



**Bid Number 50 - 117324**

Two year contract for rental, servicing, placement and pick up of portable toilets, toilet trailer units & sewerage tanks for parade season and other special events for Jefferson Parish Dept. of Citizens Affairs.

**September 1, 2016 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Donna Reamey  
Dreamey@Jeffparish.net  
504-364-2684**

## **Portable Toilets for 2017 Carnival Season and 2018 Carnival Season.**

Two (2) year contract for rental, servicing, placement and pick up of Portable Toilets, toilet trailer units and sewerage tanks for parade season and other special events for Jefferson Parish Department of Citizens' Affairs.

Starting 01/02/2017 through 03/31/2018 and 01/02/17 through 3/31/2018 categories: (Little Rascals and West Bank and East Bank Carnival season parades, St. Patrick and Irish-Italian and other special events) Dates will be provided at a later date for 2017 and 2018.

Successful vendor must contact Citizens' Affairs Director at 736-6012 two (2) months prior to the 2017 and 2018 Carnival seasons for a meeting regarding parade routes, emplacement and quantities. Successful vendor must provide required quantity of portable toilets/and or tanks.

Successful vendor must make all arrangements with local authorities for proper waste disposal. Successful vendor must provide parish with twenty-four (24) hour emergency communication.

Successful vendor to supply on demand with twenty-four (24) hour repairs for portable toilets damaged while on site with a response time of one (1) hour.

Successful vendor to supply on demand with eight (8) hour repairs for toilet trailer unit and sewerage tank damaged while on site with a response time of one (1) hour.

Successful vendor is responsible for any and all cost for damaged units.

Successful vendor to provide tank chemicals meeting EPA standards with relationship to sanitary needs.

Successful vendor upon request will supply one report showing dates of pumping and cleaning, etc. for the entire event.

For the vendors who do not have local disposal site(s): Jefferson Parish will provide a permit in accordance with: Section 27:156 mobile waste hauler sewer regulation (Jefferson Parish Code of Ordinances).

All toilets, tanks, and toilet trailer unit can be distributed up to one (1) week prior to parade category to allow inclement weather.

All toilets, tanks, and toilet trailer unit must be picked up within seventy-two (72) hours of the last parade category. Requirements may be more or less than quantities listed.

Parade dates subject to change.

Required Toilets:

Dimension and construction requirements: Unit must be constructed of fiberglass, or polyurethane equal with appropriate outside skids.

Bottom:

Side to side, outside 42 inches to 48 inches

Front to back, outside 42 inches to 48 inches

Top:

Side to side, outside, 36 inches to 42 inches

Front to back, outside 36 inches to 42 inches

Height:

Outside with skids-outside 82 inches to 86 inches

Inside-Minimum 80 inches

Tank capacity-Minimum 45 pounds

Door opening—Minimum 22 inches by 72 inches

Required equipment for each portable toilet:

All units to have ventilators, aluminum type grills to prevent visual accessibility from the outside, as well as to allow light into the unit, and the transfer of noxious odors. All doors to be equipped with door handles, wind chains and door closing mechanism that hold doors closed when not in use.

All units must accommodate male or female units.

All male units to include appropriate urinal units connected to sanitary tank.

All units to have appropriate toilet seats with covers.

All units must be appropriately identified or labeled in some manner for public use. The successful bidder is to provide their own decals to be placed on their units.

All units must be placed on parish property.

Required handicapped toilet:

90 ¾ inch high 77 inch depth

Interior height 89 ¼ inch

Interior turning circle 62 inch

Tank volume 36 gallons

Weight 340 pounds

Grab bar-back all (36 inch high)

Horizontal from ground

38 inch door opening out

Ramp at 12:1 grade at door

Toilet paper-19 inch minimum from floor

36 inch maximum from back wall

Unit must be wheelchair accessible

Required equipment for each handicapped toilet:

All units to have ventilators, aluminum type grills to prevent visual accessibility from the outside, as well as to allow light into the unit, and the transfer of noxious odors.

All doors to be equipped with door handles, wind chains and door closing mechanism that hold doors closed when not in use.

All units must accommodate male or female users.

All male units to include appropriate urinal units connected to sanitary tank.

All units to have appropriate toilet seats with covers.

All units must be appropriately identified or labeled in some manner for public use. The successful bidder is to provide their own decals to be placed on their units.

All units must be placed on parish property.

Required service for toilets and handicapped toilets and pick up dates.

Delivery, rental, maintenance and daily servicing per unit or approximately 614 portable toilets distributed for 2017 and 2018 parade categories: Little Rascals parade, West Bank carnival parades, East Bank carnival parades, St. Patrick and Irish/Italian parades and other special events.

Please note there may be slight increase in some categories.

Successful vendor must be able to provide one (1) day delivery, service and pick-up.

Successful vendor to provide cleaning service to include complete and approved sanitary cleaning of walls, floors, and seats, as well as pumping out the tank on a daily basis.

**Attach to item 0140:**

(43 foot) toilet trailer unit.

Required equipment for portable toilet trailer unit.

A Forty three (43) foot portable toilet trailer unit that is divided into a men's and women's restroom. The men's side must contain two private toilet stalls, five urinals, two sinks with soap and towel dispensers and one towel disposal basket. The women's side must contain six private toilet stalls, three sinks with soap and towel dispensers, and two disposal baskets. The unit shall have an entrance and exit door at each end of the trailer. Entrance and exit steps must be ground level and have railings along entrance and exit platforms. The doors shall be clearly labeled at either entrance or exit as male or female. The portable toilet trailer unit must have a fully operational electrical lighting system (inside and outside) and air conditioning/heating that can be plugged into a 220-volt electrical outlet. Must be inspected and approved by Jefferson Parish Inspection and Code Enforcement, Electrical Division before accepting bid. Electrical connections for the trailer unit must be able to accommodate the onsite electrical conditions existing at (east bank) Veterans Memorial Square located at Causeway and Veterans. Successful vendor must provide one (1) water hose and connect same.

Successful vendor must provide all necessary electrical supplies for hook up to onsite electrical connections.

The trailer must have a 1100 gallon or greater self contained holding tank service.

Toilet trailer repair, on demand, and damages to trailer unit must be repaired within six (6) hours.

The parish will not be responsible for any damages to the toilet trailer unit.

Required service for toilet trailer unit and pick up dates.

The successful bidder must be able to provide delivery within four (4) days (Monday) prior to first carnival parade.

For each servicing, the successful bidder will provide complete cleaning of all walls, seats, as well as pumping out the tank. Toilet paper, paper towels and soap will be replaced daily by successful bidder. Successful bidder is to stock cabinets ahead with additional supplies.

Toilet trailer unit must be serviced after each parade.

Toilet trailer unit must be serviced after each parade on the two Sundays of the Carnival parade season.

On Mardi Gras day, the trailer toilet unit is to be serviced approximately three times.

**Attach to item 0150:**

(35 foot) toilet trailer unit. \*Three day rental\*

Required equipment for portable toilet trailer unit.

A thirty five (35) foot portable toilet trailer unit that is divided into a men's and women's restroom. The men's side must contain two private toilet stalls, two urinals, two sinks with soap and towel dispensers and one towel disposal basket. The women's side must contain five private toilet stalls, two sinks with soap and towel dispensers, and one disposal basket. The unit shall have an entrance and exit door at each end of the trailer. Entrance and exit steps must be ground level and have railings along entrance. The doors shall be clearly labeled at either entrance or exit as male or female. The portable toilet trailer unit must have a fully operational electrical lighting system (inside and outside) and air conditioning/heating that can be plugged into a 110-volt electrical outlet. Must be inspected and approved by Jefferson Parish Inspection and Code Enforcement, Electrical Division before accepting bid. Electrical connections for the trailer unit must be able to accommodate the onsite electrical conditions existing at site parish wide. Successful vendor must provide one (1) water hose and connect same.

Successful vendor must provide all necessary electrical supplies for hook up to onsite electrical connections.

Toilet trailer repair, on demand, and damages to trailer unit must be repaired within six (6) hours.

The parish will not be responsible for any damages to the toilet trailer unit.

Required service for toilet trailer unit and pick up dates.

The successful bidder must be able to provide delivery within four (4) days of specified weekend.

For each servicing, the successful bidder will provide complete cleaning of all walls, seats, as well as pumping out the tank. Toilet paper, paper towels and soap will be replaced daily by successful bidder. Successful bidder is to stock cabinets ahead with additional supplies.

Toilet trailer unit must be serviced each day of rental.

**Attach to item 0160:**

Delivery, rental, maintenance attach/disconnect to various portable trailers for 2017 and 2018. Entire parade season and Special Events

Required specifications for sewerage tanks.

Must meet EPA requirements

Dimensions:

Width-46 inch, Length-77 inch, Depth-16 inch

2-3 inch threaded inlet on each side

2-3 inch threaded inlet on top

Capacity-250 gallons

Successful vendor to deliver, service daily and maintain sewerage tanks at various locations for the entire parade season and other special events.

Tanks must be disconnected and picked up within the last servicing of that parade and special events category.

**Attach to item 0200:**

Trailer at Veterans Memorial Square

Includes: delivery, rental, maintenance, and daily servicing of sewerage tanks for the entire parade seasons.

Location: At Veterans Memorial Square at Veterans and Causeway. (Command Post Trailer)

Notice daily servicing at that one location will be approximately 10-20

Sewerage tank to be attached to portable trailer located at Veterans Memorial Square at Veterans and Causeway for the 2017 and 2018 parade season.

Specifications:

Must meet EPA requirements

Dimensions:

Width-46 inch, Length-77 inch, Depth-16 inch

2-3 inch threaded inlet on each side

2-3 inch threaded inlet on top

Capacity-250 gallons

Successful vendor must make all arrangements with local authorities for proper waste disposal.

Successful vendor must provide parish with twenty-four (24) hour emergency communication.

Tank must be disconnected and picked up upon request.

DATE: 8/17/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00117324

## JEFFERSON PARISH

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

Page: 1

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 9/01/2016 AND PUBLICLY OPENED THEREAFTER.

### LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**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.**

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

#### THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

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.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement 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.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

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. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). 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. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: 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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. 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.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part 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 any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: 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 Parish 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.

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 A17.1-1961).



Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

**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 the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**3,6,10,12,13,15**

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. 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 "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
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.
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 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 owned 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 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

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.

**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As Requested

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

**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Pot-O-Gold Rentals, LLCADDRESS: PO Box 1627CITY, STATE: Hammond, LAZIP: 70404TELEPHONE: (985) 542-2101FAX: (985) 542-7855EMAIL ADDRESS: melissa@potogoldwaste.com

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: 1NUMBER: 2

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 95,420.50

AUTHORIZED

SIGNATURE: Melissa GossettMelissa Gossett

Printed Name

TITLE: Office Manager

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

**NOTE:** All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Two year contract for rental, servicing placement & pickup of portable toilets, toilet trailer units & sewerage tanks for parade season & other special events for Jeff Parish Dept of Citizens Affairs		
1	106.00	EA	0010-Portable toilet-Little Rascals Parade 2017 and 2018 seasons. Delivery,  rental, maintenance and service per unit	\$35.00	\$3710.00
2	106.00	EA	0020 Portable toilets-Westbank Parade 2017 and 2018 Carnival Seasons One  Weekend (Three day rental) Delivery, Rental, Maintenance and Daily servicing per unit.	\$45.00	\$4770.00
3	400.00	EA	0030 Portable toilets-Mardi Gras EB *Two week rental*  Delivery, Rental, Maintenance and Daily Servicing per unit	\$124.50	\$49,800.00
4	80.00	EA	0040-Toilets Daily Eastbank Additional Daily 2017 and 2018 seasons.  Delivery, Rental, Maintenance and Daily servicing per unit. Daily unit price of additional portable toilets on an as need basis for the East Bank parade season and other special events.	\$10.00	\$800.00
5	120.00	EA	0050-Toilets three (3) day rental east Carnival Season. Delivery, rental,  maintenance, and serviceing per unit. Daily unit price of additional portable toilets on an as-need basis, for the East Bank parades.	\$45.00	\$5400.00
6	70.00	EA	0060-Toilets Daily Westbank 2017 and 201 8 Carnival Season. Delivery, Rental,  Maintenance servicing per unit. Daily unit price of additional portable toilets on an as-need basis, for the West Bank Parades and other special events.	\$10.00	\$700.00
7	105.00	EA	0070-Toilets three day rental Westbank 2017 and 2018 Carnival Seasons Delivery	\$10.00	\$1,050.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Rental, Maintenance and daily servicing per unit. Three day rental priced on additional toilets. Three day rental Westbank portable toilets on as need basis for the Westbank parade season and other special events		
8	108.00	EA	0080-Portable toilets St. Patricks Parade for the 2017 and 2018 seasons	\$35.00	\$3,780.00
			Delivery, rental, maintenance, and servicing per unit.		
9	100.00	EA	0090-Portable toilets-Irish-Italian parade for 2017 & 2018 Carnival seasons.	\$35.00	\$3,500.00
			Delivery, Rental, Maintenance, and servicing per unit.		
10	20.00	EA	0100-Portable Toilets-Handicap Eastbank 2017 and 2018 parade seasons. Entire	\$149.00	\$2,980.00
			parade season and other special events Delivery, rental, maintenance and daily servicing per unit.		
11	4.00	EA	0110-Portable Toilets-Westbank Handicap 2017 and 2018 (Three day rental)	\$74.50	\$298.00
			Delivery, Rental, Maintenance, and Servicing per unit.		
12	4.00	EA	0120-Portable Toilets-Handicap St. Patricks parade for the 2017 and 2018	\$55.00	\$220.00
			seasons. Delivery, Rental, Maintenance and servicing per unit.		
13	4.00	EA	0130-Portable Toilets-Handicap-Irish Italian 2017 and 2018 parade seasons.	\$45.00	\$180.00
			Delivery, rental, maintenance and servicing per unit.		
14	2.00	EA	0140-Portable Toilet Trailer Unit Eastbank 2017 and 2018 Parade season.	\$4,500.00	\$9,000.00
			Entire parade season. Thirty four (34) foot toilet trailer unit.		
15	2.00	EA	0150 Portable toilet trailer-medium size comfort station. Three day rental only	\$1,450.00	\$2,900.00
			Body Length-25ft		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	6.00	EA	<p>Total Length-35ft Womens' side: 5 stalls and 2 sinks Mens side: 2 stalls, 2 urinals, 2 sinks</p> <p>0160-Tanks weekly eastbank rental delivery, rental maintenance, attach/  disconnect to various portable trailers for 2017 and 2018 Carnival seasons.</p> <p>REQUIRED SPECIFICATIONS FOR SEWERAGE TANKS Must meet EPA requirements Dimensions: Width-46" Length-77" Depth-16" 2-3" threaded inlet on each side 2-3 threaded intle on top Capacity-250 gallons</p>	\$65.00	\$390.00
17	2.00	EA	<p>0170-Tanks-Weekly Westbank Rental delivery, rental, maintenance, attach/  disconnect to various portable trailers for 2017 and 2018 Carnival Seasons SERVICING UPON REQUEST</p>	\$45.00	\$90.00
18	20.00	EA	<p>0180-Tanks Self-Contained W/B SERVICING ONLY. Services tanks on authorized buses  , campers, mobile homes, and trailers etc. for the 2017 and 2018 parade season and other special events. SERVICING UPON REQUEST</p>	\$40.00	\$800.00
19	70.00	EA	<p>0190-Tanks Self-Contained E/B Servicing for the Eastbank of the 2017 and 2018  Parade Season and other special events. Servicing upon request.</p>	\$45.00	\$3,150.00
20	2.00	EA	<p>0200 Sewerage Tanks-Rental and Servicing for command post trailer at Veterans  Square for the 2017 and 2018 parade seasons</p>	\$45.00	\$90.00
21	8.00	EA	<p>0210-Toilet Handicap-Little Rascals for the 2017 and 2018 parade seasons  Delivery, Rental, Maintenance and servicing per unit.</p>	\$55.00	\$440.00
22	10.00	EA	<p>0220-Toilet weekly WB 2017 and 2018 Carnival seasons. Delivery, rental,</p>	\$62.25	\$622.50

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
23	10.00	EA	<p>maintenance and servicing per unit Weekly unit price of additional portable toilets can be used on an as need basis for the West Bank Carnival season and other special events.</p> <p>0230-HANDWASHING STATION-TWO SINKS PER STATION</p>	\$75.00	\$750.00

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Pot-O-Gold Rentals, LLC

---

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Pot-O-Gold Rentals, LLC  
INCORPORATED, DULY NOTICED AND HELD ON September 6, 2016,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

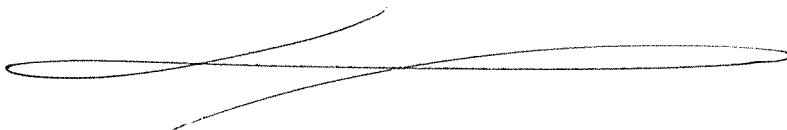
RESOLVED THAT Melissa Gossett, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGCTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

Pam Flynn  
SECRETARY-TREASURER

September 6, 2016

DATE





## **Non-Public Works Bid Affidavit Instructions**

- Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.
- Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.
- Affidavit must be notarized or the affidavit will not be accepted.
- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** Louisiana

**PARISH/COUNTY OF** Tangipahoa

BEFORE ME, the undersigned authority, personally came and appeared: Melissa Gossett, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Representative of Pot-O-Gold (Entity), the party who submitted a bid in response to Bid Number 50-117324, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

**Choice A** \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B**   X   there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

**(Choose A or B, if option A is indicated please include the required attachment):**

Choice A \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B   X   There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*



[Print](#)

## Notary Search - Detail

**Name:** MR. L. WAYNE PEARL  
**Address:** 1905 W. THOMAS ST.  
STE D-364  
HAMMOND, LA 70401  
**Phone:** (985) 542-2101  
**Notary ID Number:** 84103  
**Parish:** EAST BATON ROUGE with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 30664  
**Status:** Active  
**Commission Date:** 10/30/2006  
**Oath Date:** 10/27/2006  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

[Back to Search Results](#)[New Search](#)

## **STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS**

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 advertised 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**

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

**NOTE:** If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

**1) OWNER'S PROTECTIVE LIABILITY**

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

**2) BUILDER'S RISK INSURANCE**

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



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

## **CHANGE TO JEFFERSON PARISH BIDDING PROCEDURES**

Effective August 1<sup>st</sup>, bidders will be required to submit certain documentation with bid submission, i.e. affidavits, proof of insurance, etc. These requirements will be outlined specifically in the instructions of each bid package. Bidders should carefully read and must respond accordingly per the requirements of the bid packages.

These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

August 29, 2016

**ADDENDUM # 1**

Bid No.: 50-00117324

Bid Opening Date: September 1, 2016

Postponed Date: September 13, 2016

For: Two Year Contract for rental, servicing, placement and pick-up of portable toilets, toilet trailer units and sewerage tanks for parade season and other special events for Jefferson Parish  
Department of Citizens Affairs

---

**This bid has been postponed until September 13, 2016 at 2 pm.**

Questions has been received for this bid and will be answered in addendum #2.

Sincerely,

A handwritten signature in black ink, appearing to read "Jenifer Lotz", is written over a horizontal line.

Donna Reamey, Buyer II (Jenifer Lotz, Chief Buyer)  
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.**

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

Office 504.364.2678 – Fax 504.364.2693

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

August 31, 2016

## ADDENDUM # 2

Bid No.: 50-00117324

Bid Opening Date: September 13, 2016

**For: Two year contract for rental, servicing, placement and pick-up of portable toilets, toilet trailer units and sewerage tanks for parade season and other special events for Jefferson Parish Department of Citizens Affairs.**

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### Answering questions:

#### For Item # 14

1: Is it 34 foot or 43 foot portable toilet being requested?

Answer: This should read Forty three( 43) feet.

2: Does the length of the trailer have to be met if all interior requirements (stalls, urinals, sinks, etc) are met?

Answer: Yes.

#### For Item # 15

1: What is the intended difference between body length and total length?

Answer: The body length is useable space. Total length would include body plus towing frame, etc.

2: Does the length of the trailer have to be met if all interior requirements (stalls, urinals, sinks, etc) are met?

Answer: Yes.

Sincerely,

Donna Reamey

Name, Buyer II  
Jefferson Parish Purchasing Department



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda J. Campos**  
Director

**August 31, 2016**

**Page Two**

**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.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

9/9/2016

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> Wright & Percy Ins - Baton Rouge A Division of BancorpSouth Insurance Svcs P O Box 3809 Baton Rouge LA 70821-3809	<b>CONTACT NAME:</b> Trent Sandahl	
	<b>PHONE</b> (A/C, No, Ext): 225-336-3200 <b>FAX</b> (A/C, No):	
	<b>E-MAIL ADDRESS:</b> switchboard@wright-percy.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A :</b> National Trust Insurance Co	20141
	<b>INSURER B :</b> National Union Fire Ins Co Pittsbur	19445
	<b>INSURER C :</b> Ironshore Specialty Insurance Co.	25445
	<b>INSURER D :</b>	
	<b>INSURER E :</b>	
	<b>INSURER F :</b>	

**INSURED** POT-REN-01  
Pot-O-Gold Rentals, LLC; Pot-O-Gold Rentals, Inc.;  
TSWS Trucking, LLC; TSWS, Inc.  
PO Box 1627  
Hammond LA 70404

**COVERAGES****CERTIFICATE NUMBER:** 1405174527**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Contractual Liab <input checked="" type="checkbox"/> XCU Included GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC OTHER:			GL0018486	12/7/2015	12/7/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			CA0031408	12/7/2015	12/7/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			BE34196694	12/7/2015	12/7/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	<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	N/A	WC00003553	12/7/2015	12/7/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
C	Contractors Env Legal Liab			000851805	12/7/2015	12/7/2016	\$1,000,000 Occ \$2,000,000 Agg

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

WORKERS' COMPENSATION POLICY INCLUDES BLANKET WAIVER OF SUBROGATION ENDORSEMENT IN FAVOR OF CERTIFICATE HOLDER WHEN REQUIRED BY WRITTEN CONTRACT.

GENERAL LIABILITY INCLUDES BLANKET ADDITIONAL INSURED AND BLANKET WAIVER OF SUBROGATION ENDORSEMENTS IN FAVOR OF CERTIFICATE HOLDER WHEN REQUIRED BY WRITTEN CONTRACT.

See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

Jefferson Parish Purchasing Department  
General Government Bldg Ste 4400  
200 Derbigny Street  
Gretna LA 70053

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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**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Wright & Percy Ins - Baton Rouge		NAMED INSURED Pot-O-Gold Rentals, LLC; Pot-O-Gold Rentals, Inc.; TSWS Trucking, LLC; TSWS, Inc. PO Box 1627 Hammond LA 70404
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

AUTOMOBILE LIABILITY INCLUDES BLANKET ADDITIONAL INSURED AND BLANKET WAIVER OF SUBROGATION ENDORSEMENTS IN FAVOR OF CERTIFICATE HOLDER WHEN REQUIRED BY WRITTEN CONTRACT. AUTO ALSO INCLUDES THE CA9948 ENDORSEMENT (BROADENED POLLUTION) HIRED & NON-OWNED DEDUCTIBLE: \$1,000 COMP/\$1,000 COLLISION

UMBRELLA LIABILITY INCLUDES BLANKET ADDITIONAL INSURED AND BLANKET WAIVER OF SUBROGATION ENDORSEMENTS IN FAVOR OF CERTIFICATE HOLDER WHEN REQUIRED BY WRITTEN CONTRACT.

**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) <b>Pot-O-Gold</b>	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	<input type="checkbox"/> Exempt from backup withholding
Address (number, street, and apt. or suite no.) <b>P.O. Box 1627</b>	
City, state, and ZIP code <b>Hammond, La. 70404</b>	
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 Line 1 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.

Social security number

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

or  
Employer identification number  
**721230761**

**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. person (including a U.S. resident alien).

**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

*Eula Owens*

Date

**12-4-07**

**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.

**U.S. person.** 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.

In 3 above, 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.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States.
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-5(e) and 7(a) for additional information.

**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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

DATE: 8/17/2016

Page: 5

BID NO.: 50-00117324

**BID FORM**  
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ☒

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

AS REQUESTED

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

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: THRONE TO GO LLC DBA EVENT RESTROOM (J.P. VENDOR)  
NUMBER 31499

ADDRESS: P.O. Box 30

CITY, STATE: GRETN A LA

ZIP: 70054

TELEPHONE: (504) 838 0358

FAX: (504) 363 1286

EMAIL ADDRESS: edgar@yourrestroomdelivered.com

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: 1 DATED 8/29/2016

NUMBER: 2 DATED 8/31/2016

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 103,650.00

AUTHORIZED

SIGNATURE: Edgar J. Lazaro

TITLE: PRESIDENT

EDGAR J. LAZARO

Printed Name

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	106.00	EA	Two year contract for rental, servicing placement & pickup of portable toilets, toilet trailer units & sewerage tanks for parade season & other special events for Jeff Parish Dept of Citizens Affairs  0010-Portable toilet-Little Rascals Parade 2017 and 2018 seasons. Delivery,  rental, maintenance and service per unit	\$ 50.00	\$ 5,300.00
2	106.00	EA	0020 Portable toilets-Westbank Parade 2017 and 2018 Carnival Seasons One  Weekend (Three day rental) Delivery, Rental, Maintenance and Daily servicing per unit.	\$ 50.00	\$ 5,300.00
3	400.00	EA	0030 Portable toilets-Mardi Gras EB *Two week rental*  Delivery, Rental, Maintenance and Daily Servicing per unit	\$ 105.00	\$ 42,000.00
4	80.00	EA	0040-Toilets Daily Eastbank Additional Daily 2017 and 2018 seasons.  Delivery, Rental, Maintenance and Daily servicing per unit. Daily unit price of additional portable toilets on an as need basis for the East Bank parade season and other special events.	\$ 50.00	\$ 4,000.00
5	120.00	EA	0050-Toilets three (3) day rental east Carnival Season. Delivery, rental,  maintenance, and serviceing per unit. Daily unit price of additional portable toilets on an as-need basis, for the East Bank parades.	\$ 50.00	\$ 6,000.00
6	70.00	EA	0060-Toilets Daily Westbank 2017 and 201 8 Carnival Season. Delivery, Rental,  Maintenance servicing per unit. Daily unit price of additional portable toilets on an as-need basis, for the West Bank Parades and other special events.	\$ 50.00	\$ 3,500.00
7	105.00	EA	0070-Toilets three day rental Westbank 2017 and 2018 Carnival Seasons Delivery	\$ 50.00	\$ 5,250.00



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Rental, Maintenance and daily servicing per unit. Three day rental priced on additional toilets. Three day rental Westbank portable toilets on as need basis for the Westbank parade season and other special events		
8	108.00	EA	0080-Portable toilets St. Patricks Parade for the 2017 and 2018 seasons	\$ 50.00	\$ 5,400.00
			Delivery, rental, maintenance, and servicing per unit.		
9	100.00	EA	0090-Portable toilets-Irish-Italian parade for 2017 & 2018 Carnival seasons.	\$ 50.00	\$ 5,000.00
			Delivery, Rental, Maintenance, and servicing per unit.		
10	20.00	EA	0100-Portable Toilets-Handicap Eastbank 2017 and 2018 parade seasons. Entire	\$ 125.00	\$ 2,500.00
			parade season and other special events Delivery, rental, maintenance and daily servicing per unit.		
11	4.00	EA	0110-Portable Toilets-Westbank Handicap 2017 and 2018 (Three day rental)	\$ 125.00	\$ 500.00
			Delivery, Rental, Maintenance, and Servicing per unit.		
12	4.00	EA	0120-Portable Toilets-Handicap St. Patricks parade for the 2017 and 2018	\$ 125.00	\$ 500.00
			seasons. Delivery, Rental, Maintenance and servicing per unit.		
13	4.00	EA	0130-Portable Toilets-Handicap-Irish Italian 2017 and 2018 parade seasons.	\$ 125.00	\$ 500.00
			Delivery, rental, maintenance and servicing per unit.		
14	2.00	EA	0140-Portable Toilet Trailer Unit Eastbank 2017 and 2018 Parade season.	\$ 3,200.00	\$ 6,400.00
			Entire parade season. Thirty four (34) foot toilet trailer unit.		
15	2.00	EA	0150 Portable toilet trailer-medium size comfort station. Three day rental only	\$ 2,000.00	\$ 4,000.00
			Body Length-25ft		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	6.00	EA	<p>Total Length-35ft Womens' side: 5 stalls and 2 sinks Mens side: 2 stalls, 2 urinals, 2 sinks</p> <p>0160-Tanks weekly eastbank rental delivery, rental maintenance, attach/ disconnect to various portable trailers for 2017 and 2018 Carnival seasons.</p> <p>REQUIRED SPECIFICATIONS FOR SEWERAGE TANKS Must meet EPA requirements Dimensions: Width-46" Length-77" Depth-16" 2-3" threaded inlet on each side 2-3 threaded intile on top Capacity-250 gallons</p>	\$ 65.00	\$ 390.00
17	2.00	EA	<p>0170-Tanks-Weekly Westbank Rental delivery, rental, maintenance, attach/ disconnect to various portable trailers for 2017 and 2018 Carnival Seasons SERVICING UPON REQUEST</p>	\$ 65.00	\$ 130.00
18	20.00	EA	<p>0180-Tanks Self-Contained W/B SERVICING ONLY. Services tanks on authorized buses  , campers, mobile homes, and trailers etc. for the 2017 and 2018 parade season and other special events. SERVICING UPON REQUEST</p>	\$ 50.00	\$ 1,000.00
19	70.00	EA	<p>0190-Tanks Self-Contained E/B Servicing for the Eastbank of the 2017 and 2018 Parade Season and other special events. Servicing upon request.</p>	\$ 50.00	\$ 3,500.00
20	2.00	EA	<p>0200 Sewerage Tanks-Rental and Servicing for command post trailer at Veterans Square for the 2017 and 2018 parade seasons</p>	\$ 65.00	\$ 130.00
21	8.00	EA	<p>0210-Toilet Handicap-Little Rascals for the 2017 and 2018 parade seasons Delivery, Rental, Maintenance and servicing per unit.</p>	\$ 125.00	\$ 1,000.00
22	10.00	EA	<p>0220-Toilet weekly WB 2017 and 2018 Carnival seasons. Delivery, rental,</p>	\$ 75.00	\$ 750.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117324

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
23	10.00	EA	<p>maintenance and servicing per unit Weekly unit price of additional portable toilets can be used on an as need basis for the West Bank Carnival season and other special events.</p> <p>0230-HANDWASHING STATION-TWO SINKS PER STATION</p>	\$60.00	\$600.00

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Throne To Go, LLC d/b/a Event Restroom  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Throne To Go, LLC  
INCORPORATED, DULY NOTICED AND HELD ON 8/31/16,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Edgar J. Lazaro, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

  
\_\_\_\_\_  
SECRETARY-TREASURER William A. Lazaro Jr.

8/31/16

\_\_\_\_\_  
DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Edgar  
J. Lazaro, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized President of Throne To Go, LLC dba Event Restroom (Entity),  
the party who submitted a bid in response to Bid Number SD-11734 to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required  
attachment):

Choice A ☒

Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B ☐

there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose **A** or **B**, if option **A** is indicated please include the required attachment):

Choice A \_\_\_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B ✓ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

*[The remainder of this page is intentionally left blank.]*

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Edgar J. Lazano  
Signature of Affiant

Edgar J. Lazano  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 31 DAY OF August, 2016

Elizabeth B. Earnest  
Notary Public

Elizabeth B. Earnest  
Printed Name of Notary

LA Bar 03299  
Notary/Bar Roll Number

My commission expires lifetime.

## CAMPAIGN CONTRIBUTIONS

WILLIAM A. LAZARO, JR.:

Official	Date	Amount
Mike Yenni	11/18/2014	\$1,000.00
Ricky Template	4/14/2015	\$1,000.00
Chris Roberts	6/2/2015	\$ 250.00
Elton Lagasse	10/9/2015	\$1,000.00



[Print](#)

## Notary Search - Detail

**Name:** MR. ELIZABETH B. EARNEST  
**Address:** 3028 COLISEUM STREET  
NEW ORLEANS, LA 70115  
**Phone:** (504) 218-4713  
**Notary ID Number:** 12214  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 3299  
**Status:** Active  
**Commission Date:** 05/27/1980  
**Oath Date:** 05/23/1980  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

[Back to Search Results](#)[New Search](#)

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
09/13/2016

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> Frank & Associates, Inc. 3841 25th Street Metairie LA 70002	<b>CONTACT NAME:</b> Larry Sinatra <b>PHONE (A/C, No, Ext):</b> (504) 887-5820 <b>FAX (A/C, No):</b> (504) 887-5823 <b>E-MAIL ADDRESS:</b> larry@frankinsuranceagency.com														
<b>INSURED</b> Event Restroom DBA Throne To Go LLC 3809 Day Street Harvey LA 70058	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th style="text-align: left;">INSURER(S) AFFORDING COVERAGE</th> <th style="text-align: left;">NAIC #</th> </tr> <tr> <td>INSURER A : Nautilus Insurance Company</td> <td>17370</td> </tr> <tr> <td>INSURER B : Progressive Insurance Co</td> <td>24260</td> </tr> <tr> <td>INSURER C : LWCC</td> <td>22350</td> </tr> <tr> <td>INSURER D :</td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> </tr> </table>	INSURER(S) AFFORDING COVERAGE	NAIC #	INSURER A : Nautilus Insurance Company	17370	INSURER B : Progressive Insurance Co	24260	INSURER C : LWCC	22350	INSURER D :		INSURER E :		INSURER F :	
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INSURER B : Progressive Insurance Co	24260														
INSURER C : LWCC	22350														
INSURER D :															
INSURER E :															
INSURER F :															

**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			ECP201699710	01/19/16	01/19/17	EACH OCCURRENCE
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						\$1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)
							\$100,000
							MED EXP (Any one person)
							\$5,000
							PERSONAL & ADV INJURY
							\$1,000,000
							GENERAL AGGREGATE
							\$2,000,000
							PRODUCTS - COMP/OP AGG
							\$2,000,000
							\$
B	AUTOMOBILE LIABILITY			02842181-0	01/19/16	01/19/17	COMBINED SINGLE LIMIT (Ea accident)
	ANY AUTO						\$1,000,000
	ALL OWNED AUTOS						
	HIRED AUTOS						
							BODILY INJURY (Per person)
							\$
							BODILY INJURY (Per accident)
							\$
							PROPERTY DAMAGE (Per accident)
							\$
							\$
A	UMBRELLA LIAB			FFX201699810	01/19/16	01/19/17	EACH OCCURRENCE
	EXCESS LIAB						\$
	DED						
	RETENTION \$						
							AGGREGATE
							\$5,000,000
							\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			154719	01/19/16	01/19/17	<input checked="" type="checkbox"/> PER STATUTE
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					
	If yes, describe under DESCRIPTION OF OPERATIONS below	y	N/A				
							E.I. EACH ACCIDENT
							\$1,000,000
							E.I. DISEASE - EA EMPLOYEE
							\$1,000,000
							E.I. DISEASE - POLICY LIMIT
							\$1,000,000

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

Event Company

## CERTIFICATE HOLDER

## CANCELLATION

Insured use only  
Verification of Coverage

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

*Larry Sinatra* <LMS>

**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.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

**Throne To Go, LLC**

2 Business name/disregarded entity name, if different from above

**Event Restroom**3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:☐ Individual/sole proprietor or single-member LLC ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) **P****Note.** For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.☐ Other (see instructions) ▶

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting  
code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.)

**Post Office Box 30**

Requester's name and address (optional)

6 City, state, and ZIP code

**Gretna, LA 70054**

7 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 line 1 to avoid backup withholding. For individuals, this is generally 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.

Social security number

				-			-				
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or

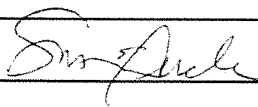
Employer identification number

4	6	-	5	3	6	9	2	0	1
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**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.**Part II Certification**

Under penalties of perjury, I certify that:

1. 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
2. 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
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**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 3.**Sign  
Here**Signature of  
U.S. person ▶

Date ▶

1/23/2014

**General Instructions**

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. 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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.