



Bid # 50-00132716

Two (2) year contract to perform internet web-based/online auctioneering services for various Jefferson Parish surplus equipment for Jefferson Parish Dept. of General Services

Due: January 5, 2021 at 2:00pm



LONE STAR AUCTIONEERS BUILDING
4629 MARK IV PARKWAY
FORT WORTH, TEXAS 76106-2295
LoneStarAuctioneers.com

817-740-9400 FT. WORTH
817-429-3336 METRO
817-740-9777 FAX
LoneStarOnline.com



ATTACHMENT A

Amendment 1 (Acknowledged)



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

December 21, 2020

ADDENDUM # 1

Bid Number: 50-00132716

Receipt Date: January 5, 2021

Description of Bid: Two (2) year contract to perform internet web-based/online auctioneering services for various Jefferson Parish surplus equipment for Jefferson Parish Department of General Services

Questions and Answers:

Question:

Section 6 states that the auction company should accept cash payments from winning bidders; we have had great success accepting electronic payments, wire transfers, and PayPal as alternatives to cash. Is this acceptable?

Answer:

Yes.

Question:

In section 7 it requires wire transfer payment on the 1st of the month. Our commitment is to pay clients via ACH within 10 business days, which is a faster payment cycle than monthly payments on the 1st of the month. Would this be acceptable?

Answer:

Yes.

BID RECEIPT DATE WILL REMAIN THE SAME, JANUARY 5, 2021.

*Maile K. Buzers 1/4/21
acknowledges receipt*

Sincerely,

Daphne Nelson

Daphne Nelson
Buyer II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

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.

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ATTACHMENT B

Amendment 2 (Acknowledged)



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

December 23, 2020

ADDENDUM # 2

Bid Number: 50-00132716

Receipt Date: January 5, 2021, at 2:00 PM

Description of Bid: Two (2) year contract to perform internet web-based/online auctioneering services for various Jefferson Parish surplus equipment for Jefferson Parish Department of General Services

Questions and Answers:

Question 1:

How will the closing date of each auction be determined?

Answer to question 1:

Jefferson Parish will determine how long an item will remain on the site with assistance from the lowest bidder.

Question 2:

How will the title work for buyers be completed/handled for titled items?

Answer to question 2:

This will be discussed with the lowest bidder and Jefferson Parish. As per section 6.0 Jefferson Parish will not pay for any title transfer charges.

Question 3:

On page 4 of 4 it states that Jefferson Parish will be paid via Wire transfer, however on Page 3 of 4 it asks how Jefferson Parish will receive payments; Please explain

Answer to question 3:

As per section 7.0 Jefferson Parish shall receive a wire transfer payment on the 1st day of each month for all items sold the previous month.

Question 4:

If it is being requested that Auction Company provide instructions and assistance to Jefferson Parish on how to insert descriptions and photographs of items does this mean that Jefferson Parish employees will be the ones inputting all items for the online auctions throughout the year

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Answer to question 4:

As per section 6.0 Instructions and assistance on how to perform the following:

- Insert descriptions and photographs of items on the site

Question 5:

Page 3 of the ITB 50-00132716 under "Additional Requirements" includes a reference to No. 3 concerning applicable licenses with the Department of Inspection and Code Enforcement and the requirements to obtain permits required by that JP department. What permits would the selected contractor be required to obtain?

Answer to question 5

Instruction No. 3 is for an Occupational License. An Occupational License is required to do business in Jefferson Parish.

Question 6:

Could a \$250,000 Commercial Crime Policy be used in place of the Fidelity Bond requirement?

Answer to question 6:

As long as the commercial crime policy covers employee theft then it is acceptable.

THE BID OPENING DATE WILL REMAIN THE SAME, JANUARY 5, 2021.

Marilyn K. Burgess 1/4/21
acknowledges receipt

Sincerely,

Daphne Nelson

Daphne Nelson
Buyer II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

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

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ATTACHMENT C

2.0 Scope of Work



Bid Number 50-00132716

TWO (2) YEAR CONTRACT TO PERFORM INTERNET WEB-BASED/ONLINE AUCTIONEERING SERVICES FOR VARIOUS JEFFERSON PARISH SURPLUS EQUIPMENT FOR JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

BID DUE DATE, TIME: JANUARY 5, 2021 AT 2:00PM

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
Buyer: Daphne Nelson Email:
DNelson@jeffparish.net Phone:
(504) 364-2650



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNYSIMNO
DIRECTOR

September 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured: Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

Electronic Procurement: Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com or www.jeffparishbids.net. All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: <https://www.centrauctionhouse.com/registration.php>.

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders-Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

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**TWO (2) YEAR CONTRACT TO PERFORM INTERNET WEB-BASED/ON-LINE AUCTIONEERING SERVICES
FOR VARIOUS JEFFERSON PARISH SURPLUS EQUIPMENT**

Section 1.0 - Pre-Bid Conference:

A Non-Mandatory Pre-Bid Conference and inspection of the site shall be held:

Location: Jefferson Parish Purchasing Department, 200 Derbigny St., Suite 4400, Gretna, LA 70053

Date: December 8, 2020

Time: 10:00 AM

All prospective bidders are invited to attend this non-mandatory pre-bid conference (date, time and location to be determine). This conference is held to allow questions to be answered with the owner's representative. Failure to attend the non-mandatory pre-bid conference shall not relieve the bidder of responsibility of information discussed at the conference and the necessity of furnishing all materials, equipment and performing all work required for this bid in accordance with the specification with no additional cost to the owner.

Section 2.0- Scope:

We extend this bid to provide all hardware, software, and servers needed to provide the following for the Jefferson Parish Department of General Services Surplus Property Division:

- Two (2) year contract to provide a fully functional web-based/on-line internet auctioneering services for the sale of vehicles, equipment, office furniture, sporting goods, computers and other miscellaneous items.

Lone Star Auctioneers, Inc. warrants and guarantees that our firm, employees and website, LoneStarOnline at www.LSO.cc can, will and are currently conducting the requirements of this Section and all other parts of this solicitation in house with our employees, equipment and software.

Furthermore we warrant and guarantee that we have been performing these services for government agencies primarily and that online auctions are the source of 100% of our revenue.

Section 3.0- Bonds:

Section 3.1 - Performance Bond

The successful proposer shall be required to provide a performance bond in the amount of ten-thousand dollars (\$10,000.00) to insure the successful performance of the agreement in accordance with terms and conditions of the parties. The bidder acknowledges and agrees the performance bond may be forfeited for successful proposer's failure to fully and faithfully perform its obligations in accordance with the executed agreement. Performance bond shall be produced upon contract execution.

We have advised our bonding company, International Sureties in New Orleans, of our need for performance bonding for this contract, and they have agreed. International Sureties had been bonding Lone Star Auctioneers continuously since 1988.

Section 3.2- Fidelity Bond:

The successful proposer shall be required to provide a fidelity bond in the amount of fifty-thousand dollars (\$50,000.00) to insure Jefferson Parish is protected from fraudulent acts performed by the successful bidder and/or its employees. The proposer acknowledges and agrees that the fidelity bond may be forfeited for losses that are incurred as a result of fraudulent acts by the successful bidder and/or its employees. Fidelity bond shall be produced upon contract execution.

We have advised our bonding company, International Sureties in New Orleans, of our need for fidelity bonding for this contract, and they have agreed to this as well.

Section 4.0- License:

A copy of the front and if applicable the back of all license(s) listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

We enclose our current Louisiana Auctioneers License renewal letters from the Louisiana Auctioneers Licensing Board dated November 16, 2020. We have not received our 2021 licenses as of this date.

4.1 License(s) issued by the Louisiana Auctioneers Licensing Board:

- Auctioneer license

Please see three attached "proof of licensure" letters for three company auctioneers from the Louisiana Office of the Governor Auctioneers Licensing Board qualifying us under this section of the solicitation.

Section 5.0- Quantities:

There shall be no guaranty on the quantity of items sold throughout the twenty-four month duration of the contract.

Section 6.0- Specifications: WEB-BASED/ON-LINE/INTERNET BASED AUCTION(S)

Auctioneering Company shall supply the following at no extra cost to Jefferson Parish:

- A fully functional web-based/on-line internet auctioneering service for the sale of vehicles, equipment, office furniture, sporting goods, computers and other miscellaneous items.

Lone Star is currently supplying and has supplied these exact services to government agencies and entities without fail or fault since August 2003. Since that date, Lone Star has sold over \$33,665,000.00 in timed online auctions since launching our website.

- All hardware, software, servers and all other services, peripherals, etc. needed to operate the web based/on-line internet auctioneering service.

We will provide all of the above and any related requirements. Jefferson Parish will need to have access to the internet and the ability to provide Lone Star with .csv compatible files of description details and merchandise images in .jpg format.

There is no need for the parish to provide any software or hardware to sell on our website.

- A 24 hours a day, 7 days a week, 365 days a year on-line bidding.

Our online auction software operates continuously around the clock and has since 2003. We have had zero downtime or interruption in any online auction since launch on July 1, 2020. Our previous software provided us with 99.995% uptime over the course of its operation.

- System shall be capable of adding, withdrawing, and cancelling auctions without penalty to Jefferson Parish.

Upon notification by the parish, our staff will immediately add, withdraw, or cancel individual lots or entire auctions without penalty or delay.

- Security system, anti-virus, and firewalls capable of preventing hacking of auction information.

Lone Star software is PCI-compliant and protected by a state-of-the-art Cisco firewall and AT&T firewall management. All systems are thoroughly password protected, and only authorized Lone Star employees will have individual password access to the system.

- Disaster recovery plan that covers security and system failures.

Lone Star and our software design and hosting provider each maintain backup hardware, software, data trunks, cloud storage and devices. All are protected by multiple Uninterruptable Power Supply (UPS) battery backup systems.

- On-Site, one on one and on-line training of Jefferson Parish employees throughout the contract.
- On-Site, one on one and on-line support for Jefferson Parish employees throughout the contract.
- Website shall be capable of loading and removing auction items at any time which best suits the schedule of Jefferson Parish.
- Detailed financial and summary reports of all transaction to Jefferson Parish.
- Provide and absorb all costs of securing a host facility to operate the web-based/on-line auction system.
- System for collecting payments from bidders.
- System for setting reserve pricing {minimum price} on items.
- Auctioneer agrees to accept electronic payments, cash, or wire transfers.
- All bid award payments must be collected by the auctioneer firm within three {3} days of the close of each auction.
- All maintenance and upgrades to the hardware, software, servers, peripherals, etc. for the length of the contract.
- All support and maintenance shall be available via email, on-line and by telephone as needed to operate the auction site throughout the contract.
- Maintenance and support shall be available Monday-Friday between the hours of 8:00a.m. and 5:00p.m. CST.

Lone Star Auctioneers can and does routinely provide these services when requested and will provide these services to Jefferson Parish as required. We believe our systems will prove so simple and direct that the need for on-site help will not be needed. Everything can be accomplished with a simple phone call. We have staff available to provide any help needed on demand. We will provide Jefferson Parish with the cell numbers for after-hours technical support.

Section 6.0– Specifications: WEB-BASED/ON-LINE/INTERNET BASED AUCTION(S) Continued

- Simple and uniform methods for bidders to submit bids and have the highest bid price to date posted on the bidding site for all bidders to view.
- Provide Jefferson Parish fair market value/cost of all items before items are placed out for bidding.
- Displaying date and time the bid will end.
- Internal method of recording all bids, identifying the winning bidder, and the second highest bidder.
- Internal method of processing complaints or disputes for bidding and payments.
- Jefferson Parish will not pay for freight or shipping on any items sold.
- Winning bidder of each item will have seven (7) working days to retrieve their items.
- After the seventh (7th) day the item becomes property of Jefferson Parish and the bidder relinquishes all rights and payments of the item.
- Jefferson Parish will not pay for any title transfer charges.
- All items will be sold as is where is.
- Appropriate staff to perform successful on-line auctions.
- Responsible for the collection of payment of all items sold.

All of the above specifications are integral parts of our online software system. No changes will be necessary in our software or procedures to meet these specifications to the letter.

- At the end of each month, provide a "monthly report" in Microsoft Excel containing the following information:
 - Description of each item sold.
 - Price of each item sold.
 - Date of each item sold.
 - Reserve price of each item sold.
 - Plus or minus of awarded bid price for each item sold compared to the reserve cost.
 - Date each item sold was placed out for auction.
 - Duration of time each item was placed out for auction.
 - Second highest bid on each item.
 - Name and country of origin on winning bidder and second highest bidder for each item.
 - Description and length of time each un-sold item has been listed on the auction site.
 - Total amount of all awarded bids for the month.
 - Total amount of all items still out for auction.

These are standard components in our reports. Lone Star can provide these reports at the end of the month or within five (5) days of closing each auction to provide Jefferson Parish with more timely information with which to evaluate each auction.

- Jefferson Parish shall set the final reserve pricing (minimum price) on all items.

- A Microsoft Excel spreadsheet (collection tool) for loading assets to the web site.
- Recommendations on items that have not sold after 60 days.
- Instructions and assistance on how to perform the following:
 - Insert descriptions and photographs of items on the site.
 - Payments from bidders are accepted.
 - Jefferson Parish will receive payments.
 - Items will be picked up from Jefferson Parish.

We will perform these tasks as specified. We would make one suggestion as to collection of payment. Every single government and private sector seller of ours requests we collect all payments. Lone Star takes full responsibility for collection. This greatly simplifies the sales process and protects our sellers from potential loss, theft, mishandling, incorrect collection of funds and having to store and transport collections securely. There is no charge for this service.

In calendar year 2020, Lone Star safely and securely collected over \$30,000,000 in online sales revenue for our government and private clients and remitted those funds to each seller no later than five (5) days after the close of an auction.

Section 6.1- Promotion and Advertising:

Auctioneering company shall perform and/or provide the following:

- Auctioneering firm shall provide monthly advertising of the availability of all items being auctioned at a minimum of once a month.

We will provide internet advertising throughout the periods Jefferson Parish merchandise is posted for sale which should be multiple times monthly. This advertising will be in the form of banner ads on our websites and direct email brochures.

Lone Star will place Jefferson Parish auctions in the electronic calendars of trade publication such as Contractors Hotline, etc.

We will purchase Google AdWords for items of significant value to draw traffic from searches for specific items such as "firetrucks," "draglines," "excavators," etc. as needed.

- All advertising shall be able to attract a minimum of fifty-thousand viewers at any time.

In the month of November 2020, our sites drew over 2.3 million page views which is typical for our sites.

- For items valued at \$4,000.00 or greater the successful bidder shall provide a marketing team to contact potential bidders who has shown expressed interest in specific items.

We do that on a frequent and regular basis and will for Jefferson Parish.

Section 7.0- Manner of Payment to Jefferson Parish:

Jefferson Parish shall receive a wire transfer payment on the 1st day of each month for all items sold the previous month.

We will make payment as specified.

However, we would make one suggestion as to collection of payment. Every single government and private sector seller of ours requests we collect all payments. Lone Star takes full responsibility for collection. This greatly simplifies the sales process and protects our sellers from potential loss, theft, mishandling, incorrect collection of funds and having to store and transport collections securely. There is no charge for this service.

In calendar year 2020, Lone Star safely and securely collected over \$30,000,000 in online sales revenue for our government and private clients and remitted those funds to each seller no later than five (5) days after the close of an auction.

Section 8.0 -Awarding of Auctioneering Services Vendor Bid:

Bid shall be awarded to the approved bidder with the lowest percentage charge (Buyer's Premium} for web-based/on-line auctioneering services. Fees shall be passed through to the bidder entirely. Pricing shall include the percentage for the following:

- Auction cost for each item
- Financial transaction cost

Section 9.0- Permits:

Bidder shall obtain any and all permits as required by the Louisiana Auctioneers Licensing Board. Bidder shall be responsible for payment of these permits. All permits must be obtained prior to the start of the first auction.

Three Lone Star auctioneers hold valid, current Louisiana auctioneers licenses and have for many years. Our renewal letters for 2021 are enclosed as attachments.

Section 10.0 – Contract Terms:

The terms of this contract shall be for two years, expiring at midnight on the day immediately preceding the second anniversary thereof. Jefferson Parish reserves the right to extend the contract for one (1} additional year upon mutual written agreement of the parties.

Section 11.0- Start of Work Conference and Notice to Proceed:

A "Start of Work Conference" shall be held between the successful bidder and the owner prior to any work commencing.

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

ATTACHMENT D

Bid Bond

BID BOND

Bond No. 0792834

KNOW ALL MEN BY THESE PRESENTS,

That we, LONE STAR AUCTIONEERS, INC., as Principal, hereinafter called the Principal, and HARCO NATIONAL INSURANCE COMPANY, a corporation duly organized under the laws of the State of ILLINOIS, as Surety, hereinafter called the Surety, are held and firmly bound unto JEFFERSON PARISH PURCHASING DEPARTMENT, as Obligee, hereinafter called the Obligee, in the sum of FIFTY THOUSAND Dollars (\$ 50,000.00), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for BID #50-00132716 , TO PERFORM INTERNET WEB- BASED/ONLINE AUCTIONEERING SERVICES FOR VARIOUS JEFFERSON PARISH SURPLUS EQUIPMENT FOR JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES.

NOW, THEREFORE, the condition of this bond is that if Obligee accepts Principal's bid, and the Principal enters into a Contract with the Obligee in conformance with the terms of bid and provides such bond or bonds as may be specified in the bidding or Contract Documents, then this obligation is void; otherwise Principal and Surety will pay to the Obligee the difference between the amount the Principal's bid and the amount for which Obligee shall in good faith contract with another person or entity to perform the work covered by Principal's bid, but in no event shall Surety's and Principal's liability exceed the penal sum of this bond.

Signed and sealed this 5TH day of JANUARY, 2021.

Paula J. Hooper

Witness

By: Marilyn K. Burgess

Principal

William Algea Burnett

Witness

By: Catherine C. Kehoe
CATHERINE C. KEHOE,
Attorney-in-Fact

POWER OF ATTORNEY
HARCO NATIONAL INSURANCE COMPANY
INTERNATIONAL FIDELITY INSURANCE COMPANY

Bond # 0792834

Member companies of IAT Insurance Group, Headquartered: 702 Oberlin Road, Raleigh, North Carolina 27605

KNOW ALL MEN BY THESE PRESENTS: That HARCO NATIONAL INSURANCE COMPANY, a corporation organized and existing under the laws of the State of Illinois, and INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and having their principal offices located respectively in the cities of Rolling Meadows, Illinois and Newark, New Jersey, do hereby constitute and appoint

LINDA C. SHEFFIELD, CONWAY C. MARSHALL, STEPHEN BEAHM, DAVID C. JOSEPH, JESSICA PALMERI, ROXANNE CRAVEN, ANDREA BECKER, CLARK P. FITZ-HUGH, DARLENE A. BORNT, CATHERINE C. KEHOE, KRISTINE DONOVAN, ELIZABETH W. KEARNEY

New Orleans, LA

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise, and the execution of such Instrument(s) in pursuance of these presents, shall be as binding upon the said HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 13th day of December, 2018 and by the Board of Directors of HARCO NATIONAL INSURANCE COMPANY at a meeting held on the 13th day of December, 2018.

"RESOLVED, that (1) the Chief Executive Officer, President, Executive Vice President, Senior Vice President, Vice President, or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY have each executed and attested these presents on this 31st day of December, 2018



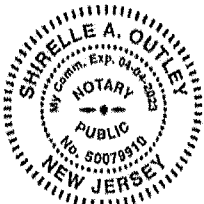
STATE OF NEW JERSEY
County of Essex

Kenneth Chapman
Executive Vice President, Harco National Insurance Company
and International Fidelity Insurance Company

STATE OF ILLINOIS
County of Cook



On this 31st day of December, 2018, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.



IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.

Shirelle A. Outley a Notary Public of New Jersey
My Commission Expires April 4, 2023

CERTIFICATION

I, the undersigned officer of HARCO NATIONAL INSURANCE COMPANY and INTERNATIONAL FIDELITY INSURANCE COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand on this day, January 05, 2021

Irene Martins, Assistant Secretary

ATTACHMENT E

Auctioneer Licenses



Louisiana

Office of the Governor
Auctioneers Licensing Board

11736 Newcastle Avenue, Bldg. 2, Suite C
Baton Rouge, LA 70816

Telephone: 225.295.8420 Fax: 225.372.8584
Website: www.lalb.org Email: admin@lalb.org

An Equal Opportunity Employer

11/16/2020

Your Louisiana Auctioneer license renewal has been processed.

Please use this letter as proof of licensure.

Your licensing number must be listed in each advertisement in which you are the financially responsible party.

Below is important information you are required to be aware of as a licensed Auctioneer in Louisiana.

- You are required by statute to have a separate escrow account and you must deposit all proceeds from your auctions into this account.
- You must have a written contract for any item or combined sale over \$500.
- All consignors must be paid within 30 days of receipt of the money.
- If you are hired only to bid call, it is your responsibility to be certain the Auction Business that hired you is properly licensed to operate in Louisiana.
- In order to hold an auction or bid call in East Baton Rouge City/Parish, you must apply for an auction license directly from their sales tax office. For information, visit www.lalb.org.

It is your responsibility to be aware of and follow Louisiana Auction Statutes and Rules and Regulations of the Board which can be found on our website www.lalb.org.

If you have any questions regarding your license, please contact the Board office.

Congratulations!

The Louisiana Auctioneers Licensing Board





Louisiana

Office of the Governor
Auctioneers Licensing Board

11736 Newcastle Avenue, Bldg. 2, Suite C
Baton Rouge, LA 70816

Telephone 225.295.8420 Fax 225.372.8584
Website: www.lalab.org Email: admin@lalab.org

An Equal Opportunity Employer

11/16/2020

Your Louisiana Auctioneer license renewal has been processed.

Please use this letter as proof of licensure.

Your licensing number must be listed in each advertisement in which you are the financially responsible party.

Below is important information you are required to be aware of as a licensed Auctioneer in Louisiana.

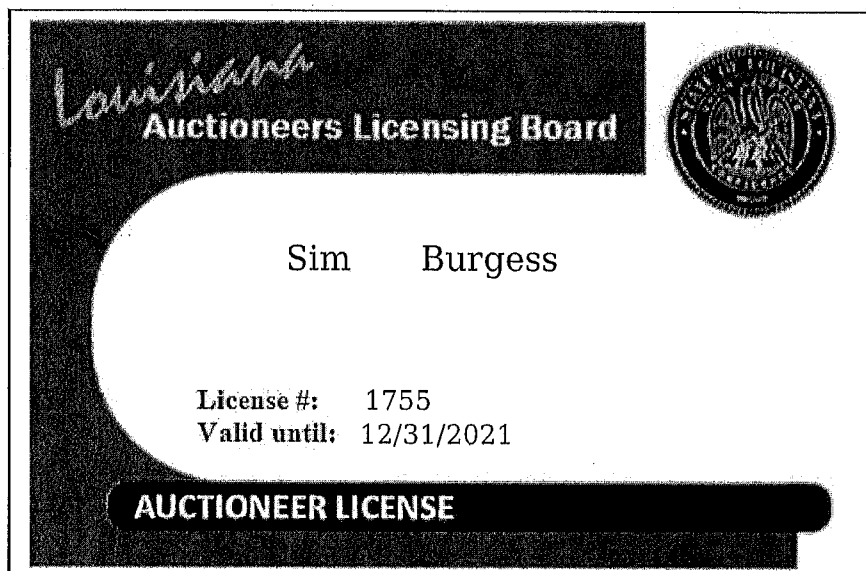
- You are required by statute to have a separate escrow account and you must deposit all proceeds from your auctions into this account.
- You must have a written contract for any item or combined sale over \$500.
- All consignors must be paid within 30 days of receipt of the money.
- If you are hired only to bid call, it is your responsibility to be certain the Auction Business that hired you is properly licensed to operate in Louisiana.
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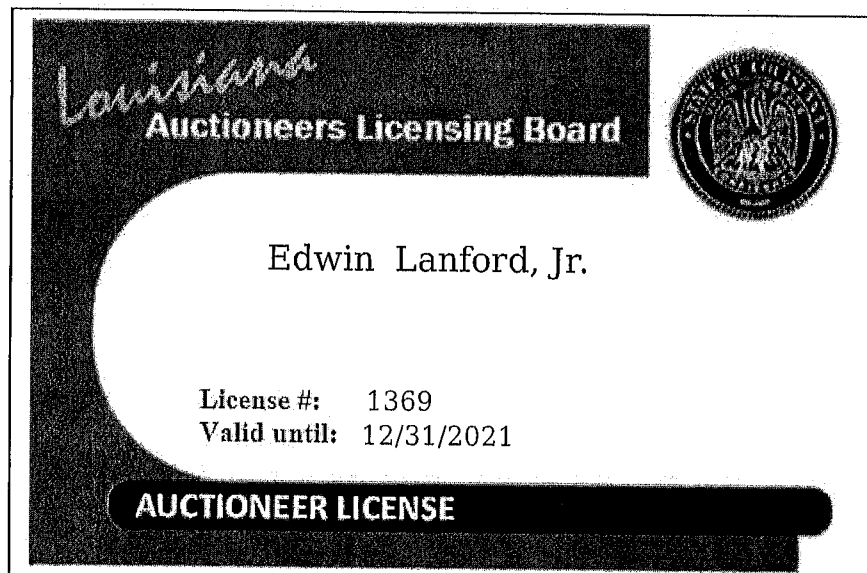
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Congratulations!

The Louisiana Auctioneers Licensing Board



ATTACHMENT F

Bid Form

DATE: 11/18/2020

Page: 5

BID NO.: 50-00132716

BID FORM
Non-Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 3.31.2025

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

As needed

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) #s 1369, 1361, 1755

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Lone Star Auctioneers, Inc.

ADDRESS: 4629 Mark IV Parkway

CITY, STATE: Fort Worth Texas

ZIP: 76106-2213

TELEPHONE: 817.569.6006

FAX: 817.740.9777

EMAIL ADDRESS: MARILYN@LONESTARAUCTIONEERS.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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

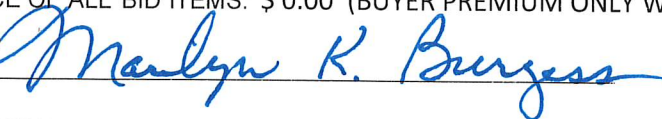
NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 0.00 (BUYER PREMIUM ONLY WITHOUT ESCALATION)

AUTHORIZED
SIGNATURE:



MARILYN K. BURGESS

Printed Name

TITLE: PRESIDENT/C.E.O.

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 electronic envelope submitted to the Purchasing Department.

ATTACHMENT G

Pricing

DATE: 11/18/2020

Page 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132716

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	CONTRACT TO PERFORM INTERNET WEB-BASED/ ON-LINE AUCTIONEERING SERVICES FOR VARIOUS JEFFERSON PARISH SURPLUS EQUIPMENT FOR JEFFERSON PARISH DEPART- MENT OF GENERAL SERVICES	0.0%	0.0%
			0010 - WEB-BASED/ON-LINE AUCTIONEERING SERVICES There will be no fees or costs charged or accruing to Jefferson Parish Buyers Premium charged to buyers on collected selling price only.	7.49%	

Marilyn K. Bruggers
Lone Star Auctioneers, Inc.
1/04/21

ATTACHMENT H

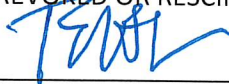
Corporate Resolution

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF LONE STAR AUCTIONEERS, INC.

AT THE MEETING OF DIRECTORS OF LONE STAR AUCTIONEERS, INC. DULY NOTICED AND HELD ON DECEMBER 18, 2020, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS RESOLVED THAT MARILYN K. BURGESS, PRESIDENT/C.E.O., 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

DECEMBER 18, 2020

ATTACHMENT I

Non-Public Work Bid

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared:

Marilyn K. Burgess, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Lone Star Auctioneers, Inc.(Entity), the party who submitted a bid in response to Bid Number 50-00132716, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

Choice A

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

Choice B X

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Marilyn K. Burgess
Signature of Affiant

Marilyn K. Burgess
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 23rd DAY OF December, 2020

Marci Howle
Notary Public

Marci Howle
Printed Name of Notary

128164449
Notary/Bar Roll Number

My commission expires 1-31-2022



ATTACHMENT J

Certificate of Insurance



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
12/14/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Roach Howard Smith & Barton 1320 South University Drive, Ste 1000 Fort Worth TX 76107	CONTACT NAME: Laura Plemons PHONE (A/C, No, Ext): (817) 390-3530 E-MAIL: lplemons@rhsb.com ADDRESS: INSURER(S) AFFORDING COVERAGE INSURER A: HCC Specialty Insurance Co INSURER B: Central Mutual Ins Co INSURER C: Texas Mutual Ins Co INSURER D: INSURER E: INSURER F:	FAX (A/C, No): (817) 390-3580 NAIC # 11243 20230 22945
--	---	---

COVERAGES **CERTIFICATE NUMBER:** Cert ID 47692 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
B	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CLP 7456568	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 7780526	01/01/2020	01/01/2021	COMBINED SINGLE LIMIT (Ea accident) \$ 750,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ 750,000 PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			CXS 7879058	01/01/2020	01/01/2021	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	SBP0001207568	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000
A	Errors and Omissions			H720115432	05/07/2020	05/07/2021	Each Claim \$ 300,000 Aggregate \$ 300,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)
OFFICERS EXCLUDED FROM WORKERS COMP: ED LANFORD, MARILYN BURGESS. The general and auto liability policies include a blanket automatic additional insured endorsement/provision that provides additional insured status to the certificate holder only when there is a written contract between the named insured and the certificate holder that requires such status. The general liability policy contains a special endorsement/provision with "primary additional insured" wording. The general and auto liability, and workers compensation policies include a blanket automatic waiver of subrogation endorsement/provision that provides this feature only when there is a written contract between the named insured and the certificate holder that requires it.

CERTIFICATE HOLDER

Jefferson Parish

200 Derbigny Street
Suite 4400
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
Bart Tucker

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