

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

3,4,5,6,10,12,13

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

NA

N/A

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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

DATE: 2/20/2019

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00125195

JEFFERSON PARISH

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

VENDOR: ACE Garage Door Co

BUYER: DREAMEY

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

24 hours

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

2 days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

Same Day

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

Acknowledge Receipt of Addenda: NUMBER: _____
NUMBER: _____
NUMBER: _____
NUMBER: _____

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

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

FIRM NAME:

ACE Garage Door Co

SIGNATURE:

(Must be signed here)

Don Miller

TITLE:

Owner

PRINT OR TYPE NAME:

Don Miller

ADDRESS:

257 W. Oakland

CITY, STATE:

ST ROSE

ZIP:

70087

TELEPHONE:

504 231-2132

FAX:

504 231-2132

EMAIL ADDRESS:

acegaragedoor1@yahoo.com

TOTAL PRICE OF ALL BID ITEMS: \$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125195

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	32.00	HR	TWO (2) YEAR LABOR ONLY CONTRACT TO FURNISH ALL LABOR, MATERIALS & EQUIPMENT NECESSARY TO TROUBLESHOOT AND REPAIR VARIOUS AUTOMATIC & ROLL-UP DOORS FOR JEFFERSON PARISH GENERAL SERVICES. 0010-NORMAL HOURLY RATE (7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY) PER TECHNICIAN PER HOUR	180. ⁰⁰ per hour 2 men crew	180. ⁰⁰ per hour
2	14.00	HR	PROVIDE A TWO (2) YEAR LABOR ONLY CONTRACT TO FURNISH ALL NECESSARY LABOR, MATERIALS, TRANSPORTATION, SUPERVISION AND EQUIPMENT NECESSARY TO TROUBLESHOOT AND REPAIR VARIOUS MANUFACTURERS AND STYLES OF AUTOMATIC AND MANUAL ROLL-UP DOORS, PARISHWIDE, FOR THE DEPARTMENT OF GENERAL SERVICES, AS PER THE ATTACHED SPECIFICATIONS 0020-NORMAL HOURLY RATE (7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY) PER HELPER PER HOUR	180 per hour 2 men crew	180. ⁰⁰ per hour
3	1.00	HR	0030-BEFORE/AFTER HOURS WEEKDAY RATE (5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY & 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY) PER TECHNICIAN PER HOUR	240 per hour 2 men crew	440. ⁰⁰ per hour
4	1.00	HR	0040-BEFORE/AFTER HOURS WEEKDAY RATE (5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY & 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY) PER HELPER PER HOUR	240. ⁰⁰ per hour 2 men crew 2 hr min	440. ⁰⁰ 2 hr min 2 men crew ES
5	1.00	HR	0050-AFTER HOURS WEEKEND RATE (FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM) AUTHORIZATION REQUIRED PER TECHNICIAN PER HOUR	240. ⁰⁰ per hour 2 hr min 2 men crew	440. ⁰⁰ 2 hr min 2 men crew ES
6	1.00	HR	0060-AFTER HOURS WEEKEND RATE (FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM) AUTHORIZATION REQUIRED PER HELPER PER HOUR	240. ⁰⁰ per hour 2 hr min 2 men crew	440. ⁰⁰ 2 hrs 2 men ES

total

total

total

DATE: 2/20/2019

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page: 6

BID NO.: 50-00125195

SEALED BID

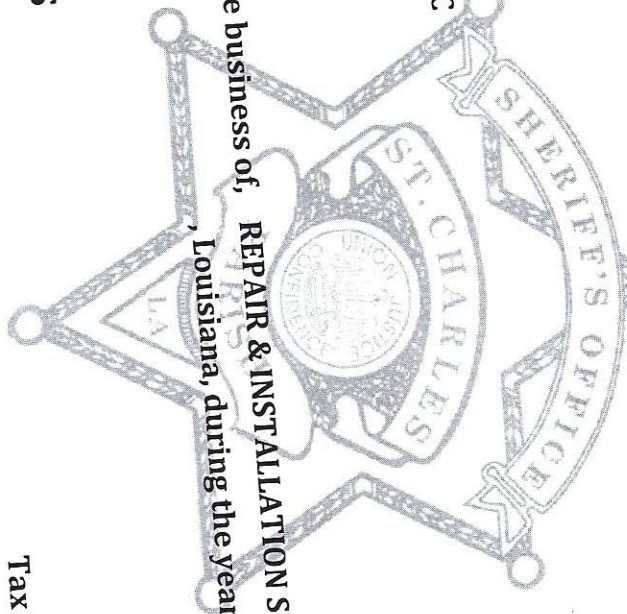
ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	1.00	HR	0070-HOLIDAY RATE (12:00 AM TO 11:59 PM) PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR PER TECHNICIAN PER HOUR	240.00 2 hr min 2 men	440.00 2 hr min 2 men crew
8	1.00	HR	0080-HOLIDAY RATE (12:00 AM TO 11:59 PM) PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR PER HELPER PER HOUR	N/A	Open to All Emergency Service
9	1.00	EA	0090-PARTS THIS IS A NON-BIDABLE ITEM THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR UP TO \$5,000.00 PER JOB, AS PER THE SPECIFICATIONS, WITH APPROVAL FROM THE REQUESTING DEPARTMENT.		
<p>1-1 New Years</p> <p>Mardi Gras</p> <p>7-4 4th of July</p> <p>Thanks Giving</p> <p>Christmas</p>					

PARISH OF ST. CHARLES
STATE OF LOUISIANA

69602

St. Charles Parish,

A.C.E. GARAGE DOOR LLC
DONALD G MICHLER
257 W. OAKLAND ST.
SAINT ROSE, LA 70087



2019

Is hereby licensed to conduct the business of, REPAIR & INSTALLATION SERVICE
at, 257 W. OAKLAND ST.
SAINT ROSE, LA 70087

Tax Collector, Parish of St. Charles

HAHNVILLE, LOUISIANA
PARISH OF ST. CHARLES

Date Issued: 1/8/2019

NO 69602

RECEIPT

DATE 1/8/2019

ACCOUNT NO: 6095

BUSINESS NAME: A.C.E. GARAGE DOOR LLC

AMOUNT PAID:

\$900.00

2019

OCCUPATIONAL LICENSE

BY: