

## BID DOCUMENTS

PROJECT: Roof Repairs Public Works Warehouse  
East Central Warehouse  
The (Rheen Building)  
4901 Jefferson Hwy, Suite C  
Jefferson, Louisiana 70121

BID NO: 50-00116623

TO: Jefferson Parish, Purchasing Department  
P.O. Box 9  
94095  
Gretna, Louisiana 70054-0009

BIDDER: Roofing Solutions, L.L.C  
37302 Commerce Lane,  
Prairieville, LA 70769

LICENSE #: 44196

BID TIME AND DATE: May 24, 2016 @ 11:00 AM

DATE: 5/12/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116623

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: CGasper

Bids will be received until 11:00 AM, 5/24/2016 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well 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. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

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

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

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

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

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only.

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## ADDITIONAL REQUIREMENTS FOR THIS BID

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

3, 5, 6, 10, 13

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 state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, 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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement. As such Attachment A will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.

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.



DATE: 5/12/2016

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**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: CGasper

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

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

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2 weeks upon NTP

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

2 weeks upon NTP

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

30 days of NTP

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: N/A  
NUMBER: N/A  
NUMBER: N/A  
NUMBER: N/A

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 44196

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: Roofing Solutions, L.L.C.	
SIGNATURE: (Must be signed here)	TITLE: Pre Construction Manager
PRINT OR TYPE NAME: Ileana Romero	
ADDRESS: 37302 Commerce Lane	
CITY, STATE: Prairieville, Louisiana	ZIP: 70769
TELEPHONE: (225) 744-3912	FAX: (225) 7444-0037
EMAIL ADDRESS: ileana@roofingsolutionsla.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 6,370.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116623

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>ROOF REPAIRS PUBLIC WORKS WAREHOUSE</p> <p>0010 LABOR, MATERIAL &amp; EQUIPMENT TO COMPLETE THE SCOPE OF WORK AS STATED BELOW FOR PUBLIC WORKS WAREHOUSE ROOF REPAIRS:</p> <ol style="list-style-type: none"> <li>1. CLEAN &amp; PREP EXISTING TPO LINED GUTTER FOR REPAIR.</li> <li>2. REPAIR EXISTING TPO LINED GUTTER SEAMS THAT ARE FAILING AND ALLOWING WATER INTRUSION.</li> <li>3. REPAIR ALL VOIDS, SPLITS AND CRACKS IN MEMBRANE.</li> <li>4. ALL SINGLE PLY REPAIR WORK TO BE DONE TO MOST TPO STANDARDS AND SPECIFICATIONS.</li> <li>5. SUPPLY MAN LIFT TO ACCESS ROOF SAFELY FOR REPAIRS.</li> <li>6. SUPPLY &amp; INSTALL WHITE SA (SELF-ADHERING) MEMBRANE TO ALL VISUAL HOLES ON METAL PANEL ROOF.</li> <li>7. INSTALL MISSING FASTENERS AS REPAIRS ARE BEING MADE UPON VISUAL DETECTION</li> <li>8. RESEAL ANY OPEN PANEL SEAMS AS NECESSARY TO STOP WATER INTRUSION.</li> <li>9. FALL PROTECTION AND SAFETY PROCEDURES PER OSHA STANDARDS.</li> <li>10. 1 YEAR CONTRACTOR'S WARRANTY</li> </ol> <p>LOCATION: EAST BANK CENTRAL WAREHOUSE THE (RHEEM BUILDING) 4901 JEFFERSON HWY., SUITE C JEFFERSON, LA 70121 PHONE: (504) 731-4652</p> <p>FOR A SITE VISIT, CONTACT MARK BUTTERY VIA EMAIL MBUTTERY@JEFFPARISH.NET</p>	\$6,370.00	\$6,370.00

DATE: 5/12/2016

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14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
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DATE: 5/12/2016

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VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: CGasper

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

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

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2 weeks upon NTP

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

2 weeks upon NTP

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

30 days of NTP

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: \_\_\_\_\_

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

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 44196**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME:

Roofing Solutions, L.L.C.

SIGNATURE:

(Must be signed here)



TITLE:

Pre Construction Manager

PRINT OR TYPE NAME:

Ileana Romero

ADDRESS:

37302 Commerce Lane

CITY, STATE:

Prairieville, Louisiana

ZIP:

70769

TELEPHONE:

( 225 ) 744-3912

FAX:

( 225 ) 7444-0037

EMAIL ADDRESS:

ileana@roofingsolutionsla.com

TOTAL PRICE OF ALL BID ITEMS: \$ 6,370.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116623

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>ROOF REPAIRS PUBLIC WORKS WAREHOUSE</p> <p>0010 LABOR, MATERIAL &amp; EQUIPMENT TO COMPLETE THE SCOPE OF WORK AS STATED BELOW FOR PUBLIC WORKS WAREHOUSE ROOF REPAIRS:</p> <ol style="list-style-type: none"> <li>1. CLEAN &amp; PREP EXISTING TPO LINED GUTTER FOR REPAIR.</li> <li>2. REPAIR EXISTING TPO LINED GUTTER SEAMS THAT ARE FAILING AND ALLOWING WATER INTRUSION.</li> <li>3. REPAIR ALL VOIDS, SPLITS AND CRACKS IN MEMBRANE.</li> <li>4. ALL SINGLE PLY REPAIR WORK TO BE DONE TO MOST TPO STANDARDS AND SPECIFICATIONS.</li> <li>5. SUPPLY MAN LIFT TO ACCESS ROOF SAFELY FOR REPAIRS.</li> <li>6. SUPPLY &amp; INSTALL WHITE SA (SELF-ADHERING) MEMBRANE TO ALL VISUAL HOLES ON METAL PANEL ROOF.</li> <li>7. INSTALL MISSING FASTENERS AS REPAIRS ARE BEING MADE UPON VISUAL DETECTION</li> <li>8. RESEAL ANY OPEN PANEL SEAMS AS NECESSARY TO STOP WATER INTRUSION.</li> <li>9. FALL PROTECTION AND SAFETY PROCEDURES PER OSHA STANDARDS.</li> <li>10. 1 YEAR CONTRACTOR'S WARRANTY</li> </ol> <p>LOCATION: EAST BANK CENTRAL WAREHOUSE THE (RHEEM BUILDING) 4901 JEFFERSON HWY., SUITE C JEFFERSON, LA 70121 PHONE: (504) 731-4652</p> <p>FOR A SITE VISIT, CONTACT MARK BUTTERY VIA EMAIL MBUTTERY@JEFFPARISH.NET</p>	\$6,370.00	\$6,370.00

# CORPORATE RESOLUTION

BE IT RESOLVED by the Board of Directors of  
Roofing Solutions, L.L.C in a meeting duly assembled, that  
Ileana Romero (Name), Pre Construction Manager (Title),  
of the Corporation, be, and she is hereby authorized, empowered and  
directed for and on behalf of the Corporation to negotiate for and sign  
any and all bid proposals and/or contracts which this Corporation might  
enter into for the furnishing of services for the Corporation under such terms,  
conditions and stipulates, and for such consideration as he might deem to be in  
the best interest of the Corporation.

\*\*\*\*\*

I, Ileana Romero (Name), Secretary of  
Roofing Solutions, L.L.C. do hereby certify that the above and  
foregoing is a true and correct copy of a Resolution unanimously  
adopted at a meeting of the Board of Directors of said Corporation held  
on the day 28 of February, 2016, at which meeting all members  
of the Board of Directors were present and voted thereon and that said Resolution  
has been spread upon the minute books of the Corporation, and same is now in full  
force and effect.

WITNESS MY SIGNATURE this 23 day of May 2016, at

Roofing Solutions, L.L.C.



Secretary



# State of Louisiana



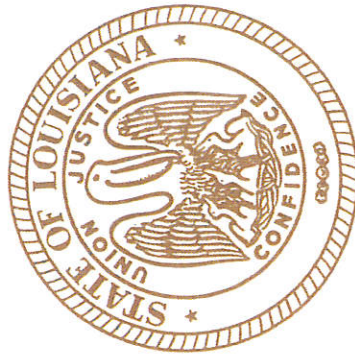
## State Licensing Board for Contractors

This is to Certify that:

ROOFING SOLUTIONS, L.L.C.  
37302 Commerce Ln.  
Prairieville, LA 70769

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; HEAVY CONSTRUCTION; MECHANICAL WORK (STATEWIDE); SPECIALTY:  
ELASTOMERIC ROOFS; SPECIALTY: ROOFING AND SHEET METAL, SIDING; SPECIALTY:  
WATERPROOFING, COATING, SEALING, CONCRETE/MASONRY REPAIR



Expiration Date: October 25, 2017

License No: 44196

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 26th day of October 2014

Willis McCP Director

Lee Mellett Chairman

Andy Dancy Secretary-Treasurer

This License Is Not Transferrable