



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

July 19, 2016

Mr. Jedidiah Jackson, Director
Department of Jefferson Community Action Programs

Re: Bid No. 50-00116883 to provide preventative repair maintenance program for HVAC Systems for various locations for the Jefferson Parish Community Action Programs (Head Start)

The above referenced bid opened on July 19, 2016. The deadline for award is September 2, 2016, which is the 45th day from bid opening. Please find attached copies of bids submitted and the bid tabulation for your review and recommendation. Once you have made a recommendation for award, please forward a copy of the blank resolution routed for placement on the Council agenda to sduffy@jeffparish.net or you may fax it 504-364-2693.

Pursuant to LA R.S. 38:2215 and more specifically, Jefferson Parish regulations:

All bids must be awarded or rejected within 45 calendar days from the date of bid opening. Therefore, if award (or rejection) will be made outside of the 45th day, then both low bidder and Jefferson Parish may mutually consent in writing to extend the deadline for award.

You must forward a copy of this written extension to Purchasing to the email address or fax number provided above. A sample of the extension letter has been posted on the Parish Intranet – Purchasing– Purchasing Bid Forms or you may also access it in the Purchasing Public Folder in Outlook.

In the event it is deemed the best interest of Jefferson Parish to split an award among vendors, please notify me at the above contact information so that all required affidavits are obtained within the regulated amount of time allotted for each vendor to provide them.



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Council approval is required; once the Council awards the bid by adopting the resolution,

- a) You will be responsible to route for a contract placing all necessary paperwork (e.g. bid documents submitted by awarded vendor(s), bid tabulation, blank resolution, contract, affidavits and if any: insurance, bonds in Hummingbird.

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II

Cc: Lonnie Bewley

BID: 50-00116883 HVAC SYSTEMS MAINTENANCE & REPAIR

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
=====								
1000M WESTBANK MAINTENANCE SHOP	10.0000	MO	6/07/2016	YDumas				
VENDOR	MODEL	BRAND/COMMENT		COMPARISON AMT	EXTENSION	SEL	REASON	
BEACON AIR CONDITIONING	**	NON-RESPONDING VENDOR **						
G & M ELECTRIC CO	**	NON-RESPONDING VENDOR **						
GULF ENGINEERING CO INC	**	NON-RESPONDING VENDOR **						
BLANK BID COPY VENDOR	**	NON-RESPONDING VENDOR **						
JOHNSTONE SUPPLY (KIPO LLC)	**	NON-RESPONDING VENDOR **						
JOHNSON CONTROLS INC	**	NON-RESPONDING VENDOR **						
TRANE U S INC	**	NON-RESPONDING VENDOR **						
AUTOMATED CONTROL SYSTEMS	**	NON-RESPONDING VENDOR **						
STAR SERVICE INC	**	NON-RESPONDING VENDOR **						
XCEL AIR CONDITIONING SERVICES				250.0000	2,500.0000	NO		
HD SUPPLY FACILITIES	**	NON-RESPONDING VENDOR **						
SIEMENS INDUSTRY INC	**	NON-RESPONDING VENDOR **						
COASTAL AIR BALANCE CORP	**	NON-RESPONDING VENDOR **						
AIRPRO SERVICES INC	**	NON-RESPONDING VENDOR **						
DELTONE ELECTRIC INC	**	NON-RESPONDING VENDOR **						
GOTTFRIED CONTRACTING LLC	**	NON-RESPONDING VENDOR **						
HIGH BID . :	250.0000	LOW BID . :	250.0000	AVERAGE BID:	250.0000			
2000L LAPALCO HEAD START	10.0000	MO	6/07/2016	YDumas				
VENDOR	MODEL	BRAND/COMMENT		COMPARISON AMT	EXTENSION	SEL	REASON	
BEACON AIR CONDITIONING	**	NON-RESPONDING VENDOR **						
G & M ELECTRIC CO	**	NON-RESPONDING VENDOR **						
GULF ENGINEERING CO INC	**	NON-RESPONDING VENDOR **						
BLANK BID COPY VENDOR	**	NON-RESPONDING VENDOR **						
JOHNSTONE SUPPLY (KIPO LLC)	**	NON-RESPONDING VENDOR **						
JOHNSON CONTROLS INC	**	NON-RESPONDING VENDOR **						
TRANE U S INC	**	NON-RESPONDING VENDOR **						
AUTOMATED CONTROL SYSTEMS	**	NON-RESPONDING VENDOR **						
STAR SERVICE INC	**	NON-RESPONDING VENDOR **						
XCEL AIR CONDITIONING SERVICES				650.0000	6,500.0000	NO		
HD SUPPLY FACILITIES	**	NON-RESPONDING VENDOR **						
SIEMENS INDUSTRY INC	**	NON-RESPONDING VENDOR **						
COASTAL AIR BALANCE CORP	**	NON-RESPONDING VENDOR **						
AIRPRO SERVICES INC	**	NON-RESPONDING VENDOR **						
DELTONE ELECTRIC INC	**	NON-RESPONDING VENDOR **						
GOTTFRIED CONTRACTING LLC	**	NON-RESPONDING VENDOR **						
HIGH BID . :	650.0000	LOW BID . :	650.0000	AVERAGE BID:	650.0000			
3000J JUTLAND HEAD START CENTER	10.0000	MO	6/07/2016	YDumas				
VENDOR	MODEL	BRAND/COMMENT		COMPARISON AMT	EXTENSION	SEL	REASON	
BEACON AIR CONDITIONING	**	NON-RESPONDING VENDOR **						
G & M ELECTRIC CO	**	NON-RESPONDING VENDOR **						
GULF ENGINEERING CO INC	**	NON-RESPONDING VENDOR **						
BLANK BID COPY VENDOR	**	NON-RESPONDING VENDOR **						
JOHNSTONE SUPPLY (KIPO LLC)	**	NON-RESPONDING VENDOR **						
JOHNSON CONTROLS INC	**	NON-RESPONDING VENDOR **						
TRANE U S INC	**	NON-RESPONDING VENDOR **						

BID: 50-00116883 HVAC SYSTEMS MAINTENANCE & REPAIR

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR
AUTOMATED CONTROL SYSTEMS	** NON-RESPONDING VENDOR **			
STAR SERVICE INC	** NON-RESPONDING VENDOR **			
XCEL AIR CONDITIONING SERVICES			350.0000	3,500.0000 NO
HD SUPPLY FACILITIES	** NON-RESPONDING VENDOR **			
SIEMENS INDUSTRY INC	** NON-RESPONDING VENDOR **			
COASTAL AIR BALANCE CORP	** NON-RESPONDING VENDOR **			
AIRPRO SERVICES INC	** NON-RESPONDING VENDOR **			
DELTONE ELECTRIC INC	** NON-RESPONDING VENDOR **			
GOTTFRIED CONTRACTING LLC	** NON-RESPONDING VENDOR **			

HIGH BID . : 350.0000 LOW BID . : 350.0000 AVERAGE BID: 350.0000

4000C CAUSEWAY HEAD START CENTER	10.0000	MO	6/07/2016	YDumas				
VENDOR	MODEL	BRAND/COMMENT		COMPARISON AMT	EXTENSION	SEL	REASON	
BEACON AIR CONDITIONING	**	NON-RESPONDING VENDOR **						
G & M ELECTRIC CO	**	NON-RESPONDING VENDOR **						
GULF ENGINEERING CO INC	**	NON-RESPONDING VENDOR **						
BLANK BID COPY VENDOR	**	NON-RESPONDING VENDOR **						
JOHNSTONE SUPPLY (KIPO LLC)	**	NON-RESPONDING VENDOR **						
JOHNSON CONTROLS INC	**	NON-RESPONDING VENDOR **						
TRANE U S INC	**	NON-RESPONDING VENDOR **						
AUTOMATED CONTROL SYSTEMS	**	NON-RESPONDING VENDOR **						
STAR SERVICE INC	**	NON-RESPONDING VENDOR **						
XCEL AIR CONDITIONING SERVICES				950.0000	9.500.0000	NO		
HD SUPPLY FACILITIES	**	NON-RESPONDING VENDOR **						
SIEMENS INDUSTRY INC	**	NON-RESPONDING VENDOR **						
COASTAL AIR BALANCE CORP	**	NON-RESPONDING VENDOR **						
AIRPRO SERVICES INC	**	NON-RESPONDING VENDOR **						
DELTONE ELECTRIC INC	**	NON-RESPONDING VENDOR **						
GOTTFRIED CONTRACTING LLC	**	NON-RESPONDING VENDOR **						

HIGH BID . : 950.0000 LOW BID . : 950.0000 AVERAGE BID: 950.0000

5000T TERRYTWON HEAD START CENTER	10.0000	MO	6/07/2016	YDumas				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
BEACON AIR CONDITIONING	** NON-RESPONDING VENDOR **							
G & M ELECTRIC CO	** NON-RESPONDING VENDOR **							
GULF ENGINEERING CO INC	** NON-RESPONDING VENDOR **							
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JOHNSTONE SUPPLY (KIPO LLC)	** NON-RESPONDING VENDOR **							
JOHNSON CONTROLS INC	** NON-RESPONDING VENDOR **							
TRANE U S INC	** NON-RESPONDING VENDOR **							
AUTOMATED CONTROL SYSTEMS	** NON-RESPONDING VENDOR **							
STAR SERVICE INC	** NON-RESPONDING VENDOR **							
XCEL AIR CONDITIONING SERVICES			710.0000	7,100.0000	NO			
HD SUPPLY FACILITIES	** NON-RESPONDING VENDOR **							
SIEMENS INDUSTRY INC	** NON-RESPONDING VENDOR **							
COASTAL AIR BALANCE CORP	** NON-RESPONDING VENDOR **							
AIRPRO SERVICES INC	** NON-RESPONDING VENDOR **							
DELTONE ELECTRIC INC	** NON-RESPONDING VENDOR **							
GOTTFRIED CONTRACTING LLC	** NON-RESPONDING VENDOR **							

Jefferson Parish FMS
DATE 7/19/16
TIME 11:43:46

F I N A N C I A L M A N A G E M E N T
BID ANALYSIS LISTING

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BQ0190
SDUFFY

BID: 50-00116883 HVAC SYSTEMS MAINTENANCE & REPAIR

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR
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HIGH BID . :	710.0000	LOW BID . :	710.0000	AVERAGE BID:	710.0000
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VENDOR TOTALS FOR BID:

VENDOR	BID AMOUNT
XCEL AIR CONDITIONING SERVICES	29,100.0000

TOTAL ITEMS ON BID : 5



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

July 19, 2016

Xcel Air Conditioning Services
PO Box 1227
Mandeville, LA 70470

RE: Jefferson Parish Bid No. 50-00116883, Provide preventative maintenance program for HVAC Systems for various locations for the Jefferson Parish Community Action Programs (Head Start)
Bid Opened: July 19, 2016 at 11:00 am

Dear Brett Holloway:

Thank you for your bid submission for the above referenced bid. While all bids received are still under review and action for award is still pending, please be advised that your company is the apparent low bidder quoting on all items. Jefferson Parish reserves the right to award contracts or place orders on a lump sum or individual basis item basis, or such combination, as shall in its judgment be in the best interest of Jefferson Parish.

In accordance with the bid documents, you have 10 calendar days from date of bid opening, as stated above, to provide the Purchasing Department with the following documentation:

- Completed, Signed and Notarized "Non-Public Works Bid" Affidavit" (Original)
- Current Insurance Certificate with designated policies and coverage as required
- Per Instruction #16 of the bid documents this contract may be a federally assisted construction contract requiring additional documentation. A copy of the Federal Forms is attached; the Debarment/Suspension Certification needs to be signed and returned.

Please review the bid specifications and include any other required documentation as appropriate. Jefferson Parish reserves the right to award the bid to the next lowest responsive and responsible bidder should you fail to return the required documentation.



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All required ORIGINAL documentation must be received in the Purchasing Department at the address below within 10 calendar days from the bid opening; the tenth day for this bid is by 4:30 pm on July 29, 2016.

Purchasing Department
Attn: Ms. Sidney Duffy, Buyer II
200 Derbigny St Ste. 4400
Gretna, LA 70053

Should you have any questions, please immediately contact my office at 504-364-2678.

Sincerely,

Sidney Duffy

**Request for Taxpayer
Identification Number and Certification**

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

Print or type See Specific instructions on page 2.	Name (as shown on your income tax return) XCEL AIR CONDITIONING SERVICES, INCORPORATED	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <input type="checkbox"/> Other (see instructions) ▶ _____	
	<input type="checkbox"/> Exempt payee	
	Address (number, street, and apt. or suite no.) 269 WEST CAUSEWAY APPROACH City, state, and ZIP code MANDEVILLE, LOUISIANA 70448	Requester's name and address (optional) JEFFERSON PARISH, DEPARTMENT OF PURCHASING/200 DERBIGNY ST. STE. 4400/GRETNA, LA 70056
List account number(s) here (optional)		

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

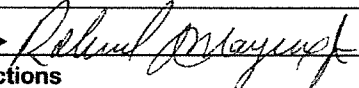
Social security number								
			-				-	
Employer identification number								
7	2	-	1	4	8	6	7	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. citizen or other U.S. person (defined below).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

Sign Here	Signature of U.S. person ▶ 	Date ▶ 12/12/2012
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General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

2525 Quail Drive, Baton Rouge, 70808 (225) 765-2301



Louisiana State Licensing Board for Contractors



Contractor Information

Business Name XCEL AIR CONDITIONING SERVICES, INC.
Mailing Address P. O. Box 1227
Mandeville, LA 70470
Phone Number (985) 626-7424
Fax Number (985) 626-7425

Active Licenses

License Number 38842
Type Commercial License
Status LICENSED
Effective 11/16/2015
Expiration 11/15/2017
First Issued 11/15/2001

Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Roland Joseph Mayeux Jr.	ALL
MECHANICAL WORK (STATEWIDE)	Roland Joseph Mayeux Jr.	ALL
SPECIALTY: WATER COOLING TOWERS AND ACCESSORIES	Roland Joseph Mayeux Jr.	ALL

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Translate »



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000116883 PROVIDE A TEN (1) MONTH CONTRACT FOR
PREVENTATIVE AND REPAIR MAINTENANCE TO HVAC SYSTEMS**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

15-Jul-2016 03:14:14 PM

DATE: 6/30/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116883

JEFFERSON PARISH

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

VENDOR: *XCEL Air Conditioning Services, Inc.*

BUYER: SDuffy

Bids will be received until 11:00 AM, 7/19/2016 via online at www.jeffparish.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

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at www.purchasing.jeffparish.net and clicking on On-line forms.

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

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free serve; 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.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

3,4,5,6,8,10,11,12,13,15,16

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
- 8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
- 10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
- 11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
- 12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
- 13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
- 15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
- 16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding reimbursement. As such, the referenced attachment will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.

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

DATE: 6/30/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00116883

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678VENDOR: XCEL Air Conditioning Services, Inc.BUYER: SDuffy

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

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

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

Immediate

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

Immediate

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

10 months

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)

38842***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

XCEL Air Conditioning Services, Inc.

SIGNATURE:

(Must be signed here)

Robert J. Mayeux, Jr.

TITLE:

President

PRINT OR TYPE NAME:

Robert J. Mayeux, Jr.

ADDRESS:

269 W. Causeway Approach

CITY, STATE:

Mandeville, LA

ZIP:

70448

TELEPHONE:

985.626.7424

FAX:

985.626.7425

EMAIL ADDRESS:

brett@xcelac.comTOTAL PRICE OF ALL BID ITEMS: \$ 29,100.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116883

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	10.00	MO	PROVIDE PREVENTATIVE REPAIR MAINTENANCE PROGRAM FOR HVAC SYSTEMS FOR VARIOUS LOCATIONS FOR THE JEFFERSON PARISH COMMUNITY ACTION PROGRAMS (HEAD START)		
			1000M WESTBANK MAINTENANCE SHOP LOCATION OF WORK WESTBANK MAINTENANCE SHOP 1425 WALKERTOWN WAY MARRERO, 70072 CONTACT LONNIE BEWLEY FOR SITE 322-5872	250. ⁰⁰	2500. ⁰⁰
2	10.00	MO	2000L LAPALCO HEAD START		
			LOCATION: LAPALCO HEAD START CENTER 2001 LINCOLNSHIRE DR. MARRERO 70072 CONTACT LONNIE BEWLEY FOR SITE VISIT 322-5872	650. ⁰⁰	6500. ⁰⁰
3	10.00	MO	3000J JUTLAND HEAD START CENTER		
			LOCATION JUTLAND HEAD START CENTER 1821 JUTLAND DRIVE HARVEY 70058 CONTACT LONNIE BEWLEY FOR SITE VISIT 322-5872	350. ⁰⁰	3500. ⁰⁰
4	10.00	MO	4000C CAUSEWAY HEAD START CENTER		
			LOCATION CAUSEWAY HEAD START CENTER 3420 N CAUSEWAY BLVD.M STE. B METAIREI, 70002 CONTACT LONNIE BEWLEY FOR A SITE VISIT 322-5872	950. ⁰⁰	9500. ⁰⁰
5	10.00	MO	5000T TERRYTWON HEAD START CENTER		
			LOCATION TERRYTOWN HEAD START CENTER 2315 PARK PLACE GRETN, 70056 CONTACT LONNIE BEWLEY FOR A SITE VISIT	710. ⁰⁰	7100. ⁰⁰

DATE: 6/30/2016

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page: 6

BID NO.: 50-00116883

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			322-5872		

PHILADELPHIA INDEMNITY INSURANCE COMPANY

Bid Bond

Bond No. _____ BID _____

CONTRACTOR:

(Name, legal status and address)

XCEL Air Conditioning Services, Inc.
269 West Causeway Approach
Mandeville, LA 70448

SURETY: Philadelphia Indemnity Insurance Company: Pennsylvania Corporation

(Name, legal status and principal place
of business)

231 St. Asaph's Road
Suite 100
Bala Cynwyd, PA 19004-0950

This document has important legal
consequences. Consultation with
an attorney is encouraged with
respect to its completion or
modification.

Any singular reference to
Contractor, Surety, Owner or
other party shall be considered
plural where applicable.

OWNER:

(Name, legal status and address)

Jefferson Parish
200 Derbigny Street
General Government Bldg, Suite 4400
Gretna, LA 70053

BOND AMOUNT: 5% of Bid Amount

PROJECT:

(Name, location or address, and Project number, if any)

Bid No. - 50-00116883 Preventative and Repair of HVAC for Community Action Program - Head Start

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 19th day of July, 2016.

(Witness)

XCEL Air Conditioning Services, Inc.

(Principal)

(Seal)

Robert J. Maynard President

(Title)

Philadelphia Indemnity Insurance Company

(Surety)

(Seal)

John E. Weisbrodt
(Title) John E. Weisbrodt, Attorney-In-Fact

GENERAL INFORMATION

Purpose. AIA Document A310—2010 establishes the maximum penal amount that may be due the Owner if the Bidder fails to execute the contract and to provide the required performance and payment bonds, if any. It provides assurance that, if a bidder is offered a contract based on its tendered proposal but fails to enter into the contract, the Owner will be paid the difference in cost to award the contract to the next qualified bidder, so long as the difference does not exceed the maximum penal amount of the bond.

Related Documents. A310 is not incorporated by reference into other AIA documents. For further reference on bonding procedures, see AIA Document A701™—1997, Instructions to Bidders; and AIA Document G612™—2001, Owner's Instructions to Architect.

Use of Non-AIA Forms. AIA Document A310 may be used with any appropriate AIA or non-AIA document. CAUTION SHOULD BE EXERCISED BEFORE ITS USE TO VERIFY ITS COMPLIANCE WITH CURRENT LAWS AND REGULATIONS BY CONSULTING WITH AN ATTORNEY OR A BOND SPECIALIST.

USING A310—2010

Modifications. Particularly with respect to professional or contractor licensing laws, building codes, taxes, monetary and interest charges, arbitration, indemnification, format and font size, AIA Contract Documents may require modification to comply with state or local laws. Users are encouraged to consult an attorney before completing or modifying a document.

In a purchased paper AIA Contract Document, necessary modifications may be accomplished by writing or typing the appropriate terms in the blank spaces provided on the document, or by attaching Supplementary Conditions, special conditions or referenced amendments.

Modifications directly to purchased paper AIA Contract Documents may also be achieved by striking out language. However, care must be taken in making these kinds of deletions. Under NO circumstances should standard language be struck out to render it illegible. For example, users should not apply blocking tape, correction fluid or Xs that would completely obscure text. Such practices may raise suspicion of fraudulent concealment, or suggest that the completed and signed document has been tampered with. Both parties should initial handwritten changes.

Using AIA software, modifications to insert information and revise the standard AIA text may be made as the software permits.

By reviewing properly made modifications to a standard AIA Contract Document, parties familiar with that document can quickly understand the essence of the proposed relationship. Commercial exchanges are greatly simplified and expedited, good faith dealing is encouraged, and otherwise latent clauses are exposed for scrutiny.

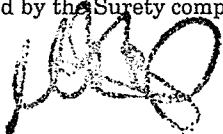
AIA Contract Documents may not be retyped or electronically scanned. Retyping can introduce typographic errors and cloud legal interpretation given to a standard clause. Furthermore, retyping and electronic scanning are not permitted under the user's limited license for use of the document, constitute the creation of a derivative work and violate the AIA's copyright.

Identification of the Parties. The Contractor, the Surety, and the Owner should be identified using their respective full names and addresses or legal titles under which the bond is to be executed. The state in which the Surety is incorporated also should be identified in the space provided.

Bond Amount. The dollar amount of the bond should be provided in both written and numerical form.

Project Description. The proposed project should be described in sufficient detail to identify (1) the official name or title of the facility; (2) the location of the site; (3) the proposed building type, size, scope or usage; and (4) the project number required by the owner, if any. A project number may be required by certain public owners to adequately identify the project to which the bond pertains.

Execution of the Bond. The bond must be signed by both the Contractor and the Surety. The parties executing (signing) the bond should print their title and impress their corporate seal, if any. Where appropriate, attach a copy of the resolution or bylaw authorizing the individual to act on behalf of the firm or entity. As to the Surety, this usually takes the form of a power of attorney issued by the Surety company to the bond producer (agent) who signs on its behalf.



PHILADELPHIA INDEMNITY INSURANCE COMPANY
One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

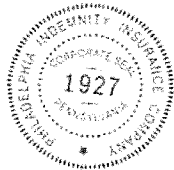
KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **JOHN D. WEISBROT AND PATRICIA A. TINSMAN**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **\$25,000,000.00**

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of PHILADELPHIA INDEMNITY INSURANCE COMPANY at a meeting duly called the 1st day of July, 2011.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company to: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with the respect to any bond or undertaking to which it is attached.

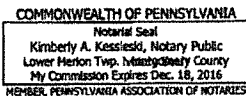
IN TESTIMONY WHEREOF, PHILADELPHIA INDEMNITY INSURANCE COMPANY HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 10TH DAY OF JUNE 2013.



(Seal)

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 10th day of June 2013, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



Notary Public: _____

residing at: _____

My commission expires: _____

Bala Cynwyd, PA

December 18, 2016

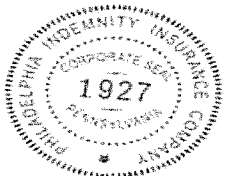
(Notary Seal)

I, Edward Sayago, Corporate Secretary of PHILADELPHIA INDEMNITY INSURANCE COMPANY, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 10TH day of June 2013 true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of PHILADELPHIA INDEMNITY INSURANCE COMPANY,

In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this

19th day of July, 2016

Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY



PHILADELPHIA INDEMNITY INSURANCE COMPANY

Statutory Statements of Admitted Assets, Liabilities and Capital and Surplus (in thousands, except par value and share amounts)

Admitted Assets

	<u>As of December 31,</u>	
	<u>2015</u>	<u>2014</u>
Bonds (fair value \$6,007,876 and \$6,153,215)	\$ 5,821,420	\$ 5,869,602
Preferred stocks (fair value \$64,498 and \$59,525)	62,617	59,413
Common stocks (cost \$104,587 and \$110,951)	88,259	97,616
Mortgage loans	154,042	21,402
Other invested assets (cost \$194,804 and \$156,141)	196,159	154,549
Derivatives	185	-
Cash, cash equivalents and short-term investments	32,936	45,054
Cash and invested assets	6,355,618	6,247,636
Premiums receivable, agents' balances and other receivables	734,983	673,590
Reinsurance receivable on paid losses	25,869	27,162
Accrued investment income	67,892	65,074
Receivable from affiliates	393	4,104
Net deferred tax asset	174,553	164,545
Other assets	2,200	106
Total admitted assets	<u>\$ 7,361,508</u>	<u>\$ 7,182,217</u>

Liabilities and Capital and Surplus

Liabilities:

Net unpaid losses and loss adjustment expenses	\$ 3,514,230	\$ 3,169,910
Net unearned premiums	1,342,996	1,260,065
Reinsurance payable on paid loss and loss adjustment expenses	11,618	3,747
Ceded reinsurance premiums payable	63,634	63,104
Commissions payable, contingent commissions and other similar charges	240,901	226,034
Federal income taxes payable	11,612	13,990
Accrued expenses and other liabilities	36,426	50,281
Payable to affiliates	11,824	9,877
Provision for reinsurance	554	1,000
Payable for purchased securities	80,193	46,833
Total liabilities	<u>5,313,988</u>	<u>4,844,841</u>

Capital:

Common stock, par value of \$10 per share; 1,000,000 shares authorized, 450,000 shares issued and outstanding	4,500	3,600
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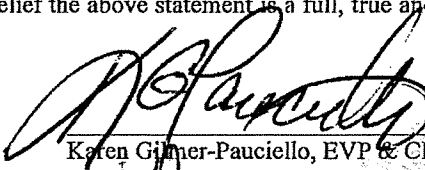
Surplus:

Gross paid-in and contributed surplus	386,071	386,970
Unassigned surplus	1,656,949	1,946,806
Total surplus	<u>2,043,020</u>	<u>2,333,776</u>
Total capital and surplus	<u>2,047,520</u>	<u>2,337,376</u>
Total liabilities and capital and surplus	<u>\$ 7,361,508</u>	<u>\$ 7,182,217</u>

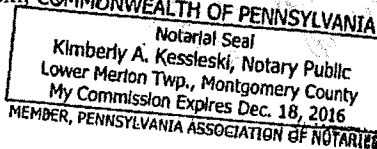
The undersigned, being duly sworn, says: That she is the Executive Vice President and Chief Financial Officer of Philadelphia Indemnity Insurance Company; that said Company is a corporation duly organized in the state of Pennsylvania, and licensed and engaged in the State of Pennsylvania and has duly complied with all the requirements of the laws of the said State applicable of the said Company and is duly qualified to act as Surety under such laws; that said Company has also complied with and is duly qualified to act as Surety under the Act of Congress. And that to the best of her knowledge and belief the above statement is a full, true and correct statement of

Attest:

Sworn to before me this 6th day of June 2016.


Karen Gilmer-Pauciello, EVP & CFO


Kimberly Kessleski, Notary Public


Notarial Seal
Kimberly A. Kessleski, Notary Public
Lower Merton Twp., Montgomery County
My Commission Expires Dec. 18, 2016
MEMBER, PENNSYLVANIA ASSOCIATION OF NOTARIES