

## BID REJECTION FORM

Bid number: 50-00127416

Vendor Name: C J's Electric

Reasons for

Rejection: Vendor did not provide a unit price on the unit price bid form.

Corporate Resolution and Non-Public Works Affidavit has  
Crescent Signs listed as the company, vendor did not provide  
insurance certificate nor a bid bond with bid.

REVIEWED BY:

Buyer Name: Daphne Nelson Date: 10/1/19

Chief Buyer: JBH Date: 10/1/19

DATE: 8/21/2019  
BID NO.: 50-00127416

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: DNELSON@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 9/24/2019 AND PUBLICLY OPENED THEREAFTER.**

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

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

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

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

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

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

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

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

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

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

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

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

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

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

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

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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**1,3,4,5,6,8,10,11,15**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: EAST BANK REGIONAL LIBRARY, 4747 W. NAPOLEON AVE. METAIRIE, LA 70001 AT 10AM ON 9/09/2019**

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

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

See Page 1 for Conflicts of Interest Statement

📍 600 North Street, Baton Rouge, 70802 📞 (225) 765-2301 📧 Text-To-Verify: 1 (855) 999-7896



## Louisiana State Licensing Board for Contractors

### Contractor Information

**Business Name** CJ'S ELECTRIC, L.L.C.  
**Mailing Address** 141 Robert E Lee Blvd Suite 131  
New Orleans, LA 70124  
**Phone Number** (504) 218-4725  
**Fax Number** (504) 218-4708  
**Email Address** charlie.laborde@gmail.com  
**Website** <http://www.cjselectric.com>

### Active Licenses

**License Number** 57119  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 10/25/2016  
**Expiration** 10/24/2019  
**First Issued** 10/24/2012

### Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Charles Joseph Laborde Jr.	ALL
ELECTRICAL WORK (STATEWIDE)	Charles Joseph Laborde Jr.	ALL

DATE: 8/21/2019

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BID NO.: 50-00127416

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 11-24-19

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 57119

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: CJ's Electric

ADDRESS: 141 Robert E Lee, Suite 131

CITY, STATE: New Orleans, LA ZIP: 70124

TELEPHONE: (504) 669-0808 FAX: ( )

EMAIL ADDRESS: charlie.la borde@gmail.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 265,583.28

AUTHORIZED SIGNATURE: Al Morris

TITLE: Vice President

Albert Morris

Printed Name

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127416

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	EA	<p>LABOR, MATERIALS &amp; EQUIPMENT NECESSARY TO REMOVE TWO (2) EXISTING OUTDOOR ELECTRONIC VARIABLE MESSAGING (EVM) DIGITAL SIGNS &amp; FURNISH &amp; INSTALL TWO(2) NEW OUTDOOR ELECTRONIC VARIABLE</p> <p>0010 - Cost to replace the electronic variable messaging (EVM) sign, to include the spare parts kit, at the East Bank Regional Library located at:</p> <p>4747 W. Napoleon Avenue Metairie, Louisiana 70001</p> <p>AS PER THE ATTACHED SPECIFICATIONS</p>		
2	1.00	EA	<p>0020 - Cost to replace the electronic variable messaging (EVM) sign, to include the spare parts kit, at the at the West Bank Regional Library located at:</p> <p>2751 Manhattan Blvd. Harvey, Louisiana 70058</p>		

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Crescent Signs Inc  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Crescent Signs Inc  
INCORPORATED, DULY NOTICED AND HELD ON Friday September 20<sup>th</sup> 2019  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

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

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

al Morris  
SECRETARY-TREASURER

9-20-19  
DATE

## **Non-Public Works Bid Affidavit Instructions**

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

*Instruction sheet may be omitted when submitting the affidavit*

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Albert Morris, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Vice President of Crescent Signs (Entity), the party who submitted a bid in response to Bid Number 50-00127418, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B ✓ there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B ✓ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Al Morris  
Signature of Affiant

Al Morris  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 24 DAY OF SEP, 2017.

[Signature]  
Notary Public

[Signature]  
Printed Name of Notary



**J D DELIBERTO**  
Notary Public #040587  
Jefferson-Orleans Parish, La.  
My Commission is for Life

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.

Print

## Notary Search - Detail

**Name:** MR. JOHN DAVID DELIBERTO JR.  
**Address:** 316 CLEARVIEW PKWY.  
METAIRIE, LA 70001

**Phone:** (504) 888-0849  
**Phone 2:** (504) 258-2295

**Notary ID Number:** 40587

**Parish:** JEFFERSON with authority in the following parishes:  
ORLEANS, PLAQUEMINES, ST. BERNARD

**Agency:** N/A

**Notary Type:** Non Attorney

**Status:** Active

**Commission Date:** 12/28/2004  
**Oath Date:** 10/04/2004  
**Surety Expiration Date:** 09/30/2019  
**Annual Report Current:** Yes

## Notary Events

<b>Suspension</b>	From: 02/27/2015	To: 03/06/2015
<b>Suspension</b>	From: 10/03/2014	To: 10/20/2014
<b>Suspension</b>	From: 02/27/2013	To: 05/08/2013
<b>Parish Change</b>	Previous Parish: ORLEANS	Previous Commission Date: 03/12/2001
<b>Parish Change</b>	Previous Parish: LIVINGSTON	Previous Commission Date: 08/27/1993

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

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

# Estimate



Date	Estimate No.	Rep
9/13/2019	0911-1549	Citrus

East Bank Regional LED Message Center

Description	Qty	U/M	Rate	Total
11ft 11in W x 7ft 1in T - RGB 16 mm double face 130 x 220 Pixel Matrix Full color weather resistant LED display; 4 LED's per pixel (2R, 1G, 1B) capable of producing over 281 trillion colors. Fully, user controllable 10,000 NIT brightness, 100,000 hour (11.5 years) life expectancy on LED's. Front service ability. 160 degree viewing angle. Including spare parts kit.	1		117,820.00	117,820.00T
DEDICATED LAPTOP Premium ASUS Windows 10 PC configured for communication to your LED sign. Optimized settings and content including Clip Art Images and animation templates. Content Creation software comes loaded on dedicated laptop for easy-of-use designing advertising slides.	1		0.00	0.00T
WIRELESS ETHERNET This unit is designed for "Private Network" but may be upgraded for "Cloud Network" capability at a later date. High performance, high data rate Dual Polarization long range Antenna featuring the latest Wireless N specification for worry-free communication with our Tech Department. Features a two mile line-of-site coverage at speeds up to 150 mbps.	1		0.00	0.00T
Total				

Price does not include: Permits, fees, labor, installation, routing time, etc. Unless otherwise stated. Each customer is given up to THREE designs with original cost of signage. After THREE proofs design time will be included for all changes. By signing this contract the client is approving the above estimate/drawing number. We will not be held responsible for undetected errors on a final design drawing that has been approved by customer. Alterations requested by customer after a final design drawing has been approved will incur additional charges. Customer will be responsible for the remaining difference on or before shipping/delivery. Customer does NOT own any signage until it is paid for in full. Production does not begin until deposit and permits are obtained.

Signature \_\_\_\_\_

We will meet or beat any competitor's prices using comparable materials

# Estimate



Date	Estimate No.	Rep
9/13/2019	0911-1549	

East Bank Regional LED Message Center

Description	Qty	U/M	Rate	Total
<p>WARRANTY DETAILS - Private Network Full 7 year warranty on all workmanship and materials including sign and LED components, parts, structure, and labor. Includes 1 business day response time for service requests with local technicians. Lifetime warranty on all tech support and software training.</p> <p>* Excludes laptop, which has (1) year manufacturer warranty</p>	1		0.00	0.00T
<p>Labor to remove and replace existing message center signage w/ new 11'11" x 7'1" x 16mm L.E.D. Partners message boards. To be performed during normal working hours of 7:00 am and 5:30 PM Monday through Friday. Existing structure returned to it's original condition and necessary precautions taken to safeguard and protect from damage all Parish, public and private properties as well as to safeguard the welfare and safety of the public, employees and other Parish officials. Trash and debris to be removed daily.</p> <p>Note: Includes all electrical reconnected and sign ready for use.</p>			3,750.00	3,750.00
<p>Sign diagrams and permitting</p> <p>Jefferson Parish Sales Tax 10-01-2018</p>			350.00 9.20%	350.00T 10,871.64
			<b>Total</b>	<b>\$132,791.64</b>

Price does not include: Permits, fees, labor, installation, routing time, etc. Unless otherwise stated. Each customer is given up to THREE designs with original cost of signage. After THREE proofs design time will be included for all changes. By signing this contract the client is approving the above estimate/drawing number. We will not be held responsible for undetected errors on a final design drawing that has been approved by customer. Alterations requested by customer after a final design drawing has been approved will incur additional charges. Customer will be responsible for the remaining difference on or before shipping/delivery. Customer does NOT own any signage until it is payed for in full. Production does not begin until deposit and permits are obtained.

Signature \_\_\_\_\_

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# Estimate



Date	Estimate No.	Rep
9/23/2019	0911-1557	CARLS

West Bank Regional LED Message Center

Description	Qty	U/M	Rate	Total
11ft 11in W x 7ft 1in T - RGB 16 mm double face 130 x 220 Pixel Matrix Full color weather resistant LED display; 4 LED's per pixel (2R, 1G, 1B) capable of producing over 281 trillion colors. Fully, user controlable 10,000 NIT brightness, 100,000 hour (11.5 years) life expectancy on LED's. Front service ability. 160 degree viewing angle. Including spare parts kit.	1		117,820.00	117,820.00T
DEDICATED LAPTOP Premium ASUS Windows 10 PC configured for communication to your LED sign. Optimized settings and content including Clip Art Images and animation templates. Content Creation software comes loaded on dedicated laptop for easy-of-use designing advertising slides.	1		0.00	0.00T
WIRELESS ETHERNET This unit is designed for "Private Network" but may be upgraded for "Cloud Network" capability at a later date. High performance, high data rate Dual Polarization long range Antenna featuring the latest Wireless N specification for worry-free communication with our Tech Department. Features a two mile line-of-site coverage at speeds up to 150 mbps.	1		0.00	0.00T
Total				

Price does not include: Permits, fees, labor, installation, routing time, etc. Unless otherwise stated. Each customer is given up to THREE designs with original cost of signage. After THREE proofs design time will be included for all changes. By signing this contract the client is approving the above estimate/drawing number. We will not be held responsible for undetected errors on a final design drawing that has been approved by customer. Alterations requested by customer after a final design drawing has been approved will incur additional charges. Customer will be responsible for the remaining difference on or before shipping/delivery. Customer does NOT own any signage until it is paid for in full. Production does not begin until deposit and permits are obtained.

Signature \_\_\_\_\_

We will meet or beat any competitor's prices using comparable materials

# Estimate



Date	Estimate No.	Rep
9/23/2019	0911-1557	

West Bank Regional LED Message Center

Description	Qty	U/M	Rate	Total
<p>WARRANTY DETAILS - Private Network Full 7 year warranty on all workmanship and materials including sign and LED components, parts, structure, and labor. Includes 1 business day response time for service requests with local technicians. Lifetime warranty on all tech support and software training.</p> <p>* Excludes laptop, which has (1) year manufacturer warranty</p>	1		0.00	0.00T
<p>Labor to remove and replace existing message center signage w/ new 11'11" x 7'1" x 16mm L.E.D. Partners message boards. To be performed during normal working hours of 7:00 am and 5:30 PM Monday through Friday. Existing structure returned to it's original condition and necessary precautions taken to safeguard and protect from damage all Parish, public and private properties as well as to safeguard the welfare and safety of the public, employees and other Parish officials. Trash and debris to be removed daily.</p> <p>Note: Includes all electrical reconnected and sign ready for use.</p>			3,750.00	3,750.00
<p>Sign diagrams and permitting</p> <p>Jefferson Parish Sales Tax 10-01-2018</p>			350.00 9.20%	350.00T 10,871.64
			<b>Total</b>	<b>\$132,791.64</b>

Price does not include: Permits, fees, labor, installation, routing time, etc. Unless otherwise stated. Each customer is given up to THREE designs with original cost of signage. After THREE proofs design time will be included for all changes. By signing this contract the client is approving the above estimate/drawing number. We will not be held responsible for undetected errors on a final design drawing that has been approved by customer. Alterations requested by customer after a final design drawing has been approved will incur additional charges. Customer will be responsible for the remaining difference on or before shipping/delivery. Customer does NOT own any signage until it is payed for in full. Production does not begin until deposit and permits are obtained.

Signature \_\_\_\_\_

We will meet or beat any competitor's prices using comparable materials



**CENTRALBIDDING**

FROM CENTRAL AUCTION HOUSE

**5000127416 MARQUEE SIGNS AT EAST BANK AND WEST BANK  
JEFFERSON PARISH LIBRARIES**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
10-Sep-2019 09:46:41 AM



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

**June 2019**

## CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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

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

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

**BID NO.: 50-00127416**

**LABOR, MATERIALS & EQUIPMENT NEEDED TO REMOVE TWO (2) EXISTING OUTDOOR ELECTRONIC VARIABLE MESSAGING (EVM) DIGITAL SIGNS AND TO FURNISH AND INSTALL TWO (2) NEW OUTDOOR ELECTRONIC VARIABLE MESSAGING (EVM) LED DIGITAL MARQUEE SIGNS LOCATED AT THE EAST BANK AND WEST BANK REGIONAL LIBRARIES.**

**Section 1.0 Mandatory Pre-Bid Conference:**

**Place:** East Bank Regional Library  
4747 W. Napoleon Avenue  
Metairie, Louisiana 70001  
Meeting Room

**Date:** September 9, 2019  
**Time:** 10:00 a.m.

All bidders are required to attend a mandatory pre-bid conference. This conference is to inspect the existing outdoor electronic variable messaging (EVM) digital signs and replace them with a new electronic variable messaging (EVM) Vantage LED USA Display Flex V-Series Sign. The owner's representative will be present to allow for questions to be asked, for clarifications, etc.

The Mandatory Pre-Bid conference and inspection, does not relieve the successful bidder from the necessity of furnishing labor, materials, and equipment or performing any work that may be required to complete the bid, in accordance with the written specifications without any additional costs to the Owner.

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 this project.

**Section 2.0 License Requirements:**

The following Louisiana State License shall be required for this project:

**Louisiana State Contractor License with a Specialty Classification in:**

**Specialty: Signs, Scoreboards, Displays, Billboards (Electrical & Non-Electrical)**

NOTE – Louisiana State Contractors License number shall be on the outside of the bid envelope. Additionally if submitting the bid electronically, then the license number must be

entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.

**Section 3.0 Performance Bond:**

A Performance Bond in the amount of 50% of the contract amount will be required at the signing of the formal contract.

**Section 4.0 Scope:**

We extend this proposal to cover all labor, materials and equipment necessary to remove the existing electronic variable messaging (EVM) digital signs and replace them with a new electronic variable messaging (EVM) Vantage LED USA Display Flex V-Series Signs as per the specifications included in these bid specifications. The signs are at the following locations:

East Bank Regional Library  
4747 W. Napoleon Avenue  
Metairie, Louisiana 70001

West Bank Regional Library  
2751 Manhattan Blvd.  
Harvey, Louisiana 70058

The time given for this project is ninety (90) day.

**Section 5.0 Permits**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all current during this project period. All permits must be obtained prior to the start of the project.

**Section 6.0 Quantities/Inspections:**

Bidders must inspect the sites and perform their own inspections, measurements, and surveys to determine the proper quantities of labor, hours, equipment, supplies, materials, etc. required for this bid.

The person to contact concerning this bid Ricardo Mesa, IT Network Administrator; he can be reached at 838-1100, between the hours of 8:30 am and 4:00 pm., Monday through Friday.

## Section 7.0 Specifications:

The successful bidder shall cover the furnishing of all labor, materials and equipment necessary to remove the existing two (2) electronic variable messaging (EVM) digital signs and to furnish and install two new electronic variable messaging (EVM) Vantage LED USA Display Flex V-Series Signs at the East Bank and West Bank Regional Libraries.

The signs will be replaced with Flex V-Series Outdoor 16mm RGB 135 x 270 Double Face Low Power Sign. The Flex V-Series operates on less power, which reduces electrical costs from initial setup through the lifetime of the operation of the display. The power supplies are conformal-coated to protect against corrosion and oxidation.

Flex Modules are used to provide a uniform module size across all modules and allows for future upgrades of the electronic variable messaging signs.

The Flex V-Series comes with cloudware software This collaboration software is used to create and schedule content anywhere/anytime with access via PC, MAC, IPAD, or Mobile Device. Easy to use intuitive applications built to meet any need; from simple scheduling and content creation to integrated live information (RSS and other feeds) and advanced scheduling (conditional messages based on temperature, weather and more).

The electronic variable messaging (EVM) outdoor sign must connect to existing direct fiber.

The successful bidder will provide a new rack mount server and software to manage the electronic variable messaging (EVM) signs.

The successful bidder will provide a backup wireless Ethernet communication system to transmit messages to the electronic variable messaging (EVM) signs.

The panel structure shall withstand up to 100 mph wind speeds. Sign and structure shall be certified weather proof.

Included in the cost of each electronic variable messaging (EVM) sign will be a spare parts kit, which will be maintained and stored by the successful bidder.

The electronic variable messaging (EVM) display will be made up the following:

Physical Pitch – 16 mm

Physical Matrix – 135 x 270

Virtual Pitch – 8 mm

LEDs per Pitch – R1G1B1

Square Feet per Fac – 100.44

Service Access – Front Service, and Rear Service, if applicable

Color Capability – 281 Trillion Colors

Viewing Angle – 160 Degree Horizontal

Brightness – 10,000 NITS (The owner must be able to control the brightness of the display)

**Note: Cabinet Dimensions and Active Display Area will be verified by the successful bidder.**

The successful bidder will review and provide electrical requirements and diagrams, to include specific details regarding required power and final connections.

**Section 7.1 Response Time:**

The successful bidder must be able to respond to a service request within 24 hours and have local services technicians for both locations.

**Section 7.2 Hours of Work:**

The work that is to be performed will be scheduled during normal working hours. Normal working hours are 7:00 am – 5:30 pm, Monday through Friday.

**Section 7.3 Existing Structure:**

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

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

**Section 8.0 Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris and upon completion of the project. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable material must be removed from the job site daily, storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the public, employees of Jefferson Parish, and other Parish officials.

Trash and debris shall be removed daily, and shall become the property of the bidder.

**NOTE: TRASH AND DEBRIS SHALL NOT BE PUT IN LIBRARY DUMPSTERS.**

Bidder's employees may use public restrooms 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 bidder.

**Section 9.0 Warranty:**

All workmanship and materials must have a seven (7) year warranty on the electronic variable messaging (EVM) signs. The warranty will cover sign, sign components, parts, structure and labor. After installation of the electronic variable messaging (EVM) signs the successful bidder will provide a copy of the warranty in writing and three (3) sets of equipment manuals for all equipment.

**Section 10.0 Pre-Construction Conference:**

A pre-construction conference shall be held between the successful bidder and the owner before any work commences, no work will be performed until the bidder receives a written Notice to Proceed from the owner.

## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

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### JEFFERSON PARISH REQUIRED STANDARD INSURANCE

#### ☐ WORKER'S COMPENSATION INSURANCE

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

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

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

☐ **COMMERCIAL GENERAL LIABILITY**

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

☐ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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