

Metal Graphics, Inc.

1326 26TH ST. KENNER, LA 70062

(PH) 504-467-2205 (FX) 504-461-5386

CONTRACTOR LICENSE NO.: 49061

JEFFERSON PARISH

PURCHASING DEPT.

200 DERBIGNY ST.

SUITE 4400

GRETNA, LA 70053

BID NO. 50-00129082

OPENING: 12/18/19 11:00AM

BID/RFP RECEIPT

Receipt of Bid/RFP Proposal No. SO-129082

From: Metal Graphics, Inc.

Company's Name

Person Received Bid: Shirley C. Gifford

Number of Envelopes/Boxes Received: 1

Jefferson Parish Purchasing Department
1221 Elmwood Park Blvd.

Suite 404 – Yenni Bldg.

Jefferson, LA 70121

2019 DEC 16 PM 2:48



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000129082 LABOR, MATERIALS AND EQUIPMENT NECESSARY TO
REMOVE EXISTING LETTERING, SUPPLY AND INSTALL NEW
LETTERING PER SPECIFICATIONS FOR THE DEPARTMENT OF
GENERAL SERVICES**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

16-Dec-2019 10:11:35 AM



BID 50-129082

**LABOR, MATERIALS AND EQUIPMENT NECESSARY TO REMOVE
EXISTING LETTERING, SUPPLY AND INSTALL NEW LETTERING PER
SPECIFICATIONS FOR THE DEPARTMENT OF GENERAL SERVICES**

December 18, 2019 @ 11:00 A.M.

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street, Suite 4400
Gretna, LA 70053
Please Email Any Questions To:
Mark Buttery
MBUTTERY@JEFFPARISH.NET
504-364-2810**

DATE: 12/10/2019
BID NO.: 50-00129082

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

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

VENDOR:

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 12/18/2019 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. 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 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 purchasing.jeffparish.net and clicking on On-line forms.

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

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.

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

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

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

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

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

All formal Addenda require written acknowledgment on the bid form by the bidder. 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 A1 17.1-1961).

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

4,5,6,10,13

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. 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.

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: 12/10/2019

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00129082

JEFFERSON PARISH

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

VENDOR:

BUYER: MBUTTERY

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

1/2/20

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

2 days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

7 days

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form 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) _____

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

METAL GRAPHICS INC

SIGNATURE:

(Must be signed here)

[Signature]

TITLE:

PRESIDENT

PRINT OR TYPE NAME:

LESLI ALITO HAUGE

ADDRESS:

1326 26th Street

CITY, STATE:

Kenner, LA

ZIP:

70062

TELEPHONE:

(504) 467-2205

FAX:

(504) 469-5386

EMAIL ADDRESS:

metalgraphicsinc@gmail.com

TOTAL PRICE OF ALL BID ITEMS: \$

3042.00

FOB DELIVERED

DATE: 12/10/2019

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129082

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	LABOR, MATERIALS AND EQUIPMENT NECESSARY TO REMOVE EXISTING LETTERING, SUPPLY AND INSTALL NEW LETTERING PER SPECIFICATIONS 0010 - SIGNAGE INSTALLATION JOSEPH S. YENNI BLDG. 10TH & 2ND FLOOR GENERAL GOVERNMENT BLDG. 6TH & 2ND FLOOR DEPARTMENT OF GENERAL SERVICES PROVIDE LABOR, MATERIALS, DELIVERY, EQUIPMENT AND ALL OTHER INCIDENTALS NECESSARY TO REMOVE EXISTING LETTERING AND SUPPLY AND INSTALL NEW LETTERING PER THE ATTACHED SPECIFICATIONS.	3042.00	3042.00 FOR DELIVERED

REMOVE EXISTING SIGNAGE AND INSTALL NEW SIGNAGE

Section 1.0 – Site Visits:

All prospective bidders can schedule a visit of the job sites by contacting:

- Mike Fonseca at (504)736-6036 for the Joseph S. Yenni Building
- Tim Hoskins at (504)364-2675 for the General Government Building

Mr. Fonseca and Mr. Hoskins can be reached between the hours of 8:00 a.m. and 4:00 p.m. Monday thru Friday.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to remove existing lettering and supply and install new lettering at the following locations:

1. **Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Boulevard, Jefferson, LA 70123.**
 - **10th Floor Elevator Lobby:**
 - Letters on the left glass panel leading into the Council Suite.
 - Letters on left glass panel leading into the Parish President Suite.
 - **Council Chambers 2nd Floor:**
 - Nine (9) 4 inch by 11 inch frosted acrylic name plates on the dais.
2. **Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.**
 - **6th Floor Parish President and Council Lobby/Waiting Area:**
 - Left Glass panel leading into the Council Suite
 - Entrance door leading into Parish Presidents Suite
 - **Council Chambers 2nd Floor:**
 - Nine (9) 4 inch by 11 inch frosted acrylic name plates on the dais

Section 3.0 –License Requirements:

The following Louisiana State licenses will be required for this bid:

- Commercial Contractor

And a

Louisiana State specialty license in the following category:

- Signs, Scoreboards. Displays, Billboards (Electrical & Non-Electrical)

Section 4.0 – Quantities/Inspections:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of labor and materials and equipment required to complete this project.

Section 5.0 – Bid Specifications:

- Prior to beginning any work the successful bidder shall verify the location of all lettering with an owner's representative.
- Three (3) days after receiving the "Purchase Order" the successful bidder shall submit the following information to the Department of General Services for approval:
 - Die cut sample of an individual character in the proper color, size, and font.
 - A to scale drawing listing font, color character height, and stroke width of character and border for each location.
 - Font on new lettering shall match the existing font at each location See Attachment "A" for sample of existing lettering.

Failure to provide the requested information will result in the bid being deemed non-responsive.

- No work shall begin prior to owner approval of all items listed above.

5.1 Removal of Existing Lettering:

- Remove and properly dispose of all existing lettering in the following areas:

10th Floor Elevator Lobby Joseph S. Yenni Building:

- Letters on the elevator storefront door leading into the common hallway.
- Letters on left glass panel leading into the Parish President Suite.

2nd Floor Council Chambers:

- Letters on the nine (9) 4 inch by 11 inch frosted acrylic name plates on the dais.

General Government Building:**6th Floor Parish President and Council Lobby/Waiting Area:**

- Letters on the left glass panel leading into the Council Suite.
- Letters on the glass door leading into the Parish President Suite.

2nd Floor Council Chambers:

- Letters on the nine (9) 4 inch by 11 inch frosted acrylic name plates on the dais.

SECTION INTENTIONALLY LEFT BLANK

Section 5.0 – Bid Specifications: Continued

5.2 Installation of New Lettering:

10th Floor Elevator Lobby Joseph S. Yenni Building:

- The following will be installed on the left glass panel leading into the Council Suite:
 - Font Style: match existing
 - 3.50" Character Height: Jefferson
 - .562" Character Height: Parish
 - .875" Character Height: Office of the Parish Council
 - .625" Character Height:
 - Ricky J. Templet – Councilman At-Large, Division A
 - Scott Walker – Councilman At-Large, Division B
 - Marion F. Edwards – Councilman, District 1
 - Deano Bonano – Councilman, District 2
 - Byron L. Lee – Councilman, District 3
 - Dominick F. Impastato, III – Councilman, District 4
 - Jennifer Van Vrancken - Councilwoman, District 5
- The following will be installed on the left glass panel leading into the Parish President Suite:
 - Font Style: match existing
 - 3.50" Character Height: Jefferson
 - .562" Character Height: Parish
 - .875" Character Height: Office of the Parish President
 - 1.50" Character Height: Cynthia Lee Chang

2nd Floor Council Chambers Yenni Building:

- The following will be installed on the nine (9) 4 inch by 11 inch frosted acrylic name plates on the dais
 - Ricky J. Templet
Councilman At-Large, Division A
 - Scott Walker
Councilman At-Large, Division B
 - Marion F. Edwards
Councilman, District 1
 - Deano Bonano
Councilman, District 2
 - Byron L. Lee
Councilman, District 3
 - Dominick F. Impastato, III
Councilman, District 4
 - Jennifer Van Vrancken
Councilwoman, District 5
 - Ricky J. Templet
Council Chairman
 - Scott Walker
Council Chairman

Section 5.0 – Bid Specifications:

5.2 Installation of New Lettering: Continued

6th Floor General Government Building:

- The following will be installed on the left glass panel leading into the Council Suite:
 - Font Style: match existing
 - 3.50" Character Height: Jefferson
 - .562" Character Height: Parish
 - .875" Character Height: Office of the Parish Council
 - .625" Character Height:
 - Ricky J. Templet – Councilman At-Large, Division A
 - Scott Walker – Councilman At-Large, Division B
 - Marion F. Edwards – Councilman, District 1
 - Deano Bonano – Councilman, District 2
 - Byron L. Lee – Councilman, District 3
 - Dominick F. Impastato, III – Councilman, District 4
 - Jennifer Van Vrancken - Councilwoman, District 5
- The following will be installed on the glass door leading into the Parish President Suite:
 - Font Style: match existing
 - 3.50" Character Height: Jefferson
 - .562" Character Height: Parish
 - .875" Character Height: Office of the Parish President
 - 1.50" Character Height: Cynthia Lee Chang

2nd Floor Council Chambers General Government Building:

- The following will be installed on the nine (9) 4 inch by 11 inch frosted acrylic name plates on the dais
 - Ricky J. Templet
Councilman At-Large, Division A
 - Scott Walker
Councilman At-Large, Division B
 - Marion F. Edwards
Councilman, District 1
 - Deano Bonano
Councilman, District 2
 - Byron L. Lee
Councilman, District 3
 - Dominick F. Impastato, III
Councilman, District 4
 - Jennifer Van Vrancken
Councilwoman, District 5
 - Ricky J. Templet
Council Chairman
 - Scott Walker
Council Chairman

6.0 - Material Description:**6.1 Glass Panels and Storefronts**

- Match existing font
- Metal Graphics Die Cut Letters
- First Surface Gerber Premium Gold Vinyl Face with Second Surface Gerber Premium Black Vinyl
- Background with Surface Mount Application

6.2 Frosted acrylic name plates

- Match existing font
- Metal Graphics Gerber Premium Silver Vinyl Face
- Surface Application

Section 7.0 – Hours of Work:

Work that shall not affect the normal operation of this facility can be scheduled during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m.

Section 8.0 – Cleaning Area and Safety:

Job site must be clean and free of all litter and debris caused by this work daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Storage of flammable materials will not be permitted on the premises. All flammable materials must be removed from the job site daily. 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.

Section 9.0 – Notice to Proceed:

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

Attachment "A"
General Government Building



Yenni Building



STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE



WORKER'S COMPENSATION INSURANCE

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

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

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

☒ COMMERCIAL GENERAL LIABILITY

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

☐ COMPREHENSIVE AUTOMOBILE LIABILITY

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

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) OWNER'S PROTECTIVE LIABILITY

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

2) BUILDER'S RISK INSURANCE

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



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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

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

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



BID# 50-00129082

METAL-1

OP ID: DL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/16/2019

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).

PRODUCER Harry Kelleher & Co., Inc. 5720 Salmen Ave Harahan, LA 70123 Donna C. Lowe		504-828-0400		CONTACT NAME: Donna C. Lowe PHONE (A/C, No, Ext): 504-828-0400 FAX (A/C, No): 504-828-0300 E-MAIL ADDRESS: dlowe@hkelleher.com19-	
INSURED Metal Graphics Inc. P.O. Box 969 Kenner, LA 70063		INSURER(S) AFFORDING COVERAGE INSURER A: Atain Specialty Ins. Co. INSURER B: LA Workers' Compensation Corp. INSURER C: INSURER D: INSURER E: INSURER F:		NAIC # 22350	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CIP381499	04/28/2019	04/28/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED \$ RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	166698	04/28/2019	04/28/2020	<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

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

bid #50-00129082

CERTIFICATE HOLDER

JEFFE24

Jefferson Parish Gen. Services
 General Government Building
 200 Derbigny St., Suite 4400
 Gretna, LA 70053

CANCELLATION

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

Donna C Lowe

BID# 50-00129082

**Insurance Declaration Affidavit
Automotive**

AFFIDAVIT


STATE OF LA

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared, LESLI ALITO HAUGE (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized PRESIDENT/OWNER of METAL GRAPHICS INC (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00129082 to Jefferson Parish.

Affiant further said:

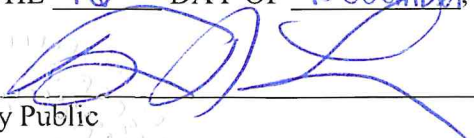
- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.


Signature of Affiant

LESLI ALITO HAUGE
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 16th DAY OF December, 2019.


Notary Public

T. ROBERT LACOUR
Attorney & Notary Public, #8077
Printed Name of T. Robert Lacour
3120 Williams Boulevard, Kenner
Jefferson Parish, Louisiana
My commission is issued for life

Notary/Bar Roll Number

My commission expires at death



City of Kenner

1801 Williams Blvd
Kenner, LA 70062

METAL GRAPHICS
1326 26TH STREET
KENNER, LA 70062

** NOTICE **

This license becomes null & void if ownership, business name or address is changed. Licensee must apply within 10 days of such change for transfer. Fee will apply. All applicable building & zoning regulations pertaining to business location must be followed.

METAL GRAPHICS INC
P O BPX 969
KENNER, LA 70063

2019

Business License

Business License ID
2890

Type
INCORPORATION
SIGNS

Number
3069

Issued
01/22/2019

Valid thru
12/31/2019


Code Enforcement Director

*** POST THIS LICENSE IN A CONSPICUOUS PLACE ***

BID # 50-00129082

State of Louisiana



State Licensing Board for Contractors

This is to Certify that:

METAL GRAPHICS, INC.
P. O. Box 969
Kenner, LA 70063

is duly licensed and entitled to practice the following classifications

SPECIALTY: SIGNS, SCOREBOARDS, DISPLAYS, BILLBOARDS (ELECTRICAL & NON-ELECTRICAL)



Expiration Date: March 20, 2021

License No: 49061

This License Is Not Transferrable

Witness our hand and seal of the Board dated,
Baton Rouge, LA 1st day of May 2018

Will S. McCoy Director

Lee Mallett Chairman

Andy Dumas Treasurer

BID# 50-00129082

**Insurance Declaration Affidavit
Automotive**

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared, Lesli Alito Hauge (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized PRESIDENT/OWNER of Metal Graphics, Inc. (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00129082 to Jefferson Parish.

Affiant further said:

- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.

Signature of Affiant

LESLI ALITO HAUGE
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____