

DATE: 8/23/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00117298

**JEFFERSON PARISH**

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

VENDOR:

BUYER: MOVALLE

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.

<b>DELIVERY: FOB JEFFERSON PARISH</b>	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>2 weeks</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>2 weeks</u>
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 as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: Addendum #1

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

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 35350

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Beacon Air Conditioning Heating &amp; Refrigeration</u>	
SIGNATURE: (Must be signed here) <u>Eugene Larroux</u>	TITLE: <u>Pres.</u>
PRINT OR TYPE NAME: <u>Eugene Larroux</u>	
ADDRESS: <u>317 E 3rd St</u>	
CITY, STATE: <u>Kenner, LA</u>	ZIP: <u>70062</u>
TELEPHONE: <u>(504) 467-8698</u>	FAX: <u>(504) 466-4996</u>
EMAIL ADDRESS: <u>merrick.beacon@bellsouth.net</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 1,970<sup>00</sup>

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117298

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>ONE (1) YEAR CONTRACT FOR LABOR, MATERIALS AND EQUIPMENT FOR MAINTENANCE AND REPAIRS FOR AIR CONDITION AND HEATING SYSTEMS FOR THE JEFFERSON PARISH DEPARTMENT OF ENVIRONMENTAL AFFAIRS</p> <p>*****</p> <p>One (1) Year Contract for labor, maintenance, repairs and supplies for                      (3) Air Conditions and Heating Systems:                      (2) 8 ton Trane Units and                      (1) 3 ton American Standard Unit</p> <p>LOCATION:                      Environmental Affairs Department                      4901 Jefferson Hwy - Suite E                      Jefferson, LA 70121</p> <p>LOUISIANA CONTRACTOR'S LICENSE:                      Mechanical Work</p> <p>CONTRACT START DATE: October 1, 2016</p> <p>PRE-BID CONFERENCE:                      DATE/TIME: August 18, 2016 at 10:00 am                      LOCATION: Environmental Affairs Dept.                      4901 Jefferson Hwy - Suite E                      Jefferson, LA 70121</p> <p>*****</p>		
1	1.00	JOB	<p>0010 Service all three (3) air condition and heating systems three (3) times per year routine quarterly maintenance and inspection to include labor, materials cleaners and parts in cost for the following, but not limited to:</p> <ul style="list-style-type: none"> <li>- inspect unit for proper refrigerant level and adjust if necessary</li> <li>- clean drain lines and vacuum debris from condensate pans</li> <li>- clean condenser coils inside and outside of unit and cabinet</li> <li>- clean evaporator coils</li> <li>- inspect belts and replace if needed</li> <li>- check ductwork for air leaks and seal if needed</li> <li>- replace all air filters</li> </ul>	415 <sup>00</sup>	1,245 <sup>00</sup>
2	1.00	JOB	<p>0020 Annual maintenance and inspection to include labor, materials, cleaners and parts in cost on the three (3) air condition and heating systems for the following but not limited to:</p> <ul style="list-style-type: none"> <li>- clean drain lines and vacuum debris from condensate pans</li> <li>- clean condenser coils inside and outside of unit</li> <li>- clean evaporator coils</li> </ul>	595 <sup>00</sup>	595 <sup>00</sup>

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117298

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<ul style="list-style-type: none"> <li>- lubricate motors</li> <li>- replace belts</li> <li>- inspect belts and replace if needed</li> <li>- check duct work for air leaks and seal if needed</li> <li>- check refrigerant level and adjust if necessary</li> <li>- check heater/AC operation</li> <li>- check safety controls, control box</li> </ul> <p>Annual maintenance and inspection and connections</p> <ul style="list-style-type: none"> <li>- check thermostats</li> <li>- check wiring on electrical components and repair if necessary</li> <li>- replace all air filters</li> </ul>		
3	1.00	LB	0030 Refrigerant per pound	30.00	30.00
4	1.00	HR	0040 Hourly rate per 1st technician service/labor for any work not included in the maintenance	85.00	85.00
5	1.00	HR	0050 Hourly rate for 2nd technician service/labor for any work not included in the maintenance	15.00	15.00
6	1.00	EA	<p>0060 - Purchase of parts and materials for air condition and heating system repairs</p> <p>This line item is to be used as a reference to process invoices only.</p> <p>Parts and materials purchased by vendor will be paid at vendor's actual cost with prior approval by the Department of Environmental Affairs</p> <p>A copy of each third party invoice shall be submitted with respective pay request</p> <p>Parts and materials are not to exceed \$5,000 PER JOB</p> <p>NOTE: This line item shall not be included in the total bid price of all items quoted. For bidding purposes vendors are to mark \$0.00 for this item or leave blank. This line item is to be used for billing purposes of parts and materials for repairs.</p>		



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
08/26/2016

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 be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Hylton S Petit, Jr 2705 Florida Ave. Kenner, La 70062	<b>CONTACT NAME:</b> Hylton S Petit Jr <b>PHONE (A/C, No., Ext):</b> 504-461-0171 <b>E-MAIL ADDRESS:</b> hylton.petit.b27x@statefarm.com	<b>FAX (A/C, No.):</b> 504-461-0289
	<b>INSURER(S) AFFORDING COVERAGE</b>	
<b>INSURED</b> Beacon Air Cond Inc 317 E 3 Rd St Kenner, La 70062-7103	<b>INSURER A:</b> State Farm Mutual Automobile Insurance Company <b>NAIC #</b> 25178	
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**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.

INGR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COM/OP AGG \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	N	N	098-9278-F13-18F	06/13/2016	12/13/2016	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED    RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A				PER STATUTE    OTHER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER**      **CANCELLATION**

THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS AND AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND THE PARISH COUNCIL  
Environmental Affairs Dept.  
4901 Jefferson Hwy Suite E Jefferson, La 70121  
Bid# 50-00117298

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





# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

August 23, 2016

### ADDENDUM # 1

Bid No.: 50-00117298

Bid Opening Date: August 29, 2016 / 11:00 AM

**For: One (1) Year Contract for Labor, Materials and Equipment for Maintenance and Repairs for Air Condition and Heating Systems for the Jefferson Parish Department of Environmental Affairs**

#### ➤ **ADDITIONAL LINE ADDED TO BID FORM**

##### **LINE ITEM 0060 ADDED TO BID:**

Line item 0060 has been added to the bid form for the purchase of parts and materials for air condition and heating system repairs. This line item is for invoicing purposes only and shall not be included in the total bid price of all items quoted.

Following is a revised bid form.

Bidders are to submit their bid on the revised bid form marked, "REVISED PER ADDENDUM # 1."

Failure to submit your bid submission on the correct form will result in a bid rejection.

Sincerely,

*Melissa Ovalle*

Melissa Ovalle, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**