and maintained for efficient operation. Decorative front panels as well as complete cabinets are to be cleaned during this annual equipment maintenance.

SPECIFICATIONS FOR BID # 50-126897

The successful contractor shall notify the Department representative when any equipment, devices, systems, or components are not in proper working order or when they may have an adverse impact on the operational performance and ability of the system to provide optimum cooling and heating, and/or efficiencies.

The heating system equipment shall be inspected and checked before the beginning of the season for required heating. Clean burner orifices, passages, nozzles, combustion chambers, pilot, and/or igniter, before the heating season.

Examine each piece of Equipment and devices to see that it is functioning properly and is in good operational condition.

Clean all components of dust, old lubricants, etc. to allow the Equipment to function as designed.

Paint all Equipment as needed to prevent and protect against corrosion and deterioration.

Lubricate all Equipment as per manufacturer's guidelines where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.

Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.

Calibrate all sensing, monitoring, output and safety devices as per manufacturer's guidelines for optimum efficiencies.

Repair the device by the addition of replacement parts, should the above maintenance not be adequate.

Replace the device should the above repair not be adequate.

Charge units with applicable refrigerant as required to maintain proper cooling at no additional cost to Jefferson Parish.

SPECIFICATIONS FOR BID # 50-126897

Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.

All miscellaneous parts and supplies necessary to maintain the Equipment (belt, valve packing, lubricants, tools, paints, refrigerant, test instruments, meters, etc.) shall be supplied by Contractor at no additional cost to Jefferson Parish.

The successful respondent shall contact the Department Representative prior to system cleaning and testing to schedule for fire safety assurance purposes.

SECTION 7.0 - Filter Services

Air Filtration System:

Pre-filters, frame filters, pouch filters and fan coil filters

Filter frames shall be of the reusable type and shall be of a permanent rigid construction that shall permit the insertion of media pads, and may also allow the use of optional pads with different efficiencies, if needed.

Filter frames shall be sized to fill the entire cross section of the units to prevent "blow-by" and eliminate filter spaces in the system.

Replace all air filters monthly with proper size and density filters. Filters used shall be pre-pleated, 40% efficiency type, or as recommended by the equipment manufacturer for this climate, demand/load, environment, and maintaining approved Indoor Air Quality, with a high degree of energy efficiency. Filter Services and filter material has been included with this Preventive Maintenance Agreement, and is based on monthly filter changes. In the event that monthly filter changes appear to be too frequent because of the buildings' environment, a reduced frequency of changes may be acceptable. The primary criteria in this case will be air flow-filtering efficiency, and electrical-utility efficiencies. However, in no case shall filter changes be less than 6 changes annually. Contractor will remove all old filters and debris from property, and broom-sweep/cleanup.

SPECIFICATIONS FOR BID # 50-126897

Costs for all delivery charges, parts, and supplies as described above shall be included as a part of the Preventative Maintenance and Repair Program at no additional cost to Jefferson Parish.

SECTION 8.0 - Emergency Services/Consulting Services

Contractor shall provide emergency service on an as needed basis at no additional cost to Jefferson Parish. Emergency service shall be considered any call in addition to the scheduled preventive maintenance calls.

This emergency service shall be provided as often as needed, on a 24-hour basis, weekends and holidays included at no additional cost to Jefferson Parish.

Contractor shall respond to an emergency call within two (2) hours.

Emergency service response system shall be a professionally manned telephone answering service. Automatic telephone answering/recording machines or home telephone numbers are not acceptable.

Repairs to critical equipment shall be expedited as much as possible to minimize downtime. Delays caused by price shopping for parts or longer than necessary delivery because of lower cost of a part to contractor is unacceptable.

Contractor shall be available, at no additional charge, for consultation relative to minor design and equipment changes, or modifications to automatic temperature control, and mechanic systems.

Section 9.0 - Response Time

Service call response time, Non-Emergency: The Vendor's routine response time, in the event of a breakdown or malfunction that is not considered an emergency, shall not exceed four (4) hours from notification. Repair(s) shall be accomplished between the hours of 7:30 am and 4:30 pm, unless otherwise directed by the Department.

SPECIFICATIONS FOR BID # 50-126897

Emergency Response: The Vendor shall respond promptly to the troubled site/location, not to exceed two (2) hours from initial telephone contact. Emergencies are declared by the Department when the occupants' health and safety, equipment operation, or building safety is in jeopardy. If the public and employee presence in the building is effected to the degree that would require possible closing of the facility/building that will also be considered an emergency. Failure to make prompt necessary repairs shall be grounds for immediate cancellation of this contract. It shall be understood that the vendor is to be capable of providing qualified personnel for service repairs and will be subject to call-out on short notice at any time, on any day of the week, for the duration of this contract, regardless of weather conditions.

Authorized Emergency Callers – After Normal Working Hours: Emergency calls may only be requested by those individuals authorized and identified in writing as Alario Center Managers or their designees.

Vendor shall provide the name and contact number for that person within its organization that is responsible for emergency calls. In addition to the Vendor's contact person, contractor shall include the name and contact number of someone within the Company's management structure. This additional number is not to be used unless there is a failure to respond to the emergency call, or if respondent has not arrived at the troubled location, within the time specified in Section 9.0, Response Time.

Upon completion of any services, inspections, or repairs, the technician shall leave with the Department representative a detailed service ticket including the following:

1. The name of the facility
2. The make, model, and serial number of the unit served
3. A description of the work performed, and the dates that work was performed
4. Signature of the Department representative and service technician
5. Itemized list of all parts and material used, including manufacturer's part numbers and quantities of each

SPECIFICATIONS FOR BID # 50-126897

6. Number of labor hours on site (ticket should include arrival and departure time)

The Department reserves the right to inspect the conditions of all parts, (old and new) equipment, and workmanship prior to, during, or after repair-work, and prior to the approval of all invoices.

Section 10.0 - Service Performance Guarantees

A representative of Jefferson Parish may review, at any time, the services provided and reports submitted, to verify that the preventive maintenance is being properly and adequately performed. Any lack of maintenance services will be submitted to Vendor in writing for correction.

For problems or deficiencies of significant importance or of a continual nature, a time period of compliance shall be established after discussion and mutual agreement. Failure on Vendor's part to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the services and/or withholding of payment.

Section 11.0 Security – Limited Access

The HVAC maintenance work will be performed at the John A. Alario, Sr. Event Center. Access to and from the site will be safeguarded as follows:

All employees of Contractor and/or employees of subcontractors must sign in at the Alario Center office upon arrival and departure.

All employees of the contractor and/or employees of subcontractor must inform Alario Center administration upon arrival with the nature of the visit.

All personnel of Contractor and/or subcontractors working on this contract shall possess an identification badge with photograph, the company name, and the individual's name. Each identification badge shall be worn in a conspicuous area of the individuals' shirt front (e.g. left side pocket).

SPECIFICATIONS FOR BID # 50-126897

Contractor's and subcontractors' employees may use 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 vendor personnel shall remain the sole responsibility of the vendor. The contractor must consider the security and integrity of the Facility before, during, and after daily preventive maintenance and/or repair. The successful vendor shall prevent access by the public to materials, tools, ladder, equipment, etc. during the course of this contract. Tools, equipment, materials, and miscellaneous supplies are the responsibility of the Contractor, and must be protected and secured at all times, to the satisfaction of the Department.

The Contractor's maintenance work that will be performed shall normally be scheduled Monday through Friday, between the hours of 7:30 am and 4:30 pm. Circumstance however, may dictate other days and hours.

DATE: 6/26/2019
BID NO.: 50-00126897

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 7/23/2019 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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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.

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.

3,4,5,6,8,10,11,12,13,15

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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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-Conviction 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 or 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

📍 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 CORPORATE MECHANICAL CONTRACTORS, INC.
Mailing Address 1045 N. Carrollton Ave.
Baton Rouge, LA 70806
Phone Number (225) 925-5236
Fax Number (225) 925-5083
Email Address paul.gosserand@callcmc.com
Website http://www.callcmc.com

Active Licenses

License Number 11398
Type Commercial License
Status LICENSED
Effective 11/05/2018
Expiration 11/04/2021
First Issued 11/04/1977

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Alvin J. LaPorte Sr	ALL
BUSINESS AND LAW	Alvin J. LaPorte Sr	ALL
BUSINESS AND LAW	Alvin John LaPorte Jr.	ALL
BUSINESS AND LAW	Ellis Paul Gosserand	ALL
MECHANICAL WORK (STATEWIDE)	Alvin J. LaPorte Sr	ALL
MECHANICAL WORK (STATEWIDE)	Alvin John LaPorte Jr.	ALL
MECHANICAL WORK (STATEWIDE)	Ellis Paul Gosserand	ALL

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 _____ %

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

30 Days from awardLOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 11398**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Corporate Mechanical Contractors, Inc. dba CMC Corporate SolutionsADDRESS: 1045 N. Carrollton AvenueCITY, STATE: Baton Rouge, LA ZIP: 70806TELEPHONE: (225) 925-5236 FAX: (225) 925-0291EMAIL ADDRESS: Service@callcmc.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: _____

CORPORATE MECHANICAL CONTRACTORS, INC.

DBA CMC Corporate Solutions

1045 N. Carrollton Ave.

Baton Rouge, LA 70806

LA LIC # 11398

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED SIGNATURE: Paul Gossier

Printed Name

TITLE: C.F.O.

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.

DATE: 6/26/2019

Page 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126897

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, & EQUIPMENT NECESSARY TO SUPPLY FULL COVERAGE PREVENTIVE & REPAIR MAINTENANCE FOR THE HVAC & ASSOCIATED DEVICES AT THE JOHN ALARIO SR. CENTER.</p> <p>0001 Maintenance and Service Program for Environmental and Mechanical Systems for the John A. Alario, Sr. Event Center.</p> <p>Provide a three year, full coverage preventative and repair maintenance program for servicing all equipment and associated devices relating to the HVAC systems at the John A. Alario, Sr. Event Center. Vendor shall furnish all personnel, parts, materials, test equipment, tools, and services in accordance with the attached specifications.</p> <p>Location: John A. Alario, Sr. Event Center 2000 Segnette Blvd. Westwego, LA 70094</p> <p>CORPORATE MECHANICAL CONTRACTORS, INC. DBA CMC Corporate Solutions 1045 N. Carrollton Ave. Baton Rouge, LA 70806</p> <p><i>LA LIC # 11398</i></p>	<i>\$ 10,000.⁰⁰</i>	<i>\$ 360,000.⁰⁰</i>

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Corporate Mechanical Contractors
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Corporate Mechanical Contractors
INCORPORATED, DULY NOTICED AND HELD ON July 22, 2019,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Paul Gosserand, 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 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

7-23-19

DATE

AIA® Document A310™ – 2010

Bid Bond

CONTRACTOR:

(Name, legal status and address)
Corporate Mechanical Contractors., Inc.
1045 N. Carrollton Ave.
Baton Rouge, LA 70806

SURETY:

(Name, legal status and principal place of business)
The Hanover Insurance Company
440 Lincoln Street
Worcester, MA 01653

OWNER:

(Name, legal status and address)
Jefferson Parish Purchasing Department
General Government Building, 200 Derbigny Street, Suite 4400
Gretna, LA 70053-0009

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

PROJECT:

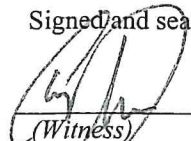
(Name, location or address, and Project number, if any)
Bid Number 50 -126897 A three year contract for labor, materials, & equipment necessary to supply full coverage preventive & repair maintenance for the HVAC & associated devices at the John Alario Sr. Center

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 23rd day of July, 2019.


(Witness) Chris DeMars


(Witness) Countersigned, Louisiana Resident Agent:


By: 
Bert Guiberteau, Baton Rouge, LA

Corporate Mechanical Contractors., Inc.

(Contractor as Principal)  (Seal)

(Title) Paul Gossard, CFO

The Hanover Insurance Company

(Surety)  (Seal)

(Title) Bert Guiberteau, Attorney-in-Fact

CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured.

Init.

AIA Document A310™ – 2010 (rev. 10/2010). Copyright © 1963, 1970 and 2010 by The American Institute of Architects. All rights reserved. WARNING: This AIA® Document is protected by U.S. Copyright Law and International Treaties. Unauthorized reproduction or distribution of this AIA® Document, or any portion of it, may result in severe civil and criminal penalties, and will be prosecuted to the maximum extent possible under the law. Purchasers are permitted to reproduce ten (10) copies of this document when completed. To report copyright violations of AIA Contract Documents, e-mail The American Institute of Architects' legal counsel, copyright@aia.org.

ACD43070810

THE HANOVER INSURANCE COMPANY
MASSACHUSETTS BAY INSURANCE COMPANY
CITIZENS INSURANCE COMPANY OF AMERICA

POWER OF ATTORNEY

THIS Power of Attorney limits the acts of those named herein, and they have no authority to bind the Company except in the manner and to the extent herein stated.

KNOW ALL PERSONS BY THESE PRESENTS:

That THE HANOVER INSURANCE COMPANY and MASSACHUSETTS BAY INSURANCE COMPANY, both being corporations organized and existing under the laws of the State of New Hampshire, and CITIZENS INSURANCE COMPANY OF AMERICA, a corporation organized and existing under the laws of the State of Michigan, (hereinafter individually and collectively the "Company") does hereby constitute and appoint,

Bert Guiberteau

Of **Cory, Tucker & Larrowe of Baton Rouge, LA** each individually, if there be more than one named, as its true and lawful attorney(s)-in-fact to sign, execute, seal, acknowledge and deliver for, and on its behalf, and as its act and deed any place within the United States, any and all surety bonds, recognizances, undertakings, or other surety obligations. The execution of such surety bonds, recognizances, undertakings or surety obligations, in pursuance of these presents, shall be as binding upon the Company as if they had been duly signed by the president and attested by the secretary of the Company, in their own proper persons. Provided however, that this power of attorney limits the acts of those named herein; and they have no authority to bind the Company except in the manner stated and to the extent of any limitation stated below:

Any such obligations in the United States, not to exceed Seventy Million and No/100 (\$70,000,000) in any single instance

That this power is made and executed pursuant to the authority of the following Resolutions passed by the Board of Directors of said Company, and said Resolutions remain in full force and effect:

RESOLVED: That the President or any Vice President, in conjunction with any Vice President, be and they hereby are authorized and empowered to appoint Attorneys-in-fact of the Company, in its name and as it acts, to execute and acknowledge for and on its behalf as surety, any and all bonds, recognizances, contracts of indemnity, waivers of citation and all other writings obligatory in the nature thereof, with power to attach thereto the seal of the Company. Any such writings so executed by such Attorneys-in-fact shall be binding upon the Company as if they had been duly executed and acknowledged by the regularly elected officers of the Company in their own proper persons.

RESOLVED: That any and all Powers of Attorney and Certified Copies of such Powers of Attorney and certification in respect thereto, granted and executed by the President or Vice President in conjunction with any Vice President of the Company, shall be binding on the Company to the same extent as if all signatures therein were manually affixed, even though one or more of any such signatures thereon may be facsimile. (Adopted October 7, 1981 – The Hanover Insurance Company; Adopted April 14, 1982 – Massachusetts Bay Insurance Company; Adopted September 7, 2001 – Citizens Insurance Company of America)

IN WITNESS WHEREOF, THE HANOVER INSURANCE COMPANY, MASSACHUSETTS BAY INSURANCE COMPANY and CITIZENS INSURANCE COMPANY OF AMERICA have caused these presents to be sealed with their respective corporate seals, duly attested by two Vice Presidents, this 14th day of June, 2018.

The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

John C. Roche

John C. Roche, EVP and President



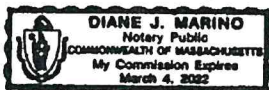
The Hanover Insurance Company
Massachusetts Bay Insurance Company
Citizens Insurance Company of America

James H. Kawiecki

James H. Kawiecki, Vice President

THE COMMONWEALTH OF MASSACHUSETTS)
COUNTY OF WORCESTER) ss.

On this 14th day of June, 2018 before me came the above named Vice Presidents of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, to me personally known to be the individuals and officers described herein, and acknowledged that the seals affixed to the preceding instrument are the corporate seals of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, respectively, and that the said corporate seals and their signatures as officers were duly affixed and subscribed to said instrument by the authority and direction of said Corporations.



Diane J. Marino
Diane J. Marino, Notary Public
My Commission Expires March 4, 2022

I, the undersigned Vice President of The Hanover Insurance Company, Massachusetts Bay Insurance Company and Citizens Insurance Company of America, hereby certify that the above and foregoing is a full, true and correct copy of the Original Power of Attorney issued by said Companies, and do hereby further certify that the said Powers of Attorney are still in force and effect.

GIVEN under my hand and the seals of said Companies, at Worcester, Massachusetts, this 23rd day of July, 2019.

CERTIFIED COPY

Theodore G. Martinez
Theodore G. Martinez, Vice President



State Licensing Board for Contractors

This is to Certify that:
CORPORATE MECHANICAL CONTRACTORS, INC.
1045 N. Carrollton Ave.
Baton Rouge, LA 70806

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; MECHANICAL WORK (STATEWIDE)



Expiration Date: November 4, 2021

License No: 11398

This License Is Not Transferrable

Witness our hand and seal of the Board dated,
Baton Rouge, LA 5th day of November 2018

W. B. MacP
Director

See me
Chairman

Andy
Treasurer



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

1/3/2019

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 BXS Insurance 4041 Essen Lane, Suite 400 Baton Rouge LA 70809	CONTACT NAME: Trent Sandahl PHONE (A/C, No, Ext): 225-336-3200 E-MAIL ADDRESS: switchboard@bxsi.com FAX (A/C, No): 225-336-4536
INSURED Corporate Mechanical Contractors, Inc. 1045 N. Carrollton Avenue Baton Rouge LA 70806	INSURER(S) AFFORDING COVERAGE INSURER A: Amerisure Insurance Company INSURER B: Amerisure Partners Insurance Company INSURER C: Amerisure Mutual Insurance Company INSURER D: Navigators Specialty Insurance Co INSURER E: INSURER F:

COVERAGES **CERTIFICATE NUMBER:** 915369373 **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
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input checked="" type="checkbox"/> LOC OTHER:		CPP206683109	1/1/2019	1/1/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY		CA206683009	1/1/2019	1/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 0 <input type="checkbox"/> CLAIMS-MADE		CU206685609	1/1/2019	1/1/2020	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 N	WC206683309	1/1/2019	1/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER Includes USL&H E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
C	Leased/Rented Equipment		IM206683209	1/1/2019	1/1/2020	\$250,000 Per Item \$1,000,000 Per Occ
D	Contractors Pollution		NY19ECPX00128NC	1/1/2019	1/1/2020	\$250,000 Per Occ \$2,000,000 Per Agg

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
The certificate holder, the project owner, and all other parties as required by the prime contract shall be an Additional Insured on a primary and non-contributory basis on the General Liability (Additional Insured form includes Completed Operations), Auto Liability and Umbrella policies when required by written contract. A Waiver of Subrogation shall be provided in favor of the certificate holder, the project owner, and all other parties as required by the prime contract when required by written contract as respects to the General Liability, Auto Liability, Umbrella and Workers' Compensation policies. Blanket Alternate Employer as respects to the Workers' Compensation policy when required by written contract.
60 Day Notice of Cancellation to Third Parties when required by written contract.

RE: Jefferson Parish Bid No. 50-110021

CERTIFICATE HOLDER Jefferson Parish Department of Purchasing 200 Derbigny St Ste 4400 Gretna LA 70053	CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE
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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

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 unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **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.

Non-Public Works Bid

AFFIDAVIT

STATE OF LA

PARISH/COUNTY OF EAST BAYOU ZOU GO

BEFORE ME, the undersigned authority, personally came and appeared: PAUL
GOSSEMAN, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized CFO of CORPORATE MECHANICAL
CONTRACTORS, INC (Entity),
50-126897
the party who submitted a bid in response to Bid Number _____, 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.

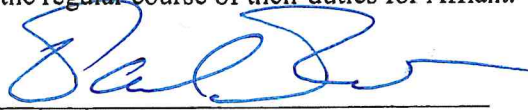
Choice B  _____ There are **NO** debts which would require disclosure under Choice A of this section.

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.



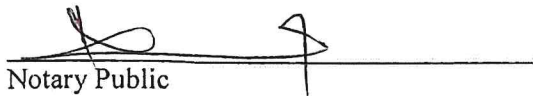
Signature of Affiant



Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22nd DAY OF July, 20 19


Notary Public

Printed Name of Notary



OFFICIAL SEAL
MOHAMED MOUSSA
NOTARY ID # 13115J
STATE OF LOUISIANA
PARISH OF EAST EATON ROUGE
My Commission is for Life.

Notary/Bar Roll Number

My commission expires _____.

[Print](#)**Notary Search - Detail**

Name: MR. MOHAMED MOUSSA
Address: 7510 FLORIDA BLVD
BATON ROUGE, LA 70806
Phone: (225) 930-1997
Phone 2: (225) 588-5199
Notary ID Number: 131190
Parish: EAST BATON ROUGE with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Non Attorney
Status: Active
Commission Date: 08/06/2012
Oath Date: 08/06/2012
Surety Expiration Date: 08/06/2022
Annual Report Current: Yes

Notary Events

Suspension From: 06/09/2017 To: 06/14/2017
Name Change Previous Name: MOHAMED HOUSSA Previous Commission Date: Unknown

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](#)

**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) CORPORATE MECHANICAL CONTRACTORS, INC.	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	Exemptions (see instructions): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____	
	Address (number, street, and apt. or suite no.) 1045 NORTH CARROLLTON AVE. City, state, and ZIP code BATON ROUGE, LA 70806 List account number(s) here (optional)	
Requester's name and address (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
Employer identification number								
7	2	-	0	8	4	8	0	5

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ <i>Jaana Box</i>	Date ▶ <i>2/20/14</i>
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General Instructions

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

Future developments. The IRS has created a page on www.irs.gov/ir9 for information about Form W-9, at www.irs.gov/ir9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the

withholding tax on foreign partners' share of effectively connected income, and

- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note. If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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.

PROTESTS: Only those vendors that submit bids in response to a 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.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.

CORPORATE MECHANICAL CONTRACTORS, INC.

DBA CMC Corporate Solutions

1045 N. Carrollton Ave.

Baton Rouge, LA 70806

LA LIC # 11398

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123

Office 504.364.2678

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

Office 504.364.2678

Email: Purchasing@jeffparish.net Website: www.jeffparish.net

Jefferson Parish
Inspection and Code Enforcement
Regulatory Inspection's Division

Active Mechanical # 60718

This is to certify that **ALVIN LAPORTE Jr.**
having qualified in accordance with Jefferson Parish Ordinances is hereby granted
authorization to engage in the above field as authorized by law.

Issue Date: 1/1/2019

Expiration Date: 12/31/2019



Mechanical Section Chief

THIS LICENSE IS NOT TRANSFERABLE

Louisiana Office of State Fire Marshal
Boiler Inspection Section
License to Install, Move, and Reinstall Boiler

Date Issued: 01/31/2019
Date Expires: 01/31/2020

License Number: 101

This is to certify that the below named licensee has duly qualified for and is hereby granted a License to Install, Move and Reinstall Power Boilers, Steam Heating Boilers, and Hot Water Heating Boilers pursuant to R.S. 23:543 and R.S. 23:544 of the Louisiana Boiler Inspection Law, Rules and Regulations.

License Issued To: CORPORATE MECHANICAL CONTRACTORS
Mailing Address: 1045 N CARROLLTON AVE
BATON ROUGE, LA 70806

Physical Location: 1045 N CARROLLTON AVE
BATON ROUGE, LA 70806

*This license is not transferrable and may be revoked or suspended with cause.
Display License in a conspicuous place at location.*

Total Fees Paid: \$0.00

BRETT TIERNEY

3801 N. Causeway Blvd. Suite 302
Metairie, LA 70002 · 504-309-6488
Brett.Tierney@synergybldgsolutions.com

Nine years of experience in HVAC controls for building automation systems including 8 years servicing Siemens systems. Certified in multiple control languages including Siemens PPCL. Experienced service account manager.

EXPERIENCE

OCT 2011 – DEC 2017

TECHNICIAN, SYNERGY BUILDING SOLUTIONS

Engineer, install, program, and startup HVAC controls for building automation systems including both new and retro-installs.

JAN 2018 – PRESENT

SERVICE ACCOUNT ENGINEER, SYNERGY BUILDING SOLUTIONS

Manage service accounts, providing preventative maintenance service, to a wide variety of customers including schools, hospitals, government, and community centers' building automation systems.

SKILLS

SIEMENS PPCL CERTIFICATION

NIAGARA AX CERTIFICATION

ALERTON ACE CERTIFICATION

NIAGARA N4 CERTIFICATION



BID REJECTION FORM

Bid number: 50-126897

Vendor Name: SIEMENS INDUSTRY INC

Reasons for

Rejection: DID NOT TURN IN PROOF OF INSURANCE.

REVIEWED BY:

Buyer Name: Donna Reamey

Date: 7/23/2019

Chief Buyer: 

Date: 7/24/19



Bid Number 50 - 126897

A three year contract for labor, materials, & equipment necessary to supply full coverage preventive & repair maintenance for the HVAC & associated devices at the John Alario Sr. Center.

JULY 23, 2019 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
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

SPECIFICATIONS FOR BID # 50-126897

Section 1.0 – Site visit

It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid. To schedule a site visit:

Name: Fred Carreras, Operations Manager

Location: John A. Alario Sr. Event Center

2000 Segnette Blvd.

Westwego, La. 70094

Phone # 504-349-5525

Hours: Monday – Friday between hours of 8:30 a.m. to 4:30 p.m.

Section 2.0 – Bonds

The following requirements will be the responsibility of the Vendor.

A **Bid Bond** will be required with bid submission in the amount of 5% of the total bid submitted. Acceptable forms shall be limited to cashier's check, certified check, money order or surety bid bond. All sureties must be in original format (no copies). If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

A **Performance Bond** will be required for this bid. The amount of the bond will be 100% of the contract price. The performance bond shall be supplied at the signing of the contract.

Section 2.1 - Licenses and Certification

A Louisiana State Contractor's license will be required in accordance with LSA-R.S. 37-2150-2150 and such license number will be shown on outside of bid envelope. Classification shall be Mechanical Contractors License including heating, air conditioning, ventilation, duct work and refrigeration. Failure to comply will cause 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.

SPECIFICATIONS FOR BID # 50-126897

Vendor shall furnish all personnel/labor, parts, materials, test equipment, tools, and services in accordance with the specifications contained herein.

Services shall be performed by personnel that are directly employed by the contractor. Vendor shall maintain during the duration of this contract; licensed certified and trained technicians capable of performing manufacturer's recommended maintenance, repairs, and installation on all equipment listed in these specifications. The failure to maintain such requirements will be cause for termination of the contract. Technicians will be licensed and/or certified by EPA, ASHRAE, (American Society of Heating, Refrigeration and A/C Engineers), OSHA, as required. The Vendor should have someone on staff, familiar with Federal regulations relating to the 1990 clean Air Act, EPA – DEQ's Indoor Air Quality, Building Related Illness, and Sick Building syndrome studies.

Technicians shall be trained, licensed and certified, and experienced with HVAC systems, chiller systems, computerized controls and all equipment and systems located within the facilities listed in these specifications. Technicians shall be experienced with this type of plant equipment. All Technicians must be computer literate.

All licenses, certifications, etc., described and held by prospective technicians, shall apply to both the Preventive maintenance installation and the Repair aspect of work described herein and shall remain current throughout the entire term of any agreement.

All work shall comply with the refrigerant recycling Requirements of Section 608 of the Clean Air Act 1990, as amended (CCA), including final regulations published on May 14, 1993 (58 FR 28660), and the prohibition on venting that became effective on July 1, 1992.

Section 2.2 - Liquidated Damages

Failure to respond: If the contractor fails to respond to the site/location with a qualified serviceman within four (4) hours from receiving a service

SPECIFICATIONS FOR BID # 50-126897

request, (two (2) hours for emergencies) the Department shall assess as liquidated damages the sum of \$100.00 for each hour beyond the foregoing response times, which shall be offset against the next/succeeding month's billing. (Emergencies are declared by the Department when the occupants' health and safety, equipment operation, or building safety is in jeopardy. If the public and employee presence in the building is effected to the degree that would require possible closing of the facility/building that will also be considered an emergency.)

If any of the underlying HVAC equipment remains out of service for a period exceeding twenty-four (24) hours due to negligence or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the specified time, the Department may assess as liquidated damages for each twenty-four (24) hour period, beginning with the initial time period, the sum of \$200.00, which shall be offset from the next/succeeding month's billing for each failure to report in a timely manner to a request for services. .

Service calls shall be completed within twenty-four (24) hours after receipt of breakdown service request. The twenty-four (24) hour requirement may be extended by the Department if extenuating circumstances prevail. Extensions may be granted on a case-by-case basis. Contractor must document causes of delay, etc., and show proof that all reasonable efforts have been made to restore equipment to normal operation.

Section 2.3 – Permits

The contractor shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement. The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

Section 3.0 – Scope

This bid shall cover the furnishing of labor, materials, supplies and equipment necessary to provide turn-key maintenance, and complete repair and replacement of all HVAC systems, facility management system and all appliances associated to the energy, ventilation and comfort systems within the JOHN A. ALARIO, SR. EVENT CENTER located at 2000 Segnette Boulevard Westwego, LA 70094.

Section 3.1 – Work Not Included

Vendor must obtain prior, written authorization from the Department Director to perform any unforeseen work and/or repairs not included in the scope of work as outlined herein.

Section 4.0 – Bid Specifications

The HVAC systems, facility management system and all appliances associated to the energy, ventilation and comfort managing shall be maintained in accordance with the manufacturer's recommendations and standard work practices of the trade, for heating, cooling, air handling, air filtration, ventilating equipment, appliances, and refrigeration equipment hereinafter sometimes referred to as "the air conditioning systems." All equipment shall be maintained to allow for proper and efficient operation at all times. Equipment failure shall be addressed expeditiously either by repair or replacement to avoid disruption in facility events.

Section 4.1 - Equipment

The Vendor is responsible for all equipment listed in these specifications. This work covers all major pieces of equipment and all appurtenant devices systems that are related to the equipment:

Package Unit One

MFG: Trane (25 tons)

Model # SFHLF254HK10C17DL01A0C00000000RT008600

Serial # C13E02732

SPECIFICATIONS FOR BID # 50-126897

Package Unit Two

MFG: Trane (50 tons)

Model # SFHL504HK10C37D1L01A0C00000000RT008600

Serial # C13E02731

Package Unit Three

MFG: Munters (100 tons)

Model # PV-W20-WPO

Serial # 21327685

Package Unit Four

MFG: Trane (60 Tons)

Model # SFHLF604HK10C57D1L01A0C00000000RT008600#

Serial # C13E02729

Package Unit Five

MFG: Trane (60 Tons)

Model # SFHLF604HK10C57D1L01A0C00000000RT008600#

Serial # C13E02730

Package Unit Six

MFG: Daikin (40 Tons)

Model # RPS042D

Serial # FBOU131200680

Package Unit Seven

MFG: Daikin (40 Tons)

Model # RPS020D

Serial # FBOU131200671

Package Unit Eight

MFG: Daikin (40 Tons)

Model # RPS042D

Serial # FBO131200598

SPECIFICATIONS FOR BID # 50-126897

Split System:

MFG: Trane

Model # mccb014uaoboub

Serial # k06f80769

Chiller System:

Chiller number 1

Mfg: Carrier (40 Tons)

Model: 38AH-084-621JA

Serial: 4107Q08931

Chiller number 2

Mfg: Carrier (40 TONS)

Model: 38AH-084-621JA

Serial: 4107Q08928

Boiler System:

Hot water boiler 1

Mfg: Ventura (23 Blr hp)

Model: 80v125

Serial: 0909128134

Hot water boiler 2

Mfg: PK Thermific (25 Blr HP)

Model: N1000

Hot water pump 1

Mfg: Baldor (3 HP)

Hot water pump 2

Mfg: Baldor (3 HP)

Boiler (Two Tanks)

MFG: Lochinvar

Model # cwn0495pm

Serial # k973609

SPECIFICATIONS FOR BID # 50-126897

Air Handlers:

AHU 1

Model: 39MN50CL2102422SXQ

Serial: 4507U34280

AHU 2

Model: 39MN50CL2102422SXQ

MFG: Carrier (25 HP motor and drive)

Serial: 4507U34280

Package Units:

Package unit 1

Munters

Model: HCUC8040AAD

Serial: FBB0000DNCS00CA00

Kitchen Equipment

Refrigerators:

Frigidaire Model # LFHT1513LW9, serial # BA24026706

(2) each GE Refrigerators Model #TBX25PAYGRWW, Serial #RT564290,
#RT564279

Master-Bilt Model # CM-3 50, serial # J0361872

HTP Model # hta2687ba, serial # wo6f34463106018

HTP Model # hta2687ba, serial # wo6f34463106017

HTP Model # hte2660bd, serial # wo6e33943014013

Ice Makers:

Manitowoc Ice Machine Model # sy1804a3.263, Serial # 110138594

Follett Ice Storage Bin Model # LSG1145, serial # B95054-09106

Boilers:

New installation with warranty period. Preventive maintenance only.

SPECIFICATIONS FOR BID # 50-126897

Heating System

To include all pumps, heating coils, steam traps, water strainers, unit heaters, duct heaters, de-humidifiers/humidifiers, heat exchangers, etc.

Cooling System

To include all air conditioning compressors, evaporative condensers, air cooled condensers, pumps, water chillers, condenser coils, tube bundles, cabinetry, etc.

Air Handling System

To include all fans, motors, air filters, dampers, induction units, mixing boxes, fan coil units, etc.

Temperature Control System

To include all thermostats, thermostat covers, temperature sensors, temperature controls, pressure controls, relays, limit switches, and valves operators, damper motors, humidity controls, step switches, time clocks, contactors, controller, capacity controls, recorders, gauges, and air compressor (for pneumatic control system).

Miscellaneous Equipment

To include all direct expansion valves, thermometers, gauges, pump and fan motor drives, belts and refrigerant.

The Siemens Apogee Insight Control System for Hall C consisting of the following:

Direct Digital Control (DDC) Equipment List:

- 1 each- Siemens Insight Work Station with web based Software upgrades for the length of the contract
- 1 each -Siemens Insight workstation trunk interface
- 1 each- Siemens PXC Modular
- 5 each- Mechanical Equipment Controllers (MEC)
- 10 each- Electronic damper Actuators
- 10 each- Electric Relay
- 5 each- 2-inch valves
- 12 each -Temp, Duct RTD, Averaging, Platinum

SPECIFICATIONS FOR BID # 50-126897

5 each- Temp, Immersed/Strap-On Pipe RTD, Platinum
7 each -Terminal Equipment Controllers (TEC)
2 each -Siemens SED variable frequency drives

The contractor shall provide the following on the existing Siemens system:

Control loop tuning
Data protection and recovery
Network maintenance, repair or replacement
Software maintenance, repair or replacement
Web based software (OEM) upgrades must be provided during the contract

The contractor shall provide the resume of the technician who will service the Siemens DDC control systems with their bid. Failure to comply will cause the bid to be rejected.

Equipment Not Included: foundations, structural supports, water supply lines, steam supply lines, condensation lines, drains, ductwork, hot and chilled water distribution piping, plumbing and electrical power supply.

The general services listed below shall apply to all systems and Equipment described in section 4.1 of these specifications:

SECTION 5.0 - Parts and Labor Coverage

Parts Replacement

All Labor, travel time, and delivery charges shall be supplied by the successful vendor at no additional cost to Jefferson Parish.

All parts, components, or devices for the Equipment that are worn out or are not in proper operational condition shall be repaired, and/or replaced with new parts, components, or devices furnished by Contractor at no additional cost to Jefferson Parish.

When Equipment or parts replaced in their entirety and a newer design of this device is available and is functionally equivalent and compatible, the

SPECIFICATIONS FOR BID # 50-126897

device of the newer design shall be used as the replacement at no additional cost to Jefferson Parish.

Contractor shall supply all repair and replacement parts, components and devices for the Equipment listed in Section 4.1. at no additional cost to Jefferson Parish.

All Parts shall have a minimum of a (1) year warranty from the manufacturer from date of installation at no additional cost to Jefferson Parish.

Section 6.0 - Preventive Maintenance

Scheduling Preventive Maintenance:

Contractor shall prepare and submit a practical, monthly schedule showing the order in which the Contractor shall carry out the preventive maintenance duties as well as the dates on which the Contractor will start the first scheduled preventative maintenance service work. The successful Contractor will, at the beginning of each month, schedule set-days for scheduled preventive maintenance. Contractor will notify the Department representative, which items will be inspected/maintained for each week of each month and the resulting schedule will thus become mandatory for that particular month. Should the Contractor find that it is impossible to maintain the designated/scheduled days, the Department Representative shall be notified immediately.

Preventive maintenance is to be performed on all equipment in accordance with Manufacturer's recommendations, specifications and industry standards. Preventive Maintenance Service shall include inspection of all HVAC and appliance equipment. Contractor shall ensure that equipment is providing an efficient, satisfactory operation and temperature comfort zone. Preventive Maintenance Services shall in no case be less frequent than once each month. Annually, the indoor and outdoor coils and base panels are to be cleaned and maintained for efficient operation. Decorative front panels as well as complete cabinets are to be cleaned during this annual equipment maintenance.

SPECIFICATIONS FOR BID # 50-126897

The successful contractor shall notify the Department representative when any equipment, devices, systems, or components are not in proper working order or when they may have an adverse impact on the operational performance and ability of the system to provide optimum cooling and heating, and/or efficiencies.

The heating system equipment shall be inspected and checked before the beginning of the season for required heating. Clean burner orifices, passages, nozzles, combustion chambers, pilot, and/or igniter, before the heating season.

Examine each piece of Equipment and devices to see that it is functioning properly and is in good operational condition.

Clean all components of dust, old lubricants, etc. to allow the Equipment to function as designed.

Paint all Equipment as needed to prevent and protect against corrosion and deterioration.

Lubricate all Equipment as per manufacturer's guidelines where needed to permit bearings, gears, and all contact wearing points to operate freely and without undue wear.

Adjust all linkages, motors, drives, etc. that have drifted from the initial design settings and positions.

Calibrate all sensing, monitoring, output and safety devices as per manufacturer's guidelines for optimum efficiencies.

Repair the device by the addition of replacement parts, should the above maintenance not be adequate.

Replace the device should the above repair not be adequate.

Charge units with applicable refrigerant as required to maintain proper cooling at no additional cost to Jefferson Parish.

SPECIFICATIONS FOR BID # 50-126897

Test and cycle all equipment as a system after it has been cleaned, lubricated, adjusted, and calibrated to assure that it is in proper operating condition and performing at optimum efficiency.

All miscellaneous parts and supplies necessary to maintain the Equipment (belt, valve packing, lubricants, tools, paints, refrigerant, test instruments, meters, etc.) shall be supplied by Contractor at no additional cost to Jefferson Parish.

The successful respondent shall contact the Department Representative prior to system cleaning and testing to schedule for fire safety assurance purposes.

SECTION 7.0 - Filter Services

Air Filtration System:

Pre-filters, frame filters, pouch filters and fan coil filters

Filter frames shall be of the reusable type and shall be of a permanent rigid construction that shall permit the insertion of media pads, and may also allow the use of optional pads with different efficiencies, if needed.

Filter frames shall be sized to fill the entire cross section of the units to prevent "blow-by" and eliminate filter spaces in the system.

Replace all air filters monthly with proper size and density filters. Filters used shall be pre-pleated, 40% efficiency type, or as recommended by the equipment manufacturer for this climate, demand/load, environment, and maintaining approved Indoor Air Quality, with a high degree of energy efficiency. Filter Services and filter material has been included with this Preventive Maintenance Agreement, and is based on monthly filter changes. In the event that monthly filter changes appear to be too frequent because of the buildings' environment, a reduced frequency of changes may be acceptable. The primary criteria in this case will be air flow-filtering efficiency, and electrical-utility efficiencies. However, in no case shall filter changes be less than 6 changes annually. Contractor will remove all old filters and debris from property, and broom-sweep/cleanup.

Costs for all delivery charges, parts, and supplies as described above shall be included as a part of the Preventative Maintenance and Repair Program at no additional cost to Jefferson Parish.

SECTION 8.0 - Emergency Services/Consulting Services

Contractor shall provide emergency service on an as needed basis at no additional cost to Jefferson Parish. Emergency service shall be considered any call in addition to the scheduled preventive maintenance calls.

This emergency service shall be provided as often as needed, on a 24-hour basis, weekends and holidays included at no additional cost to Jefferson Parish.

Contractor shall respond to an emergency call within two (2) hours.

Emergency service response system shall be a professionally manned telephone answering service. Automatic telephone answering/recording machines or home telephone numbers are not acceptable.

Repairs to critical equipment shall be expedited as much as possible to minimize downtime. Delays caused by price shopping for parts or longer than necessary delivery because of lower cost of a part to contractor is unacceptable.

Contractor shall be available, at no additional charge, for consultation relative to minor design and equipment changes, or modifications to automatic temperature control, and mechanic systems.

Section 9.0 - Response Time

Service call response time, Non-Emergency: The Vendor's routine response time, in the event of a breakdown or malfunction that is not considered an emergency, shall not exceed four (4) hours from notification. Repair(s) shall be accomplished between the hours of 7:30 am and 4:30 pm, unless otherwise directed by the Department.

SPECIFICATIONS FOR BID # 50-126897

Emergency Response: The Vendor shall respond promptly to the troubled site/location, not to exceed two (2) hours from initial telephone contact. Emergencies are declared by the Department when the occupants' health and safety, equipment operation, or building safety is in jeopardy. If the public and employee presence in the building is effected to the degree that would require possible closing of the facility/building that will also be considered an emergency. Failure to make prompt necessary repairs shall be grounds for immediate cancellation of this contract. It shall be understood that the vendor is to be capable of providing qualified personnel for service repairs and will be subject to call-out on short notice at any time, on any day of the week, for the duration of this contract, regardless of weather conditions.

Authorized Emergency Callers – After Normal Working Hours: Emergency calls may only be requested by those individuals authorized and identified in writing as Alario Center Managers or their designees.

Vendor shall provide the name and contact number for that person within its organization that is responsible for emergency calls. In addition to the Vendor's contact person, contractor shall include the name and contact number of someone within the Company's management structure. This additional number is not to be used unless there is a failure to respond to the emergency call, or if respondent has not arrived at the troubled location, within the time specified in Section 9.0, Response Time.

Upon completion of any services, inspections, or repairs, the technician shall leave with the Department representative a detailed service ticket including the following:

1. The name of the facility
2. The make, model, and serial number of the unit served
3. A description of the work performed, and the dates that work was performed
4. Signature of the Department representative and service technician
5. Itemized list of all parts and material used, including manufacturer's part numbers and quantities of each

SPECIFICATIONS FOR BID # 50-126897

6. Number of labor hours on site (ticket should include arrival and departure time)

The Department reserves the right to inspect the conditions of all parts, (old and new) equipment, and workmanship prior to, during, or after repair-work, and prior to the approval of all invoices.

Section 10.0 - Service Performance Guarantees

A representative of Jefferson Parish may review, at any time, the services provided and reports submitted, to verify that the preventive maintenance is being properly and adequately performed. Any lack of maintenance services will be submitted to Vendor in writing for correction.

For problems or deficiencies of significant importance or of a continual nature, a time period of compliance shall be established after discussion and mutual agreement. Failure on Vendor's part to correct the deficiencies within the time period agreed upon shall constitute cause for termination of the services and/or withholding of payment.

Section 11.0 Security – Limited Access

The HVAC maintenance work will be performed at the John A. Alario, Sr. Event Center. Access to and from the site will be safeguarded as follows:

All employees of Contractor and/or employees of subcontractors must sign in at the Alario Center office upon arrival and departure.

All employees of the contractor and/or employees of subcontractor must inform Alario Center administration upon arrival with the nature of the visit.

All personnel of Contractor and/or subcontractors working on this contract shall possess an identification badge with photograph, the company name, and the individual's name. Each identification badge shall be worn in a conspicuous area of the individuals' shirt front (e.g. left side pocket).

SPECIFICATIONS FOR BID # 50-126897

Contractor's and subcontractors' employees may use 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 vendor personnel shall remain the sole responsibility of the vendor. The contractor must consider the security and integrity of the Facility before, during, and after daily preventive maintenance and/or repair. The successful vendor shall prevent access by the public to materials, tools, ladder, equipment, etc. during the course of this contract. Tools, equipment, materials, and miscellaneous supplies are the responsibility of the Contractor, and must be protected and secured at all times, to the satisfaction of the Department.

The Contractor's maintenance work that will be performed shall normally be scheduled Monday through Friday, between the hours of 7:30 am and 4:30 pm. Circumstance however, may dictate other days and hours.

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.

3,4,5,6,8,10,11,12,13,15

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 state 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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
- ✓ 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-Conviction 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

📍 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 SIEMENS INDUSTRY, INC.
Mailing Address 1000 Deerfield Parkway, Attn. Legal Department
Buffalo Grove, IL 60089
Phone Number (504) 466-9300
Fax Number (000) 000-0000
Email Address pauline.ciotola@siemens.com
Website http://

Active Licenses

License Number 24642
Type Commercial License
Status LICENSED
Effective 09/06/2017
Expiration 09/05/2020
First Issued 09/05/1989

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Jerry Lee Philmon	ALL
BUILDING CONSTRUCTION	Sean Wilson	ALL
BUSINESS AND LAW	Jerry Lee Philmon	ALL
BUSINESS AND LAW	Richard David Burvant	ALL
ELECTRICAL WORK (STATEWIDE)	Bremer, Ronald E.	ALL
MECHANICAL WORK (STATEWIDE)	Eliser, Mark	ALL
SPECIALTY: FIRE ALARMS	Richard David Burvant	ALL
SPECIALTY: FIRE SUPPRESSION	Richard David Burvant	ALL
SPECIALTY: INSTRUMENTATION AND CALIBRATION	Richard David Burvant	ALL
SPECIALTY: SECURITY	Richard David Burvant	ALL

DATE: 6/26/2019

Page: 5

BID NO.: 50-00126897

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 NA %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 12/12/2019

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

immediately at signing ^{CONTRACT}

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 24642

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Siemens Industry, Inc

ADDRESS: 150 TEAL STREET

CITY, STATE: St. Rose, LA. ZIP: 70087

TELEPHONE: (504) 466 9300 FAX: (504) 464-6800

EMAIL ADDRESS: tom.adams@siemens.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: NA
NUMBER: NA
NUMBER: NA
NUMBER: NA

TOTAL PRICE OF ALL BID ITEMS: \$

AUTHORIZED SIGNATURE: Richard Burvant

TITLE: BRANCH MANAGER

RICHARD BURVANT
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.: 50-00126897

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, & EQUIPMENT NECESSARY TO SUPPLY FULL COVERAGE PREVENTIVE & REPAIR MAINTENANCE FOR THE HVAC & ASSOCIATED DEVICES AT THE JOHN ALARIO SR. CENTER.</p> <p>0001 Maintenance and Service Program for Environmental and Mechanical Systems for the John A. Alario, Sr. Event Center.</p> <p>Provide a three year, full coverage preventative and repair maintenance program for servicing all equipment and associated devices relating to the HVAC systems at the John A. Alario, Sr. Event Center. Vendor shall furnish all personnel, parts, materials, test equipment, tools, and services in accordance with the attached specifications.</p> <p>Location: John A. Alario, Sr. Event Center 2000 Segnette Blvd. Westwego, LA 70094</p>	\$6,820.00	245,520.00

Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bond Number: 79434-CHU-19-136

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Siemens Industry Inc.
1000 Deerfield Parkway
Buffalo Grove, IL 60089

SURETY:

(Name, legal status and principal place of business)

Federal Insurance Company
202B Halls Mill Road
Whitehouse Station, NJ 08889-3454
State of Inc: Indiana

OWNER:

(Name, legal status and address)

Jefferson Parish Purchasing Department
200 Derbigny St., Suite 4400
Gretna, LA 70053

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: Five Percent of Amount Bid (5% of Amount Bid)

PROJECT:

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

Jefferson Parish Bid 50-126897

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.

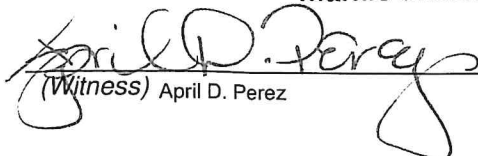
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement 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 23rd day of July, 2019



(Witness)

Marnie Mielke



(Witness) April D. Perez

Siemens Industry Inc.

(Principal)

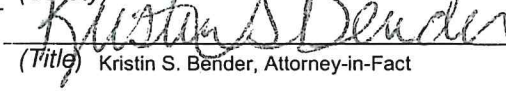


(Title)

(Seal)

Federal Insurance Company

(Surety)



(Title)

Kristin S. Bender, Attorney-in-Fact

(Seal)

State of NJ
County of Morris } ss:

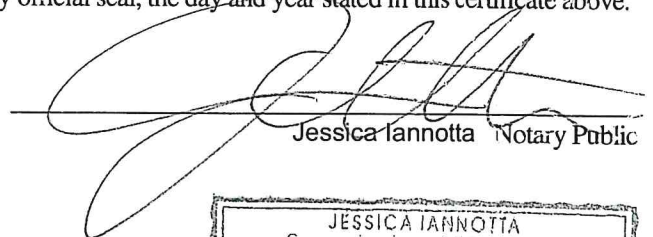
On July 23, 2019 , before me, a Notary Public in and for said County and State, residing therein, duly commissioned and sworn, personally appeared

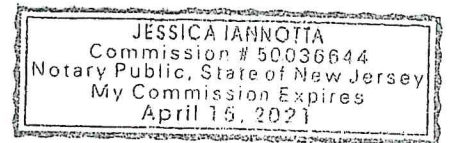
Kristin S. Bender

known to me to be Attorney-in-Fact of Federal Insurance Company
the corporation described in and that executed the within and foregoing instrument, and known to me to be the person who executed the said instrument in behalf of the said corporation, and he duly acknowledged to me that such corporation executed the same.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal, the day and year stated in this certificate above.

My Commission Expires 4/15/2021 _____


Jessica Iannotta Notary Public



CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents, That **FEDERAL INSURANCE COMPANY**, an Indiana corporation, **VIGILANT INSURANCE COMPANY**, a New York corporation, and **PACIFIC INDEMNITY COMPANY**, a Wisconsin corporation, do each hereby constitute and appoint Annette Audinot, Kristin S. Bender, Jessica Iannotta, Kelly O'Malley and April D. Perez of Morristown, New Jersey; Megan Schlueter of Raleigh, North Carolina-----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** have each executed and attested these presents and affixed their corporate seals on this 7th day of January, 2019.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

SS.

On this 7th day of January, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY**, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2318885
Commission Expires July 18, 2019

Katherine J. Adelaar

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of **FEDERAL INSURANCE COMPANY**, **VIGILANT INSURANCE COMPANY**, and **PACIFIC INDEMNITY COMPANY** (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this 23rd day of July, 2019



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

FEDERAL INSURANCE COMPANY
STATEMENT OF ASSETS, LIABILITIES AND SURPLUS TO POLICYHOLDERS

Statutory Basis

DECEMBER 31, 2018

(In thousands)

ASSETS		LIABILITIES AND SURPLUS TO POLICYHOLDERS	
Cash and Short Term Investments	\$ (360,335)	Outstanding Losses and Loss Expenses	\$ 8,523,482
United States Government, State and Municipal Bonds	5,738,426	Reinsurance Payable on Losses and Expenses	1,490,981
Other Bonds	3,916,616	Unearned Premiums	1,914,190
Stocks	100,774	Ceded Reinsurance Premiums Payable	405,271
Other Invested Assets	<u>959,127</u>	Other Liabilities	<u>565,865</u>
TOTAL INVESTMENTS	<u>10,354,608</u>	TOTAL LIABILITIES	<u>10,899,789</u>
Investments in Affiliates:		Capital Stock	20,980
Great Northern Ins. Co.	384,987	Paid-In Surplus	2,711,474
Vigilant Ins. Co.	333,743	Unassigned Funds	<u>2,057,388</u>
Chubb Indemnity Ins. Co.	176,202	SURPLUS TO POLICYHOLDERS	<u>4,789,842</u>
Chubb National Ins. Co.	176,647		
Chubb European Inv. Holdings, SLP	120,469		
Other Affiliates	99,299		
Premiums Receivable	1,281,368		
Other Assets	<u>2,762,308</u>		
TOTAL ADMITTED ASSETS	<u>\$ 15,689,631</u>	TOTAL LIABILITIES AND SURPLUS	<u>\$ 15,689,631</u>

Investments are valued in accordance with requirements of the National Association of Insurance Commissioners, At December 31, 2018, investments with a carrying value of \$566,806,856 were deposited with government authorities as required by law.

STATE OF PENNSYLVANIA

COUNTY OF PHILADELPHIA

John Taylor, being duly sworn, says that he is Senior Vice President of Federal Insurance Company and that to the best of his knowledge and belief the foregoing is a true and correct statement of the said Company's financial condition as of the 31 st day of December, 2018.

Sworn before me this March 19, 2019

[Signature]
 Senior Vice President

[Signature]
 Notary Public

August 8, 2019
 My commission expires

COMMONWEALTH OF PENNSYLVANIA
 NOTARIAL SEAL
 Diane Wright, Notary Public
 City of Philadelphia, Philadelphia County
 My Commission Expires Aug. 8, 2019
 MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF St. Charles

BEFORE ME, the undersigned authority, personally came and appeared: Richard
Burvant, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Branch Manager of Siemens Industry Inc. (Entity),
the party who is entering into an agreement to Bid # 50-126897

(Briefly describe the services the
vendor will provide), with 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.

Affiant further said:

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:

Solicitation of 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 elected officials of the Parish of Jefferson, whether still holding office at the time of the affidavit or not, where the elected official, individually, either by **telephone or by personal contact**, solicited a campaign contribution or other monetary consideration from the Entity, including the Entity's officers, directors and owners, and employees owning twenty-five percent (25%) or more of the Entity, during the two-year period immediately preceding the date the affidavit is signed. Further, to the extent known to the Affiant, the date of any such solicitation is included on the attached list.

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

Affiant further said:

Subcontractor Disclosures

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

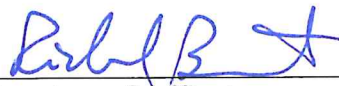
Choice A _____ Affiant further said that attached is a listing of all subcontractors, excluding full time employees, who may assist in providing professional services for the aforementioned agreement.

Choice B X There are **NO** subcontractors 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

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

Richard Burvant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 11th DAY OF July, 2019.



Notary Public

Wendy M. Cobb

Printed Name of Notary

Notary ID No. 152032

Notary/Bar Roll Number

My commission expires at death.

WENDY M COBB
Notary Public
Notary ID No. 152032
Jefferson Parish, Louisiana
My Commission is for Life

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MS. WENDY M. COBB
Address: 99 CRISLAUR AVE
HARAHAN, LA 70123
Phone: (985) 860-7286
Phone 2: (504) 602-0251
Notary ID Number: 152032
Parish: JEFFERSON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Non Attorney
Status: Active
Commission Date: 03/15/2018
Oath Date: 01/30/2018
Surety Expiration Date: 01/30/2023
Annual Report Current: Yes

Notary Events

Name Change	Previous Name: WENDY COBB	Previous Commission Date: Unknown
Pre-Assessment Registration	Date: 02/02/2016 -	

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](#)

**DELEGATION OF SIGNATURE AUTHORITY FORM
SIEMENS INDUSTRY, INC.
BUILDING TECHNOLOGIES DIVISION**

We, the undersigned, David Seraikas, Southeast Zone Vice President, and Kerin Payne, Southeast Zone Finance and Business Administration on behalf of **Siemens Industry, Inc. (SII)**, for its **Building Technologies Division**, by virtue of the authority vested in us to sign or countersign and otherwise execute in the name, or on behalf of the SII Building Technologies Division, the documents listed below for and on behalf of the SII Building Technologies Division, do hereby delegate to and acknowledge that the following person(s) may exercise such authority for and on our behalf.

Delegation 1 - Type of document:

Project Bids / Proposals:	<u>X</u>
Customer Contracts / Agreements:	<u>X</u>
Project Certificates / Affidavits:	<u>X</u>
Releases and Waiver of Liens:	<u>X – FBA Only</u>
Other:	<u>Subcontract Agreements, Fleet Approvals</u>

Transactional Limit: \$2,000,000

Branch Manager

Scott Brady

Russell Reno

Jim Moore

Travis Ezelle

David Santo

Richard Burvant

Ivan Aron

Bobby Marcus

Brian Beebe

Joshua Hudanish

Tracy Colwell

Branch FBA

Gil Rosado-Ortiz

James Pipes

Katy Nierman

Operations Manager

Barry Hunt

Transactional Limit: \$1,000,000

Ramon Alvarez, Operations Manager

Gregg Eaton, Sales Manager

Transactional Limit: \$350,000

Alfredo Bisbal, Sales Manager

Transactional Limit: \$75,000

Sheryl Johnson, Zone Controller (FBA)

Valid Until: Fixed Delegation

Delegation 2 - Type of document:

Project Bids / Proposals: _____

Customer Contracts / Agreements: _____

Project Certificates / Affidavits: _____

Releases and Waiver of Liens: _____

Other: **Administer & Sign Certified Payroll**

Transactional Limit: Unlimited

Pati Dieppa, Accountant

Valid Until: Fixed Delegation

Delegation 3 - Type of document:

Project Bids / Proposals: _____

Customer Contracts / Agreements: _____

Project Certificates / Affidavits: _____

Releases and Waiver of Liens: **X**

Other: **Approve & Sign Pay Applications**

Transactional Limit: \$150,000

Angela Liles, Field Accounting Supervisor

Transactional Limit: \$350,000

Sheryl Johnson, Zone Controller

Valid Until: Fixed Delegation

Delegation 4 - Type of document:

Project Bids / Proposals: _____

Customer Contracts / Agreements: _____

Project Certificates / Affidavits: _____

Releases and Waiver of Liens: _____

Other: **Subcontract Agreements**

Transactional Limit: \$1,000,000

Robert Mott

Chris Summers

Transactional Limit: \$500,000

Jack Wentz

Brian Brumage

Britt Rowland

Brian Lynch

Robby Sellers

Robert Porthouse

Rob Yance

Brian Greene


Bill Mitsch

Jeff Riddle

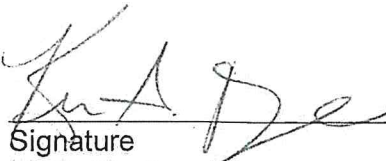
Valid Until: Fixed Delegation

We further designate and acknowledge that the signature(s) of the person(s) delegated above is (are) binding upon the SII Building Technologies Division in the above identified circumstances and shall have the same force and effect as would our signatures. Electronic (use of PKI card only) or wet signatures or a combination of both of the contract agreements or documents are allowed. Documents that require signature shall require two (2) signatures of the Authorized Signatures, one from Business Operations and one from FBA.

Effective Date: October 1st, 2017

 10/3/17

Signature
David Seraikas
Southeast Zone Vice President

 10/3/2017

Signature
Kerin Payne
Southeast Zone FBA

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 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

Corporate Resolution
ATTACHED

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

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 unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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.

PROTESTS: Only those vendors that submit bids in response to a 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.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.

DATE: 6/26/2019
BID NO.: 50-00126897

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 7/23/2019 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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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.

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.