

**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 0 %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 45 days (per contract)

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

N/A

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

000011760**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: CMS Pest Control LLCADDRESS: 665 SPARTAN LNCITY, STATE: Kenner LA ZIP: 70065TELEPHONE: (504) 305-3028 FAX: ( ) N/AEMAIL ADDRESS: techman169@cox.net

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

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 32,400.00

AUTHORIZED

SIGNATURE: [Signature]TITLE: OwnerMARK T. Stevens

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.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	MO	PROVIDE A TWO (2) YEAR CONTRACT FOR PEST CONTROL SERVICES FOR VARIOUS JEFFERSON PARISH FACILITIES. FOR THE DEPARTMENT OF GENERAL SERVICES. AS PER ATTACHED SPECIFICATIONS:  0001 PROVIDE A COST 1ST MONTH OF SERVICE FOR THE INITIAL CLEAN OUT TREATMENT OF THE GENERAL GOVERNMENT BUILDING.	\$71, 00	\$71, 00
2	23.00	MO	0020-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE GENERAL GOVERNMENT BUILDING.	\$71, 00	\$1,633, 00
3	1.00	MO	0030-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF SURPLUS PROPERTY	\$30, 00	\$30, 00
4	23.00	MO	0040-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR SURPLUS PROPERTY	\$30, 00	\$690, 00
5	1.00	MO	0050-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE DONELON BUILDING	\$65, 00	\$65, 00
6	23.00	MO	0060-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE DONELON BUILDING	\$65, 00	\$1,495, 00
7	1.00	MO	0070-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF CENTRAL PLANT	\$30, 00	\$30, 00
8	23.00	MO	0080-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CENTRAL PLANT	\$30, 00	\$690, 00
9	1.00	MO	0090-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE DA BUILDING	\$70, 00	\$70, 00
10	23.00	MO	0100-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE DA BUILDING	\$70, 00	\$1,610, 00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1.00	MO	0110-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF SECOND PARISH COURT	\$ 60, <sup>00</sup> / <sub>100</sub>	\$ 60, <sup>00</sup> / <sub>100</sub>
12	23.00	MO	0120-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE SECOND PARISH COURT	\$ 60, <sup>00</sup> / <sub>100</sub>	\$ 1,380, <sup>00</sup> / <sub>100</sub>
13	1.00	MO	0130-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE LIBERTO BUILDING	\$ 30, <sup>00</sup> / <sub>100</sub>	\$ 30, <sup>00</sup> / <sub>100</sub>
14	23.00	MO	0140-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE LIBERTO BUILDING	\$ 30, <sup>00</sup> / <sub>100</sub>	\$ 690, <sup>00</sup> / <sub>100</sub>
15	1.00	MO	0150-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF LOCAL HISTORY MUSEUM	\$ 30, <sup>00</sup> / <sub>100</sub>	\$ 30, <sup>00</sup> / <sub>100</sub>
16	23.00	MO	0160-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR LOCAL HISTORY MUSEUM	\$ 30, <sup>00</sup> / <sub>100</sub>	\$ 690, <sup>00</sup> / <sub>100</sub>
17	1.00	MO	0170-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE ODOM BUILDING	\$ 40, <sup>00</sup> / <sub>100</sub>	\$ 40, <sup>00</sup> / <sub>100</sub>
18	23.00	MO	0180-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE ODOM BUILDING	\$ 40, <sup>00</sup> / <sub>100</sub>	\$ 920, <sup>00</sup> / <sub>100</sub>
19	1.00	MO	0190-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE CLERK OF COURT-EVIDENCE BUILDING	\$ 40, <sup>00</sup> / <sub>100</sub>	\$ 40, <sup>00</sup> / <sub>100</sub>
20	23.00	MO	0200-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CLERK OF COURT- EVIDENCE BUILDING	\$ 40, <sup>00</sup> / <sub>100</sub>	\$ 920, <sup>00</sup> / <sub>100</sub>
21	1.00	MO	0210-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$ 33, <sup>00</sup> / <sub>100</sub>	\$ 33, <sup>00</sup> / <sub>100</sub>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	23.00	MO	TREATMENT OF THE MARRERO/HARVEY SENIOR CENTER 0220-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE MARRERO/HARVEY SENIOR CENTER	\$33. <sup>00</sup>	\$759. <sup>00</sup>
23	1.00	MO	0230-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE BRIDGE CITY SENIOR CENTER	\$40. <sup>00</sup>	\$40. <sup>00</sup>
24	23.00	MO	0240-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE BRIDGE CITY SENIOR CENTER	\$40. <sup>00</sup>	\$920. <sup>00</sup>
25	1.00	MO	0250-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE JPCC	\$300. <sup>00</sup>	\$300. <sup>00</sup>
26	23.00	MO	0260-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JPCC	\$300. <sup>00</sup>	\$6,900. <sup>00</sup>
27	1.00	MO	0270-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE CHILDREN'S ADVOCACY CENTER	\$35. <sup>00</sup>	\$35. <sup>00</sup>
28	23.00	MO	0280-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CHILDREN'S ADVOCACY CENTER	\$35. <sup>00</sup>	\$805. <sup>00</sup>
29	1.00	MO	0290-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF INSPECTION AND CODE ENFORCEMENT	\$40. <sup>00</sup>	\$40. <sup>00</sup>
30	23.00	MO	0300-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR INSPECTION AND CODE ENFORCEMENT	\$40. <sup>00</sup>	\$920. <sup>00</sup>
31	1.00	MO	0310-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$63. <sup>00</sup>	\$63. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TREATMENT OF THE EOCC		
32	23.00	MO	0320-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR EOCC	\$ 63, <sup>00</sup>	\$ 1,449, <sup>00</sup>
33	1.00	MO	0330-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$ 28, <sup>00</sup>	\$ 28, <sup>00</sup>
			TREATMENT OF JUVENILE JUSTICE COURT		
34	23.00	MO	0340-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR JUVENILE JUSTICE COURT	\$ 28, <sup>00</sup>	\$ 644, <sup>00</sup>
35	1.00	MO	0350-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$ 95, <sup>00</sup>	\$ 95, <sup>00</sup>
			TREATMENT OF JUVENILE JUSTICE COMPLEX		
36	23.00	MO	0360-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR JUVENILE JUSTICE COMPLEX	\$ 95, <sup>00</sup>	\$ 2,185, <sup>00</sup>
37	1.00	MO	0370-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$ 15, <sup>00</sup>	\$ 15, <sup>00</sup>
			TREATMENT FOR THE JUVENILE SERVICES WAREHOUSE		
38	23.00	MO	0380-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JUVENILE SERVICES WAREHOUSE	\$ 15, <sup>00</sup>	\$ 345, <sup>00</sup>
39	1.00	MO	0390-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$ 56, <sup>00</sup>	\$ 56, <sup>00</sup>
			TREATMENT OF THE YENNI BUILDING		
40	23.00	MO	0400-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE YENNI BUILDING	\$ 56, <sup>00</sup>	\$ 1,288, <sup>00</sup>
41	1.00	MO	0410-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$ 27, <sup>00</sup>	\$ 27, <sup>00</sup>
			TREATMENT OF FIRST PARISH COURT		
42	23.00	MO	0420-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR FIRST PARISH COURT	\$ 27, <sup>00</sup>	\$ 621, <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
43	1.00	MO	0430-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF JEFFERSON SENIOR CENTER	\$22. <sup>00</sup>	\$22. <sup>00</sup>
44	23.00	MO	0440-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JEFFERSON SENIOR CENTER	\$22. <sup>00</sup>	\$506. <sup>00</sup>
45	1.00	MO	0450-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE METAIRIE SENIOR CENTER	\$22. <sup>00</sup>	\$22. <sup>00</sup>
46	23.00	MO	0460-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE METAIRIE SENIOR CENTER	\$22. <sup>00</sup>	\$506. <sup>00</sup>
47	1.00	MO	0470-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF EASTBANK JUVENILE SERVICES BUILDING	\$27. <sup>00</sup>	\$27. <sup>00</sup>
48	23.00	MO	0480-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE EASTBANK JUVENILE SERVICES BUILDING	\$27. <sup>00</sup>	\$621. <sup>00</sup>
49	1.00	MO	0490-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE WESTBANK HEALTH UNIT	\$33. <sup>00</sup>	\$33. <sup>00</sup>
50	23.00	MO	0500-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR WESTBANK HEALTH UNIT	\$33. <sup>00</sup>	\$759. <sup>00</sup>
51	1.00	MO	0510-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE EASTBANK HEALTH UNIT	\$28. <sup>00</sup>	\$28. <sup>00</sup>
52	23.00	MO	0520-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE EASTBANK HEALTH UNIT	\$28. <sup>00</sup>	\$644. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
53	1.00	MO	0530-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE PARKING GARAGE	\$20, <sup>00</sup>	\$20, <sup>00</sup>
54	23.00	MO	0540-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE PARKING GARAGE	\$20, <sup>00</sup>	\$460, <sup>00</sup>
55	1.00	SQFT	0550-PROVIDE A SQUARE FOOT COST FOR THE THE ADDITION OF BUILDINGS	\$,005 per square foot	\$,005 Per square foot



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**50-116830 Two year contract for pest control for various Jefferson Parish  
Buildings- General Services.**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

28-Jun-2016 02:03:15 PM





# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

*June 28, 2016*

### **ADDENDUM # 1**

**Bid No.: 50-0116830**

**Bid Opening Date: 07/07/2016**

**For: Two year contract for pest control for Jefferson Parish General Services.**

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#### **Specification Additions:**

##### **Section 4.0 – License Requirements: Add the following.**

All employees performing pest control services on parish buildings shall be a registered technician and have a registration card issued by the Louisiana Department of Agriculture and Forestry. A copy of the front and back of this license shall be submitted with bid. Failure to submit this information with bid will deem the bid non-responsive.

##### **Section 9.0 – Bid Specifications: Add the following.**

No sub-contractors shall be used for this contract.

Sincerely,

*Donna Reamey*

Donna Reamey, Buyer II  
Jefferson Parish Purchasing Department

<p><b>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.</b></p>
---

**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.**

**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.**

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

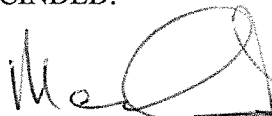
CMS Pest Control LLC  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF CMS Pest Control LLC  
INCORPORATED, DULY NOTICED AND HELD ON 7-6-2016,

A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT MARK T. Stevens, 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

7-6-2016

DATE

BID BOND NO. LPC-LA-BB-34521884-00

DATE BOND EXECUTED

7/6/2016

PRINCIPAL (Legal name and business address)  
C M S Pest Control LLC

TYPE OF ORGANIZATION  
LLC

665 Spartan Ln  
Kenner, LA 70065

STATE OF INCORPORATION  
LA

SURETY (Name and Business address)  
Louisiana Pest Control Insurance Company  
3042 Old Forge Drive, Suite A  
Baton Rouge, LA 70808

PENAL SUM OF BOND  
\$1,620

BID IDENTIFICATION

BID DATE  
7/6/2016

CONTRACT

Jefferson Parish Dept. of General Services  
200 Debigny St Ste 3300  
Gretna, LA 70053

**OBLIGATION:**

We, the Principal and Surety, are firmly bound to the Obligee, Jefferson Parish Dept. of General Services, in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

**CONDITIONS:**

The Principal has submitted the bid identified above.

**THEREFORE:**


*The above obligation is void if the Principal (a) upon acceptance by Obligee of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified), after the receipt of the forms by the Principal; or (b) in the event of failure so to execute such further contractual documents and give such bonds, pays the Obligee for any cost of procuring the work which exceeds the amount of the bid.*

The Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant the Obligee. Notice to the Surety of extension(s) is/are required. However, the extension(s) apply only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

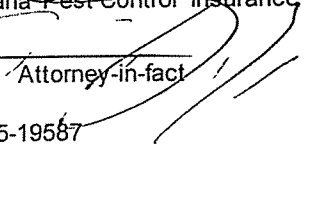
**WITNESS:**

The Principal and Surety executed this bid bond and affixed their seals on the above date.

C M S Pest Control LLC

Signature(s)	1. 	2.
Name(s) & Title(s)	1. Mark J. Stevens (signed)	2.
Louisiana Pest Control Insurance Company		

Louisiana Pest Control Insurance Company

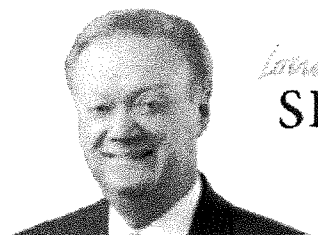
By:   
Attorney-in-fact

BID BOND NO. LPC-LA-BB-34521884-00

LPC-15-19587

(<http://www.sos.la.gov/Pages/default.aspx>)

(<http://www.sos.la.gov/Pages/default.aspx>)



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OF STATE**  
TOM SCHEDLER

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Name	Type	City	Status
CMS PEST CONTROL, L.L.C.	Limited Liability Company	KENNER	Active

**GET HELP****Previous Names**

**Business:** CMS PEST CONTROL, L.L.C.

**Charter Number:** 35449539K

**Registration Date:** 3/20/2003

**Domicile Address**

665 SPARTAN LANE  
KENNER, LA 70065

**Mailing Address**

665 SPARTAN LANE  
KENNER, LA 70065

**Status**

**Status:** Active

**Annual Report Status:** In Good Standing

**File Date:** 3/20/2003

**Last Report Filed:** 3/8/2016

**Type:** Limited Liability Company

**Registered Agent(s)**

**Agent:** MARK STEVENS SR.

**Address 1:** 665 SPARTAN LN.

**City, State, Zip:** KENNER, LA 70065

**Appointment  
Date:** 3/7/2013

**Officer(s)**

**Additional Officers:** No

<b>Officer:</b>	MARK J. STEVENS, SR.
<b>Title:</b>	Member
<b>Address 1:</b>	665 SPARTAN LANE
<b>City, State, Zip:</b>	KENNER, LA 70065
<b>Officer:</b>	SHIRLEY D. STEVENS
<b>Title:</b>	Manager, Member
<b>Address 1:</b>	665 SPARTAN LANE
<b>City, State, Zip:</b>	KENNER, LA 70065

**Amendments on File**

No Amendments on file

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GET HELP

LOUISIANA DEPARTMENT OF  
**AGRICULTURE & FORESTRY**  
**IDENTIFICATION CARD**

NOT AN EMPLOYEE OF THE STATE

**CMS PEST CONTROL LLC**

MARK J STEVENS  
665 SPARTAN LANE  
KENNER, LA 70062

REGISTRATIONS  
ST

ID Number

00011760

Effective Date: 03/27/2015

KE STRAIN D.V.V. COMMISSIONER

Louisiana Pest. Control  
License  
Front and Back



CERTIFIED, LICENSED OR REGISTERED AS  
(ST) STRUCTURAL PEST CONTROL LICENSEE

CATEGORIES

RECERTIFY BY

LP1-General Pest Control

12/31/2017

LP2-Commercial Vertebrate Control

12/31/2017

LP3-Termite Control

12/31/2017

SIGNATURE:

LDAF PESTICIDE SPILL HOTLINE: 225-925-3763

LA POISON CONTROL CENTER: 800-222-1222



## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Structural Pest Control Commission, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-4578, FAX (225) 925-3760

### STRUCTURAL PEST CONTROL PLACE OF BUSINESS PERMIT:

Date: 06/28/2016

CMS PEST CONTROL LLC

Permit No: 00086768

Primary Licensee(s):

00011760 MARK STEVENS

Phase(s):

LP1-General Pest Control  
LP2-Commercial Vertebrate Control  
LP3-Termite Control

Phone: (504) 305-3028

Please verify information for correctness. If changes are necessary, make corrections and promptly return to issuing agency.

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Structural Pest Control Commission, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-4578, FAX (225) 925-3760

Be it known that the entity named below has complied with all relevant requirements of the Louisiana Revised Statutes and effective 07/01/2016 through 06/30/2017 is hereby authorized to engage in **STRUCTURAL PEST CONTROL** in the phases listed.

Primary Licensee(s):

00011760 MARK STEVENS

Phase(s):

LP1-General Pest Control  
LP2-Commercial Vertebrate Contr  
LP3-Termite Control

CMS PEST CONTROL LLC  
665 SPARTAN LN

KENNER LA 70065

Commissioner

DISPLAY IN PLACE OF BUSINESS

Permit No: 00086768

**Insurance Declaration Affidavit  
Worker's Compensation**

AFFIDAVIT

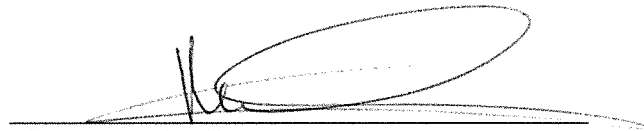
STATE OF LA

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared,  
MARK J. Stevens, (Affiant) who after being duly sworn, deposed and said that he/she  
is the fully authorized OWNER of CMS Pest Control LLC (Entity), the  
party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-0016830 to Jefferson Parish.

Affiant further said:

- (1) That affiant has no employees in which Worker's Compensation Insurance is required pursuant to state law.
- (2) That if affiant hires employees such that they would be required under state law to obtain Worker's Compensation Insurance, affiant will notify Jefferson Parish and obtain the proper coverage.

  
\_\_\_\_\_  
Signature of Affiant

MARK J. Stevens  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

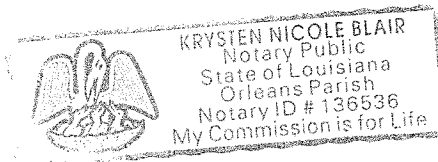
ON THE 27<sup>th</sup> DAY OF July, 2016.

Krysten Nicole Blair  
\_\_\_\_\_  
Notary Public

Krysten Nicole Blair  
\_\_\_\_\_  
Printed Name of Notary

136536  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires Feb 14 2017





[Print](#)

## Notary Search - Detail

**Name:** MS. KRYSTEN NICOLE BLAIR  
**Address:** 7541 WAVE DRIVE  
NEW ORLEANS, LA 70128  
**Phone:** (504) 319-5015  
**Notary ID Number:** 136536  
**Parish:** ORLEANS with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 35045  
**Status:** Active  
**Commission Date:** 11/04/2013  
**Oath Date:** 10/31/2013  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/6/2016

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).

PRODUCER LIPCA Inc. PO Box 80663 Baton Rouge, LA 70898	CONTACT NAME: LIPCA, Inc.	
	PHONE (A/C, No, Ext): (225) 927-3283	FAX (A/C, No): (225) 927-3295
INSURED C M S Pest Control LLC 665 Spartan Ln Kenner, LA 70065	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Gemini Insurance Company	
	INSURER B :	
	INSURER C :	
	INSURER D :	
INSURER E :		
INSURER F :		
NAIC #		
10833		

**COVERAGES**

CERTIFICATE NUMBER: 67886

REVISION NUMBER: 20160706

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	GENERAL LIABILITY			LGL0002416 02	4/1/2016	4/1/2017	EACH OCCURRENCE	\$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY		<input checked="" type="checkbox"/>				DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person)	\$ 5,000
	Deductible 500						PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
								\$
								\$
								\$
AUTOMOBILE LIABILITY								
	ANY AUTO						COMBINED SINGLE LIMIT (Ea accident)	\$
	ALL OWNED AUTOS						BODILY INJURY (Per person)	\$
	HIRED AUTOS						BODILY INJURY (Per accident)	\$
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)	\$
	NON-OWNED AUTOS							\$
UMBRELLA LIAB								
	EXCESS LIAB						EACH OCCURRENCE	\$
	DED						AGGREGATE	\$
	RETENTIONS							\$
WORKERS COMPENSATION AND EMPLOYERS' LIABILITY								
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N	N/A				PER STATUTE	OTH-ER
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. EACH ACCIDENT	\$
							E.L. DISEASE - EA EMPLOYEE	\$
							E.L. DISEASE - POLICY LIMIT	\$

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

The Parish of Jefferson, it's districts, departments, and agencies under the direction of the parish president and the parish council ref Bid Number-50-00116830. 2 Year Contract for Pest Control for various Jefferson Parish Buildings-General Services-Jefferson Parish Government. The Parish of Jefferson is added for waiver of subrogation as per Endorsment CG78270213.

**CERTIFICATE HOLDER**

Jefferson Parish Dept of General Services  
200 Derbigny Street  
Suite 3300  
Gretna, LA 70053

**CANCELLATION**

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

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED (INCLUDING COMPLETED OPERATIONS)  
AUTOMATIC STATUS WHEN REQUIRED IN WRITTEN AGREEMENT WITH YOU**

The insurance provided by this endorsement shall not serve to increase our limits of insurance as described in **SECTION III-LIMITS OF INSURANCE**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

- A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or written agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for:
1. "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
    - a. Your acts or omissions; or
    - b. The acts or omissions of those acting on your behalf in the performance of your ongoing operations and for that additional insured.
  2. bodily injury" or "property damage" included in the "products-completed operations hazard" (completed operations) in respect of "your work" performed for that additional insured
- B. This insurance shall be considered primary if any other valid and collectible insurance is available to any person or organization included as an additional insured under this endorsement and such other insurance shall be excess of and will not contribute to the insurance afforded by this endorsement.
- C. We will waive any right of recovery we may have against any person or organization whom you have agreed to waive such right of recovery in a written contract or written agreement because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included within the "products-completed operations hazard."
- D. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:  
This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
1. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  2. Supervisory, inspection, architectural or engineering activities.

**All other terms, conditions and exclusions under the policy are applicable to this Endorsement and remain unchanged.**



Policy number: 046296406

Underwritten by:

Progressive Paloverde Insurance Co.

07/06/2016

## Certificate of Insurance

Certificate Holder Additional Insured	Insured	Agent
JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES 200 DERBIGNY STREET STE 3300 GRETN, LA 70053	CMS PEST CONTROL, LLC 665 SPARTAN LANE KENNER LA 70065	SIMPSON INS AGY 18 MUIRFIELD DRIVE LAPLACE LA70068

This document certifies that insurance policies identified below have been issued by the designated insurer to the insured named above for the period(s) indicated. This certificate is issued for information purposes only. It confers no rights upon the certificate holder and does not change, alter, modify, or extend the coverages afforded by the policies listed below. The coverages afforded by the policies listed below are subject to all the terms, exclusions, limitations, endorsements, and conditions of these policies.

Policy Effective Date:	Policy Expiration Date:
09/30/2015	09/30/2016

Insurance coverage(s)	Limits
Bodily Injury Property Damage - Combined Single Limits	1,000,000
Medical Payments	1,000 PER PERSON
Underinsured Motorist/Uninsured Motorist	100,000 PER ACCIDENT
Fire and theft w/combined additional coverages	LESS 250 DED
Collision	LESS 500 DED
Rental coverage	40 PER DAY 1200 MAX

**Description of Location/Vehicles/Special Items**  
**Scheduled autos only**

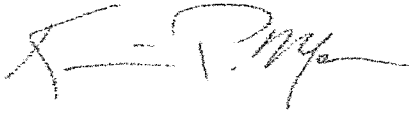
07 FORD F150

1FTPX12V27FA14692

**Certificate number**

THE PARISH OF JEFFERSON ITS DISTRICTS ITS DEPARTMENTS AND AGENCY UNDER DIRECTION OF  
THE PARISH PRESIDENT AND THE PARISH COUNCIL  
REFERENCE BID NUMBER:50-00116830  
2 YEAR CONTRACT FOR PEST CONTROL FOR VARIOUS JEFFERSON PARISH BUILDINGS/GENERAL SERVICES/JEFFERSON  
PARISH GOVERNMENT

**Please be advised that additional insureds and lienholders will be notified in the event of a  
mid-term cancellation.**

A handwritten signature in black ink, appearing to read "F. R. Myer", is written over a horizontal line.

Form COI-AI

*PROGRESSIVE*

**WAIVER OF SUBROGATION ENDORSEMENT**

This endorsement modifies insurance provided under the following:

Business Auto Coverage Form  
Motor Truck Cargo Legal Liability Coverage Form  
Commercial General Liability Coverage Form

We agree to waive any and all subrogation claims against the person or organization designated below except for losses that are due in whole or part to the negligence or errors and omissions of the designated person or organization.

Jefferson Parish Department of General Services  
200 Derbigny Street  
Gretna, LA 70053

This endorsement applies to Policy Number: 04629640-6

Issued to: CMS Pest Control, LLC

Endorsement Effective: 07/06/2016

Expiration: 09/30/2016

**All other terms, limits and provisions of this policy remain unchanged.**



## CMS PEST CONTROL, L.L.C.

### General Information

Name: CMS PEST CONTROL, L.L.C.  
Type: Domestic LLC Reg. Articles of Organization  
City: KENNER  
Status: ACTIVE  
Previous Names: N/A  
Charter Number: 35449539K  
Registration Date: 03/20/2003

### Domicile Address

665 SPARTAN LANE  
KENNER, LA 70065

### Mailing Address

665 SPARTAN LANE  
KENNER, LA 70065

### Status

Status: ACTIVE  
Annual Report Status: Yes  
File Date: 03/20/2003  
Last Report Filed: 03/08/2016  
Type: Domestic LLC Reg. Articles of Organization

### Registered Agents

MARK STEVENS SR. appointed on 03/07/2013  
665 SPARTAN LN.  
KENNER, LA 70065

**Officers**

MARK J. STEVENS, SR.  
MEMBER  
665 SPARTAN LANE  
KENNER, LA 70065

SHIRLEY D. STEVENS  
MEMBER, MANAGER  
665 SPARTAN LANE  
KENNER, LA 70065

**Amendments on File**

<b>Description</b>	<b>Date</b>
Annual Report	02/27/2004
Annual Report	02/15/2005
Annual Report	02/15/2006
Annual Report	02/13/2007
Annual Report	02/26/2008
Annual Report	02/18/2009
Annual Report	02/24/2010
Annual Report	02/20/2011
Annual Report	03/06/2012
Annual Report	03/07/2013
Annual Report	02/23/2014
Annual Report	02/26/2015
Annual Report	03/08/2016



# Attachment "A"

CONTRACTOR'S REFERENCE LIST			
Building Name - Jewish Federation of Greater Phila		Square Footage - 45,000	
Address - 3747 West Esplanade			
City & State - Metairie LA.		ZIP - 70002	
Contact Person - Keith Ross		Title - PLANT MANAGER	
Telephone - 780-5600		Fax -	
Building Name - Campos Medical Pharmacy		Square Footage - 2,200	
Address - 660 Distributor Row Suite A Bld			
City & State - Norahan LA		ZIP - 70123	
Contact Person - Danny Donato		Title - MANAGER	
Telephone - 731-3401		Fax -	
Building Name - G.B. Restaurant Madigans Bar		Square Footage - 2,300	
Address - 3117 Maple St.			
City & State - New Orleans LA		ZIP - 70118	
Contact Person - Charlie Griffin (owner)		Title - OWNER	
Telephone - 504-861-0067		Fax -	
Building Name - Dura Med Ins		Square Footage - 5,300	
Address - 1015 34th St			
City & State - Kenner LA		ZIP - 70062	
Contact Person - Decastro		Title - OWNER	
Telephone - 504-467-4057		Fax -	
Building Name - Wyndover Health Care		Square Footage - 1,000,000	
Address - 1050 Medical Center Blvd			
City & State - MARDER O LA		ZIP - 70177	
Contact Person - Derry		Title - PLANT OPERATOR	
Telephone - 504-347-0777		Fax -	



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**50-116830 Two year contract for pest control for various Jefferson Parish  
Buildings- General Services.**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
29-Jun-2016 07:51:50 PM



**Bid Number 50 - 116830**

Two year contract for pest control for various Jefferson Parish  
Buildings-General Services.

**JULY 7, 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**

## **Section 10.0 – Pesticide Application:**

The successful bidder shall not apply any pesticide product that has not been included in the pest control plan or approved in writing by the owner. Pesticide applications shall be according to need not by schedule. As general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.

Preventative pesticide treatments of areas determined to be at high risk for infestation by insects or rodents, through inspection at the onset of the program or as part of a maintenance program, are acceptable.

## **Section 11.0 – Reports:**

A report shall be made on each building serviced under this contract and shall include the following information: problems discovered during inspection, action taken to correct problems, chemicals (generic names) used, dilution/strengths, types of infestations found and their locations and activities inside and outside of the building. Any needed improvements in housekeeping practices as related to pest control programs, structural deficiencies, and other services rendered during the reporting period should also be included in this report.

After the initial clean out and with each regular monthly treatment, a service report must be mailed to:

Jefferson Parish General Government Building  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA 70053

## **Section 12.0 – Billing:**

The successful bidder shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be mailed to:

Jefferson Parish General Government Building  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA 70053

## **Section 9.0 – Bid Specifications: continued**

- Upon execution of the contract, there shall be an initial clean out of all buildings listed in section 7.0. The areas services on the clean out are as follows: all offices, all courtrooms, snack bars and vending machine areas, all kitchens and kitchenettes, all lunch rooms, all kitchen equipment, all food storage areas, warehouse, custodial closets, the crosswalks, mechanical rooms, any room that has a floor drain, sink or water supply dispenser, and breezeways connecting all buildings. This means the entire buildings and structures.
- There shall be a seven (7) to ten (10) day follow-up treatment to ensure reduction of any active infestation. Following the initial clean out and follow-up treatment, a regular monthly service, inspection, and treatment, (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month), shall be scheduled to cover all restrooms, corridor walls and thresholds, custodial closets, kitchens and lunch areas, snack bars and vending machine areas, etc., where applicable.
- In addition to regular monthly treatments, (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month), all offices will be treated on a complaint basis only. The contractor shall respond within twenty-four (24) hours of the complaint.
- A square foot cost for addition of square footage shall be provided for this bid.
- **Jefferson Parish Correctional Center:**
  - The Jefferson Parish Correctional Center will require additional treatment above the basic service for the control of mice, rats, and rodents. Areas include, but are not limited to the exterior of the building around the loading dock and trash compactor area, also both interior warehouse and dry food storage areas.
  - Due to the volume of warehouse turn-over and food disposal, the facility will require servicing on a bi-weekly basis. Any emergency visits will be done at no additional charge to owner. The response time for emergency visits shall be within twenty-four (24) hours.
  - The Jefferson Parish Correctional Center must be serviced on Wednesday morning, or at the discretion of the Prison Administration.
  - The bidder shall provide and install snap traps, ketch alls, glue boards, tracking powder and rodenticides. The equipment will be placed approximately ten (10) to twenty (20) feet apart, or as necessary. Vendor shall at all times comply with state and federal regulations.

## **Section 8.0 – Locations: continued**

- Juvenile Services Warehouse  
1651 Manhattan Boulevard  
Harvey, LA
- Juvenile Justice Court  
1546-A Gretna Boulevard  
Harvey, LA

## **Section 9.0 – Bid Specifications:**

### **The following work shall be performed:**

- Combat and control all pest problems, inside and outside of buildings.
- All services shall include the extermination but is not limited to the following;
  - Roaches
  - Ants
  - Water bugs
  - Silverfish
  - Crickets
  - Spiders
  - Earwigs
  - Firebrats
  - Fleas
  - Paper mites
  - Book lice
  - Body crabs
  - Millipedes
  - Gnats
  - Fruit flies
  - Beetles
  - Mice
  - Rats
  - Rodents
  - Wasps
  - Bees

## **Section 8.0 – Locations: continued**

- Marrero/Harvey Senior Center  
4400 Seventh Street  
Marrero, LA
- Joseph S. Yenni Building  
1221 Elmwood Park Boulevard  
Jefferson, LA
- First Parish Court  
924 David Drive  
Metairie, LA
- Jefferson Senior Center  
4518 Jefferson Highway  
Jefferson, LA
- Metairie Senior Center  
265 N. Causeway Boulevard  
Metairie, LA
- East Bank Health Unit  
111 N. Causeway Boulevard  
Metairie, LA
- East Bank Juvenile Services (Causeway Building)  
3420 N. Causeway Boulevard  
Metairie, LA
- Bridge City Senior Center  
1601 Bridge City Avenue  
Bridge City, LA
- Surplus Property  
920 David Drive  
Metairie, LA
- Juvenile Justice Complex (Includes Rivarde Detention)  
1546-B Gretna Boulevard  
Harvey, LA

## **Section 8.0 – Locations: continued**

- Inspection and Code Enforcement  
400 Maple Street  
Harvey, LA
- West Bank Health Unit  
1855 Ames Boulevard  
Marrero, LA
- General Government Building  
200 Derbigny Street  
Gretna, LA
- Thomas F. Donelon Building  
200 Derbigny Street  
Gretna, LA
- District Attorney's Office Building  
200 Derbigny Street  
Gretna, LA
- Central Plant  
960 1<sup>st</sup> Street  
Gretna, LA
- Parking Garage  
300 Derbigny Street  
Gretna, LA
- Emergency Operations & Communication Center  
910 3<sup>rd</sup> Street  
Gretna, LA
- Second Parish Court  
100 Huey P. Long Avenue  
Gretna, LA
- Clerk of Court – Evidence Building  
1128 4<sup>th</sup> Street  
Gretna, LA



## **Section 6.0 – Quantities/Inspection:**

Bidders shall be allowed to inspect all sites prior to submitting a bid, in order to determine the square footage, configuration, etc., to be serviced. Bidders will be provided a schedule of inspection dates and times at the mandatory Pre-Bid Conference. These inspections are not mandatory. This contract shall cover the interior of all buildings and a minimum distance of one hundred feet (100') around the exterior of all buildings identified in Section 7.0 of these specifications.

Jefferson Parish reserves the right to add or delete any buildings for any reason under the terms and conditions of this contract. A five (5) day notice will be given to the successful bidder prior to the addition or reduction of services.

## **Section: 7.0 – Standards:**

The work under this contract shall conform to all pesticide application regulations of Federal, State, and Local government agencies, as well as all pesticide governing agencies such as Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Louisiana Department of Agriculture, EPA, etc.

## **Section 8.0 – Locations:**

The following locations shall be included in this bid:

- Salvador A. Liberto Building  
200 Huey P. Long Avenue  
Gretna, LA
- Local History Museum  
519 Huey P. Long Avenue  
Gretna, LA
- Charles B. Odom, Sr., Service Center  
5001 West Bank Expressway  
Marrero, LA
- Jefferson Parish Correctional Center  
100 Dolhonde Street  
Gretna, LA
- Children's Advocacy Center  
220 Lavoisier Street  
Gretna, LA

#### **Section 4.0 - License Requirements:**

As per Louisiana state statute RS 3:3242 and 3243 the following license issued by the Louisiana State Department of Agriculture and Forestry shall be required for this bid:

- Structural pest control operators license
- General pest control license
- Commercial Vertebrate license

**NOTE:** A copy of the front and back of all licenses and certifications cards listed above shall be submitted with bid. Failure to submit this information with bid will deem the bid non-responsive.

#### **Section 5.0 – Submittals:**

With bid proposal or within ten (10) days of bid opening date, all bidders shall provide the required submittals and other information listed below for owner review and approval. Failure to provide the requested information will result in the bid being deemed non-responsive.

- Five (5) references concerning projects of similar size, scope, and dollar value as described in these specifications. Include building names, addresses, telephone numbers, contact person(s), and dates of completion. Use the attached form titled **“Contractor’s Reference List”**. See **Attachment “A”**
- A pest control plan for each building identified in Section 7.0 shall be submitted to the owner for review and approval. The pest control plan shall consist of five parts:
  1. Proposed methods for control, including labels and Safety Data Sheets (MSDS) for all pesticides to be used. A list of brand names of rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, and any other control devices or equipment should also be included.
  2. A proposed pest population level referred to as a predetermined tolerance threshold, if thresholds exist for the given pest.
  3. A service schedule for each building. Frequency of Contractor visits shall depend on the specific pest control needs of each premise.
  4. A description of any structural or operational changes that would facilitate the pest control effort.
  5. A copy of the commercial pesticide applicator license for every Contractor’s representative who will be performing on-site service under contract.

**Two year contract to perform pest control services and inspections at various Jefferson Parish Buildings for the Department of General Services**

**Section 1.0 – Pre-Bid Conference:**

**A MANDATORY Pre-Bid Conference will be held:**

Location: 200 Derbigny Street, Suite 4400, Jefferson Parish General Government Building, Gretna, La. 70053

Date: June 23, 2016

Time: 10:00 AM

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.

**Section 2.0 – Scope:**

Provide a two (2) year contract for pest control services for various locations for the Jefferson Parish Department of General Services:

- All labor necessary to provide services.
- All materials, include but not limited to chemicals, traps, etc., needed to provide services.
- All equipment needed to provide services.

**Section 3.0 – Performance Bond**

A performance bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

**Section 3.1 – Bid Bond**

A bid bond will be required with bid submission in the amount of 5% of the total bid submitted. Acceptable forms shall be limited to cashier's check, certified check, money order, or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System.

**Section 13.0 – Frequency of Service:**

The successful bidder and the Department of General Services will set a schedule for site visits at each building during the pre-construction meeting between the successful contractor and the Department of General Services. A representative from the Department of General Services shall be assigned to escort the contractor's and his employees while at all Jefferson Parish Buildings. All contractors and their employees will be required to sign in and out at all parish buildings.

In addition to the scheduled visits, the contractor will be required, at no extra costs to the Parish of Jefferson, to visit sites and perform necessary pesticide treatments within twenty-four (24) hours after receiving notice from the Department of General Services that additional pest control is needed. Additionally, the contractor's management and technical staff should be available for consultation on an as needed basis, via telephone and/or personal visit.

**Section 14.0 – Hours of Work:**

Work shall be performed during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m.

**Section 15.0 – Cleaning Area and Safety:**

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. Inflammable 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

**Section 16.0 – Existing Structure**

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

**Section 17.0 – Permits:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

**Section 18.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

The information listed is an approximate square footage and is being provided for reference use only. All bidders must visit the sites and perform their own measurements. If a location is not listed it is the responsibility of the bidder to visit the site and gather their own measurements.

BUILDING	ADDRESS	Approximate Square footage
911/EOC Building	910 3rd St.	75,000
Central Plant Building	960 1st St.	16,837
Children's Advocacy	220 Lavoisier St	1,450
Code Enforcement Building	400 Maple Ave.	7,525
Donelon Building	200 Derbigny St.	72,324
District Attorney's Building	100 Derbigny St.	72,488
E/B Juvenile Svcs. Bldg.	3420 N. Causeway Blvd	32,896
First Parish Court	920 David Drive	32,405
Evidence Building	1128 4th St.	6,768
General Gov't. Bldg.	200 Derbigny St.	136,200
E.B. Health Unit	111 N. Causeway Blvd.	24,647
W.B. Health Unit	1855 Ames Blvd.	50,000
JPOC Building	100 Dolhonde St.	107,954
Liberto Building	200 Huey P. Long Ave.	10,691
Local History Museum	519 Huey P. Long Ave.	42,000
Odom Building	5001 West bank Expwy	47,750
Gretna Parking Garage	300 Derbigny St.	1,500
Senior Center - Bridge City	1601 Bridge City Ave.	6,200
Senior Center - Marrero	4420 Seventh St.	5,641
Senior Center - Jefferson	4518 Jefferson Hwy.	6,000
Senior Center - Metairie	265 N. Causeway Blvd.	8,700
Second Parish Court	100 Huey P. Long Ave.	67,155
Surplus Property Building	920 David Drive	10,000
Yenni Building	1221 Elmwood Park Blvd	226,560

DATE: 6/14/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116830

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 7/07/2016 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 must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

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. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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.

**1,3,4,5,6,8,10,11,12,13,15**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST. SUITE 4400 , GENERAL  
GOVERNMENT BUILDING GRETN, AT 10:00 AM  
ON 6/23/2016**

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

## **INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

### **1. 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.

### **2. 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.

### **3. 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.

## **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.

## **UMBRELLA LIABILITY COVERAGE**

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

## **CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

### **OWNER'S PROTECTIVE LIABILITY**

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

### **BUILDER'S RISK INSURANCE**

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

### **NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

## **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*



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**50-116830 Two year contract for pest control for various Jefferson Parish  
Buildings- General Services.**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

29-Jun-2016 07:51:50 PM



**Bid Number 50 - 116830**

Two year contract for pest control for various Jefferson Parish  
Buildings-General Services.

**JULY 7, 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**



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**50-116830 Two year contract for pest control for various Jefferson Parish  
Buildings- General Services.**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

28-Jun-2016 02:03:15 PM





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

*June 28, 2016*

**ADDENDUM # 1**

**Bid No.: 50-0116830**

**Bid Opening Date: 07/07/2016**

**For: Two year contract for pest control for Jefferson Parish General Services.**

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**Specification Additions:**

**Section 4.0 – License Requirements: Add the following.**

All employees performing pest control services on parish buildings shall be a registered technician and have a registration card issued by the Louisiana Department of Agriculture and Forestry. A copy of the front and back of this license shall be submitted with bid. Failure to submit this information with bid will deem the bid non-responsive.

**Section 9.0 – Bid Specifications: Add the following.**

No sub-contractors shall be used for this contract.

Sincerely,

*Donna Reamey*

Donna Reamey, Buyer II  
Jefferson Parish Purchasing Department

<p><b>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.</b></p>
---

**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.**

**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.**

**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 0 %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 45 days per contract bid

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

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

N/A  
14210**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Quad Enterprises LLC d/b/a Titan Exterminating + Home ServicesADDRESS: 3021 Texas AvenueCITY, STATE: Kenner, La. ZIP: 70065TELEPHONE: (504) 228-2282 FAX: (504) 287-4766EMAIL ADDRESS: dl titan77@gmail.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 - David Lasseigne

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ \$50,400.00AUTHORIZED SIGNATURE: David LasseigneDavid Lasseigne

Printed Name

TITLE: owner

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.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PROVIDE A TWO (2) YEAR CONTRACT FOR PEST CONTROL SERVICES FOR VARIOUS JEFFERSON PARISH FACILITIES. FOR THE DEPARTMENT OF GENERAL SERVICES. AS PER ATTACHED SPECIFICATIONS:		
1	1.00	MO	0001 PROVIDE A COST 1ST MONTH OF SERVICE FOR THE INITIAL CLEAN OUT TREATMENT OF  THE GENERAL GOVERNMENT BUILDING.	\$65.00	\$65.00
2	23.00	MO	0020-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE GENERAL  GOVERNMENT BUILDING.	\$65.00	\$1,495.00
3	1.00	MO	0030-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT  TREATMENT OF SURPLUS PROPERTY	\$65.00	\$65.00
4	23.00	MO	0040-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR SURPLUS PROPERTY	\$65.00	\$1,495.00
5	1.00	MO	0050-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT  TREATMENT OF THE DONELON BUILDING	\$65.00	\$65.00
6	23.00	MO	0060-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE DONELON  BUILDING	\$65.00	\$1,495.00
7	1.00	MO	0070-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT  TREATMENT OF CENTRAL PLANT	\$65.00	\$65.00
8	23.00	MO	0080-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CENTRAL PLANT	\$65.00	\$1,495.00
9	1.00	MO	0090-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT  TREATMENT OF THE DA BUILDING	\$65.00	\$65.00
10	23.00	MO	0100-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE DA BUILDING	\$65.00	\$1,495.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1.00	MO	0110-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF SECOND PARISH COURT	\$65.00	\$65.00
12	23.00	MO	0120-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE SECOND PARISH COURT	\$65.00	\$1,495.00
13	1.00	MO	0130-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE LIBERTO BUILDING	\$65.00	\$65.00
14	23.00	MO	0140-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE LIBERTO BUILDING	\$65.00	\$1,495.00
15	1.00	MO	0150-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF LOCAL HISTORY MUSEUM	\$65.00	\$65.00
16	23.00	MO	0160-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR LOCAL HISTORY MUSEUM	\$65.00	\$1,495.00
17	1.00	MO	0170-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE ODOM BUILDING	\$65.00	\$65.00
18	23.00	MO	0180-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE ODOM BUILDING	\$65.00	\$1,495.00
19	1.00	MO	0190-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE CLERK OF COURT-EVIDENCE BUILDING	\$65.00	\$65.00
20	23.00	MO	0200-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CLERK OF COURT- EVIDENCE BUILDING	\$65.00	\$1,495.00
21	1.00	MO	0210-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$65.00	\$65.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	23.00	MO	TREATMENT OF THE MARRERO/HARVEY SENIOR CENTER 0220-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE MARRERO/HARVEY SENIOR CENTER	\$65, 00	\$1,495, 00
23	1.00	MO	0230-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE BRIDGE CITY SENIOR CENTER	\$65, 00	\$65, 00
24	23.00	MO	0240-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE BRIDGE CITY SENIOR CENTER	\$65, 00	\$1,495, 00
25	1.00	MO	0250-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE JPCC	\$400, 00	\$400, 00
26	23.00	MO	0260-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JPCC	\$400, 00	\$9,200, 00
27	1.00	MO	0270-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE CHILDREN'S ADVOCACY CENTER	\$65, 00	\$65, 00
28	23.00	MO	0280-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CHILDREN'S ADVOCACY CENTER	\$65, 00	\$1,495, 00
29	1.00	MO	0290-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF INSPECTION AND CODE ENFORCEMENT	\$65, 00	\$65, 00
30	23.00	MO	0300-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR INSPECTION AND CODE ENFORCEMENT	\$65, 00	\$1,495, 00
31	1.00	MO	0310-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$65, 00	\$65, 00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	23.00	MO	TREATMENT OF THE EOCC 0320-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR EOCC	\$65,00	\$1,495.00
33	1.00	MO	0330-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$65,00	\$65,00
34	23.00	MO	TREATMENT OF JUVENILE JUSTICE COURT 0340-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR JUVENILE JUSTICE COURT	\$65,00	\$1,495.00
35	1.00	MO	0350-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$65,00	\$65,00
36	23.00	MO	TREATMENT OF JUVENILE JUSTICE COMPLEX 0360-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR JUVENILE JUSTICE COMPLEX	\$65,00	\$1,495.00
37	1.00	MO	0370-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$65,00	\$65,00
38	23.00	MO	TREATMENT FOR THE JUVENILE SERVICES WAREHOUSE 0380-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JUVENILE SERVICES WAREHOUSE	\$65,00	\$1,495.00
39	1.00	MO	0390-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$65,00	\$65,00
40	23.00	MO	TREATMENT OF THE YENNI BUILDING 0400-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE YENNI BUILDING	\$65,00	\$1,495.00
41	1.00	MO	0410-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT	\$65,00	\$65,00
42	23.00	MO	TREATMENT OF FIRST PARISH COURT 0420-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR FIRST PARISH COURT	\$65,00	\$1,495.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
43	1.00	MO	0430-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF JEFFERSON SENIOR CENTER	\$65, 00	\$65, 00
44	23.00	MO	0440-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JEFFERSON SENIOR CENTER	\$65, 00	\$1,495, 00
45	1.00	MO	0450-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE METAIRIE SENIOR CENTER	\$65, 00	\$65, 00
46	23.00	MO	0460-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE METAIRIE SENIOR CENTER	\$65, 00	\$1,495, 00
47	1.00	MO	0470-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF EASTBANK JUVENILE SERVICES BUILDING	\$65, 00	\$65, 00
48	23.00	MO	0480-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE EASTBANK JUVENILE SERVICES BUILDING	\$65, 00	\$1,495, 00
49	1.00	MO	0490-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE WESTBANK HEALTH UNIT	\$65, 00	\$65, 00
50	23.00	MO	0500-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR WESTBANK HEALTH UNIT	\$65, 00	\$1,495, 00
51	1.00	MO	0510-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE EASTBANK HEALTH UNIT	\$65, 00	\$65, 00
52	23.00	MO	0520-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE EASTBANK HEALTH UNIT	\$65, 00	\$1,495, 00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
53	1.00	MO	0530-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE PARKING GARAGE	\$75,00	\$75,00
54	23.00	MO	0540-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE PARKING GARAGE	\$75,00	\$1,725.00
55	1.00	SQFT	0550-PROVIDE A SQUARE FOOT COST FOR THE THE ADDITION OF BUILDINGS	\$.010	\$.010
				per square foot	per square foot



## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Quad Enterprises L.L.C d.b.a. Titan Exterminating & Home Services  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Quad Enterprises L.L.C d.b.a. Titan Exterminating & Home Services  
INCORPORATED, DULY NOTICED AND HELD ON 7-6-16,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT David Lasseigne, 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.

David Lasseigne  
SECRETARY-TREASURER

7-6-16  
DATE

BID BOND NO. LPC-LA-BB-34521883-00

DATE BOND EXECUTED

7/6/2016

PRINCIPAL (Legal name and business address)

Titan Exterminating & Home Services

Quad Enterprises LLC

3021 Texas Ave

Kenner, LA 70065

TYPE OF ORGANIZATION

LLC

STATE OF INCORPORATION

LA

SURETY (Name and Business address)

Louisiana Pest Control Insurance Company

3042 Old Forge Drive, Suite A

Baton Rouge, LA 70808

PENAL SUM OF BOND

\$2,520

BID IDENTIFICATION

BID DATE

7/6/2016

CONTRACT

Jefferson Parish Department Of General Services

200 Derbigny St Ste 3300

Gretna, LA 70053

OBLIGATION:

We, the Principal and Surety, are firmly bound to the Obligee, Jefferson Parish Department Of General Services, in the above penal sum. For payment of the penal sum, we bind ourselves, our heirs, executors, administrators, and successors, jointly and severally.

CONDITIONS:

The Principal has submitted the bid identified above.

THEREFORE:

The above obligation is void if the Principal (a) upon acceptance by Obligee of the bid identified above, within the period specified therein for acceptance (sixty (60) days if no period is specified), executes the further contractual documents and gives the bond(s) required by the terms of the bid as accepted within the time specified (ten (10) days if no period is specified), after the receipt of the forms by the Principal; or (b) in the event of failure so to execute such further contractual documents and give such bonds, pays the Obligee for any cost of procuring the work which exceeds the amount of the bid.

The Surety executing this instrument agrees that its obligation is not impaired by any extension(s) of the time for acceptance of the bid that the Principal may grant the Obligee. Notice to the Surety of extension(s) is/are required. However, the extension(s) apply only to extensions aggregating not more than sixty (60) calendar days in addition to the period originally allowed for acceptance of the bid.

WITNESS:

The Principal and Surety executed this bid bond and affixed their seals on the above date.

Titan Exterminating & Home Services

Signature(s)

1. *David Lasseigne*

2.

Name(s) & Title(s)

1. *David Lasseigne - OWNER*

2.

Louisiana Pest Control Insurance Company

Louisiana Pest Control Insurance Company

By: *[Signature]*  
Attorney-in-fact

BID BOND NO. LPC-LA-BB-34521883-00

LPC-15-19587



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/21/2016

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).

PRODUCER LIPCA Inc. PO Box 80663 Baton Rouge, LA 70898	CONTACT NAME: LIPCA, Inc.	
	PHONE (A/C, No, Ext): (225) 927-3283	FAX (A/C, No): (225) 927-3295
INSURED Titan Exterminating & Home Services Quad Enterprises LLC 3021 Texas Ave Kenner, LA 70065	E-MAIL ADDRESS:	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A : Gemini Insurance Company	NAIC # 10833
	INSURER B : LWCC	22350
	INSURER C :	
	INSURER D :	
	INSURER E :	
INSURER F :		

## COVERAGES

CERTIFICATE NUMBER: 39176

REVISION NUMBER: 20160721

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY			LGL0004334 01	7/21/2016	7/21/2017	EACH OCCURRENCE \$ 1,000,000
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						MED EXP (Any one person) \$ 5,000
	Deductible 500						PERSONAL & ADV INJURY \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY						COMBINED SINGLE LIMIT (Ea accident) \$
	<input type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS	<input type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident) \$
							\$
	UMBRELLA LIAB						EACH OCCURRENCE \$
	EXCESS LIAB	<input type="checkbox"/> OCCUR					AGGREGATE \$
	DED RETENTION \$	<input type="checkbox"/> CLAIMS-MADE					\$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			144411-A	5/20/2016	5/20/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N <input checked="" type="checkbox"/> N/A	E.L. EACH ACCIDENT \$ 100,000				
	If yes, describe under DESCRIPTION OF OPERATIONS below		E.L. DISEASE - EA EMPLOYEE \$ 100,000				
			E.L. DISEASE - POLICY LIMIT \$ 500,000				

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

The Parish of Jefferson, It's Districts, departments, & agencies under the direction of the parish president & the parish council. Bid # 50-00116830. Two year contract for pest control for various Jefferson parish buildings - general services Jefferson Parish Government

## CERTIFICATE HOLDER

Jefferson Parish Department Of General Services  
200 Derbigny St Ste 3300  
Gretna, LA 70053

## CANCELLATION

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

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

**ADDITIONAL INSURED (INCLUDING COMPLETED OPERATIONS)  
AUTOMATIC STATUS WHEN REQUIRED IN WRITTEN AGREEMENT WITH YOU**

The insurance provided by this endorsement shall not serve to increase our limits of insurance as described in **SECTION III-LIMITS OF INSURANCE**

This endorsement modifies insurance provided under the following:

**COMMERCIAL GENERAL LIABILITY COVERAGE PART**

- A. Section II – Who Is An Insured is amended to include as an additional insured any person or organization for whom you are performing operations when you and such person or organization have agreed in writing in a contract or written agreement that such person or organization be added as an additional insured on your policy. Such person or organization is an additional insured only with respect to liability for:
1. "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:
    - a. Your acts or omissions; or
    - b. The acts or omissions of those acting on your behalf in the performance of your ongoing operations and for that additional insured.
  2. bodily injury" or "property damage" included in the "products-completed operations hazard" (completed operations) in respect of "your work" performed for that additional insured
- B. This insurance shall be considered primary if any other valid and collectible insurance is available to any person or organization included as an additional insured under this endorsement and such other insurance shall be excess of and will not contribute to the insurance afforded by this endorsement.
- C. We will waive any right of recovery we may have against any person or organization whom you have agreed to waive such right of recovery in a written contract or written agreement because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included within the "products-completed operations hazard."
- D. With respect to the insurance afforded to these additional insureds, the following additional exclusion applies:  
This insurance does not apply to "bodily injury", "property damage" or "personal and advertising injury" arising out of the rendering of, or the failure to render, any professional architectural, engineering or surveying services, including:
1. The preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
  2. Supervisory, inspection, architectural or engineering activities.

**All other terms, conditions and exclusions under the policy are applicable to this Endorsement and remain unchanged.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
07/06/2016

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> Derek Morel 5555 Bullard Ave. STE 104 State Farm New Orleans, La. 70128 	<b>CONTACT NAME:</b> DEREK MOREL	
	<b>PHONE (A/C, No, Ext):</b> 504-247-9241 <b>FAX (A/C, No):</b> 504-247-9246 <b>E-MAIL ADDRESS:</b> DEREK@DEREKMOREL.COM	
<b>INSURED</b> LASSEIGNE, DAVID & QUAD ENTERPRISES LLC DBA TITAN EXTERMINATING & HOME SERVICE 3021 TEXAS AVE KENNER, LA. 70065	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : STATE FARM FIRE AND CASUALTY COMPANY	25143
	INSURER B :	
	INSURER C :	
	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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>GENERAL LIABILITY</b> <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPIOP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	237-8055-C08-18	04/01/2016	09/08/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$	<input type="checkbox"/>	<input type="checkbox"/>				EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/>	<input type="checkbox"/>				WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$
		<input type="checkbox"/>	<input type="checkbox"/>				

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

THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS, AND AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND THE PARISH COUNCIL REF BID #50-00116830. 2 YEAR CONTRACT FOR PEST CONTROL FOR VARIOUS JEFFERSON PARISH BUILDINGS-GENERAL SERVICES-JEFFERSON PARISH GOVERNMENT.

**CERTIFICATE HOLDER****CANCELLATION**

JEFFERSON PARISH DEPT OF GENERAL SERVICES  
200 DERBIGNY ST. SUITE 3300  
GRETN, 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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# TITAN EXTERMINATING & HOME SERVICES

Primary Lic: 3021 TEXAS AVE  
Mailing Address: KENNER, LA 70065  
Physical Address: 3021 TEXAS AVE  
KENNER, LA 70065

Parish: Jefferson  
Phone: 504-228-2282  
Fax: 985-307-0808

LDAF ID: 95596  
Tax ID: 52-2443754

Permit Type: Place of Business  
Permit Eff Date: 07/01/2016  
Permit Exp Date: 06/30/2017  
Permit Print Date: 06/09/2015  
Permit Iss Date: 07/06/2016  
Issued by: tperkins

Insurance Policy: LGL0004334 01 GEMINI INS CO  
Insurance Eff: 07/21/2016  
Insurance Exp: 07/21/2017  
Bond Eff: 09/01/2012  
Bond Exp:

Permit Employees:		LDAF ID	Name	Certified for	Primary for	Recertify by
	14210	LASSEIGNE, DAVID M		P1,P2,P3	LP1,LP2,LP3	12/31/2017
	157853	TOAL, DAVID				06/30/2017

State Occupational Business Permit



**City of Kenner**

1801 Williams Blvd  
Kenner, LA 70062

QUAD ENTERPRISES LLC  
3021 TEXAS  
KENNER, LA 70065

**\*\* NOTICE \*\***

This license becomes null & void if ownership, business name or address is changed. Licensee must apply within 10 days of such change for transfer. Fee will apply. All applicable building & zoning regulations pertaining to business location must be followed.

TITAN EXTERMINATING AND HOME SERVICES  
3021 TEXAS AVE  
KENNER, LA 70065

**2016**

**Business  
License**

**Business License ID**  
24094  
**Type**  
LIMITED LIABILITY COMPANY  
PEST CONTROL

**Number**  
12572  
**Issued**  
06/16/2016  
**Valid thru**  
12/31/2016


  
Code Enforcement Director

**\*\*\* POST THIS LICENSE IN A CONSPICUOUS PLACE \*\*\***

Front side of  
pest control license

LOUISIANA DEPARTMENT OF  
**AGRICULTURE & FORESTRY**  
**IDENTIFICATION CARD**

NOT AN EMPLOYEE OF THE STATE



**TITAN EXTERMINATING & HOME SERVICES**  
DAVID M LASSEIGNE  
3021 TEXAS AVE  
KENNER, LA 70065  
REGISTRATIONS  
ST

ID Number  
00014210

Effective Date: 03/31/2015

*Michael Strain*  
MICHAEL STRAIN DIV. COMMISSIONER



Back side of  
Pest Control license



CERTIFIED, LICENSED OR REGISTERED AS  
(ST) STRUCTURAL PEST CONTROL LICENSEE

CATEGORIES

RECERTIFY BY

LP1-General Pest Control

12/31/2017

LP2-Commercial Vertebrate Control

12/31/2017

LP3-Termite Control

12/31/2017

SIGNATURE: 

LDAF PESTICIDE SPILL HOTLINE: 225-925-3763

LA POISON CONTROL CENTER: 800-222-1222

LOUISIANA DEPARTMENT OF  
**AGRICULTURE & FORESTRY**  
**IDENTIFICATION CARD**

NOT AN EMPLOYEE OF THE STATE



**TITAN EXTERMINATING & HOME  
SERVICES**

DAVID TOAL  
224 LONGVIEW  
DESTREHAN, LA 70047

REGISTRATIONS  
ST

ID Number

00157853

Effective Date: 2/23/2016

*Mike Strain*  
MIKE STRAIN DVM. COMMISSIONER



CERTIFIED, LICENSED OR REGISTERED AS  
(ST) STRUCTURAL PEST CONTROL TECHNICIAN

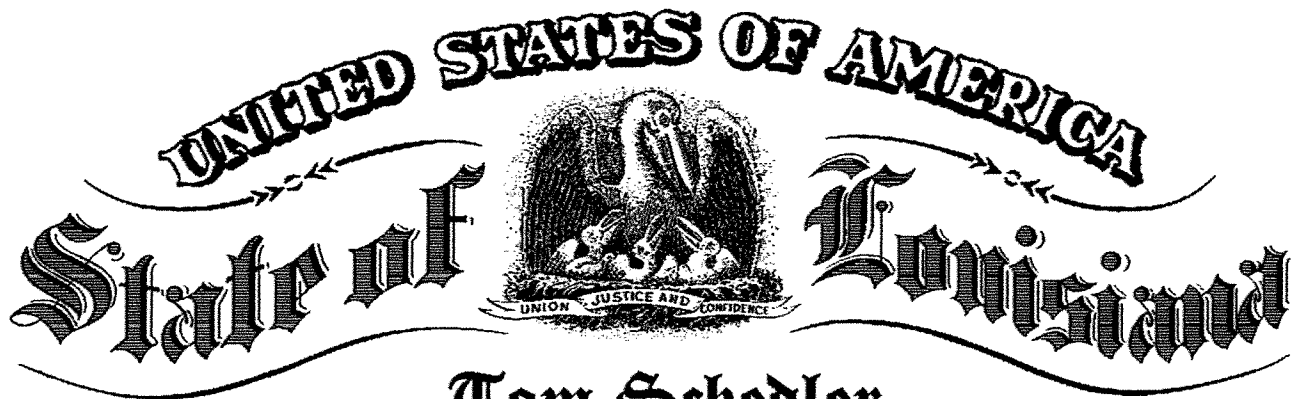
CATEGORIES

P1-General Pest Control  
P2-Commercial Vertebrate Control  
P3-Termite Control

RECERTIFY BY  
6/30/2017  
6/30/2017  
6/30/2017

SIGNATURE: \_\_\_\_\_

LDAF PESTICIDE SPILL HOTLINE: 225-925-3763  
LA POISON CONTROL CENTER: 800-222-1222



**Tom Schedler**

SECRETARY OF STATE

*As Secretary of State of the State of Louisiana, I do hereby Certify that*

**QUAD ENTERPRISES, L.L.C.**

A limited liability company domiciled in KENNER, LOUISIANA,

Filed charter and qualified to do business in this State on July 19, 2004,

I further certify that the records of this Office indicate the company has paid all fees due the Secretary of State, and so far as the Office of the Secretary of State is concerned, is in good standing and is authorized to do business in this State.

I further certify that this certificate is not intended to reflect the financial condition of this company since this information is not available from the records of this Office.

In testimony whereof, I have hereunto set my hand and caused the Seal of my Office to be affixed at the City of Baton Rouge on,

May 25, 2016

*Secretary of State*

Web 35744718K



Certificate ID: 10715122#UXB42

To validate this certificate, visit the following web site, go to **Business Services**, **Search for Louisiana Business Filings**, **Validate a Certificate**, then follow the instructions displayed.  
**[www.sos.la.gov](http://www.sos.la.gov)**

Tom Schedler  
Secretary of State

State of Louisiana  
Secretary of State



**COMMERCIAL DIVISION**

225.925.4704

Fax Numbers

225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

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Name	Type	City	Status
QUAD ENTERPRISES, L.L.C.	Limited Liability Company	KENNER	Active

Business: QUAD ENTERPRISES, L.L.C.

Charter Number: 35744718K

Registration Date: 7/19/2004

**Domicile Address**

3021 TEXAS AVENUE

KENNER, LA 70065

**Mailing Address**

C/O DAVID LASSEIGNE

3021 TEXAS AVENUE

KENNER, LA 70065

**Status**

Status: Active

Annual Report Status: In Good Standing

File Date: 7/19/2004

Last Report Filed: 7/3/2015

Type: Limited Liability Company

**Registered Agent(s)**

Agent:	DAVID LASSEIGNE
Address 1:	3021 TEXAS AVENUE
City, State, Zip:	KENNER, LA 70065
Appointment Date:	7/19/2004

**Officer(s)**

Additional Officers: No

Officer:	DAVID LASSEIGNE
Title:	Manager, Member
Address 1:	3021 TEXAS AVENUE
City, State, Zip:	KENNER, LA 70065

# CONTRACTOR'S REFERENCE LIST

Company Name: Jefferson Parish Public School Syst.	Size of Area Serviced: 8-10 million sqft
Address: 4600 River Road	
City/State/Zip: Marrero, La 70072	Current or Past Client: Current Client
Contact Person: Philip Walthers	Title: Director of Facilities + Maintenance
Telephone/Fax: 504-349-7714 / 504-349-7781	E-Mail: philip.walthers@jpps.k12.la.us
Company Name: New Beginning School Foundation	
Size of Area Serviced: 1 million sqft	
Address: 2045 Lakeshore Dr., Suite 415	
City/State/Zip: New Orleans, La 70122	Current or Past Client: Current client
Contact Person: Thomas Stevens	Title: Director of Facility Service
Telephone/Fax: 504-280-2309 / 504-280-2312	E-Mail: thomas.stevens@newbeginningsnola.net
Company Name: Nicholls State University	
Size of Area Serviced: 4-5 million sqft	
Address: 906 E. 1st Street	
City/State/Zip: Thibodaux, La. 70310	Current or Past Client: Past client
Contact Person: Terry G. Dupre, Sr.	Title: Director of Purchasing
Telephone/Fax: 985-448-4031 / 985-448-4921	E-Mail: terry.dupre@nicholls.edu
Company Name: Jefferson Parish Public Library	
Size of Area Serviced: 200,000-300,000 sqft	
Address: 4747 W. Napoleon Avenue	
City/State/Zip: Metairie, La. 70001	Current or Past Client: Current client
Contact Person: Beting Novoh	Title: Typist Clerk III
Telephone/Fax: 504-838-1132 / 504-838-1110	E-Mail: enovoh@jefferson.lib.la.us
Company Name: Jefferson Parish Public School Syst.	
Size of Area Serviced: 8-10 million sqft	
Address: 4600 River Road	
City/State/Zip: Marrero, La 70072	Current or Past Client: Current client
Contact Person: Rebecca Daw	Title: Maintenance Supervisor
Telephone/Fax: 504-364-7714 / 504-349-7781	E-Mail: rebecca.daw@jpps.k12.la.us

**Two year contract to perform pest control services and inspections at various Jefferson Parish Buildings for the Department of General Services**

**Section 1.0 – Pre-Bid Conference:**

**A MANDATORY Pre-Bid Conference will be held:**

Location: 200 Derbigny Street, Suite 4400, Jefferson Parish General Government Building, Gretna, La. 70053

Date: June 23, 2016

Time: 10:00 AM

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.

**Section 2.0 – Scope:**

Provide a two (2) year contract for pest control services for various locations for the Jefferson Parish Department of General Services:

- All labor necessary to provide services.
- All materials, include but not limited to chemicals, traps, etc., needed to provide services.
- All equipment needed to provide services.

**Section 3.0 – Performance Bond**

A performance bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

**Section 3.1 – Bid Bond**

A bid bond will be required with bid submission in the amount of 5% of the total bid submitted. Acceptable forms shall be limited to cashier's check, certified check, money order, or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System.

#### **Section 4.0 - License Requirements:**

As per Louisiana state statute RS 3:3242 and 3243 the following license issued by the Louisiana State Department of Agriculture and Forestry shall be required for this bid:

- Structural pest control operators license
- General pest control license
- Commercial Vertebrate license

**NOTE:** A copy of the front and back of all licenses and certifications cards listed above shall be submitted with bid. Failure to submit this information with bid will deem the bid non-responsive.

#### **Section 5.0 – Submittals:**

With bid proposal or within ten (10) days of bid opening date, all bidders shall provide the required submittals and other information listed below for owner review and approval. Failure to provide the requested information will result in the bid being deemed non-responsive.

- Five (5) references concerning projects of similar size, scope, and dollar value as described in these specifications. Include building names, addresses, telephone numbers, contact person(s), and dates of completion. Use the attached form titled “**Contractor’s Reference List**”. See **Attachment “A”**
- A pest control plan for each building identified in Section 7.0 shall be submitted to the owner for review and approval. The pest control plan shall consist of five parts:
  1. Proposed methods for control, including labels and Safety Data Sheets (MSDS) for all pesticides to be used. A list of brand names of rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, and any other control devices or equipment should also be included.
  2. A proposed pest population level referred to as a predetermined tolerance threshold, if thresholds exist for the given pest.
  3. A service schedule for each building. Frequency of Contractor visits shall depend on the specific pest control needs of each premise.
  4. A description of any structural or operational changes that would facilitate the pest control effort.
  5. A copy of the commercial pesticide applicator license for every Contractor's representative who will be performing on-site service under contract.

## **Section 6.0 – Quantities/Inspection:**

Bidders shall be allowed to inspect all sites prior to submitting a bid, in order to determine the square footage, configuration, etc., to be serviced. Bidders will be provided a schedule of inspection dates and times at the mandatory Pre-Bid Conference. These inspections are not mandatory. This contract shall cover the interior of all buildings and a minimum distance of one hundred feet (100') around the exterior of all buildings identified in Section 7.0 of these specifications.

Jefferson Parish reserves the right to add or delete any buildings for any reason under the terms and conditions of this contract. A five (5) day notice will be given to the successful bidder prior to the addition or reduction of services.

## **Section: 7.0 – Standards:**

The work under this contract shall conform to all pesticide application regulations of Federal, State, and Local government agencies, as well as all pesticide governing agencies such as Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Louisiana Department of Agriculture, EPA, etc.

## **Section 8.0 – Locations:**

The following locations shall be included in this bid:

- Salvador A. Liberto Building  
200 Huey P. Long Avenue  
Gretna, LA
- Local History Museum  
519 Huey P. Long Avenue  
Gretna, LA
- Charles B. Odom, Sr., Service Center  
5001 West Bank Expressway  
Marrero, LA
- Jefferson Parish Correctional Center  
100 Dolhonde Street  
Gretna, LA
- Children's Advocacy Center  
220 Lavoisier Street  
Gretna, LA



## **Section 8.0 – Locations: continued**

- Inspection and Code Enforcement  
400 Maple Street  
Harvey, LA
- West Bank Health Unit  
1855 Ames Boulevard  
Marrero, LA
- General Government Building  
200 Derbigny Street  
Gretna, LA
- Thomas F. Donelon Building  
200 Derbigny Street  
Gretna, LA
- District Attorney's Office Building  
200 Derbigny Street  
Gretna, LA
- Central Plant  
960 1<sup>st</sup> Street  
Gretna, LA
- Parking Garage  
300 Derbigny Street  
Gretna, LA
- Emergency Operations & Communication Center  
910 3<sup>rd</sup> Street  
Gretna, LA
- Second Parish Court  
100 Huey P. Long Avenue  
Gretna, LA
- Clerk of Court – Evidence Building  
1128 4<sup>th</sup> Street  
Gretna, LA

## **Section 8.0 – Locations: continued**

- Marrero/Harvey Senior Center  
4400 Seventh Street  
Marrero, LA
- Joseph S. Yenni Building  
1221 Elmwood Park Boulevard  
Jefferson, LA
- First Parish Court  
924 David Drive  
Metairie, LA
- Jefferson Senior Center  
4518 Jefferson Highway  
Jefferson, LA
- Metairie Senior Center  
265 N. Causeway Boulevard  
Metairie, LA
- East Bank Health Unit  
111 N. Causeway Boulevard  
Metairie, LA
- East Bank Juvenile Services (Causeway Building)  
3420 N. Causeway Boulevard  
Metairie, LA
- Bridge City Senior Center  
1601 Bridge City Avenue  
Bridge City, LA
- Surplus Property  
920 David Drive  
Metairie, LA
- Juvenile Justice Complex (Includes Rivarde Detention)  
1546-B Gretna Boulevard  
Harvey, LA

## **Section 8.0 – Locations: continued**

- Juvenile Services Warehouse  
1651 Manhattan Boulevard  
Harvey, LA
- Juvenile Justice Court  
1546-A Gretna Boulevard  
Harvey, LA

## **Section 9.0 – Bid Specifications:**

### **The following work shall be performed:**

- Combat and control all pest problems, inside and outside of buildings.
- All services shall include the extermination but is not limited to the following;
  - Roaches
  - Ants
  - Water bugs
  - Silverfish
  - Crickets
  - Spiders
  - Earwigs
  - Firebrats
  - Fleas
  - Paper mites
  - Book lice
  - Body crabs
  - Millipedes
  - Gnats
  - Fruit flies
  - Beetles
  - Mice
  - Rats
  - Rodents
  - Wasps
  - Bees

## **Section 9.0 – Bid Specifications: continued**

- Upon execution of the contract, there shall be an initial clean out of all buildings listed in section 7.0. The areas services on the clean out are as follows: all offices, all courtrooms, snack bars and vending machine areas, all kitchens and kitchenettes, all lunch rooms, all kitchen equipment, all food storage areas, warehouse, custodial closets, the crosswalks, mechanical rooms, any room that has a floor drain, sink or water supply dispenser, and breezeways connecting all buildings. This means the entire buildings and structures.
- There shall be a seven (7) to ten (10) day follow-up treatment to ensure reduction of any active infestation. Following the initial clean out and follow-up treatment, a regular monthly service, inspection, and treatment, (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month), shall be scheduled to cover all restrooms, corridor walls and thresholds, custodial closets, kitchens and lunch areas, snack bars and vending machine areas, etc., where applicable.
- In addition to regular monthly treatments, (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month), all offices will be treated on a complaint basis only. The contractor shall respond within twenty-four (24) hours of the complaint.
- A square foot cost for addition of square footage shall be provided for this bid.
- **Jefferson Parish Correctional Center:**

The Jefferson Parish Correctional Center will require additional treatment above the basic service for the control of mice, rats, and rodents. Areas include, but are not limited to the exterior of the building around the loading dock and trash compactor area, also both interior warehouse and dry food storage areas.

Due to the volume of warehouse turn-over and food disposal, the facility will require servicing on a bi-weekly basis. Any emergency visits will be done at no additional charge to owner. The response time for emergency visits shall be within twenty-four (24) hours.

The Jefferson Parish Correctional Center must be serviced on Wednesday morning, or at the discretion of the Prison Administration.

The bidder shall provide and install snap traps, ketch alls, glue boards, tracking powder and rodenticides. The equipment will be placed approximately ten (10) to twenty (20) feet apart, or as necessary. Vendor shall at all times comply with state and federal regulations.

## **Section 10.0 – Pesticide Application:**

The successful bidder shall not apply any pesticide product that has not been included in the pest control plan or approved in writing by the owner. Pesticide applications shall be according to need not by schedule. As general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.

Preventative pesticide treatments of areas determined to be at high risk for infestation by insects or rodents, through inspection at the onset of the program or as part of a maintenance program, are acceptable.

## **Section 11.0 – Reports:**

A report shall be made on each building serviced under this contract and shall include the following information: problems discovered during inspection, action taken to correct problems, chemicals (generic names) used, dilution/strengths, types of infestations found and their locations and activities inside and outside of the building. Any needed improvements in housekeeping practices as related to pest control programs, structural deficiencies, and other services rendered during the reporting period should also be included in this report.

After the initial clean out and with each regular monthly treatment, a service report must be mailed to:

Jefferson Parish General Government Building  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA 70053

## **Section 12.0 – Billing:**

The successful bidder shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be mailed to:

Jefferson Parish General Government Building  
Department of General Services  
200 Derbigny Street, Suite 3300  
Gretna, LA 70053

### **Section 13.0 – Frequency of Service:**

The successful bidder and the Department of General Services will set a schedule for site visits at each building during the pre-construction meeting between the successful contractor and the Department of General Services. A representative from the Department of General Services shall be assigned to escort the contractor's and his employees while at all Jefferson Parish Buildings. All contractors and their employees will be required to sign in and out at all parish buildings.

In addition to the scheduled visits, the contractor will be required, at no extra costs to the Parish of Jefferson, to visit sites and perform necessary pesticide treatments within twenty-four (24) hours after receiving notice from the Department of General Services that additional pest control is needed. Additionally, the contractor's management and technical staff should be available for consultation on an as needed basis, via telephone and/or personal visit.

### **Section 14.0 – Hours of Work:**

Work shall be performed during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m.

### **Section 15.0 – Cleaning Area and Safety:**

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. Inflammable 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

### **Section 16.0 – Existing Structure**

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

**Section 17.0 – Permits:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

**Section 18.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

The information listed is an approximate square footage and is being provided for reference use only. All bidders must visit the sites and perform their own measurements. If a location is not listed it is the responsibility of the bidder to visit the site and gather their own measurements.

BUILDING	ADDRESS	Approximate Square footage
911/EOC Building	910 3rd St.	75,000
Central Plant Building	960 1st St.	16,837
Children's Advocacy	220 Lavoisier St	1,450
Code Enforcement Building	400 Maple Ave.	7,525
Donelon Building	200 Derbigny St.	72,324
District Attorney's Building	100 Derbigny St.	72,488
E/B Juvenile Svcs. Bldg.	3420 N. Causeway Blvd	32,896
First Parish Court	920 David Drive	32,405
Evidence Building	1128 4th St.	6,768
General Gov't. Bldg.	200 Derbigny St.	136,200
E.B. Health Unit	111 N. Causeway Blvd.	24,647
W.B. Health Unit	1855 Ames Blvd.	50,000
JPCC Building	100 Dolhonde St.	107,954
Liberto Building	200 Huey P. Long Ave.	10,691
Local History Museum	519 Huey P. Long Ave.	42,000
Odom Building	5001 West bank Expwy	47,750
Gretna Parking Garage	300 Derbigny St.	1,500
Senior Center - Bridge City	1601 Bridge City Ave.	6,200
Senior Center - Marrero	4420 Seventh St.	5,641
Senior Center - Jefferson	4518 Jefferson Hwy.	6,000
Senior Center - Metairie	265 N. Causeway Blvd.	8,700
Second Parish Court	100 Huey P. Long Ave.	67,155
Surplus Property Building	920 David Drive	10,000
Yenni Building	1221 Elmwood Park Blvd	226,560



DATE: 6/14/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00116830

**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, 7/07/2016 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 must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

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. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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.

**1,3,4,5,6,8,10,11,12,13,15**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST. SUITE 4400 , GENERAL  
GOVERNMENT BUILDING GRETN, AT 10:00 AM  
ON 6/23/2016**

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

## **INSURANCE REQUIREMENTS - BIDS**

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

*Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.*

### **1. 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.

### **2. 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.

### **3. 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.

## **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.

## **UMBRELLA LIABILITY COVERAGE**

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

## **CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

### **OWNER'S PROTECTIVE LIABILITY**

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

### **BUILDER'S RISK INSURANCE**

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

### **NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014