

DATE: 2/06/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00112390

**JEFFERSON PARISH**

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

VENDOR:

BUYER: LFRANCIS

Bids will be received until 11:00 AM, 2/19/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

10 days

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

14 days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

30 days

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 2/19/15

NUMBER: 2 2/25/15

NUMBER: 3 2/27/15

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 27237

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME:

Nu-Arrow Industries dba Arrow Fence

SIGNATURE:

(Must be signed here)

[Signature]

TITLE:

Vice President

PRINT OR TYPE NAME:

Kelly Burns

ADDRESS:

2445 Aberdeen St.

CITY, STATE:

Kenner, LA

ZIP:

70062

TELEPHONE:

504 467-6467

FAX:

504 467-6488

EMAIL ADDRESS:

arrowfence@nuarrow.com

TOTAL PRICE OF ALL BID ITEMS: \$ 24,985.00

DATE: 2/06/2015

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112390

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>JPRD SOFTBALL COMPLEX FENCE REPAIRS</p> <p>0001- Fence repairs and upgrades for the Softball complex located at 6928 Saints Drive.</p> <p>Contact Brad Roth at 699-3339</p> <p>Please see attached Specs.</p>	24,985. <sup>00</sup>	24,985. <sup>00</sup>

# AIA® Document A310™ – 2010

## Bid Bond

**CONTRACTOR:***(Name, legal status and address)***Nu-Arrow Industries, Inc. dba Arrow Fence****2445 Aberdeen Street****Kenner, LA 70062****OWNER:***(Name, legal status and address)***Jefferson Parish, Purchasing Department****P.O. Box 9****Gretna, LA 70054-0009****BOND AMOUNT: Five Percent (5%) of Total Amount Bid****PROJECT:***(Name, location or address, and Project number, if any)***BID NO. 50-00112390 - JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES****SURETY:***(Name, legal status and principal place of business)***Allegheny Casualty Company****One Newark Center 20th Floor****Newark, NJ 07102**

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.


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 **5th** day of **March** **2015**

  
(Witness)

  
(Witness)

**Nu-Arrow Industries, Inc. dba Arrow Fence**

*(Principal)**(Seal)**(Title)* **Andrew Burns - Secretary**

**Allegheny Casualty Company**

*(Surety)**(Seal)**(Title)* **Meghann Turner, Attorney-in-Fact**

Int.

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# POWER OF ATTORNEY

## INTERNATIONAL FIDELITY INSURANCE COMPANY ALLEGHENY CASUALTY COMPANY

ONE NEWARK CENTER, 20TH FLOOR NEWARK, NEW JERSEY 07102-5207

**KNOW ALL MEN BY THESE PRESENTS:** That **INTERNATIONAL FIDELITY INSURANCE COMPANY**, a corporation organized and existing under the laws of the State of New Jersey, and **ALLEGHENY CASUALTY COMPANY** a corporation organized and existing under the laws of the State of Pennsylvania, having their principal office in the City of Newark, New Jersey, do hereby constitute and appoint

**RONALD THOMAS TURNER, MEGHANN TURNER, GARRETT TURNER, MARY CATHERINE TURNER**

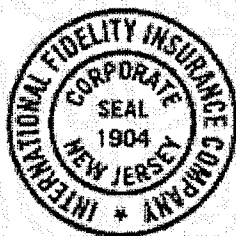
Baton Rouge, LA.

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY**, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY** and is granted under and by authority of the following resolution adopted by the Board of Directors of **INTERNATIONAL FIDELITY INSURANCE COMPANY** at a meeting duly held on the 20th day of July, 2010 and by the Board of Directors of **ALLEGHENY CASUALTY COMPANY** at a meeting duly held on the 15th day of August, 2000:

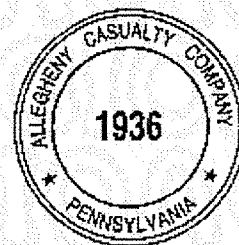
"RESOLVED, that (1) the President, Vice President, Executive Vice President or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY** have each executed and attested these presents on this 22nd day of July, 2014.



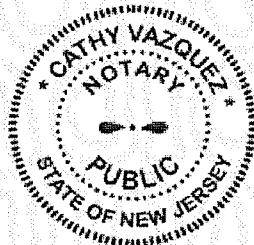
STATE OF NEW JERSEY  
County of Essex

ROBERT W. MINSTER  
Executive Vice President/Chief Operating Officer  
(International Fidelity Insurance Company)  
and President (Allegheny Casualty Company)



On this 22nd day of July 2014, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY**; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.



A NOTARY PUBLIC OF NEW JERSEY  
My Commission Expires April 16, 2019

### CERTIFICATION

I, the undersigned officer of **INTERNATIONAL FIDELITY INSURANCE COMPANY** and **ALLEGHENY CASUALTY COMPANY** do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand this

5<sup>th</sup>

day of March, 2015

MARIA BRANCO, Assistant Secretary

## **INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

### **1. 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.

### **2. 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.

### **3. 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.

## **DEDUCTIBLES**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

## **UMBRELLA LIABILITY COVERAGE**

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

## **CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

### **OWNER'S PROTECTIVE LIABILITY**

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

### **BUILDER'S RISK INSURANCE**

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

### **NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

**JPRD Softball Complex Fence Repairs and Upgrades Located at 6928 Saints Drive Metairie, La 70003.**

**Section 1.0- Pre-Bid Conference:**

Pre-Bid Conference with inspection of the site shall be held FEBRUARY 12, 2015 for 10:00am at 6921 Saints Drive Metairie, La 70003. All bidders should attend the Pre-Bid Conference. Failure to attend the Pre-Bid shall not relieve the bidder of responsibility for information discussed at the Conference. The purpose of this Conference is to answer any questions and to inspect the site with owner's representative, etc.

The Pre-Bid Conference does not relieve the successful bidder from necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specifications without cost to owner.

**Section 2.0-Scope:**

**Fence Repairs and Upgrades to Fields 1 and Field 2 at the JPRD Softball Complex located at 6928 Saints Drive.**

**A. 6' High Repairs**

1. Remove approximately 93' of damaged chain link fence fabric.
2. Install 93' of new 6' high 9 ga. fence fabric on existing framework.

**B. 10' High Repairs**

1. Remove approximately 64' damaged chain link fence fabric.
2. Install 64' of new 10' high 9 ga. fence fabric on existing framework.

- C. 1. 1029'-6' high commercial chain link fence with top and bottom rails. Bottom rails to be welded between posts.  
2. 2-12'x6' high commercial chain link double swing gates.  
3. 2-4'x6' high commercial chain link single swing gates.

### **Section 3.0- Quantities/Inspection:**

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials required to complete the job. Contact Brad Roth at 699-3339 Monday, Tuesday, Wednesday, and Friday between the hours of 9:00am and 3:00pm for an appointment.

### **Section 4.0-Bid Specifications:**

**Fabric:** 72" 9 GA. Galvanized (2" Mesh) chain link fabric.

**Top & Bottom Rail:** 1 5/8" O.D. Full weight pipe, 2.27lbs. per foot  
top rail 21' in length, joined with 1 5/8" sleeve.  
Bottom rail welded into place.

**Line Post:** 2 1/2" O.D. Full weight pipe 3.65lbs. per foot. Line posts set 10' on center maximum spacing.

**Terminal Post:** 3" O.D. Full weight pipe, 5.79 per foot.



**Bracing:** 1 5/8" O.D. Full weight pipe, 2.27lbs. per foot, used for the middle rail.

**Gates:** Single Swing Gate: Framework of 1 5/8" full weight pipe, 2.27lbs. per foot.

Double Swing Gate: Framework of 1 5/8" full weight pipe  
2.27lbs. per foot.

Gates braced and trussed as necessary. Same fabric as fence.

**Gates Post:** Single Swing Gate: 3" O.D. Full weight pipe, 5.79lbs. per foot.

Double Swing Gate: 4" O.D. Full weight pipe, 9.11lbs. per foot.

**Fittings:** Regular 12 GA x 3/4 " brace band and carriage bolt, pressed steel rail-end, pressed steel loop cap, pressed steel cap, 3/16" x 3/4" tension bar, regular 14 GA x 3/4" tension band and carriage bolt.

**Tire Wire:** 8 1/4" 9GA aluminum tire wire and 6 1/2" 12 GA steel tie wire spaced 12" on center for line posts and 12" on center for rails.

#### **Section 4.1- Hours of Work:**

Work to be performed, shall be scheduled during normal working hours (7:00am-5:00pm).

## **Section 5.0- Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily, to include area outside the fenced area. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable materials must be removed from the job site daily as storage will not be permitted on the premises.

Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish and private properties. Any such damages shall remain the sole responsibility of the contractor.

Trash and debris shall become the property of the contractor which must be disposed of by and at the expense of the contractor. Trash and debris must not be put in Parish dumpsters.

There must be fire watch present when any cutting, burning, or welding is taking place and two (2) hours thereafter. The fire watch and his equipment will be the sole responsibility of the contractor.

## **Section 6.0-Warranty:**

All workmanship and materials must have at least a one (1) year warranty from the date of acceptance of the project, against defects. The contractor must agree upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacement, and corrections which may be required to make good on all defects in materials, workmanship, and / or equipment under its intended use, within the one (1) year warranty period.

Contractor guarantees to hold Jefferson Parish harmless from any damage arising from faulty workmanship or materials performed and / or installed within the duration of the warranty.

#### **Section 7.0-Insurance:**

Contractor shall not commence work until he has obtained all insurance and complied with the requirements of the specifications under Resolution No.113646 and No. 113647.

The Insurance requirement documents will be included in the Bid Form.

#### **Section 8.0-Liquidated Damages:**

Liquidated damages in the amount of \$50 per day will be assessed for each day that expires sixty (60) days from the date of the written Notice to Proceed until the work is substantially complete. The Contractor will have ten (10) additional days to final completion.

#### **Section 9.0- Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful contractor and the owner before any work commences. No work shall be performed until a Written Notice to Proceed, issued by the Jefferson Parish Department of Parks and Recreation, is received by the contractor.



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000112390 - JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES**  
Jefferson Parish Government

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

02-Mar-2015 02:13:20 PM



# JEFFERSON PARISH DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

February 19, 2015

## ADDENDUM NO.1

Bid No.: 50-00112390

Bid Opening Date: February 19, 2015

Bid Opening Extension Date: February 27, 2015

**For: JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES**

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### Clarification of Specifications:

- The listed project number has been extended until the 27<sup>th</sup> of February 2015 for 11:00am.

Sincerely,

A handwritten signature in dark ink, appearing to read "Laniel L. Francis", is written over a horizontal line.

Laniel L. Francis, 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

**5000112390 - JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
02-Mar-2015 02:10:48 PM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

February 25, 2015

### ADDENDA NO.2

**Bid No.: 50-00112390**

**Bid Opening Date: February 19, 2015**

**Bid Opening Extension Date: March 03, 2015**

**For: JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES**

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#### Clarification of Specifications:

- The end user department added a drawing for the listed project number. This drawing is attached to this addendum, and to our on-line bidding website [www.jeffparishbids.net](http://www.jeffparishbids.net).

Sincerely,

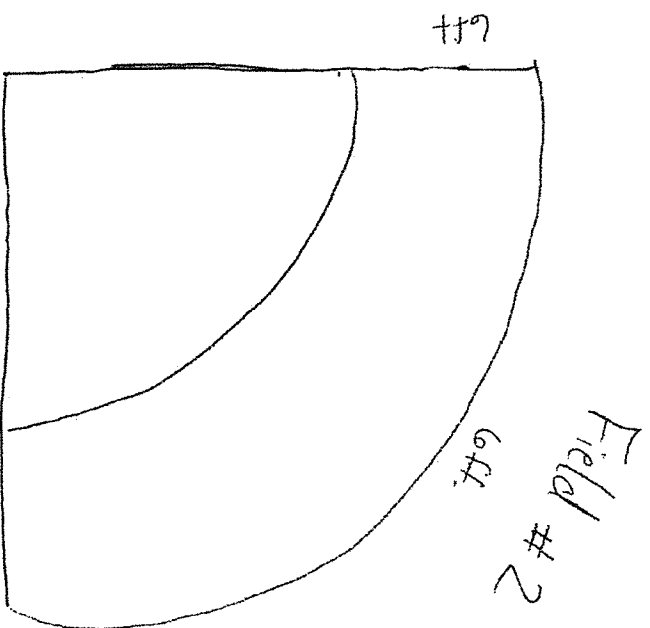
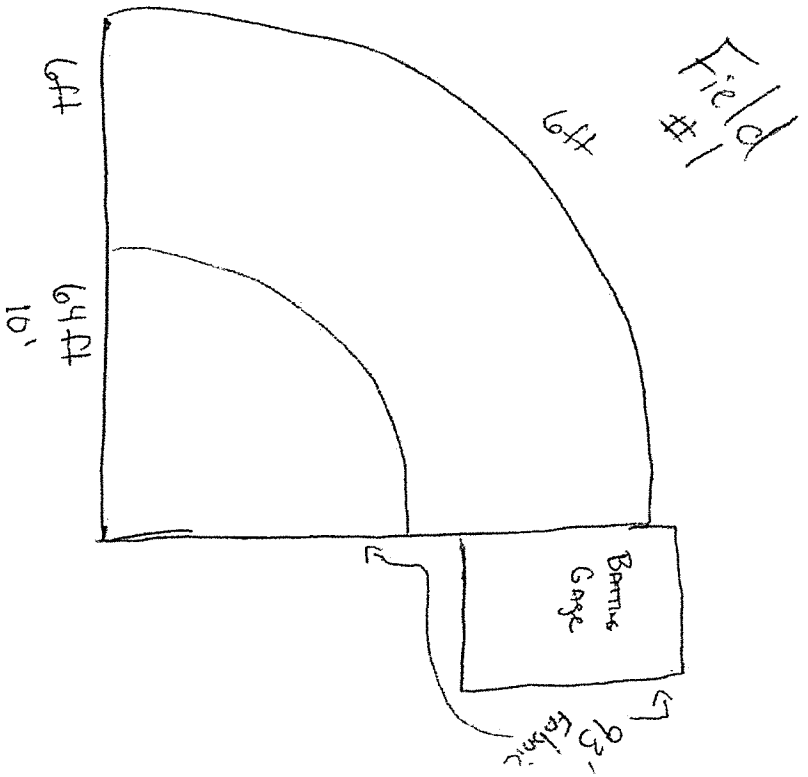
A handwritten signature in black ink, reading "Laniel L. Francis", is written over a horizontal line.

Laniel L. Francis, 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.**

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# Miley Softball Complex



SWING Gate locations will be discussed  
During Pre-Construction





**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000112390 - JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES**  
Jefferson Parish Government

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

## DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

February 27, 2015

### ADDENDA NO.3

Bid No.: 50-00112390

Bid Opening Date: February 19, 2015  
Bid Opening Extension Date: March 05, 2015

**For: JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES**

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#### Clarification of Specifications:

- A 5% surety bond is required for this bid solicitation. Please read and follow the instructions on our required bid form, and on-line bidding website [www.jeffparishbids.net](http://www.jeffparishbids.net).
- The instruction number is eleven (11), which reads: Each bid must be accompanied by a cashier's check, certified check, or surety bid bond **in the amount of 5% of the total bid amount, WHEN INDICATED IN THE SPECIFICATIONS**. 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 bond will be accepted as part of the electronic bid submission.

Sincerely,

A handwritten signature in cursive script, reading "Laniel L. Francis", is written over a horizontal line.

Laniel L. Francis, 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.**

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**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000112390 - JPRD SOFTBALL COMPLEX REPAIRS AND UPGRADES**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
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DATE: 2/06/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00112390

**JEFFERSON PARISH**

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

VENDOR:

BUYER: LFRANCIS

Bids will be received until 11:00 AM, 2/19/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 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 [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

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 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

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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 A1 17.1-1961).

## 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.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

## ADDITIONAL REQUIREMENTS FOR THIS BID

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

3,5,6,10,13

6921 SAINTS DRIVE METAIRIE LA 70003

10:00AM

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid submitted, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, money order, or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

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.