

DATE: 10/31/2018

Page: 5

BID NO.: 50-00124472

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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 2/15/19

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

12-16 Weeks ARO

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

37819

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Hahn Enterprises, Inc.

ADDRESS: P.O. Box 19495

CITY, STATE: New Orleans, LA ZIP: 70179

TELEPHONE: (504) 488-3536 FAX: (504) 488-3506

EMAIL ADDRESS: tania e hahn - enterprises.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: 01

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED SIGNATURE: Tania Hahn

TITLE: President

Tania Hahn

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.

DATE: 10/31/2018

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124472

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>VENDOR TO SUPPLY AND INSTALL ELECTRICAL TELESCOPIC BLEACHERS AT KENNEDY HEIGHTS PLAYGROUND FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION</p> <p>0010 - Vendor to supply labor, material and equipment to furnish and install electrical telescopic bleachers on the south wall of the Kennedy Heights Gym, per the attached specifications.</p>	29,996.00	29,996.00



HAHNENT-01

DEBI

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

11/30/2018

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 Eustis Insurance, Inc. 110 Veterans Memorial Boulevard Suite 200 Metairie, LA 70005	CONTACT NAME:		
	PHONE (A/C, No, Ext): (504) 586-0440	FAX (A/C, No): (504) 565-5219	
	E-MAIL ADDRESS: info@eustis.com		
INSURED Hahn Enterprises, Inc. P. O. Box 19495 New Orleans, LA 70179	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: State National Insurance Company		12831
	INSURER B: Republic Fire & Casualty Insurance Company		10810
	INSURER C: Burlington Ins. Company		23620
	INSURER D: LUBA Casualty Insurance Company		12472
	INSURER E:		
INSURER F:			

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			XNDP2-02395-00	02/16/2018	02/16/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			FCA1000726	02/16/2018	02/16/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			HFF0006413	02/16/2018	02/16/2019	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
D	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	028000016578118	02/16/2018	02/16/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

(1)- Bid# 50-00124472 Kennedy Heights Playground

Additional Insured forms with form titles for General Liability blanket if required by written contract subject to terms, conditions and exclusions of the forms:

G2010 10/01 edition date- Additional Insured-Owners, Lessees or Contractors

G2037 10/01 edition date- Additional Insured Owners, Lessees or Contractors-Completed Operations

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish Department of Parks and Recreation 6925 Saints Drive Metairie, LA 70003	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



ADDITIONAL REMARKS SCHEDULE

AGENCY Eustis Insurance, Inc.		NAMED INSURED Hahn Enterprises, Inc. P. O. Box 19495 New Orleans, LA 70179 Orleans	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:

IL 12 03 04 06 edition date- Primary & Non-Contributory- Other Insurance Condition

CG2404 05/09 edition date-Waiver of Transfer of Rights of Recovery Against Others to Us

Additional Insured form for with coverage titles for Automobile Liability blanket if required by written contract subject to terms conditions, and exclusions of the form:

CA990187 07/15 edition date- Business Auto Coverage Expansion Endorsement - includes Blanket Additional Insured Status for Certain Entities- Section A Item #1 letter F; Waiver of Subrogation For Auto Liability Losses Assumed Under Insured Contract -Section P; Insurance is Primary and Non-Contributory- Section Q

Waiver of Subrogation form with form title for Worker's Comp. blanket if required by written contract subject to terms, conditions, and exclusions of the form:

Worker's Comp. form WC00 03 13 4184 edition date - Waiver of Our Right to Recover From Others Endorsement

With respects to the above general liability policy, The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and Parish Council will be considered as additional insureds if required by written contract subject to form CG2010 10/01 terms and conditions.

Non-Public Works Bid

AFFIDAVIT

STATE OF LouisianaPARISH/COUNTY OF Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Tania
Hahn, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Hahn Enterprises, Inc (Entity),
the party who submitted a bid in response to Bid Number 50-00124472, 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.

J. Hahn
Signature of Affiant

Tania Hahn
Printed Name of Affiant

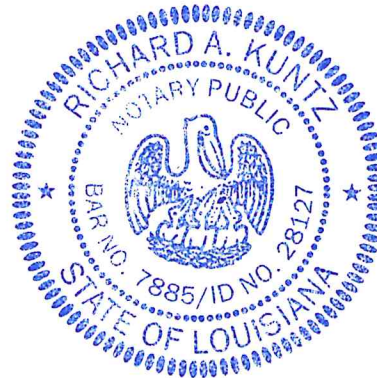
SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 12 DAY OF Nov, 2018.

Richard A. Kuntz
Notary Public

Richard Kuntz
Printed Name of Notary

28127
Notary/Bar Roll Number



My commission expires is issued for life

[Print](#)

Notary Search - Detail

Name: MR. RICHARD A. KUNTZ
Address: 4902 CANAL ST., SUITE 400
NEW ORLEANS, LA 70119
Phone: (504) 488-6066
Notary ID Number: 28127
Parish: ORLEANS with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 7885
Status: Active
Commission Date: 11/21/1953
Oath Date: 11/11/1953
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

[Back to Search Results](#)[New Search](#)

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Hahn Enterprises
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Hahn Enterprises
INCORPORATED, DULY NOTICED AND HELD ON November 14, 2018,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Tania Hahn, 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

11/14/18
DATE



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

November 20, 2018

ADDENDUM # 1

Bid No.: 50-00124472

Bid Opening Date: December 6, 2018, 2:00 pm

For: VENDOR TO SUPPLY AND INSTALL ELECTRICAL TELESCOPIC BLEACHERS AT KENNEDY HEIGHTS PLAYGROUND FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION

❖ **REVISION OF SPECIFICATIONS: PART 2 – PRODUCT, 2.1 Manufacturers, A, 6. Product Requirements:**

Remove: b. Bank A Length shall be: 39 feet
Replace with: b. (1) Bank shall be 80 feet long

Remove: c. Bank B Shall be: 39 feet

Remove: d. Number of rows: Five (5)
Replace with: d. Number of rows: Six (6)

Sincerely,

Melissa Ovalle

Melissa Ovalle, 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.



Bid Number 50-00124472

**VENDOR TO SUPPLY AND INSTALL ELECTRICAL TELESCOPIC BLEACHERS
AT KENNEDY HEIGHTS PLAYGROUND FOR THE JEFFERSON PARISH
DEPARTMENT OF PARKS AND RECREATION**

BID DUE: December 6, 2018, 2:00 PM

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all provisions
in the technical specifications and Jefferson Parish Instructions for Bidders and
General Terms and Conditions. All bids must be received in the Purchasing
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Melissa Ovalle
Buyer Email: movalle@jeffparish.net
Buyer Phone: (504) 364-2687**

JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION TO SUPPLY MATERIALS AND EQUIPMENT TO REPLACE BLEACHERS AT KENNEDY HEIGHTS PLAYGROUND

PRE-BID CONFERENCE

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

All prospective bidders are invited to attend the non-mandatory pre-bid conference which will be held at 9:00 am on November 20, 2018 at Kennedy Heights Playground located at 248 Mission Court Avondale, LA 70094. 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.

LICENSE REQUIREMENT

A Louisiana State Contractor's License shall be required in the following classification:

SPECIALTY: Recreation and Sporting Facilities and Golf Courses

The above 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. 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.

GENERAL INFORMATION

- **Job Site**
 - Work to be performed at Kennedy Heights Playground,
248 Mission Court Avondale, LA 70094
- **Owner's Responsibilities**
 - Owner will remove old bleachers.
 - Owner will choose colors from color chart provided by winning bidder.
- **Vendors' Responsibilities**
 - All bidding vendors will be responsible for taking accurate measurements to provide correct material amounts and labor costs.

Part 1 - SCOPE OF WORK

1.1. Description

A. Scope

1 Manufacturer's Design Criteria

- a. Gymnasium seat assembly is designed to support, in addition to its own weight, a live load in excess of 120 pounds per linear foot or 100 pounds per square foot (whichever affect is greater), front to rear sway in excess of 10 pounds per linear foot and a parallel sway load in excess of 24 pounds per linear foot of row.
- b. Guard railings are engineered to withstand a load of 200 pounds per foot at top rail and an intermediate load of 150 pounds per foot.
- c. Steel structure must be free standing when installed and include 4 steel columns per row per section. Those manufacturers which only include 2 columns per row, per section are not acceptable.
- d. Steel columns must be fabricated from structural high tensile steel tubing; minimum size of tubing will be 1.5 x 3 inches x 10 gauge. Those manufacturers providing formed steel or angle iron columns in place of structural tubing are not acceptable. Maximum spacing between columns shall be 11 feet 6 inches.
- e. Last Row columns shall be no more than 40 inches from end of bleacher decking, nosing and riser.
- f. Two row locks per row, per bleacher section manufactured from ¾ inch hot rolled steel to prevent racking of bleachers as they are retracting are required.
- g. Footboards shall be Panelam Decking on ¾ inch plywood or equal.
- h. Aluminum trim shall be installed on all exposed edges. Extruded aluminum joiners shall be placed between adjacent footboards.
- i. Molded seats shall be one-piece, 18 inches wide of high density polyethylene structural foam with full perimeter interlock and concealed mounting hardware. End caps shall be provided at all ends, aisle ways and ADA locations. Colors are bright without excessive streaking. "Waterfall" coloring will not be acceptable. Indents for numbers and letters shall be standard.
- j. No less than 4 inch diameter x 1 ¼ inch soft faced, non-marking rubber wheels to support understructure system shall be provided with sintered metal bearings and clips for easy replacement.
- k. Nose beam shall be formed from 14 gauge minimum galvanized steel. Steel shall have G90 galvanized coating or better. These will encapsulate ¾ inch plywood decks.
- l. Rear riser shall be formed from 14 gauge minimum galvanized steel. Steel shall have G90 galvanized coating or better.
- m. Handicapped seating provisions: Provide recoverable first tier cutouts as required by ADA. Include manufacturer's standard front guardrail and closure panel below. Shop drawings will reflect locations.

1.2. Quality Assurance**A. Acceptable Manufacturer**

1. The manufacturer shall be a firm experienced in the manufacturing of telescoping bleacher seating systems.
2. The telescopic seating system specified herein shall comply with the International Code 2006 Edition, NFPA 102 Standard for Grandstands, Folding and Telescopic Seating, Tents and Membrane Structures 2006 Edition; and specifically with Chapter 5, Folding and Telescopic Seating, except where additional requirements are indicated or imposed by authorities have such jurisdiction.
3. The telescopic seating system manufacturer shall employ a registered, professional engineer to certify that equipment to be supplied meets and/or exceeds the design criteria of these specifications. Evidence of such shall be provided prior to award, upon request of the Jefferson Parish Parks and Recreation Department.
4. The telescopic seating system manufacturer shall have all welding done in a CWB/AWB certified shop.

B. Acceptable Installer

1. Installers to be recognized trained and certified by the telescoping bleacher seating manufacturer.

1.3. Submittals**A. Successful bidder shall submit six copies of each of the following:**

1. Manufacturer's shop drawings
2. Manufacturer's standard 1 year warranty and limited 5 year warranty
3. Manufacturer's Operation and Maintenance instructions

B. Successful bidder shall submit seating and deck samples, as required.**1.4. Warranty****A. Successful bidder shall submit manufacturers' standard warranty form for Telescopic seating systems.**

1. The manufacturer shall guarantee all work performed under these specifications to be free from defects for a period of one (1) full year.
2. Replacement structural steel components, nuts, bolts, axles, and wheels as necessary to maintain the integrity of the original installation, will provided at no charge for a period of five (5) years.
3. The guarantee shall be limited to the fair use of the Telescopic Seating System and shall not include acts of vandalism, fire, flood or other situations that do not fall into the general use requirements of the bleachers.
4. A yearly inspection and required maintenance must be performed to maintain the extended 5 year warranty.

PART 2 - PRODUCT

2.1. Manufacturers

- A. The basis of design for the gymnasium seating shown on the plans and detailed in these specifications is by Sheridan Seating, Inc., or equal.

1. **Bidder shall submit detailed product literature and specifications with bid submission if bidding an alternate manufacturer.** Any alternate manufacturer must conform to all specifications herein. Any deviation from this specification is unacceptable.
2. Model number : M200 Molded Seats or equal
3. Aisle Type: Foot level Aisles with center aisle railings with curved top rail terminations.
4. End rails: Typically self-storing ready rails
5. Operation: Integrally powered friction electric operation
6. Product Requirements:
 - a. System to be wall attached
 - b. Bank A Length shall be: 39 feet
 - c. Bank B Shall be: 39 feet
 - d. Number of rows: Five (5)
 - e. Row rise: 10 inches
 - f. Row spacing: 24 inches
7. Accessories:
 - a. Handicapped seating provisions: Provide first tier handicapped cutouts to comply with American Disabilities Act (ADA). All handicap cutouts shall have required railings. Double center cutouts will be recoverable.
 - b. **End railings** shall be designed to withstand the following horizontal forces applied separately:
 - A concentrated load of 200 pounds applied at any point and in any direction along the top railing member.
 - A uniform load of 50 pounds per foot applied vertically downward at the top of the guardrail.
 - Rails shall be permanently mounted the bleachers and automatically extend and stack with the bleachers and when the bleachers are operated. The top rail shall have a design angle of 78 degree outward from vertical to allow the end rail system to automatically extend and stack with the bleachers
 - Intermediate self-storing end railings shall be 51 inches high when mounted to the deck board. Rail mount should be one-piece which will sandwich the deck board. The rail shall be 36 inches high when measured vertically from the center of seat or seat board surface. The end rail shall be 20 inches wide. The vertical members of the guardrail shall be made from one inch

- square, 14 gauge tubular steel with mandrel formed radius edges. The stiffener bracket shall be formed of steel to withstand the required impact loads and the steel tubes shall be welded with full perimeter fillet welds on all four sides
- Each end rail shall be reinforced by a stiffener bracket lapped to the rail at seat board level and attached to the bleacher seat board with three (3) 2 ¼ elevator bolts. The bracket shall be 1/8 inch thick be 1 inch wide with a saddle clamp welded to one end to clamp a vertical structure member. The clamp shall be fastened to the vertical member with two (2) ¼ inch hex head bolts. All attaching hardware to be zinc plated.
 - Top row end rails shall attach to the last intermediate end rail with two clamps on the adjoining vertical members and a stiffener bracket clamped to the rail at seat board level and attached to the bleacher seat board level and attached to the bleacher seat board with three (3) 2-1/4 inch elevator bolts. The top row rail shall be 9 inches wide. The vertical members of the guardrails shall be made from one inch square, 14-gauge tubular steel with mandrel formed radius edges.
 - The five (5) vertical structural members of the end rail shall be spaced so that the vertical openings between the members shall be such as to prevent passage of a four (4) inch-diameter sphere.
 - Vertical structural members shall be 14 gauge tubular steel.
 - End rail and bracket finish shall be specially formulated epoxy powder coated surface that is resistant to rust, scratching, peeling and abrasions. Color choice shall be recommended by the contractor and selected by owner after bid is awarded.
 - End rails are to be self-storing, nesting inside each other while bleachers open/close, without any action by the operator
- c. Obstructions: Note any obstructions (columns, drainage pipes, overhead ducts, etc.) on final shop drawings
- d. **Self-storing "P" aisle rails** shall be permanently mounted to the bleacher by a single pedestal mount with a minimum height of 34 inches high with terminating mid rail. Handrails shall be attached to a socket which shall rotate 90 degrees for easy storage in socket. Aisle handrails that detached from the socket, removed from the mounting bracket, or designed to lie down in the socket are **unacceptable**. Spring loaded rail sockets for storage are unacceptable. Aisle rails are to mount to bleacher in at least two (2) locations, including foot/deck boards and riser/nose beam. Railings, posts, and sockets designed to withstand the following horizontal forces applied separately:
- A concentrated load of 200 pounds applied at any point and in any direction along the top railing member

- A uniform load of 50 pounds per foot applied vertically downward at the top of the guardrail.
- e. Rail and bracket finish shall be specially formulated epoxy powder coated surface that is resistant to rust, scratching, peeling and abrasions
- f. **Safety End Closures on all open ends of bleachers.**
Manufactured out of 18 ounce vinyl coated polyester fabric
 - High tensile strength
 - Puncture resistance
 - Mildew resistant
 - Water proof
 - Fire resistant

Attaches to back wall, and bleachers to prevent access to underside of bleachers. Color to be chosen by owner

2.2. FABRICATION

A. Understructure System

1. Structural high-tensile steel columns fabricated from minimum size 1 ½ x 3 inch x 10 gauge structural tubing.
2. Bracing: 1 ½ inch square, structural tubing.
3. Row Locks: Provide two per each row, per bleacher section made of ¼ inch plate, hot rolled steel.
4. Wheels shall be 4 inch diameter x 1 ¼ inch width
5. Maximum spacing between columns shall be 11 feet 6 inches
6. Last Row columns shall be no more than 40 inches from end of bleacher decking, nosing and riser
7. Finish: Provide manufacturers black, semi-gloss, machinery enamel

B. Deck System

1. Footboards shall be ¾ inch plywood with top facing. All surfaces shall be panelam decking or equal. Aluminum trim shall be installed on exposed edges. Adjacent footboards shall be joined by means of extruded aluminum joiner beam sized for ¾ inch footboards. The use of ½ inch or 5/8 inch footboards is unacceptable.
2. Provide thru-bolt fastening through galvanized steel riser beams at locations of splices in rear risers. Front deck connection shall be provided using front steel nose beams.

C. Decking and Riser Supports

1. Decking and riser supports shall form rigid closed deck structure. Tapered deck stiffeners shall be bolted through the front and back.

D. Seat System

1. Molded Structural Foam: Provide one-piece, high density structural polyethylene foam. Scuff resistant, textured solid color with anatomically correct tops. Color(s) for the seat modules shall be determined by the

Architect by providing color charts. Contrasting color effects can be created with custom colors.

E. Electrical System

1. Friction Drive System: A series of electric drives are located under the first row in sufficient quantities necessary to move the system in and out effortlessly. Each tractor drive consists of two 12 inch wide x 6 inch diameter cylinder wheels covered with a specially formulated white 60 durometer soft-faced rubber, grooved for positive grip and low wear while reducing stress on the floor.
2. The tractor is operated by a minimum $\frac{1}{4}$ horsepower gear reduction motor built into a height adjustable steel framework and containing additional weight plates for added traction where necessary. These drives operate from one central control box and a single plug-in, hand-held, low-voltage remote pendant controller which has, in addition to an in-and-out button, a left and right jog button used to always allow for straight and true steering (steering provided where required). The standard system operates with 3 phase, 208 volt 60Hz power.

PART 3 - EXECUTION

3.1. General

- A. Manufacturer's representative or bleacher system installer shall demonstrate the proper method of operation of the bleacher system to the Owner and Architect upon completion of the work.
- B. Telescopic Seating Subcontractor shall verify that all areas are free of impediments interfering with the installation and that substrates are acceptable to receive seating in accordance with the manufacturer's recommendations.
- C. Electrical wiring within the building as required for power operation of the bleachers shall be provided by others.

3.2. Installation

- A. Seating shall be installed in accordance with the manufacturer's instructions and final shop drawings. Telescopic Seating contractor will install all accessories, anchors, inserts, and other items for installation of seating and for permanent attachment to adjoining construction.
- B. Adjustment and Cleaning: Upon completion of installation, Telescopic Seating contractor shall adjust each seating assembly to operate in compliance with manufacturer's recommendations. Telescopic Seating contractor shall clean installed seating on exposed or semi-exposed surfaces and touch up all exposed finishes.
- C. The manufacturer reserves the right to incorporate design changes and material substitutions as it sees fit to improve the overall product.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

July 2018

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

Other Changes Continued:

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms 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, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission.** Bidders must read the insurance requirements attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

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

DATE: 10/31/2018
BID NO.: 50-00124472

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: MOVALLE@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, 12/06/2018 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.

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

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.

2,3,4,5,6,10,13,15

PRE-BID CONFERENCE TO BE HELD AT: KENNEDY HEIGHTS PLAYGROUND 248 MISSION COURT AVONDALE, LA 70094 AT 9:00 AM ON 11/20/2018

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 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

Non-Public Works Bid Affidavit Instructions

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

Instruction sheet may be omitted when submitting the affidavit

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

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 with the concurrence of the Director of Risk Management.

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.

📍 2525 Quail Drive, Baton Rouge, 70808 📞 (225) 765-2301 📧 Text-To-Verify: 1 (855) 999-7896



Louisiana State Licensing Board for Contractors

Contractor Information

Business Name HAHN ENTERPRISES, INC. ✓
Mailing Address P.O. Box 19495
New Orleans, LA 70179
Phone Number (504) 488-3536
Fax Number (504) 488-3506
Email Address sales@hahn-enterprises.com
Website http://null

Active Licenses

License Number 37819
Type Commercial License ✓
Status LICENSED
Effective 03/16/2016
Expiration 03/15/2019
First Issued 03/15/2001

Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Tania Elizabeth Hahn	ALL
SPECIALTY: CARPENTRY	Tania Elizabeth Hahn	ALL
SPECIALTY: DETENTION LOCKS	Tania Elizabeth Hahn	ALL
SPECIALTY: FURNITURE, FIXTURES, AND INSTITUTIONAL & KITCHEN EQUIPMENT	Tania Elizabeth Hahn	ALL
✓ SPECIALTY: RECREATION & SPORTING FACILITIES & GOLF COURSES	Tania Elizabeth Hahn	ALL
SPECIALTY: TELECOMMUNICATIONS	Tania Elizabeth Hahn	ALL
SPECIALTY: TOWER CONSTRUCTION	Tania Elizabeth Hahn	ALL

Oct 18 10 02:50p
A/C PAYABLE
364-2815

Hahn Enterprises

5044883506

p.1

134379

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service		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) Hahn Enterprises, Inc.			
	Business name, if different from above			
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶			
	Address (number, street, and apt. or suite no.) P. O. Box 19495			Requester's name and address (optional)
	City, state, and ZIP code New Orleans, LA 70179			
List account number(s) here (optional)				
Part I Taxpayer Identification Number (TIN)				
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 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 <i>How to get a TIN</i> 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 or Employer identification number 72 1488372
Part II Certification				
Under penalties of perjury, I certify that:				
1. 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				
2. 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				
3. I am a U.S. citizen or other U.S. person (defined below).				
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 4.				
Sign Here	Signature of U.S. person ▶ <i>Jane Hahn</i>			Date ▶ <i>10/18/10</i>
General Instructions				
Section references are to the Internal Revenue Code unless otherwise noted.				
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, 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:				
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),				
2. Certify that you are not subject to backup withholding, or				
3. 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.				
Note. If 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 on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the 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 withholding on your share of partnership income.				
• The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:				
• The U.S. owner of a disregarded entity and not the entity.				

Cat. No. 10231X

Form W-9 (Rev. 10-2007)