

7/3/2025



**Provide Labor, Equipment, Materials and  
Necessary incidentals needed to furnish,  
install and removal of carpet and vinyl at  
the Gretna Library for Jefferson Parish  
Department of Libraries**

**Bid#50-00147914  
Contractor License: 54222**

**Matthew Brandt**  
Project Director  
First Onsite Property Restoration  
Email: [Matt.Brandt@FirstOnsite.com](mailto:Matt.Brandt@FirstOnsite.com)  
Office: 504-736-0472  
Cell: 504-275-9132

550 Elmwood Park Blvd.,  
Suite F  
New Orleans, LA 70123



**Bid Number 50-00147914**

**PROVIDE LABOR, MATERIALS, EQUIPMENT, AND ANY NECESSARY  
INCIDENTALS NEEDED TO FURNISH, INSTALL AND REMOVAL OF  
CARPET AND VINYL AT THE GRETNA LIBRARY FOR JEFFERSON PARISH  
DEPARTMENT OF LIBRARIES**

**BID DUE: JULY 3, 2025 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 on the Purchasing  
Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net) , by the bid due date  
and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist : Stacey Champagne  
Email: [stacey.champagne@jeffparish.gov](mailto:stacey.champagne@jeffparish.gov)  
Phone: 504-364-2688**

**BID NO# 50-00147914**

**GRETNA LIBRARY FLOORING REPLACEMENT**

**PART 1 – GENERAL**

**SECTION A – PRE-BID CONFERENCE:**

A Pre-Bid Conference and inspection of the site shall be held on June 25, 2025, at 9:00 a.m., at the Gretna Library 102 Willow Drive, Gretna, LA 70053

All bidders that attend the Pre-Bid Conference. This conference is held to allow questions to be answered and to inspect the site with the owner(s) representative, etc. Bidders must attend the Pre-Bid Conference and sign the sign-in sheet or their bid will not be accepted.

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

**SECTION B – STATE CONTRACTORS LICENSE REQUIREMENTS:**

For the work that is to be performed, a Louisiana State Contractor's License in "Building Construction" or a specialty in "Painting and Interior Decorating, Carpeting", "Stone, Granite, Slate, Resilient Floor Installation, Carpet", "Carpet and Resilient Floors", "Flooring and Decking" will be required.

The contractor's License Number must appear on the exterior of the bid envelope.

**SECTION C – WARRANTY:**

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

within the warranty period. All product warranties shall be the length currently listed by the manufactures.

The successful bidder will also guaranty that he will hold the Parish of Jefferson harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of the warranty.

The successful bidder shall turn over to the owner all manufacturers' product warranties at completion.

#### **SECTION D – PERMITS:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement (if applicable). The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to and approved by the Library Department before final payment is rendered.

#### **SECTION E – LIQUIDATED DAMAGES:**

The successful bidder will be assessed Liquidated Damages in the amount of \$ 250.00 per day for each day that expires 10 days from the date of the Notice to Proceed until work is substantially complete.

After substantial completion of the work, the successful bidder shall pay the owner \$100.00 for each day that expires after substantial completion, until all work is complete and ready for final payment.

#### **PART 2 – MATERIALS**

##### **Section A**

##### **General Product Information**

All carpet tile shall be from same dye lot.

##### **CARPET TILE SPECIFICATIONS**

##### **Interface**

##### **Tarkett After Math II Chambry**

Product: Tarkett Aftermanth II Chambry Color 23511 Denim Blue Backing  
GlasBac®

**Product Specifications**

Product Number	1472102500
Product Construction	Stratatec® Patterned Loop
Yarn System	Post-Consumer Content Type 6,6 Nylon
Yarn Manufacturer	Universal
Dye Method	100% Solution Dyed
Dye Lots	Non-Mergeable
Soil/Stain Protection	Protekt <sup>2</sup> ®
Preservative Protection	Intersept®

	Imperial	Metric
Tufted Yarn Weight	7 oz./yd <sup>2</sup>	576.3 g/m <sup>2</sup>
Machine Gauge	5/64 in	50.4 rows/10cm
Pile Height	0.187 in	4.7 mm
Pile Thickness	0.081 in	2.1mm
Stitches	8.5 /in	33.5 ends/10cm
Pile Density	7,756 oz./yd <sup>3</sup>	279.6 g/m <sup>3</sup>
Total Thickness	0.22 in	5.69 mm
Size	19.69 in x 19.69 in	50cm x 50cm

**Performance Specifications**

Flooring Radiant Panel	(ASTM E-648) Class 1
Smoke Density	(ASTM E - 662) ≤ 450
Lightfastness	(AATCC 16 - E) ≥ 4.0 @ 60 AFU's
Static	(AATCC - 134) < 3.0 KV
Dimensional Stability	AACHEN Din 54318 <.10%
Preservative Efficacy	(AATCC 174 Parts 2&3) 99% Reduction/No
Mold 7 Days	(ASTM E-2471) Complete Inhibition

**Environmental Specifications**

Total Recycled Content	50% Recycled Content
(Post Industrial)	49% Recycled Content
(Post-Consumer)	1%
Indoor Air Quality	Green Label Plus #GLP0820
Ingredients and Life Cycle Impacts	Environmental Product Declaration
Other Environmental Claims	3rd Party Verified Climate Neutral
	NSF/ANSI-140 Gold - Sustainable
	Carpet Assessment Standard
End of Life	Carpet to Carpet Recycling

**Technical Information**

Installation	See recommended Interface Installation Guidelines online
Maintenance	See recommended Interface Maintenance Guidelines online
Warranty	15 Year Standard, Non-Prorated
Standard Backing	Warranty GlasBac®
Backing Options	GlasBac®, GlasBac®RE
Tile Size Options	50cm x 50cm
Manufacturing Location	ISO 9001 & 14001 Certified facilities in Troup County, Georgia, United States

**Interface                      Tarkett After Math II   23511**

Product:                      Tarkett After Math II Product Number 23511

**Product Specifications**

Product Number	23511	
Product Construction	Tufted Textured Loop	
Yarn System	Post-Consumer Content Type 6,6 Nylon	
Yarn Manufacturer	Universal	
Dye Method	100% Solution Dyed	
Dye Lots	Non-Mergeable	
Soil/Stain Protection	Protekt®	
Preservative Protection	Intersept®	
	Imperial	Metric
Tufted Yarn Weight	7 oz./yd <sup>2</sup>	576.3 g/m <sup>2</sup>
Machine Gauge	5/67 in	50.4 ends/10cm
Pile Height	0.187 in	4.7 mm
Pile Thickness	0.081 in	2.1 mm
Stitches	8.5 /in	33.5 ends/10cm,
Pile Density	7,756 oz./yd <sup>3</sup>	279.6 g/m <sup>3</sup>
Size	19.69 in x 19.69 in	50cm x 50cm

**Performance Specifications**

Flooring Radiant Panel	(ASTM E-648) Class 1
Smoke Density	(ASTM E - 662) ≤ 450
Lightfastness	(AATCC 16 - E) ≥ 4.0 @ 60 AFU's
Static	(AATCC - 134) < 3.0 KV
Dimensional Stability	AACHEN Din 54318 <.10%

Traffic Classification	Heavy
Fiber Modification Ratio	1.7 to 1.9
Preservative Efficacy	(AATCC 174 Parts 2&3) 99% Reduction/No Mold 7 Days (ASTM E-2471) Complete Inhibition

### Environmental Specifications

Total Recycled Content	50% Recycled Content
(Post Industrial)	49% Recycled Content
(Post-Consumer)	34.8%
Indoor Air Quality	Green Label Plus #GLP8320
Ingredients and Life Cycle	Environmental Product Declaration Impacts
Other Environmental Claims	3rd Party Verified Climate Neutral NSF/ANSI-140 Gold – Sustainable Carpet Assessment Standard

### Technical Information

Installation	See recommended Interface Installation Guidelines online
Maintenance	See recommended Interface Maintenance Guidelines online
Warranty	15 Year Standard, Non-Prorated Warranty
Standard Backing	GlasBac®
Backing Options	GlasBac®RE, GlasBac®, NexStep®
Tile Size Options	50cm x 50cm, 1m x 1m
Manufacturing Location	ISO 9001 & 14001 Certified facilities in Troup County, Georgia, United States

### Performance Specifications

Flooring Radiant Panel	(ASTM E-648) Class 1
Smoke Density	(ASTM E - 662) $\leq 450$
Lightfastness	(AATCC 16 - E) $\geq 4.0$ @ 60 AFU's
Static	(AATCC - 134) $< 3.0$ KV

Metric		
Tufted Yarn Weight:	41 oz./yd <sup>2</sup>	1390 g/m <sup>2</sup>
Pile Height:	.16 in	4.2 mm
Pile Thickness:	.16 in	4.2 mm
Stitches:	0 / in	0 ends / 10cm
Pile Density:	8945 oz/yd	
Total Thickness:	.32 in	8.26 mm

Size:	50 cm x 50cm
<b>Performance Specifications</b>	(ASTM E-648) Class 1
Radiant Panel:	(ASTM E – 662) $\leq 450$
Smoke Density:	(AATCC 16 – E) $\geq 4.0$ @ 60 AFU's
Lightfastness:	15 Year Standard, Non-Prorated Warranty
Warranty	(AATCC – 134) $< 3$ KV
Static:	Graphlar Tile
Standard Backing	Severe
Traffic Classification	

## **VINYL BASE SPECIFICATIONS**

### **Roppe Pinnacle Rubber Base**

Color: 139 Deep Navy

#### **Technical data**

ASTM F 1861 - Type TS, Group 1, Styles A, B & C  
ASTM E 648, Critical Radiant Flux - Class 1  $>.45$  W/cm<sup>2</sup>  
ASTM E 662, Smoke Density - Passes  $<450$   
ASTM E 84, Surface Burning - Class C

Profile: Standard Cove  
Gauge: 1/8" (3.2 mm)  
Height: 6" (152.4 mm)

## **PART 3 – EXECUTION**

### **Section A – BID SPECIFICATIONS:**

The successful bidder shall furnish all labor, materials, equipment, transportation and project management to remove the existing carpet, and vinyl base and prepare floor for new carpet installation in the Gretna Library located at 102 Willow Drive, Gretna, LA. 70053. All products shall be furnished as listed in this specifications or owner approved equal.

All vinyl base in areas of new carpet and tile shall be replaced. Exercise care in removal of the existing vinyl base to prevent damage to wall above base.



All furniture and equipment will be moved and replaced by the owner.

Vendor shall verify item to be installed with the owner before actual installation begins.

The Contractor shall remove all dirt and other foreign matter from surfaces to receive floor covering.

All installations shall be per manufactures specifications and meet all industry standards and all appropriate codes. Contractor **must** use manufacture's recommended products for the installation.

The Contractor shall examine all surfaces to which the flooring (all types) is applied, and any conditions detrimental to the proper installation of the carpet shall be corrected by the Contractor before the installation of the flooring. Any products required for the proper installation of the carpet tiles shall only be those that are recommended by the carpet manufacturer.

Flooring shall fit neatly against vertical surfaces, into breaks and recesses, against bases, around pipes and penetrations, against columns, under saddles and thresholds, against window frames, and around permanent cabinets and equipment. Contractor shall also use transition strips to meet ADA guidelines between flooring materials where needed.

Contractor shall install carpet and base with materials as recommended by product manufacturer. The amount of material used shall be as recommended by the product manufacturer for applicable product backing. The installed carpet shall be free of spots, dirt, soil, tears, frays, pulled tufts, wrinkles, bubbles, or any other defects.

Spots and smears including glue shall be removed immediately from the product with solvent. Spots and smears shall also be removed from adjacent surfaces. Upon completion of the installation of the carpet, vacuum with a commercial beater bar type vacuum cleaner.

Bidders shall familiarize themselves with all existing conditions and are responsible for all measurements and quantities. Any questions concerning the project and/or specifications shall be addressed to Offord Langston Library Maintenance Superintendent at 457-4506 and Richard Peart, Sr Property Manager at 838-1119, between the hours of 8:00 a.m. and 4:00 p.m., Monday through Friday.

Contractor shall supply the following quantities of Tarkett Aftermanth II Chambry - 23511 carpet tiles for installation by owner personnel at a later date. These are extra tiles and should not be included in the number required to install the Tarkett Aftermanth II Chambry- 23511

**Section B – Hours of Work:**

The work that is to be performed can be scheduled anytime. The schedule will be discussed and exact dates determined at the pre-construction conference. Afterhours work will be allowed and may be required in some areas.

Library hours are as follows:

Monday – Tuesday	12:00 pm - 8:00 pm
Wednesday- Thursday	10:00am - 6:00 pm
Friday – Saturday	9:00 am - 5:00 pm

**Section C – Existing Structure:**

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 contractor.

**Section D – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily and upon completion of the contract. 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.

Trash and debris shall be removed daily, shall become the property of the contractor, and shall be placed in appropriate dumpsters and hauled away by the contractor. TRASH AND DEBRIS SHALL NOT BE PUT IN PARISH DUMPSTERS OR COMPACTORS.

Contractor's employees may use public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment in lavatories or any misuse of any kind of the bathroom facilities will not be tolerated. Any damages incurred will remain the sole responsibility of the contractor.

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

**Section E - Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences; no work shall be performed until the contractor receives a written Notice to Proceed to begin work from the Library Department.



# JEFFERSON PARISH

## PURCHASING DEPARTMENT

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR



May 2025

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

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

➤ **Additional Requirements for Bid Instructions:**

The Additional Requirements for Bid Instructions have been revised. The numbers correlating with the instructions may not be the same number as past bids. **Please read ALL instructions and bid documents carefully and thoroughly prior to bid submission.**

➤ **Affidavits:**

There is a new affidavit for all bids named "Generic Bid Affidavit". The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid. **The "Generic Bid Affidavit" must be submitted with ALL bid submissions.**

➤ **Insurance Requirements:**

**Within ten (10) days of bid opening, the apparent low bidder will be required to provide FINAL insurance certificates evidencing the insurance coverages of the subject bid (please refer to each individual bid specifications requirements) to Jefferson Parish which shall name "the Parish of Jefferson, its Districts, Departments, and Agencies under the direction of the Parish President and the Parish Council" as additional insured on the Commercial General Liability and the Comprehensive Automobile Liability policies to protect against negligence by the contractor, as provided by contract.**

**Failure to provide your certificate of insurance within the ten (10) days of bid opening shall result in the Parish rejecting your bid as non-responsive and moving on to the next apparent lowest bidder.**

You may still opt to send in your insurance certificates with your bid submission, however, if the provided certificates are not in FINAL form, if you are the apparent low bidder, then you will still be required to send in a FINAL certificate within 10 days of bid opening.

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

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her 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.

---

**Within ten (10) days of bid opening, the apparent low bidder will be required to provide final insurance certificates to the Parish which shall name the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder.** 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 Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

Waiver of Subrogation endorsement in favor of **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.**

**Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then bidders must request a**

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) days of the bid opening. A scanned copy may be submitted initially; 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**

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

☒ **BUSINESS AUTOMOBILE LIABILITY**

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; 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. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

**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.

DATE: 6/19/2025

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00147914

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
@jeffparish.gov

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 11:00 AM, 7/03/2025**

At no charge bidders are to register and to submit their bid via Jefferson Parish's electronic procurement page. Additional instructions are included in the text box highlighting electronic procurement.

**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 FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and, in the terms and conditions of Resolution No. 136353, all of which are made part of this bid proposal and ensuing contract by 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 ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for the purchase of materials, services and/or supplies are those adopted by the Jefferson Parish Council by Resolution No. 136353. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. 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 <http://www.jeffparish.gov/464/Purchasing> and clicking on On-line forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. 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.
- D. All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> 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.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department.
- F. Jefferson Parish is exempt from paying sales tax under La. 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.
- G. 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 on the bid form with bid submission. Supporting documentation may be required upon request.

**Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)**

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- H. 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.
- I. The price quoted for work shall be stated in figures no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
- J. 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.
- K. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line-item pricing forms as indicated.
- L. All formal Addenda require written acknowledgment on the bid form by the bidder by 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.
- M. 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. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.
- N. 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.
- O. 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.
- P. PROTESTS: Only those vendors that submit bids in response to this solicitation may protest an 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.)
- Q. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.
- R. Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).
- S. 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.
- T. 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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.

This is a secure site and authorized personnel have limited read access only. Bidders are 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://www.jeffparish.gov/464/Purchasing>.

## ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

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

PRE-BID CONFERENCE TO BE HELD AT: 102 WILLOW DRIVE, GRETN LA 70053  
9:00 AM  
ON 6/25/2025

1. MANDATORY PRE-BID - 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 LA.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. NON-MANDATORY PRE-BID - 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. JP LICENSE - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. 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 municipality, Federal and/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. LSCB LICENSE - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such 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. SITE VISIT - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

6. **JOB SITE CLEANLINESS** - 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.
7. **PUBLIC WORKS BIDS** - All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS** - A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS** - A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. **INSURANCE** - All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. **BID BOND** - 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. 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. **AS-NEEDED WORK** - This is a requirements-based 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** - 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. **AFFIDAVIT** - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in L.A.R.S. 38:2212.9, L.A.R.S. 38:2212.10, L.A.R.S. 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 GENERIC 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. **FEDERAL FUNDING** - 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. **TAX EXEMPT** - 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.
17. **TECH AFFIDAVIT** - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.



# JEFFERSON PARISH

## PURCHASING DEPARTMENT

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR



June 27, 2025

### ADDENDUM # 1

**Bid Number: 50-00147914**

**Bid Opening Date: July 3, 2025 at 11:00 AM**

**Description of Bid: Provide Labor, Materials, Equipment, and Any Necessary Incidentals Needed to Furnish, Install and Removals of Carpet and Vinyl at The Gretna Library for Jefferson Parish Department of Libraries**

---

#### Questions & Answers:

1. **Question:** we need proof of insurance with the requirements listed in the bid documents.

**Answer:** See page number 3 of the bid documents box titled "THE ADDITIONAL REQUIREMENTS FOR THIS BID". Refer to bid instruction number 10 concerning Insurance.

2. **Question:** How much additional carpet / baseboard is to be allocated for attic stock following replacement of library carpet.

**Answer:** 50 tiles. Line Item #17 – 0170 -Extra Tiles for Stock. See revised line-item page number 7, included in this addendum.

Sincerely,

*Stacey Champagne*

Stacey Champagne

Purchasing Specialist, I

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

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

DATE: 6/27/2025

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00147914

## JEFFERSON PARISH

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

REVISED PER ADDENDUM #1

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:

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

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

ALL ELSE AS SOON AS NEEDED  
CARPET LEAD TIME 4 WEEKS.  
Anytime once delivered.  
7 DAYS (Estimate)

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: # 1 - N/A

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

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 54222

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

FIRM NAME:

Interstate Restoration LLC d.b.a. First Onsite

SIGNATURE:

(Must be signed here)

Matthew Brandt

TITLE:

Project Director

PRINT OR TYPE NAME:

MATTHEW BRANDT

ADDRESS:

550 Elmwood Park Blvd Suite F

CITY, STATE:

New Orleans

ZIP:

70123

TELEPHONE:

(504) 275-9132

FAX:

(-) -

EMAIL ADDRESS:

MATT.BRANDT@FirstOnsite.com

TOTAL PRICE OF ALL BID ITEMS: \$ 42,971.53

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147914

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PROVIDE LABOR, MATERIALS, EQUIPMENT, AND ANY NECESSARY INCIDENTALS NEEDED TO FURNISH, INSTALL AND REMOVAL OF CARPET AND VINYL AT THE GRENA LIBRARY FOR JEFFERSON PARISH DEPARTMENT OF LIBRARIES		
1	485.00	YD	0010 - Demo Existing Carpet Tiles	\$ 3.09	\$ 1,500.00
2	485.00	YD	0020 - Demo existing Broadloom Adhesive	\$ 1.50	\$ 727.50
3	500.00	LF	0030 - Demo existing rubber baset	\$ .60	\$ 300.00
4	533.00	YD	0040 - Tarkett Aftermanth II Chambrly - 23511  Code : 03026-23511	\$ 47.00	\$ 25,051.00
5	4.00	EA	0050 - C-12E Pressure Sensitive Adhesive Code : 604734021	\$ 145.00	\$ 580.00
6	5.00	EA	0060 - C-56 Primer - Encapsulate Code : 604735012	\$ 55.00	\$ 275.00
7	600.00	LF	0070 - 5 ctns 6" rubber wall base Code : N516022	\$ 1.90	\$ 1,140.00
8	4.00	EA	0080 - 1 Gallon Pails 960 Wall Base Adhesive  Code : 297038000	\$ 90.00	\$ 360.00
9	72.00	LF	0090 - 6 lengths of carpet/vct joiner Code : CTA-XX-HT	\$ 25.00	\$ 1,800.00
10	10.00	EA	0100 - 10 Sub Floor Prep Skim Coat (approx. 100 sf per 10# bag)  Code : 080819-TFU	\$ 35.00	\$ 350.00
11	533.00	YD	0110 - Labor to install carpet tile	\$ 8.44	\$ 4,498.52
12	4,365.00	SFIN	0120 - Labor to install encapsulate	\$ .46	\$ 2,007.90

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147914

## REVISED ADDENDUM #1

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	600.00	LF	0130 - Labor to install 6" Rubber base	\$ 2.50	\$ 1,500.00
14	72.00	LF	0140 - Labor to install Transition strips	\$ 3.00	\$ 216.00
15	10.00	EA	0150 - Labor Sub Floor Prep Skim Coat (approx. 100 sf per 10# bag)	\$ 90.00	\$ 900.00
16	533.00	YD	0160 - Freight Cost	\$ 2.82	\$ 1,504.61
			Work Excludes: mitigation, protection, leveling, epoxy, grindin		
			Location: The Gretna Library 102 Willow Drive Gretna LA 70053		
			***As Per Specifications***		
17	50.00	EA	0170 - Extra Tiles For Stock Tarkett Aftermanth II Chambry - 23511	\$ 5.22	\$ 261.00

**Request for Taxpayer  
Identification Number and Certification**

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

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

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

1 Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)

**Interstate Restoration, LLC**

2 Business name/disregarded entity name, if different from above.

**First Onsite Property Restoration**

3a Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.

☐ Individual/sole proprietor ☐ C corporation ☐ S corporation ☐ Partnership ☐ Trust/estate

☒ LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) **C**

Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.

☐ Other (see instructions)

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) **5**

Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) **E**

(Applies to accounts maintained outside the United States.)

3b If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions ☐

5 Address (number, street, and apt. or suite no.). See instructions.

**3401 Quorum Drive, Suite 300**

6 City, state, and ZIP code

**Fort Worth, TX 76137**

7 List account number(s) here (optional)

Requester's name and address (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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

\_\_\_\_ - \_\_\_\_ - \_\_\_\_

or

Employer identification number

2 0 - 8 4 8 7 1 8 8

**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

*Laurel Black*

Date **01/06/2025**

**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).

**What's New**

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)  
07/02/2025

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> Willis Towers Watson Southeast, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	<b>CONTACT NAME:</b> WTW Certificate Center <b>PHONE (A/C, No, Ext):</b> 1-877-945-7378 <b>FAX (A/C, No):</b> 1-888-467-2378 <b>E-MAIL ADDRESS:</b> certificates@wtwco.com														
<b>INSURED</b> Interstate Restoration, LLC dba First Onsite Property Restoration 6200 S. Syracuse Way Suite 230 Greenwood Village, CO 80111	<table><tr><th>INSURER(S) AFFORDING COVERAGE</th><th>NAIC #</th></tr><tr><td>INSURER A: Nautilus Insurance Company</td><td>17370</td></tr><tr><td>INSURER B: Arch Insurance Company</td><td>11150</td></tr><tr><td>INSURER C: Arch Indemnity Insurance Company</td><td>30830</td></tr><tr><td>INSURER D:</td><td></td></tr><tr><td>INSURER E:</td><td></td></tr><tr><td>INSURER F:</td><td></td></tr></table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A: Nautilus Insurance Company	17370	INSURER B: Arch Insurance Company	11150	INSURER C: Arch Indemnity Insurance Company	30830	INSURER D:		INSURER E:		INSURER F:	
INSURER(S) AFFORDING COVERAGE	NAIC #														
INSURER A: Nautilus Insurance Company	17370														
INSURER B: Arch Insurance Company	11150														
INSURER C: Arch Indemnity Insurance Company	30830														
INSURER D:															
INSURER E:															
INSURER F:															

**COVERAGES****CERTIFICATE NUMBER:** W39686312**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 SUBR MSRD 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 <input checked="" type="checkbox"/> Shared Gen Agg w/ CPL & PL  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	ECP204572310	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000 MED EXP (Any one person) \$ 25,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000 Max Project Gen Agg \$ 5,000,000	
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	31CAB8988602	12/31/2024	12/31/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Liability Deductible \$ 250,000	
A	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$	Y	Y	FFX203559513	12/31/2024	12/31/2025	EACH OCCURRENCE \$ 15,000,000 AGGREGATE \$ 15,000,000 \$	
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	N/A	Y	34WC18988702	12/31/2024	12/31/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Professional Liab Claims-Made Contractor's Pollution Liability 3rdParty Premises Pollution Liab	Y	Y	ECP204572310	12/31/2024	12/31/2025	See Attached Addendum	

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

RE: Bidding Purposes | Jefferson Parish Resolution No. 136353 or No. 141125

Locations: All locations under the ownership of FirstOnsite are covered under all policies

**CERTIFICATE HOLDER****CANCELLATION**

Jefferson Parish Government 200 Derbigny St., Suite 4400 Gretna, LA 70053	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	---

© 1988-2016 ACORD CORPORATION. All rights reserved.

ACORD 25 (2016/03)

The ACORD name and logo are registered marks of ACORD

SR ID: 28034364

BATCH: 4028911



AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis Towers Watson Southeast, Inc.		NAMED INSURED Interstate Restoration, LLC dba First Onsite Property Restoration 6200 S. Syracuse Way Suite 230 Greenwood Village, CO 80111	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Named Insureds: First Onsite Property Restoration is the go-to-market name of the North American platform of restoration businesses, which include the following:

Interstate Restoration, LLC  
 Interstate Restoration Hawaii, LLC  
 Super Restoration Service Co., LLC  
 Rolyn, LLC  
 Perfection Property Restoration, Inc.  
 Maxons Restorations, Inc  
 Moore Restoration, Inc.  
 Pro Construction, LLC  
 Pro Contents, LLC.  
 Insurance Restoration Specialists, Inc.  
 Master Maintenance, Inc.  
 Case Restoration Co.  
 Dry Patrol LLC

Umbrella/Excess is Follow Form over General Liability, Auto Liability, and Employers Liability.

When required by written contract, Umbrella/Excess liability follows form with respect to additional insured, primary non-contributory and waiver of subrogation as it pertains to General Liability & Auto Liability policies.

Parish Department receiving goods and services: Library Department

When required by written contract, Additional Insured(s) listed below is included as Additional Insured as respects General Liability, Pollution Liability and Automobile Liability (Excess follows form) as required by written contract with the Named Insured.

Additional Insureds: The Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council

When required by written contract, General Liability, Pollution Liability and Automobile Liability shall be Primary and Non-Contributory with any other insurance in force for or which may be purchased by Additional Insured.

When required by written contract, Waiver of subrogation applies in favor of Additional Insured as respects General Liability, Pollution Liability, Automobile Liability and Workers' Compensation (Excess follows form) as required by written contract with the Named Insured and as permitted by law.

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY See Page 1		NAMED INSURED See Page 1	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: \_\_\_\_\_ FORM TITLE: \_\_\_\_\_

Coverage	Policy Term	Policy Number	Carrier & NAIC #	Limits	Additional Remarks
Excess Liability - \$15m x Primary	12/31/2024-12/31/2025	FFX203559513	Nautilus Insurance Company NAIC # 17370	\$15,000,000 Each Occurrence \$15,000,000 Policy Aggregate	Follow Form over • Automobile Liability • General Liability • Contractor's Pollution Liability • Professional Liability • Employers Liability
Contractor's Pollution Liability	12/31/2024-12/31/2025	ECP204572310	Nautilus Insurance Company NAIC # 17370	\$1,000,000 Each Occurrence	
3rd Party Premises Pollution Liability				\$1,000,000 Each Occurrence	
Professional Liability				\$1,000,000 Each Claim	Claims Made policy
Bailment Coverage				\$1,000,000 General Aggregate \$5,000 Deductible	Coverage applies to property damage to customer's property only
Crime/Fidelity	12/31/2024-12/31/2025	J06759221	Federal Insurance Company NAIC # 20281	\$5,000,000 Employee Theft \$5,000,000 Client Property \$75,000 Retention	

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY See Page 1		NAMED INSURED See Page 1	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: \_\_\_\_\_ FORM TITLE: \_\_\_\_\_

Coverage	Policy Term	Policy Number	Carrier & NAIC #	Limits	Additional Remarks
Contractor's Equipment				\$10,000,000 Maximum Limit \$51,144,985 Scheduled \$500,000 Unscheduled Leased, Rented or Borrowed Equipment \$250,000 Unscheduled Tools and Contractor's Equipment \$2,500 Deductible except \$25,000 for Flood	<ul style="list-style-type: none"> <li>Causes of loss: All Perils</li> <li>Valuation: Replacement Cost (5 Years)</li> <li>Coinurance: 80%</li> <li>Flood: Excluded in zone A, AE, D or V and on any island(s)</li> <li>Policy does not include Overload, Theft and Earthquake exclusions</li> </ul>
Builder's Risk and Installation Floater	12/31/2024-12/31/2025	UM00090266MA24A	XL Specialty Insurance Company NAIC # 37885	\$5,000,000 Covered Property \$1,000,000 Transit \$2,500,000 Flood Per Occurrence \$2,500,000 Flood Annual Aggregate \$2,500,000 Earthquake and Volcanic Eruption Per Occurrence \$2,500,000 Earthquake and Volcanic Eruption Annual Aggregate  Deductibles: \$5,000 Covered Property 3% Named Storm / \$50,000 minimum \$25,000 Flood - Per Occurrence \$25,000 Earthquake and Volcanic Eruption - Per Occurrence	<ul style="list-style-type: none"> <li>Valuation: Replacement Cost</li> <li>Coinurance: 0%</li> <li>Flood coverage provided in FEMA Zones C/Unshaded X Only</li> <li>Earthquake coverage excluded in California and Hawaii</li> </ul>

AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page \_\_\_\_ of \_\_\_\_

AGENCY See Page 1		NAMED INSURED See Page 1	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: \_\_\_\_\_ FORM TITLE: \_\_\_\_\_

Coverage	Policy Term	Policy Number	Carrier & NAIC #	Limits	Additional Remarks
Workers Compensation - Employers Liability	12/31/2024- 12/31/2025	34WCI8988702	Arch Indemnity Insurance Company NAIC # 30830	\$1,000,000 Bodily Injury by Accident - Each Accident \$1,000,000 Each Employee Bodily Injury by Disease \$1,000,000 Policy Limit Bodily Injury by Disease	Statutory Coverage  States Covered: AL, AR, AZ, CA, CO, CT, DC, DE, FL GA, HI, IA, ID, IL, IN, KS, KY, LA, MA, MD, MI, MN, MO, MS, MT, NC, NE, NH, NJ, NM, NV, NY, OK, OR, PA, SC, TN, TX, UT, VA, WI, WV  Stop Gap Coverage: ND, OH, WA, WY