



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000127127 TWO (2) YEAR CONTRACT FOR THE SUPPLY OF GARDEN
TOOLS TO BE ORDERED ON AN AS NEEDED BASIS FOR ALL
DEPARTMENTS & AGENCIES WITHIN JEFFERSON PARISH.**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

01-Aug-2019 06:29:35 AM



Bid Number 50 - 127127

TWO (2) YEAR CONTRACT FOR THE SUPPLY OF GARDEN TOOLS TO BE ORDERED ON AN AS NEEDED BASIS FOR ALL DEPARTMENTS & AGENCIES WITHIN JEFFERSON PARISH.

August 6, 2019 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

TWO (2) YEAR CONTRACT AS NEEDED FOR GARDEN TOOLS

Section 1.0 – Contract:

This is an all or none contract. It will not be split. If you bid an equal your specification sheets **must** be included **with** bid submission. Failure to comply will cause your bid to be rejected.

Section 2.0 – Scope:

The owner extends this bid for a two-year contract for the supply of garden tools to be ordered on an as needed basis for all departments and agencies within Jefferson Parish.

Section 3.0 – Bid Specifications:

- Quantities for the bid are estimated based on previous usage and accounting for upcoming projects/demand with Jefferson Parish.
- Vendor will be responsible for deliver to East Bank and West Bank locations.

DATE: 7/17/2019
BID NO.: 50-00127127

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 8/06/2019 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

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

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

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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

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

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10 12 ,13, 15

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification 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

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES NO

MAXIMUM ESCALATION PERCENTAGE REQUESTED 12 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 7/31/2020

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

As needed

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: A.M. Leonard, Inc.

ADDRESS: 241 Fox Dr.

CITY, STATE: Piqua, OH ZIP: 45356

TELEPHONE: (888) 558-8662 ext. 123 FAX: (800) 433-0633

EMAIL ADDRESS: mrobinson@amleo.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: 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 217,411.41

AUTHORIZED SIGNATURE: Maria K. Robinson

Maria K. Robinson

Printed Name

TITLE: Corporate Account Manager

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	3.00	EA	<p>TWO (2) YEAR CONTRACT FOR THE SUPPLY OF GARDEN TOOLS TO BE ORDERED ON AN AS NEEDED BASIS FOR ALL DEPARTMENTS & AGENCIES WITHIN JEFFERSON PARISH.</p> <p>0010 Ames 2915600 Lawn and Leaf Rake Head Width: 22 Inch Quoted Prod # MSR-22H Number of Teeth: 22 Handle: 65 Inch Steel head, heavy duty pull type, zinc plated spring, pop tag Head color: Red Grade: 5 Stars Poly steel - durable steel and lightweight polypropylene steel tines and polypropylene base or equal</p> <p>NEW P/N 64025</p>	10.85	32.55
2	2.00	EA	<p>0020 Ames 2825300 Garden Rake Head Width: 16 Inch Quoted Prod # R16 Length of Teeth: 3 Inch Handle: 63 Inch Grade: 5 Stars Guaranteed For Life Bow head rake, one piece hot forged steel head, capped ferrule or equal</p>	25.49	50.98
3	220.00	EA	<p>0030 Ames 28252100 Garden Rake Forged Bowrake with Fiberglass Handle Quoted Prod # FR16 1 Piece, 60 Inch Handle Head Piece: 15.75 Wide Tines: 16 Height: 64 Inch or equal</p>	37.85	8,327.00
4	25.00	EA	<p>0040 Ames 2825400 Garden Hoe Fiberglass Handle Quoted Prod # AG575 Blade Size: 6-1/4 Inch x 5.5 Inch Handle: 57.375 Inch Grade: 5 stars Guaranteed For Life General purpose garden, field hoe, forged steel head, ferrule securely pinned to handle or equal</p>	31.79	794.75
5	2.00	EA	<p>0050 Ames 2825800 Action Hoe Double Edge Quoted Prod # A5700 Cultivation Weeder/Edger Tool Handle: 54 Inch Blade Size: (Head Width 4 Inch x 6 Inch) or equal</p>	39.05	78.10
6	70.00	EA	<p>0060 Ames 2826900 - 6 Tine Manure Fork Bent Pattern Quoted Prod # AMF6</p>	33.69	2,358.30

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	200.00	EA	Forged Oval Tines Pointed, Tempered Handle: 61 Inch or equal 0070 Ames 1804300 Potato Hook 4-Tine Forged Blue Head Quoted PROD # B4D Handle: 54 Inch Ash or equal	43.45	8,690.00
8	50.00	EA	0080 Ames 2703200 Post Hole Digger Blade Size: 6.25 Inch x 4.625 Inch Quoted PROD # 1706 Handle: 58.75 Inch Grade: 5 Stars Hercules pattern, high carbon steel blades, 6-1/2 inch point spread, blade stops or equal	49.12	2,456.00
9	50.00	EA	0090 Ames 63133 Industrial Rake Blade Size/Head Width: 36 Inch Quoted PROD # 63133 Cube: 0.4 Asphalt Lute 82 Inch Anodized Tublar Aluminum Handle or equal	79.99	3,999.50
10	200.00	EA	0100 Ames 2915800 Poly Leaf Rake 26.5 Inch Quoted PROD # PR30U Fortified Premium Polypropylene Tines No Metal Parts Height: 74.125 Inch Depth: 26.5 Inch or equal	9.65	1,930.00
11	45.00	EA	0110 Ames 2346130 Hedge Shear 5818560 Grade: 5 Stars Quoted PROD # 91230 Blade Length: 9-1/2 Inch Hedge shear, tapered blades, serrated top blade, blade tension adjuster, shock absorber, hand-up hole, red end caps or equal GILMOUR MODEL 8	29.80	1,341.00
12	2.00	EA	0120 Ames 2342530 Looper Grade: 5 Stars Quoted PROD # C850 Overall Length: 29 Inch	37.39	74.78

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	2.00	EA	Compound action anvil lopper, red ferrules, gold end caps or equal GILMOUR MODEL 155 0130 Ames 19083 Pruning Saw, Tempered Blade Length: 18 Inch Quoted PROD # 4534R Grade: 5 Stars Double side pruning saw, tempered steel blade, rust resistant, varnished hardwood handle, protective blade sleeve, hand up hole or equal GILMOUR MODEL 318	52.95	105.90
14	2.00	EA	0140 Ames 2300500 Pruning Saw Blade Length: 14 Inch Quoted PROD # 6414 Grade: 5 Stars Single side pruning saw, tempered steel blade, rust resistant, varnished hardwood handle, protective blade sleeve, hand up hole or equal GILMOUR MODEL 570	13.79	27.58
15	10.00	EA	0150 Ames 2343430 Snap Cut Hand Pruning Shears Quoted PROD # 31FEL Model: 19T Anvil action, 8 inch overall length, Teflon coated blade, brass anvil cushion grip or equal GILMOUR MODEL 19T	49.74	497.40
16	2.00	EA	0160 Ames 2343330 Snap Cut Hand Pruning Shears Quoted PROD # 1286 Hook and blade, 8-1/2 inch overall length, case aluminum handles, steel hook and blade or equal GILMOUR MODEL 126B	9.89	19.78
17	2.00	EA	0170 Ames 1909900 Bow Saw Blade Length: 21 Inch Quoted PROD # 3914 Grade: 5 Stars Bright plated steel frame, unique tension adjuster tentured rubber grip,	18.15	36.30

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	2.00	EA	prectective blade cover or equal GILMOUR MODEL 521 0180 Ames 2328530 Trimmer 5441700 Blade Length: 13 Inch Quoted PROD# 36536 Grade: 5 Stars Tree trimmer, 6 foot to 12 foot telescoping fiberglass handle saw blade included or equal GILMOUR MODEL 20-18	228.69	457.38
19	2.00	EA	0190 Ames 2250800 Saw Blade Replacement Blade For Trimmer Quoted PROD # 366-36 or equal GILMOUR MODEL 20B	44.80	89.60
20	30.00	EA	0200 Ames 23166 Ditch Bank Blade: 16 Inch Quoted PROD # 640C Grade: 5 Stars Double edge, steel blade bolted to handle with red plates, 40 inch straight handle or equal NEW P/N 62223	65.32	1,959.60
21	2.00	EA	0210 Ames 2531900 Drain Spade Blade Dimensions: 8.125 Inch x Quoted PROD # AD16 3 Inch Depth Handle: 20 Inch Steel D Fiberglass Handle or equal	31.29	62.58
22	120.00	EA	0220 Ames 12019 Dirt Shovel Wood Handle Quoted PROD# AMLA Blade Dimensions: 8-7/8 Inch x 11-1/2 Inch Size: 2 Inch Handle: 47 Inch Grade: Pro Series Rounded point, forware turned steps or equal	20.32	2348.40
23	100.00	EA	0230 Ames 12011 Dirt Shovel Wood Handle Quoted PROD# SPS	18.20	1,820.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	2.00	EA	Blade Dimensions: 9-1/2 Inch x 12 Inch Size: 2 Inch Handle: 47 Inch Grade: Pro Series Square Point or equal 0240 Razor Back 15566 Trenching Shovel Blade dimensions: 4 Inch x 11-38 Inch Quoted PROD# TS4 . Handle Size: 47 Inch Grade Pro Series Trenching shovel, round point, narrow blade NEW P/N 47171 or equal	34.09	68.18
25	300.00	EA	0250 Ames 158300 Fiberglass Round Point Shovel Quoted PROD# A2350 Number 2 Closed Back Handle: 48 inch long x 12 inch rolled step compression bar, adaptor collar, vinyl expanded butt, 1,800 pound bending load capacity or equal	43.60	13,080.00
26	250.00	EA	0260 Razor Back 44004 Fiberglass Square Point Shovel Quoted PROD# A5350 Handle: 48 Inch Long Fiberglass 9 inch x 12 inch blade, rolled step compression bar, adaptor collar, vinyl expanded butt, 1,800 pound bending load capacity or equal	57.69	14,422.50
27	180.00	EA	0270 Razor Back 47602 Fiberglass Sharp Shooter/Drain Spade Quoted PROD# AD16L 48 Inch Long Fiberglass Handle 14 Inch Blade, forward turned step, compression bar, adaptor collar, vinyl expanded butt, 1,800 pound bending load capacity or equal	18.29	3,292.20
28	100.00	EA	0280 Ames CP6 Wheelbarrow (Jackson) Grade: 5 Stars Quoted PROD# WB6 Cubic Foot Capacity: 5-3/4 Size: 16 Inch X 4 Inch Type: Pneumatic, 2 Ply Rated Oil Lube Bearings Handle: Wood Tray: Black Seamless Polyethylene	155.45	15,545.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			or equal NEW P/N RP625		
29	3.00	EA	0290 Ames CP6TW Wheelbarrow 6 Foot Cubic Foot Quoted PROD# NBST6 + WBKT 2-wheel wheelbarrow seamless steel tray channel stel undercarriage, steel nose piece, 2-ply 16 inch pneumatic tires with zert fittings, premium harwood handles New P/N CP6SDW8 or equal NEW P/N RP6 DW8	207.54	622.62
30	6.00	EA	0300 Milwaukee 47851 Hand Truck Specifications: 500 Pounds Cube: 9.0 P-Shaped Handle, 1 Inch Steel Frame Extra Long Axle Braces 10 Inch Lug Base Fully Pneumatic Tires 8 Inch x 14 Inch Toe Plate or equal	212.57	1,276.62
31	150.00	EA	0310 Plumb 11405 Fiberglass Hammer Claw: Curved Quoted PROD# T97B640968 Head Weight/Ounce: 20 Overall Length: 14-1/4 Inch Nail: 20 Ounce Handles of full length, solid fiberglass, non-conductive, non- corrodable hammer handle, non-slip cushion grip, fancy octagon, polished head or equal	29.55	4,432.50
32	2.00	EA	0320 Plumb SS20CN Hammer Clay: Curved Quoted PROD# 3049 Head Weight/Ounce: 20 Overall Length: 14-1/4 Inch Nail: 20 Ounce Handles of tubular heat treated alloy steel, chrome plated and bonded to steel heads, lightweight non-slip black grip Fancy octagon, polished head or equal	31.47	62.94
33	30.00	EA	0330 Plumb 11436 Kelly Perfect Hammer Hickory Handled Quoted PROD# T97B983765	16.55	496.50

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
34	10.00	EA	Claw: Curved Head Weight/Ounce: 16 Overall Length: 13 Inch Nail, 16 ounce full octagon, full polish octagon shaped fire hardened hickory handles, fancy octagon head, full polished to mirror smooth finish high carbon steel forged, tempered and hardened or equal 0340 Plumb 11498 Ball Pein Hammer Head Weight: 1 Pound Quoted PROD # T97B32180X Size: 0 Overall Length: 14 Inch Standard 1 Pound Face, sides and pein polished octagon necks finished in black Fire Hardened Hickory Handles or equal	31.69	316.90
35	150.00	EA	0350 Ames 1196900 Double Face Engineer Hammer, Model Woodings Verona Quoted PROD # 3HS Head Weight/Pound: 4 Overall Length: 16 Inch Briar Edte, 4 Pounds Fire Hardened Hickory Handles Polished Face, Black Head Finish or equal	13.77	2,065.50
36	40.00	EA	0360 Michigan Axe Single Bit Model 20C890, 36 Inch Quoted PROD # AX-3 3.5 Pound Steel Head Hickory Handle Curved or equal	30.49	1,219.60
37	80.00	EA	0370 Ames 1197900 Wooding Verona Sledge Head Weight Pound: 8 Quoted PROD # DFSX Double Faced Head Black finished, heat treated head with two machined and polished faces fire hardened factory driven hickory handle or equal	27.03	2,162.40
38	2.00	EA	0380 Ames 1199100 Woodings Verona Sledge Hammer - Hickory Hammer Quoted PROD # DFSX 10 Pound or equal	27.03	54.06
39	30.00	EA	0390 Ames 1199400 Woodings Verona Sledge Head Weight Pound: 12 Quoted PROD # DFS12	38.55	1,156.50

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
40	2.00	EA	Double Faced Head black finished, heat treated head with two machined and polished faces fire hardened factory driven hickory handle or equal 0400 Union Tool 30638 Woodings Verona Wrecking Bar Weight Pounds: 4-1/4 Overall Length: 36 Inch Forged one-piece carbon steel or equal NEW P/N 1171600	25.04	50.08
41	10.00	EA	0410 Gilmore Model 2167 Circular Sprinkler Spike with On/Off Switch Quoted PROD # SPT00 Set radius, distance and flow 43 foot spray distance Metal construction or equal	18.55	185.50
42	375.00	EA	0420 Gilmore 528 Green Garden Hose Nozzle Adjustable Spray Stream and Quoted PROD # MPS6 Shut-Off Cast Brass	7.79	2,921.25
43	20.00	EA	0430 Gilmore Model 8020 Adjustable Rectangular Sprinkler Metal Construction Quoted PROD # K2275 3600 Square Feet Coverage Simple Left Right Center, Full Coverage Options or equal	17.49	349.80
44	375.00	EA	0440 Ames 4003900 Commercial Water Hose 4 Ply, Deluxe Rubber Vinyl Quoted PROD # AC340 Construction Reinforced For Commercial Strength, 50 Feet Length x 3/4 inch Crush Proof, Brass Couplings, Lifetime Warranty or equal	67.96	25,485.00
45	20.00	EA	0450 Ames 4008400A Commercial Duty Hose Contractor/Hot Water Hose (Up to 200 Quoted PROD # BIRD1-50 Degrees) Octagonal Heavy-Duty Crush Proof Couplings Continuous Flow Tube Keeps Water Flowing Even if Kinked Protective Collar	153.83	3,076.60

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
46	2.00	EA	10-Year Warranty ID: 5/8 Inch, Length: 50 Feet, Cube: 0.6 New P/N 4008300A or equal 0460 Ames 4008500A Commercial Duty Hose Contractor/Hot Water Hose (Up To 200 Quoted PROD # BIRD1-100 Degrees) Octagonal Heavy-Duty Crush-Proof Couplings Continuous Flow Tube Keeps Water Flowing Even If Kinked Protective Collar 10-Year Warranty ID: 5/8 Inch, Length: 100 Foot, Cube: 0.6 or equal	226.19	452.38
47	30.00	EA	0470 Fire Hose Nozzle Adjustable 1-1/2 IPT, HN4-L Nozzle, FNB150S Quoted PROD # FMWN or equal	22.40	672.00
48	400.00	EA	0480 Fire Hose, Single Jack Reel, Single Use, 1-1/2 Hose Inside Diameter, Quoted PROD # 9RSL3Z41J3 Length: 50 Foot Threads: IPT MUST BE ORDERED IN Material: Polyester MULTIPLES OF (4) Fittings Material: Brass Fitting Type: 1-1/2 Inch NPSH-R Male 1-1/2 Inch NPSH-R Female Swivel Color: White Pressure Test: 300 or equal	128.00	51,200
49	200.00	EA	0490 Alemite 500 Heavy Duty Grease Gun (Lever Type) Quoted PROD # LX-1123 Overall Length: 22-1/2 Inch Weight: 16 Ounce Lubricator Cap For Hydraulic Fittings 2-1/4 Inch OD Barrell or equal	27.65	5,530.00
50	2.00	EA	0500 Ames 2380500 Metal Hose Reel Spec: 20 Inch x 17-3/4 Inch Quoted PROD # HW300 Reel estate hand wagon, heavy duty frame, four (4) - 8 inch wheels, zinc coated hose Capacity: 400 Feet x 5/8 Inch I.D. Hose or equal	150.65	301.30
51	300.00	EA	0510 Chapin 26030 Industrial Plastic Sprayer Quoted PROD # 15309	83.24	24,972.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127127

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
52	50.00	EA	<p>Heavy duty application of materials that are corrosive to galvanized and stainless steel metal sprayers, 3 gallon capacity, 8 inch diameter, copolymer tank polypropylene pumpbarrel with steel reinforced polypropylene threaded closure draped-forged brass shut off 42 inch braided hose with adjustable clamp, 16 inch brass extension with 360 degree rotation, brass fan spray nozzle or equal</p> <p>0520 Chapin 26020 - 2 Gallon Sure Spray Deluxe Sprayer <i>Quoted PROD # 26021XP</i> Pressure Relief Valve Compatible With Fertilizers, Weed Killers and Pesticides Plastic Translucent Tank or equal</p>	45.57	2,278.50
53	50.00	EA	<p>0530 Chapin 26010 - 1 Gallon Sure Spray Deluxe Sprayer <i>Quoted PROD # 26011XP</i> Pressure Relief Valve Compatible With Fertilizers, Weed Killers and Pesticides Plastic Translucent Tank or equal</p>	40.31	2,015.50

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

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

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

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

Non-Public Works Bid

AFFIDAVIT

STATE OF LA

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Maria Robinson, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized representative of A.M. Leonard (Entity), the party who submitted a bid in response to Bid Number 5000127127, 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.

Maria K. Robinson
Signature of Affiant

Maria K Robinson
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 15 DAY OF Aug, 2019.

Kathy Magill
Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.



KATHY J. MAGILL
Notary Public, State of Ohio
My Commission Expires
May 24, 2020

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

WORKER'S COMPENSATION INSURANCE

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

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

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

COMMERCIAL GENERAL LIABILITY

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

COMPREHENSIVE AUTOMOBILE LIABILITY

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

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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

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

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