



**CENTRALBIDDING**

FROM CENTRAL AUCTION HOUSE

**5000133265 3-YEAR CONTRACT TO PERFORM ANNUAL FIRE ALARM  
FUNCTIONALITY TESTS AND ANNUAL FIRE ALARM SENSITIVITY TESTS  
( IF APPLICABLE) FOR THE JEFFERSON PARISH JUVENILE SERVICES  
DEPARTMENT**

Jefferson Parish Government

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

04-Feb-2021 10:47:30 AM

Facility Automation, Inc.  
12323 S. Choctaw Dr.  
Baton Rouge, LA 70815  
LA Contractor's License #: 29202  
Firm #: F-298  
225 - 923 - 1073  
225 - 923 - 0787 - fax  
Joey@facilityautomation.com  
Bid #: 5000133265



**Bid Number 50-133265**

**3-year contract to perform annual fire alarm functionality tests  
and annual fire alarm sensitivity tests (if applicable) for the  
Jefferson Parish Juvenile Services Department**

**February 5, 2021 at 11:00 am**

**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: Rae Lynn Hartman  
Buyer Email: [rscott@jeffparish.net](mailto:rscott@jeffparish.net)  
Buyer Phone: 504-364-2688**



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

September 2020

### **Changes to Jefferson Parish Bidding Information**

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

**Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured:**

Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

**Electronic Procurement:** Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either [www.centralbidding.com](http://www.centralbidding.com) or [www.jeffparishbids.net](http://www.jeffparishbids.net). All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link:  
<https://www.centralauctionhouse.com/registration.php>.

**Probable Construction Cost:** Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

**Insurance Requirement:** All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053  
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET) WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

DATE: 1/14/2021

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00133265

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT@jeffparish.net

Bids will be received until 11:00 AM, 2/05/2021 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net).

**LATE BIDS WILL NOT BE ACCEPTED**

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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 as amended. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 local 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. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

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

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

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

All formal Addenda require written acknowledgment on the bid form by the bidder by the bidder placing the Addendum number in the appropriate section. 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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).

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.

**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 to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

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

**PRE-BID CONFERENCE TO BE HELD AT: JP Dept Juvenile Svc. 1550 Gretna Blvd.  
Harvey, La 70058 10AM  
ON 1/22/2021**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
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. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies). When 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 an as needed basis contract. 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.

DATE: 1/14/2021

BID NO.: 50-00133265

Page: 4

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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.

## Request for Taxpayer Identification Number and Certification

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

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your Income tax return). Name is required on this line; do not leave this line blank. <b>FACILITY AUTOMATION, INC.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see Instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  (Applies to accounts maintained outside the U.S.)
5 Address (number, street, and apt. or suite no.) See Instructions. <b>12323 SOUTH CHOCTAW DRIVE</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>BATON ROUGE, LA 70815</b>	
7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
7	2		-	1	2	4	5	5 8 2

### Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign  
Here

Signature of  
U.S. person ►

Date ► **3/4/20**

### General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/05/2021

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).

<b>PRODUCER</b> Lewis Mohr Real Estate & Insurance Agency LLC 11051 Coursey Blvd. Post Office Box 15811 Baton Rouge LA 70895		<b>CONTACT NAME:</b> Laurie Bonner <b>PHONE (A/C, No, Ext):</b> (225) 293-1086 <b>FAX (A/C, No):</b> (225) 293-0048 <b>E-MAIL ADDRESS:</b> lbonner@mohragency.com																									
<b>INSURED</b> Facility Automation, Inc. 12323 South Choctaw Dr Baton Rouge LA 70815		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"><tr><td>INSURER A:</td><td>Everest Indemnity Insurance Co</td><td>NAIC #</td><td>10851</td></tr><tr><td>INSURER B:</td><td>Everest Denali Insurance Co</td><td></td><td>16044</td></tr><tr><td>INSURER C:</td><td>La Workers Comp Corp (LWCC)</td><td></td><td>22350</td></tr><tr><td>INSURER D:</td><td></td><td></td><td></td></tr><tr><td>INSURER E:</td><td></td><td></td><td></td></tr><tr><td>INSURER F:</td><td></td><td></td><td></td></tr></table>		INSURER A:	Everest Indemnity Insurance Co	NAIC #	10851	INSURER B:	Everest Denali Insurance Co		16044	INSURER C:	La Workers Comp Corp (LWCC)		22350	INSURER D:				INSURER E:				INSURER F:			
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INSURER C:	La Workers Comp Corp (LWCC)		22350																								
INSURER D:																											
INSURER E:																											
INSURER F:																											

## COVERAGES

CERTIFICATE NUMBER: 20-21 MASTER

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"/> PROJECT <input type="checkbox"/> LOC OTHER:			51GL014308-201	04/01/2020	04/01/2021	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 1,000,000</td></tr><tr><td>DAMAGE TO RENTED PREMISES (Ea occurrence)</td><td>\$ 100,000</td></tr><tr><td>MED EXP (Any one person)</td><td>\$ 5,000</td></tr><tr><td>PERSONAL &amp; ADV INJURY</td><td>\$ 1,000,000</td></tr><tr><td>GENERAL AGGREGATE</td><td>\$ 3,000,000</td></tr><tr><td>PRODUCTS - COMP/OP AGG</td><td>\$ 2,000,000</td></tr><tr><td>Professional Liability</td><td>\$ 1,000,000</td></tr><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	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	\$ 3,000,000	PRODUCTS - COMP/OP AGG	\$ 2,000,000	Professional Liability	\$ 1,000,000	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$
	EACH OCCURRENCE	\$ 1,000,000																											
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PROPERTY DAMAGE (Per accident)	\$																												
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			51CAD00618-201	04/01/2020	04/01/2021	<table border="1"><tr><td>COMBINED SINGLE LIMIT (Ea accident)</td><td>\$ 1,000,000</td></tr><tr><td>BODILY INJURY (Per person)</td><td>\$</td></tr><tr><td>BODILY INJURY (Per accident)</td><td>\$</td></tr><tr><td>PROPERTY DAMAGE (Per accident)</td><td>\$</td></tr></table>	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000	BODILY INJURY (Per person)	\$	BODILY INJURY (Per accident)	\$	PROPERTY DAMAGE (Per accident)	\$														
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PROPERTY DAMAGE (Per accident)	\$																												
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			51CC005198-201	04/01/2020	04/01/2021	<table border="1"><tr><td>EACH OCCURRENCE</td><td>\$ 2,000,000</td></tr><tr><td>AGGREGATE</td><td>\$ 2,000,000</td></tr><tr><td>PER STATUTE</td><td>\$</td></tr><tr><td>OTH-ER</td><td>\$</td></tr></table>	EACH OCCURRENCE	\$ 2,000,000	AGGREGATE	\$ 2,000,000	PER STATUTE	\$	OTH-ER	\$														
	EACH OCCURRENCE	\$ 2,000,000																											
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OTH-ER	\$																												
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below Y/N <input checked="" type="checkbox"/> Y	N/A		106138	04/01/2020	04/01/2021	<table border="1"><tr><td>E.L. EACH ACCIDENT</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - EA EMPLOYEE</td><td>\$ 1,000,000</td></tr><tr><td>E.L. DISEASE - POLICY LIMIT</td><td>\$ 1,000,000</td></tr></table>	E.L. EACH ACCIDENT	\$ 1,000,000	E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000	E.L. DISEASE - POLICY LIMIT	\$ 1,000,000																
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	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)

RE: Bid 50-00133265

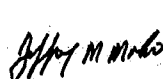
Certificate holder continued... Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council

GL- Blanket additional insured, with primary non-contributory per forms ECG20599 05/09 and ECG24520 08/05 if required by written contract. Waiver of Subrogation included per form ECG24522 04/02 if required by written contract.

AUTO - Blanket Additional Insured and Blanket Waiver of Subrogation per form ECA 04506 02/14 if required by written contract. Primary and Non Contributory Endt per form ECA24509 04/14.

## CERTIFICATE HOLDER

## CANCELLATION

Jefferson Parish Dept of Juvenile Services (continued.....) 1546 Gretna Blvd  Harvey LA 70058	<p>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</p> <p>AUTHORIZED REPRESENTATIVE</p> 
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DATE: 1/14/2021

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00133265

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT

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

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

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

10/1/2021

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

10/1/2021

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

3 years (1095 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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: N/A

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

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 29202

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Facility Automation, Inc.</u>	
SIGNATURE: (Must be signed here)	TITLE: <u>President</u>
PRINT OR TYPE NAME: <u>Raymond L. Shepherd</u>	
ADDRESS: <u>12323 South Choctaw Dr.</u>	
CITY, STATE: <u>Baton Rouge, LA</u>	ZIP: <u>70815</u>
TELEPHONE: <u>225-923-1073</u>	FAX: <u>225-923-0787</u>
EMAIL ADDRESS: <u>loey@facilityautomation.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 14,628.00

DATE: 1/14/2021

Page: 6

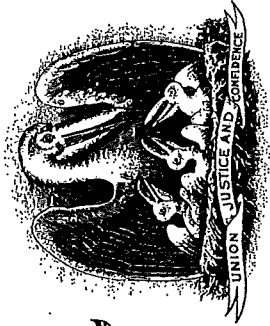
## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00133265

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	3.00	YR	3-year contract to perform annual fire alarm functionality tests and annual fire alarm sensitivity tests ( if applica ble) for the Jefferson Parish Juvenile Services Department	4,876.00	14,628.00
			0001 Fire Alarm Functionality Testing Three (3) year contract to perform annual fire alarm functinality tests and annual fire alarm sensitivity tests (if applicable) for the Jefferson Parish Department of Juvenile Services per the attached BID SPECS.		

# State of Louisiana



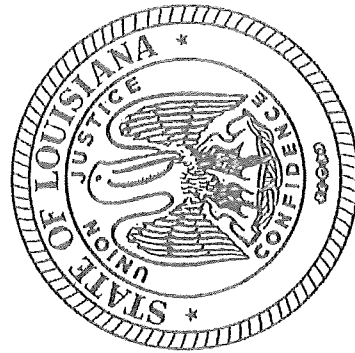
## State Licensing Board for Contractors

This is to Certify that:

FACILITY AUTOMATION, INC.  
12323 South Choctaw Drive  
Baton Rouge, LA 70815

is duly licensed and entitled to practice the following classifications

SPECIALTY: FIRE ALARMS; SPECIALTY: FIRE SUPPRESSION; SPECIALTY: INSTRUMENTATION AND CALIBRATION; SPECIALTY: SECURITY; SPECIALTY: TELECOMMUNICATIONS; SPECIALTY: TOWER CONSTRUCTION



Expiration Date: July 21, 2023

License No: 29202

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 22nd day of July 2020

*Will S. McCoy*

Director

*Lee Mallett*

Chairman

*Andy Denny*

Treasurer

This License Is Not Transferrable

**SECTION 1.0 – PRE-BID CONFERENCE AND INSPECTION:**

A **Mandatory Pre-Bid Conference** and inspection of the sites shall be held as follows:

**Location:** Jefferson Parish Department of Juvenile Services  
1546 Gretna Boulevard, Harvey, LA 70058  
1<sup>st</sup> Floor Multi-Purpose Room  
**Date:** Friday, January 22, 2021  
**Time:** 10 AM

After the completion of the Mandatory Pre-Bid Conference there will be a mandatory inspection of the sites, as follows:

1. Jefferson Parish Department of Juvenile Services  
1546-B Gretna Boulevard, Harvey, LA 70058
2. Rivarde Detention Center  
1550 Gretna Blvd, Harvey, LA 70058
3. TASC Office  
1425 Walkertown Way, Marrero, LA 70072

**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 and inspections. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

**All bidders shall visit all building sites at the Pre-Bid Conference to familiarize themselves with the sites and the required work.** There will be no allowance for lack of knowledge of any existing conditions.

**SECTION 2.0 – SCOPE:**

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a three (3) year contract to perform **ANNUAL**

**FIRE ALARM FUNCTIONALALITY TESTS and ANNUAL FIRE ALARM SENSITIVITY TESTS (if applicable)** for the Jefferson Parish Department of Juvenile Services at the following locations, **to begin on October 1, 2021.**

1. Department of Juvenile Services  
1546-B Gretna Boulevard  
Harvey, LA 70058  
**(Work/testing to be conducted after normal working hours)**
2. Rivarde Detention Center  
1550 Gretna Blvd  
Harvey, LA 70058
3. TASC Office  
1425 Walkertown Way  
Marrero, LA 70072

Jefferson Parish reserves the right to delete any building for any reason under the terms and conditions of this contract. A five (5) day notice will be given to the successful bidder prior to the reduction of services.

**SECTION 3.0 – LICENSE REQUIREMENTS:**

All testing shall be performed by a licensed fire alarm vendor, certified by the State of Louisiana, using properly trained and qualified personnel, and must be performed according to UL, NFPA, local AHJ (authority having jurisdiction), Louisiana State Fire Marshal, Federal and any other codes concerning the testing of fire alarm systems.

Additionally, a Louisiana State Contractors License with a specialty certification in **SECURITY AND FIRE ALARM DETECTION AND SUPPRESSION SYSTEMS** will be required. Failure to comply will cause the bid to be rejected.

**SECTION 4.0 – BID SPECIFICATIONS:**

The successful bidder shall provide all necessary labor, materials, and equipment necessary to provide a contract to perform an **ANNUAL FIRE ALARM FUNCTIONALALITY TESTS and an ANNUAL FIRE ALARM SENSITIVITY TESTS (if applicable)** for the Jefferson Parish Department of Juvenile Services.

**SECTION 4.1 – TIME AND OCCURRENCES:**

The first test for all locations will occur during the month of October 2021. Each subsequent test shall be performed upon the expiration of the previous test.

For the 1546-B Gretna Boulevard location, where **testing must be conducted for after normal working hours**, the successful bidder will schedule testing on weekends, Parish holidays or before/after normal working hours to avoid any disruption of daily activities during normal working hours.

For all buildings, work shall be scheduled with Donald Spell, Property Manager, who may be reached at 364-3750 ext. 87408, between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

#### **SECTION 4.2 – TESTING:**

##### **SECTION 4.2.1 – FIRE ALARM FUNCTIONALITY TESTING:**

The successful bidder shall be responsible for testing of all appurtenances connected with the fire alarm system of each building. The test shall be a complete (100%) test of all inventoried items by activation of all items including actual water flow. The test shall include, but is not limited to, supervisory circuits, all power sources (normal and emergency back-up), supervisory of each zone, and signals to other items (elevator recall, air handling shut down, air conditioning units, fans, fire pumps, fan and damper operation of smoke (air) purging systems, smoke hatches, voice messages, etc., and remote tie-ins, if any).

##### **SECTION 4.2.2 – FIRE ALARM SENSITIVITY TESTING (IF APPLICABLE):**

If the system being tested is capable, a 100% sensitivity test shall be performed in addition to the functionality test. In the event that the test can be conducted, the successful bidder shall provide the Department of Juvenile Services with a printout of the sensitivity of the smoke detectors of an addressable type fire alarm system or a report generated from the fire alarm panel sensitivity display. The printout/report shall be required in each year of the contract and shall be accepted in lieu of the physical sensitivity test if it meets the requirements of the local authority having jurisdiction.

Smoke detectors shall be tested as per NFPA 72E 1991, or latest edition, for sensitivity and the readings documented. Detectors found to have sensitivity of 0.25 percent/ft. obscuration or more outside the listed and

marked sensitivity shall be cleaned and/or recalibrated. Detectors shall be tested in place using a calibrated test method, manufacturer's calibrated sensitivity test instrument, or other approved by NFPA and the State Fire Marshal. The detector

sensitivity shall not be tested or measured using any device that administers an unmeasured concentration of smoke or other aerosol into the detector.

**SECTION 4.3 – REPORTS:**

**SECTION 4.3.1 – INVENTORY LIST:**

The successful bidder shall prepare an inventory (list) of all devices in each system to include the building name, address, panel model and type of panel. In addition, all smoke detectors, duct detectors, manual pull stations, water flow alarms, water flow tamper switches, fire alarm speakers, fire alarm horns, electric latches, electric strikes, electric closers, electric smoke hatches, microphones, fire telephones, annunciator systems, fire alarm strobe lights, heat detectors, and all auxiliary devices connected to the fire alarm system of each zone shall be listed. This list shall show the type of device, location of device (floor, room number, and panel zone), and the total number of devices per floor.

**SECTION 4.3.2 – RESULTS:**

The successful bidder shall submit to Jefferson Parish Department of Juvenile Services a typewritten report of the entire test within five (5) working days after the test's completion. The successful bidder shall not receive payment until all reports are received by the Department of Juvenile Services.

**SECTION 4.4 – RE-TESTING:**

Any non-working device found shall be noted and reported to the Department of Juvenile Services. The Parish of Jefferson will be responsible for repairing any non-working device. After all defective devices are repaired; the successful bidder shall re-test those devices, and properly tag the system showing the system is 100% functional at no additional cost to Jefferson Parish. Upon satisfactory completion of the follow up test(s), the successful bidder shall submit a document to the Department of Juvenile Services, stating that these tests were conducted and that the entire system is working. Buildings specified to be tested after normal working hours shall be re-tested after normal working hours at no additional cost to Jefferson Parish.

**SECTION 5.0 – HOURS OF WORK:**

All testing shall be scheduled in advance to ensure that all tasks performed will be in accordance with building schedules and that the vendor may provide properly trained technicians, equipment, special tools, and instrumentation required to analyze the system to maintain its proper performance. Proper scheduling will also enable Jefferson Parish to provide the successful bidder with proper personnel to assist in testing.



Please note that for the 1546-B Gretna Boulevard location, under no circumstance will audio/visual alarms be activated for testing when the building is open to the public.

The work that is to be performed shall be scheduled with Donald Spell, Property Manager, who may be reached at 364-3750 ext.87408, between the hours of 8:00 a.m. and 3:00 p.m., Monday through Friday.

**SECTION 6.0 – INVOICING:**

The successful bidder shall submit an individual invoice for each location serviced under this contract. The invoice shall be submitted to:

**Jefferson Parish Department of Juvenile Services  
1546-B Gretna Boulevard  
Harvey, LA 70058**

The required document stating that the fire alarm system is in 100% working order must be submitted to the Department of Juvenile Services for each location serviced under this contract before payment is rendered.

**SECTION 7.0 – EXISTING STRUCTURE:**

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

Precautions must be exercised at all times to safeguard and protect from damage all Parish, public, and private properties. Any such damages shall remain the sole responsibility of the successful bidder.

**SECTION 8.0 – ACCIDENT PREVENTION:**

Precaution shall be exercised at all times for the protection of persons and property. Safety provisions of applicable laws, building and construction codes, shall be observed. Machinery, equipment, and all hazards shall be guarded or eliminated in accordance with the safety provisions of the Manual of Accident Prevention in Construction, published by the Associated General Contractors of America, to the extent that such provisions are not in contravention of applicable laws. The contractor shall also comply with applicable requirements of the Occupational Safety and Health Act of 1970 and the latest revisions thereto.

**SECTION 9.0 – CLEANING AREA AND SAFETY:**

Job site must be clean and free of all litter and debris daily upon completion of the contract. Passageways must be kept clean and free of material, equipment and debris at all times. Inflammable material must be removed from the job site daily. 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 other Parish officials.

Smoking inside of any Jefferson Parish Building and its restrooms is prohibited.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

**SECTION 10.0 – SDS:**

The Department of Juvenile Services will notify the contractor of the existence of any hazardous substance or waste on the property that is being serviced.

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

The training of all contractor employees shall be the sole responsibility of the successful bidder.

**SECTION 11.0 – PERMITS:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder

shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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

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

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

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

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

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

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

**Note:** This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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