



**BID #50-126925**

**LABOR, MATERIALS & EQUIPMENT NEEDED TO REPAIR &  
RETROFIT EXISTING ROOF DRAINS FOR THE JEFFERSON PARISH  
EMERGENCY OPERATIONS & COMMUNICATIONS CENTER**

**JULY 1, 2019 @ 11:00 A.M.**

**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-Suite 4400  
Gretna, LA 70053**

**Buyer Name: SHANNA FOLSE**

**PLEASE "EMAIL" ANY QUESTIONS ABOUT THIS BID TO:**

**Buyer Email: SFOLSE@JEFFPARISH.NET**

**Buyer Phone: 504-364-2680**



# 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.

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](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)

DATE: 6/17/2019

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00126925

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

VENDOR:

BUYER: SFOLSE@jeffparish.net

Bids will be received until 11:00 AM, 7/01/2019 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. 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 submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

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.

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

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

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.)

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

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

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

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

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

### ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,5,6,10,13

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: EMERGENCY MANAGEMENT 910 3RD ST.,GRETNA,  
70053-2ND FLOOR @ 10:00 A.M.  
ON 6/20/2019**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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.

DATE: 6/17/2019

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00126925

### JEFFERSON PARISH

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

VENDOR: \_\_\_\_\_

BUYER: SFOLSE

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

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

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

<b>DELIVERY: FOB JEFFERSON PARISH</b>	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>5</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>5</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>5</u>

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

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: 2

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

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

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

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Supreme Roofing and Construction, LLC</u>	
SIGNATURE: (Must be signed here)	TITLE: <u>President/member</u>
PRINT OR TYPE NAME: <u>Ray J Palmer</u>	
ADDRESS: <u>19 E 3rd Street</u>	
CITY, STATE: <u>Kenner, LA</u>	ZIP: <u>70062</u>
TELEPHONE: <u>(504) 464-4644</u>	FAX: <u>(504) 464-4677</u>
EMAIL ADDRESS: <u>rjpalmer@supremeroac.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 27,655

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126925

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>LABOR, MATERIALS &amp; EQUIPMENT NEEDED TO REPAIR &amp; RETROFIT EXISTING ROOF DRAINS FOR THE JEFFERSON PARISH EMERGENCY OPERATIONS &amp; COMMUNICATIONS CENTER</p> <p>0010 - LABOR &amp; MATERIALS TO REPAIR AND RETROFIT TWENTY (20) EXISTING ROOF DRAINS LOCATED AT THE:</p> <p>JEFFERSON PARISH EMERGENCY OPERATIONS AND COMMUNICATIONS CENTER 910 3RD ST. GRETNA, LA 70053</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p>	<p>\$27,655</p>	<p>\$27,655</p>

**LABOR & MATERIALS TO REPAIR & RETROFIT TWENTY (20) EXISTING ROOF  
DRAINS FOR THE JEFFERSON PARISH EMERGENCY OPERATIONS CENTER**

**BID #50-126925**

**SECTION 1.0 – PRE-BID CONFERENCE:**

A Mandatory Pre-Bid Conference and inspection of the site shall be held:

Location: Emergency Management, 910 3<sup>rd</sup> St., Gretna, 70053-2<sup>nd</sup> Floor  
Date: 6/20/2019  
Time: 10:00 A.M

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.

**\*\*THIS IS A SECURE BUILDING-YOU WILL NEED TO BE ESCORTED/BUZZED IN\*\***

**SECTION 2.0 – SCOPE:**

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to repair and retrofit twenty (20) existing roof drains (See attachment "A" for locations) at Jefferson Parish Emergency Operation and Communication Center located at 910 3<sup>rd</sup> Street, Gretna, LA. 70053.

**SECTION 3.0 –LICENSE REQUIREMENTS:**

The following Louisiana State licenses shall be required for this project:

- Commercial Contractors License
- Specialty License in roofing and Sheet Metal Siding

**SECTION 3.1- REQUIRED CERTIFICATION(S):**

The following certification is required to perform this work:

- Contractor approval certification letter from The Garland Company, Inc. Roofing Systems.

*A copy of the certification letter shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.*

#### **SECTION 4.0 – QUANTITIES/INSPECTION:**

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

#### **SECTION 5.0 – BID SPECIFICATIONS:**

- The existing roof is warrantied until October 15, 2030 by the Garland Company Inc. 3800 East 91<sup>st</sup> Street, Cleveland, Ohio 44105 Phone: (216) 641-7500.
- All work shall be performed as per the roofing manufacturer's recommendations and guidelines.
- All work shall be performed by a roofing company certified by The Garland Company Inc. See section 3.1 of these specifications for certification requirements.
- Furnish and install twenty (20) new 4" Viking® aluminum clampTite™ reroof drain kits with cast aluminum dome strainers. See Attachment "B" for product detail.
- Roof drains shall be installed as per manufacturer recommendations and guidelines.
- Location of drains are provided in "Attachment A" of these specifications and will be available at the mandatory pre-bid conference.
- At the completion of the project all drains shall be water tested for leaks by the installation company. A representative of Garland Company Inc. and the owner shall be present at all test.

#### **SECTION 6.0 - HOURS OF WORK:**

The work that is to be performed shall be scheduled during normal working hours Monday thru Friday 8:00 a.m. till 5:00 P.M. The successful bidder may choose to work before or after normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

#### **SECTION 7.0 – EXISTING STRUCTURE:**

Should any modifications to the facility be required during this project, the successful bidder shall restore the facility to its original condition, with the same type materials, finish, and workmanship.

#### **SECTION 8.0 – CLEANING AREA AND SAFETY:**

Job site must be clean and free of all litter and debris caused by this work daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Storage of flammable materials will not be permitted on the premises. All flammable materials must be removed from the job site daily. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

**SECTION 9.0 – WARRANTY:**

All workmanship and materials shall have a minimum two (2) year all parts and labor warranty. Warranty will commence on the date of acceptance of the project.

**SECTION 10.0 – SAFETY DATA SHEET (SDS):**

The successful bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at the workplace. The successful bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

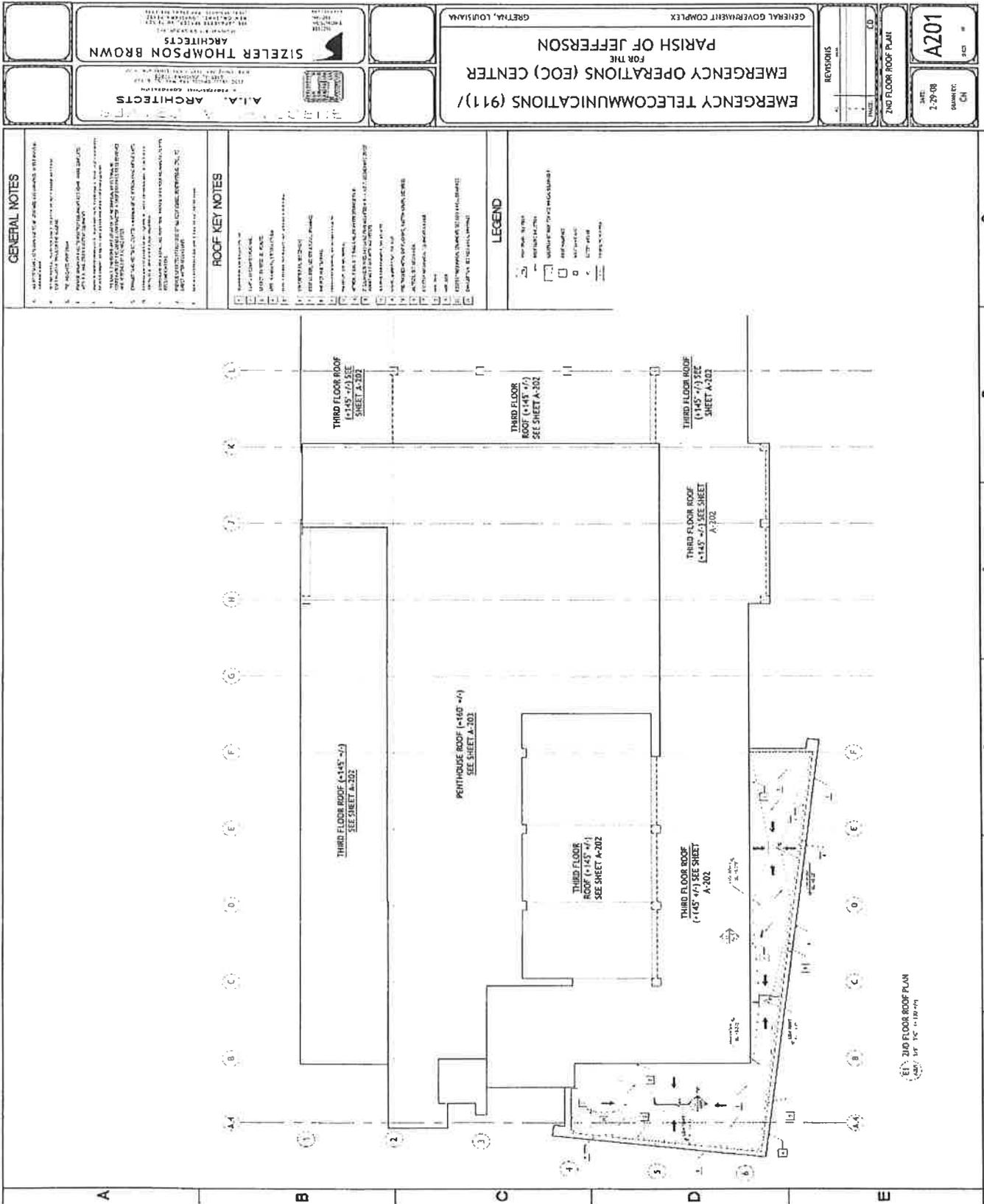
**SECTION 11.0 – LIQUIDATED DAMAGES:**

Commencing on the Forty-Sixth day following the notice to proceed until work is complete, liquidated damages will be assessed in the amount of \$300 dollars per day.

**SECTION 12.0 – PRE-CONSTRUCTION CONFERENCE AND NOTICE TO PROCEED:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.



**GENERAL NOTES**

1. ALL ROOFING SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
2. ALL ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
3. ALL ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
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10. ALL ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

**ROOF KEY NOTES**

1. ROOFING SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
2. ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
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10. ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

**LEGEND**

- 1. ROOFING SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
- 2. ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
- 3. ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.
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- 10. ROOFING SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTALLATION INSTRUCTIONS.

**REVISIONS**

NO.	DATE	DESCRIPTION
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**2ND FLOOR ROOF PLAN**

DATE: 12/29/08  
DRAWN BY: CN

**EMERGENCY TELECOMMUNICATIONS (911) / EMERGENCY OPERATIONS (EOC) CENTER FOR THE PARISH OF JEFFERSON**

GENERAL GOVERNMENT COMPLEX  
GREYTA, LOUISIANA

**SIZELER THOMPSON BROWN ARCHITECTS**

ARCHITECTS  
1100 PINE STREET, SUITE 200  
MONROE, LOUISIANA 70132  
PHONE: (504) 235-1100  
FAX: (504) 235-1101  
WWW.SIZELERTHOMPSONBROWN.COM

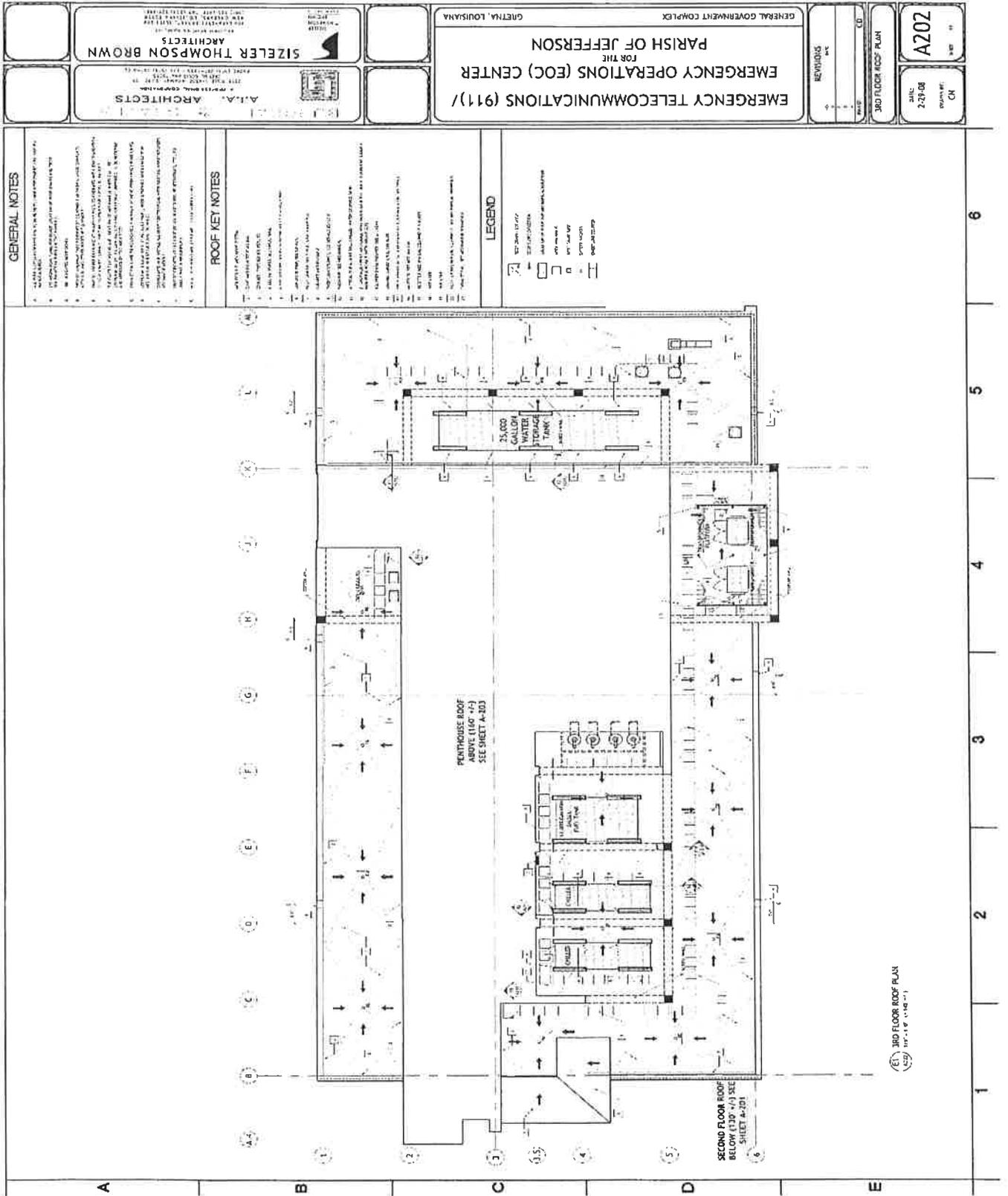
**A.I.A. ARCHITECTS**

MEMBER OF THE INTERNATIONAL ASSOCIATION OF ARCHITECTS  
1100 PINE STREET, SUITE 200  
MONROE, LOUISIANA 70132  
PHONE: (504) 235-1100  
FAX: (504) 235-1101  
WWW.AIA-ARCHITECTS.COM

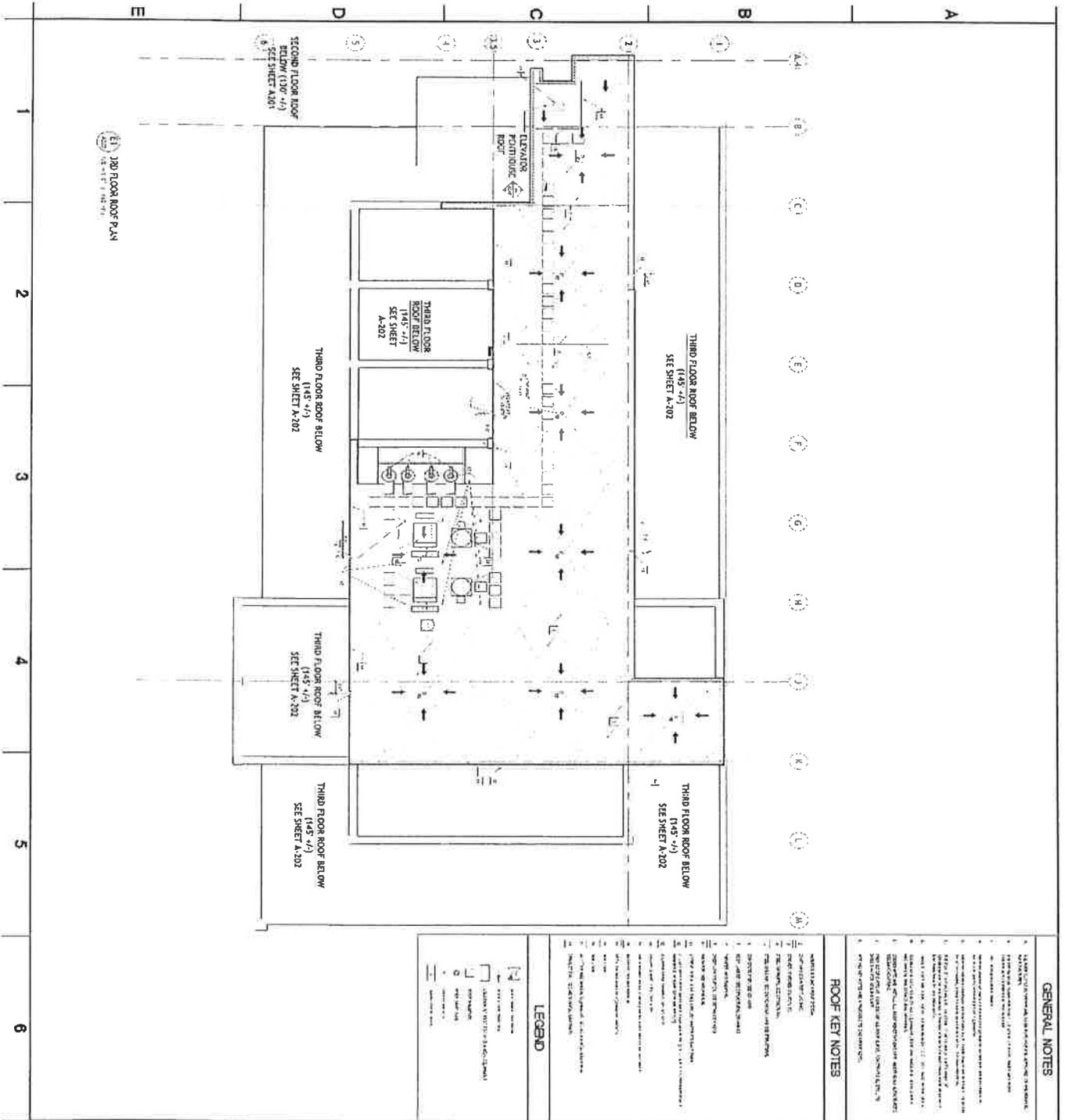
**AZ01**

DATE: 12/29/08  
DRAWN BY: CN

2ND FLOOR ROOF PLAN



Attachment "A" Continued



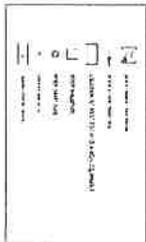
GENERAL NOTES

1. ALL WORK SHALL BE IN ACCORDANCE WITH THE LATEST EDITIONS OF THE BUILDING CODES AND SPECIFICATIONS.
2. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS FROM THE APPROPRIATE AGENCIES.
3. THE CONTRACTOR SHALL MAINTAIN ACCESS TO ALL ADJACENT PROPERTIES AND UTILITIES AT ALL TIMES.
4. ALL MATERIALS AND WORKMANSHIP SHALL BE SUBJECT TO INSPECTION AND APPROVAL BY THE ARCHITECT.
5. THE CONTRACTOR SHALL PROTECT ALL EXISTING UTILITIES AND STRUCTURES TO REMAIN.
6. ALL DIMENSIONS SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
7. THE CONTRACTOR SHALL MAINTAIN THE EXISTING GRADE AND SURFACE FINISHES UNLESS OTHERWISE NOTED.
8. ALL WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
9. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY INSURANCE AND BONDS.
10. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

ROOF KEY NOTES

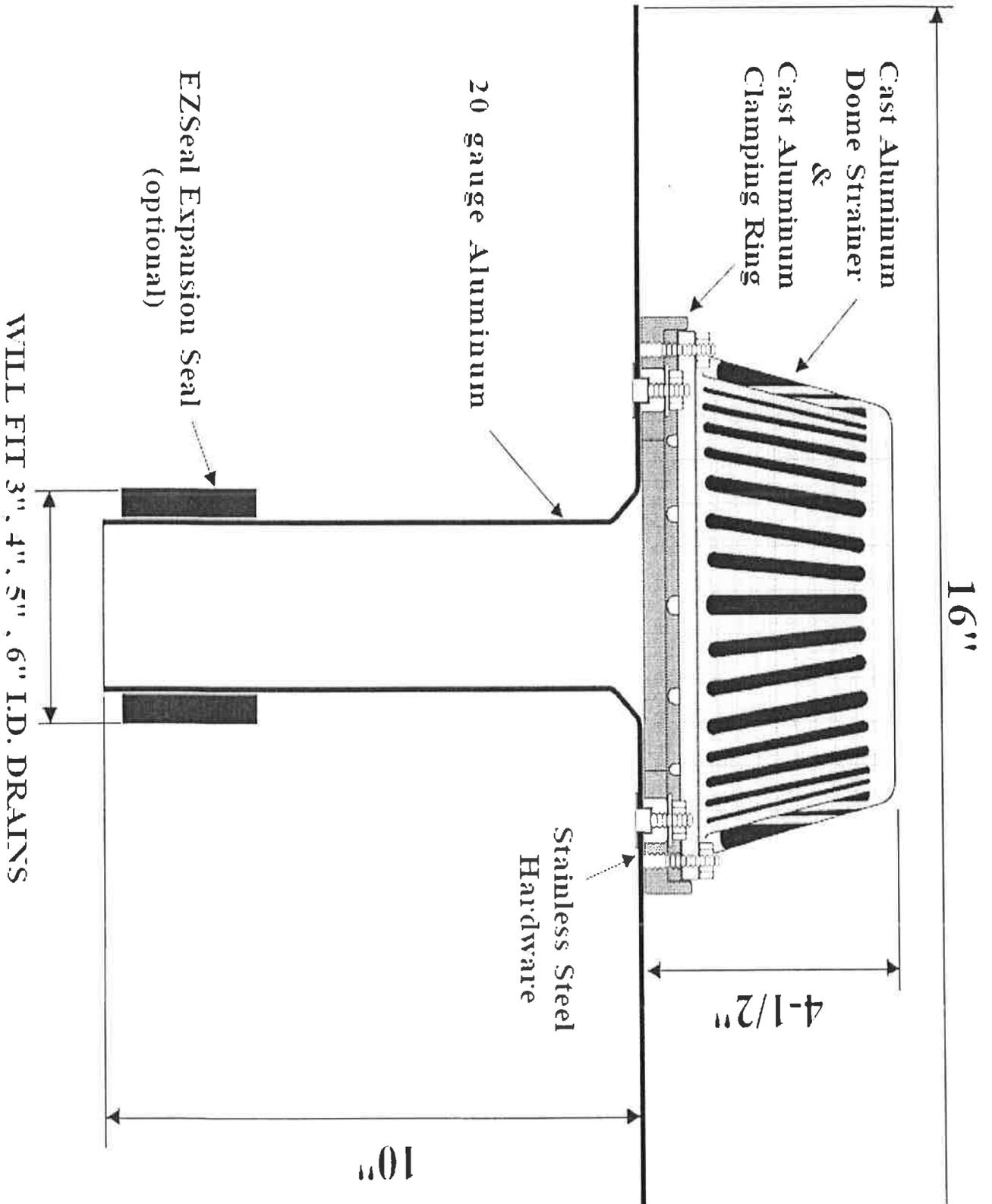
1. ROOF SHALL BE AS SHOWN UNLESS OTHERWISE NOTED.
2. ALL ROOF FLASHINGS SHALL BE INSTALLED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
3. THE CONTRACTOR SHALL MAINTAIN THE EXISTING ROOF DRAINAGE SYSTEM.
4. ALL ROOF PENETRATIONS SHALL BE FLASHED AND DETAILED IN ACCORDANCE WITH THE MANUFACTURER'S INSTRUCTIONS.
5. THE CONTRACTOR SHALL MAINTAIN THE EXISTING ROOF STRUCTURE.
6. ALL ROOF WORK SHALL BE COMPLETED WITHIN THE SPECIFIED TIME FRAME.
7. THE CONTRACTOR SHALL BE RESPONSIBLE FOR OBTAINING ALL NECESSARY PERMITS AND APPROVALS.
8. ALL WORK SHALL BE COMPLETED IN ACCORDANCE WITH THE CONTRACT DOCUMENTS.

LEGEND



<p>DATE: 2/27/08 DRAWN BY: [Name] CHECK BY: [Name]</p> <p><b>A203</b></p>	<p>REVISIONS</p> <table border="1"> <tr> <th>NO.</th> <th>DESCRIPTION</th> </tr> <tr> <td> </td> <td> </td> </tr> </table>	NO.	DESCRIPTION			<p align="center"><b>EMERGENCY TELECOMMUNICATIONS (911)/ EMERGENCY OPERATIONS (EOC) CENTER FOR THE PARISH OF JEFFERSON</b></p> <p align="center">GENERAL GOVERNMENT COMPLEX      GRETNA, LOUISIANA</p>		<p align="center"><b>SIZELER THOMPSON BROWN ARCHITECTS</b></p> <p align="center">1200 PINE STREET, SUITE 200 NEW ORLEANS, LA 70112-2000 504.581.1234</p>	
NO.	DESCRIPTION								

Attachment "B"



## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **WORKER'S COMPENSATION INSURANCE**

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

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

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.

# *Authorized Applicator*

This is to acknowledge that

**SUPREME ROOFING AND CONSTRUCTION, LLC**

---

has successfully met all requirements  
for authorization from **The Garland Company, Inc.**,  
as an installer of Garland Roofing Systems  
on the following project

*Jefferson Parish EOCC Retrofit*  
*Drains*



Scott Craft, General Manager  
Issued: 06/20/2019  
Expiration: 12/31/2019



Scott Schneidewind, CDT  
Gulf Coast East Regional Manager



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

June 21, 2019

**ADDENDUM # 1**

Bid No.: 50-126925

Bid Opening Date: 7-1-2019

**For: LABOR & MATERIALS TO REPAIR & RETROFIT EXISTING ROOF DRAINS FOR THE  
JEFFERSON PARISH EMERGENCY OPERATIONS & COMMUNICATIONS CENTER**

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**ADDITION:**

COLOR PLAN COPIES ARE AVAILABLE FOR PICK-UP AT THE GENERAL GOVERNMENT BUILDING, PURCHASING DEPARTMENT, SUITE 4400, MONDAY – FRIDAY BETWEEN THE HOURS OF 8:30-4:00 P.M.

**\*\*\* BID OPEN DATE WILL REMAIN ON 7/1 @ 11:00 A.M. \*\*\*\***

Sincerely,

*Shanna Folse*

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Shanna Folse, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000126925 LABOR, MATERIALS & EQUIPMENT NEEDED TO REPAIR &  
RETROFIT EXISTING ROOF DRAINS FOR THE JEFFERSON PARISH  
EMERGENCY OPERATIONS & COMMUNICATIONS CENTER**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

21-Jun-2019 09:36:04 AM



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000126925 LABOR, MATERIALS & EQUIPMENT NEEDED TO REPAIR &  
RETROFIT EXISTING ROOF DRAINS FOR THE JEFFERSON PARISH  
EMERGENCY OPERATIONS & COMMUNICATIONS CENTER**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
01-Jul-2019 09:01:21 AM



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

June 27, 2019

**ADDENDUM # 2**

Bid No.: 50-126925

Bid Opening Date: 7-1-2019

**For: LABOR & MATERIALS TO REPAIR & RETROFIT EXISTING ROOF DRAINS FOR THE  
JEFFERSON PARISH EMERGENCY OPERATIONS & COMMUNICATIONS CENTER**

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**ADDITION:** QUESTIONS SENT IN FOR THIS BID FOLLOWED BY THE ANSWERS:

**QUESTION 1:**

The bid documents specify the replacement drains as: "4" Viking aluminum clampTite re-roof drain kits with aluminum dome strainers."

**Answer to Question 1:**

Correct

**QUESTION 2:**

Can you confirm that these are to be supplied by the winning bidder?

**Answer to Question 2:**

As per section 5.0 the successful bidder shall "Furnish and install twenty (20) new 4" Viking® aluminum clampTite™ reroof drain kits with cast aluminum dome strainers".

**QUESTION 3:**

Are substitutions allowed?

**Answer to Question 3:**

No substitutions will be allowed several drains have already been retrofit with the specified product and we need to keep all drain repair kits the same.



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

**QUESTION 4:**

Can you confirm the preferred schedule for the repairs?

**Answer to question 4:**

See attachment "A" of the specifications for schedule of repairs.

**\*\*\* BID OPEN DATE WILL REMAIN ON 7/1 @ 11:00 A.M. \*\*\*\***

Sincerely,

*Shanna Folse*

Shanna Folse, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**



**SUPREME ROOFING AND CONSTRUCTION, LLC  
RESOLUTION**

**BE IT RESOLVED BY THE BOARD OF DIRECTORS OF Supreme Roofing and Construction, LLC**, that **Ray J, Palmer, President** and he is hereby authorized and empowered for and on the behalf of this corporation to sign any and all contracts.

I, **RAY J. PALMER**, Member of Supreme Roofing And Construction, LLC, a corporation organized under the laws of the State of Louisiana with its legal domicile in the Parish of Jefferson in the State of Louisiana, do hereby certify that the foregoing is true and correct copy of a resolution unanimously adopted by the Board of Directors of said corporation at a meeting thereof legally called and convened and held on the **15<sup>th</sup>** day of **January 2019** at the corporation legal domicile with a quorum in attendance; and that such resolution has not been rescinded or modified.

IN WITNESS WHEREOF, I have hereunto set my hand and the seal of said corporation this **15<sup>th</sup>** day of **January 2019**.

**Ray J. Palmer, Member**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/11/2019

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Brown & Brown of Louisiana New Orleans Office 1515 Poydras Street, Ste 1150 New Orleans, LA 70112 David N. Watts	<b>CONTACT NAME:</b> David N. Watts		
	<b>PHONE (A/C, No, Ext):</b> 504-586-1000	<b>FAX (A/C, No):</b> 504-586-8600	
<b>E-MAIL ADDRESS:</b> dwatts@bbgno.com			
<b>INSURED</b> Supreme Roofing & Construction 19 East Third St Kenner, LA 70062	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	<b>INSURER A:</b> *Continental Casualty Company		20443
	<b>INSURER B:</b> *National Fire Ins Co Hartford		20478
	<b>INSURER C:</b>		
	<b>INSURER D:</b>		
	<b>INSURER E:</b>		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR Y/YD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER	X	X	6075804634	03/01/2019	03/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPIOP AGG \$ 2,000,000	
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS	X	X	6075898935	03/01/2019	03/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$	
A	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DEQ    RETENTIONS	X	X	6075898921	03/01/2019	03/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000	
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	X	6075804648	03/01/2019	03/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E L EACH ACCIDENT \$ 1,000,000 E L DISEASE - EA EMPLOYEE \$ 1,000,000 E L DISEASE - POLICY LIMIT \$ 1,000,000
A	Installation Fltr			6072872209	03/01/2019	03/01/2020	2,000,000	

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedules, may be attached if more space is required)  
Holder: Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and Parish Council  
Jefferson Parish Bid No. 50-125669 Labor & Materials to Supply & Install a roof for The Jefferson Parish Eastbank Department of Parks & Recreation

<b>CERTIFICATE HOLDER</b>  Jefferson Parish Purchasing Department Shanna Folse 5300 Irving Street Metairie, LA 70003	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 