



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000143538 - Furnish Labor, Materials and Equipment to provide
Refrigeration and Ice Machine Preventive Maintenance for Jefferson
Parish Juvenile Services**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

18-Dec-2023 03:41:11 PM



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Bid Number 5000143538

Furnish Labor, Materials and Equipment to provide Refrigeration and Ice Machine Preventive Maintenance for Jefferson Parish Juvenile Services

BID DUE: December 20, 2023 AT 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 on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist I: BRENDA BELLOW
Purchasing Specialist Email: bbellow@jeffparish.net
Purchasing Specialist Phone: 504-364-2683**

DATE: 12/13/2023

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00143538

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:
BBELLOW@jeffparish.net

Bids will be received until 11:00 AM, 12/20/2023 via online at www.jeffparishbids.net.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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. 136353 and/or Resolution No. 141125 as amended. 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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail. 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 by the bidder placing the Addendum number in the appropriate section. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

Please visit our E-Procurement Page at www.jeffparishbids.net 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.

3, 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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated 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. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies). When 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 an as needed basis contract. 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.

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BID NO.: 50-00143538

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as per the appendix instructions. Failure to submit applicable certifications as per the appendix instructions will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

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: 12/13/2023

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00143538

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:
BBELLOW

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

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

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

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

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 59428

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

FIRM NAME: <u>JH Refrigeration, LLC dba All Temp Refrigeration Services</u>	
SIGNATURE: (Must be signed here) <u>Ryan M. Jones</u>	TITLE: <u>President</u>
PRINT OR TYPE NAME: <u>Ryan M. Jones</u>	
ADDRESS: <u>271 Hwy 1085</u>	
CITY, STATE: <u>Madisonville LA</u>	ZIP: <u>70447</u>
TELEPHONE: <u>985 898-1967</u>	FAX: <u>985 898-2263</u>
EMAIL ADDRESS: <u>mkelso@alltempexperts.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 3280.00

DATE: 12/13/2023

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143538

SEALED BID

[illegible]

REFRIGERATION AND ICE MACHINE QUARTERLY PREVENTIVE MAINTENANCE**Section 1.0 - Site Visits:**

All prospective bidders can schedule a site visit thru Donald Spell with the Department of Juvenile Services between 8:30 a.m. to 4:30 p.m. Monday Thru Friday. Mr. Donald Spell can be reached at (504) 364-3750 ext.87408.

Section 2.0 – Scope:

We extend this proposal to provide labor, materials, equipment, transportation, and all other incidentals necessary to perform Quarterly Preventative Maintenance on listed ice machines and refrigeration equipment at the Rivarde Detention Center located at 1550 Gretna Blvd Harvey, La 70058

These services will be scheduled quarterly

January 2024

April 2024

July 2024

October 2024

Section 3.0 –License Requirements:

A Louisiana 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 electronic bid envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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." A copy of the license is not required by law;

3.1 License(s) issued by the Louisiana State Licensing Board for Contractors:

- Specialty: HEAT, AIR CONDITIONING, VENTILATION, AND REFRIGERATION

Section 4.0 – Quantities/Inspection:

Bidders must inspect the site to determine the proper quantity of materials and equipment required to complete this project.

Section**5.0 Bid Specifications:**

- All materials for this project shall be bidder-supplied new.

REFRIGERATION PREVENTIVE MAINTENANCE TASKS

- Ask Manager on duty if they are having any problems
- Clean condenser coils
- Clean evaporator coils and check for ice build up
- Verify condenser and evaporator fan motors operation, oil motors, if required
- Verify defrost time clock operation and set correct time
- Verify defrost heaters are operating
- Check electrical components for proper operation & tighten electrical connections
- Check all contactors for pitting
- Check phase loss monitors (Make sure ceramic wire holder is not cracked)
- Check service disconnect
- Check compressor oil level
- Check compressor area for proper ventilation
- Check freon levels for proper charge
- Check moisture indicator sight glass
- Leak check around units with electronic detector
- Check boxes for proper temperature
- Check condensate pans and blow drain lines out with nitrogen
- Inspect gaskets, hinges, latches and door closers (adjust/tighten as necessary)
- Verify freezer door heaters are working
- Check suction insulation Armaflex
- Check freezer vault pressure relief ports
- Check low ambient fan controls
- All screws, latches and panels are attached, fastened, and completely tightened
- Check Danfoss System for proper operation
- Check Danfoss for alarms
- Check ambient cooling fans
- ***MAKE SURE ALL UNITS ARE TURNED BACK ON AND RUNNING BEFORE LEAVING***

ICE MACHINE PREVENTIVE MAINTENANCE TASKS

- Ask Manager on duty if they are having any problems
- Empty bin if needed
- Visually check wiring
- Remove spray bar, sump tray and hoses** Clean in sink** Re-assemble
- Run cleaner through evaporator system
- Run sanitizer through evaporator system
- Clean condenser coil
- Check water float/switch valve
- Check water dump valve
- Clean & Sanitize bin
- Blow out bin drain
- Check condenser fan motor
- Check water pump
- Check entire system for water leaks
- Run unit through complete cycle **Make sure evaporator has full slab of ice**
- Check inlet water temperature

- Complete cycle time** Minutes**
- Check bin thermostat operation
- ***MAKE SURE ALL UNITS ARE TURNED BACK ON AND RUNNING BEFORE LEAVING***
-

Section 6.0 – Equipment List:

BRAND	TYPE	MOD	SER
HOSHIZAKI	ICE MACHINE	KM-515MAJ	G10641M
SCOTSMAN	ICE MACHINE	CME506AS-32F	05031320015631
EVEREST	3 DOOR	ESF3	BSF322090001
EVEREST	3 DOOR	ESF3	BSF322090002
BEVERAGE AIR	3 DOOR COOLER	HRP3-1S	12502111
BEVERAGE AIR	2 DOOR FREEZER	EF74-1AS	4926830
BEVERAGE AIR	MILK COOLER	SMF34Y	10108082
HEATCRAFT	WALK-IN COOLER	ADT090AK	T09M11990
HEATCRAFT	WALK-IN FREEZER	LET090BK	D08B02564

Section 7.0 – Existing Structure:

Should any damage be caused by this work, the successful bidder shall restore the damage to its original condition with the same type of materials, finish, and workmanship.

Section 8.0 - Hours of Work:

The work to be performed shall be scheduled during normal working hours, 7:00 a.m. – 4:00 p.m., Monday thru Friday. The successful bidder may choose to work before or after normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

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 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 if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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



State Licensing Board for Contractors

This is to Certify that:

JH REFRIGERATION, LLC
P.O. Box 6917
Metairie, LA 70002

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; ELECTRICAL; HEAVY CONSTRUCTION; LIMITED SPECIALTY SERVICES;
MECHANICAL; MUNICIPAL AND PUBLIC WORKS CONSTRUCTION; PLUMBING; SOLAR ENERGY
EQUIPMENT; UNDERGROUND STORAGE TANKS



Expiration Date: January 16, 2027

License No: 59428

Witness our hand and seal of the Board dated,
Baton Rouge, LA 17th day of January 2024

Will B. MacP
Director

Lee Mallett
Chairman

Andy Duvall
Treasurer

This License Is Not Transferrable

Jefferson Parish
Inspection and Code Enforcement
Regulatory Inspection's Division

Active Mechanical # 60869

This is to certify that **RYAN JAEGER**
having qualified in accordance with Jefferson Parish Ordinances is hereby granted
authorization to engage in the above field as authorized by law.

Issue Date: 4/4/2023

Expiration Date: 3/31/2024



Mechanical Section Chief

THIS LICENSE IS NOT TRANSFERABLE

Client#: 32868

ALLTEMPR

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/11/2023

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Louisiana Companies 801 North Blvd. Baton Rouge, LA 70802 225 383-4761		CONTACT NAME: Jennifer C. Broussard, CIC, CISR PHONE (A/C, No, Ext): 225 381-3318 FAX (A/C, No): 225-387-4336 E-MAIL ADDRESS: jlbroussard@lacompanies.com															
INSURED JH Refrigeration, LLC dba All Temp Refrigeration Services 271 Hwy 1085 Madisonville, LA 70447		<table border="1"> <thead> <tr> <th>INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A : Transportation Insurance Co.</td> <td>20494</td> </tr> <tr> <td>INSURER B : Continental Insurance Company</td> <td>35289</td> </tr> <tr> <td>INSURER C : National Fire Insurance Co. of Hartford</td> <td>20478</td> </tr> <tr> <td>INSURER D : American Casualty Co. of Reading, PA.</td> <td>20427</td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </tbody> </table>		INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Transportation Insurance Co.	20494	INSURER B : Continental Insurance Company	35289	INSURER C : National Fire Insurance Co. of Hartford	20478	INSURER D : American Casualty Co. of Reading, PA.	20427	INSURER E :		INSURER F :	
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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 SUBR INSR 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 type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:		7036315570	01/01/2024	01/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$15,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		7034818308	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000		7034818289	01/01/2024	01/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	7034818292	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Installation Floa		7034818311	01/01/2024	01/01/2025	See below

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

Installation Floater:

At anyone installation site limit: \$400,000

Property in Transit Limit: \$150,000

Temporary Storage Limit: \$300,000

Policy limit: \$400,000

(See Attached Descriptions)

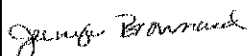
CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish
 Purchasing Department P.O. Box 9
 Gretna, LA 70054-0009

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



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December 18, 2023

Jefferson Parish General Government
200 Derbigny Street, Suite 3300
Gretna, Louisiana 70053

Jefferson Parish Juvenile Services
1550 Gretna Boulevard
Harvey, Louisiana 70058

ATTN: Donald Spell (504-364-3750 Ext 87408)

CONTRACT FOR QUARTERLY REFRIGERATION & ICE MACHINE PREVENATIVE MAINTENANCE:

All-Temp Refrigeration Services, a Division of JH Refrigeration LLC is pleased to present this quote for a Quarterly Preventative Maintenance on listed ice machine and refrigeration equipment. We will change the water filter if it is provided by customer.

The Preventive Maintenance will consist of all applicable items listed on the attached preventive maintenance check list and will include all cleaning chemicals. Repairs that are needed will be brought to the attention of the manager for approval. Once approval is obtained, any repairs will be billed out at an hourly rate of \$120.00 per hour, plus a \$45 trip charge, Monday through Friday 8:00 AM – 5:00 PM. All after hours and weekends calls will be billed at an hourly rate of \$180.00 per hour plus a \$45.00 trip charge. Company holiday calls will be billed at an hourly rate of \$240.00 per hour plus a \$45.00 trip charge.

Effective Date: January 1, 2024 and will auto renew each year on the anniversary date until canceled by either party with a 30-day written notice.

CONTRACT PRICE----- \$820.00 PER MAINTENANCE PLUS APPLICABLE SALES TAX
Up to 5% increase will be added on anniversary date each year.

ACCEPTED BY _____ DATE _____

PRINTED NAME _____

This quote is good for (30) days. To authorize, please sign and fax to 985-898-2263.

This Agreement shall remain in force until otherwise revised, amended, or terminated. This Agreement may be revised, amended, or canceled by either party upon thirty (30) days' written notice to the other party. All invoices and statements are due and payable upon presentation. Customer agrees that any amounts not paid by Customer within 30 days of the invoice or statement date shall bear interest at a rate of one and one-half percent (1½%) per month until paid. Applicable sales tax will be applied.

Sincerely,

DATE _____

Mark Kelso

mkelso@alltempexperts.com

985-898-1967

[illegible][illegible]

ALLTEMP
Refrigeration Services
A DIVISION OF J.H. REFRIGERATION, L.L.C.

JEFFERSON PARISH JUVENILE SERVICES

TYPE	JANUARY	FEBRUARY	MARCH	APRIL	MAY	JUNE	JULY	AUGUST	SEPTEMBER	OCTOBER	NOVEMBER	DECEMBER
A/C SYSTEMS												
WALK IN COOLER	X			X			X			X		
WALK IN FREEZER	X			X			X			X		
REACH INS	X			X			X			X		
ICE MACHINES	X			X			X			X		
WATER PRE FILTERS												
WATER MAIN FILTER												
EXHAUST / MAKE UP												
ALL BELTS												



WE WILL CHANGE WATER FILTER IF PROVIDED

PREVENTATIVE MAINTENANCE REFRIGERATION CHECKLIST

Customer : _____

Location: _____ Technician _____ Mgr. on duty: _____

Date: _____ Work Order: _____

		Completed
1	Ask Manager on duty if they are having any problems	
2	Clean condenser coil	
3	Clean evaporator coils and check for ice build up	
4	Verify condenser and evaporator fan motors operation, oil motors, if required	
5	Verify defrost time clock operation and set correct time	
6	Verify defrost heaters are operating	
7	Check electrical components for proper operation & tighten electrical connections	
8	Check all contactors for pitting	
9	Check phase loss monitors (Make sure ceramic wire holder is not cracked)	
10	Check service disconnect	
11	Check compressor oil level	
12	Check compressor area for proper ventilation	
13	Check freon levels for proper charge	
14	Check moisture indicator site glass	
15	Leak check around units with electronic detector	
16	Check boxes for proper temperature	
17	Check condensate pans and blow drain lines out with nitrogen	
18	Verify freezer drain line heaters are working	
19	Inspect gaskets, hinges, latches and door closers(adjust/tighten as necessary)	
20	Verify freezer door heaters are working	
21	Check suction insulation armafex	
22	Freezer vault pressure relief ports	
23	Check low ambient fan controls	
24	All screws, latches and panels are attached, fastened, and completely tightened	
25	Check Danfoss System for proper operation	
26	Check Danfoss for alarms	
27	Check ambient cooling fans	
28	***MAKE SURE ALL UNITS ARE TURNED BACK ON AND RUNNING BEFORE LEAVING***	

****SAFETY**REMEMBER LOCKOUT / TAGOUT ON ALL EQUIPMENT** ADDRESS TO OFFICE ANY UNSAFE EQUIPMENT****

****CLEAN ANY TRASH WE CREATED AND DISPOSE OF IT PROPERLY**MAKE SURE ALL EQUIPMENT IS RUNNING BEFORE LEAVING****

	Recommended Repairs	Estimated Cost to repair
1		
2		
3		
4		
5		
6		
7		
8		
9		

Inspecting Technician Signature: _____

General Manager Signature: _____

Date: _____



PREVENTATIVE MAINTENANCE ICE MACHINE CHECKLIST

Customer : _____

Location: _____ Technician _____ Mgr. on duty: _____

Date: _____ Work Order: _____

		Completed
1	Ask Manager on duty if they are having any problems	
2	Empty bin if needed	
3	Visually check wiring	
4	Remove spray bar, sump tray and hoses ** Clean in sink ** Re-assemble	
5	Run cleaner through evapoerator system	
6	Run sanitizer through evaporator system	
7	Clean condenser coil	
8	Check water float/switch valve	
9	Check water dump valve	
10	Clean & Sanitize bin	
11	Blow out bin drain	
12	Check condenser fan motor	
13	Check water pump	
14	Check bin door hardware & seal	
15	Check entire system for water leaks	
16	Run unit through complete cycle **Make sure evaporator has full slab of ice**	
17	Inlet water temperature	
18	Complete cycle time** Minutes**	
19	Bin thermostat operation	
20	Replace water filter ** Pre ** IF ON SCHEDULE	
21	Replace water filter ** Main ** IF ON SCHEDULE	
22	***MAKE SURE ALL UNITS ARE TURNED BACK ON AND RUNNING BEFORE LEAVING***	

SAFETYREMEMBER LOCKOUT / TAGOUT ON ALL EQUIPMENT**ADDRESS TO OFFICE ANY UNSAFE EQUIPMENT**

CLEAN ANY TRASH WE CREATED AND DISPOSE OF IT PROPERLYMAKE SURE ALL EQUIPMENT IS RUNNING BEFORE LEAVING**

	Recommended Repairs	Estimated Cost to repair
1		
2		
3		
4		
5		
6		
7		
8		
9		

Inspecting Technician Signature: _____

General Manager Signature: _____

Date: _____





ALL TEMP REFRIGERATION HOLIDAYS

- 1. NEW YEARS DAY**
- 2. MARDI GRAS DAY**
- 3. GOOD FRIDAY**
- 4. JULY FOURTH**
- 5. LABOR DAY**
- 6. THANKSGIVING DAY**
- 7. DAY AFTER THANKSGIVING**
- 8. CHRISTMAS DAY**