



3H Service System, Inc.  
Bid Proposal for

**Bid 50-00138216**  
**Eight (8) Month Contract for Janitorial Services for Various Library Buildings Located  
on the East Bank and West Bank of Jefferson Parish**

**Due Date: June 14, 2022, 2:00 PM**

Submitted to:  
Mildred Maldonado,  
Procurement Analyst IV  
Jefferson Parish  
Department of Purchasing  
General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053  
MOvalle@jeffparish.net  
504-364-2687

Submitted by:  
Kristina Woo  
Business Development Director  
3H Service System Inc  
Kristina.Woo@e-3h.com  
470-557-2636





	<b>Table of Contents</b>	<b>Page</b>
Bid Form	Acknowledgment of Addendum Price Corporate Resolution – Authorized Signer 3H W-9 – 2022 2022 LA Certificate of Good Standing	
<b>Requirements of the Bid</b>		
#1	MANDATORY pre-bid conference	02
#3	JEFFERSON PARISH licenses	02
#4	LA State Contractor's License	02
#5	Visit the job site	02
#6	Job site must be clean	03
#8	Performance bond	03
#9	Payment bond	03
#10	Standard Insurance Requirements	03
#11	Bid bond	04
#12	Contract warranties	04
#13	Freight charges	04
#15	NON-PUBLIC WORKS BID AFFIDAVIT	04

DATE: 4/27/2022

Page: 6

BID NO.: 50-00138216

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES ☒ NO ☐

MAXIMUM ESCALATION PERCENTAGE REQUESTED 3.5 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 08/13/2022.

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

06/13/2022

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

594659

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

FIRM NAME: 3H Service System, Inc

ADDRESS: 1610 Plunketts Road

CITY, STATE: Buford, GA ZIP: 30519

TELEPHONE: ( 678 ) 926-3169 FAX: ( 770 ) 675-7804

EMAIL ADDRESS: kristina.woo@e-3h.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: 1-04/28/2022

NUMBER: 2-06/02/2022

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE: Kristina Woo

KRISTINA WOO

Printed Name

TITLE: Business Development Director

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.: 50-00138216

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	8.00	MO	<p>EIGHT (8) MONTH CONTRACT FOR JANITORIAL SERVICES FOR VARIOUS LIBRARY BUILDINGS LOCATED ON THE EAST BANK AND WEST BANK OF JEFFERSON PARISH</p> <p>0010 - EBR - Provide separate monthly pricing for janitorial</p> <p>services at the following location: Eastbank Regional Library/ Administration Building 4747 W. Napoleon Ave. Metairie, Louisiana 70001 (approx 135,000 SQ FT)</p> <p>ATTACHMENT "A"</p>		
				8,200.00	65,600.00
2	2,400.00	HR	<p>0020 - EBR- J - Provide hourly cost for janitorial service at the East</p> <p>Bank Regional Library and Administrative Offices for Monday through Thursday - beginning at 9:00 am until 9:00 pm (12 hours per day), Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.</p>		
				13.95	33,480.00
3	8.00	MO	<p>0030 - GRT - Provide separate monthly pricing for janitorial services</p> <p>at: Gretna Library 102 Willow Drive Gretna, Louisiana 70053 (APPROX 5,600 SQ FT)</p> <p>ATTACHMENT "K"</p>		
				340.00	2,720.00
4	8.00	MO	<p>0040 - HAR - Provide separate monthly pricing for janitorial services</p> <p>at: Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123 (APPROX 3,000 SQ FT)</p> <p>ATTACHMENT "B"</p>		
				182.00	1,456.00
5	8.00	MO	<p>0050 - LAF - Provide separate monthly pricing for janitorial services</p>		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138216

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	8.00	MO	at: Lafitte Library 4917 City Park Drive Suite B Lafitte, Louisiana 70067 (APPROX 4,500 SQ FT)  ATTACHMENT "L"	275.00	2,200.00
			0060 - LKS - Provide separate monthly pricing for janitorial services		
7	8.00	MO	at: Lakeshore Library 1000 W. Esplanade Avenue Metairie, Louisiana 70005 (APPROX 7,680 SQ FT)  ATTACHMENT "E"	480.00	33,840.00
			0070 - LOA - Provide separate monthly pricing for janitorial services		
8	8.00	MO	at: Live Oak Library 125 Acadia Drive Waggaman, LA 70094 (APPROX 5,412 SQ FT)  ATTACHMENT "M"	330.00	2,640.00
			0080 - NKL - Provide separate monthly pricing for janitorial services		
9	8.00	MO	at: North Kenner Library 630 W. Esplanade Avenue Kenner, La. 70065 (APPROX 9,350 SQ FT)  ATTACHMENT "D"	570.00	4,560.00
			0090 - MET - Provide separate monthly pricing for janitorial services		
10	8.00	MO	at: Old Metairie Library 2350 Metairie Road Metairie, La. 70001 (APPROX 10,000 SQ FT)  ATTACHMENT "F"	610.00	4,880.00
			0100 - ROS - Provide separate monthly pricing for janitorial services		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138216

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	8.00	MO	at: Rosedale Library 4036 Jefferson Highway Jefferson, LA 70121 (APPROX 7,138 SQ FT)  ATTACHMENT "G"	435.00	3,480.00
			0110 - TER - Provide separate monthly pricing for janitorial services		
12	8.00	MO	at: Terrytown Library 680 Heritage Avenue Terrytown, LA 70056 (APPROX 7,625 SQ FT)  ATTACHMENT "N"	465.00	3,720.00
			0120 - WGN - Provide separate monthly pricing for janitorial services		
13	8.00	MO	at: Wagner Library 6646 Riverside Drive Metairie, LA 70003 (APPROX 6,400 SQ FT)  ATTACHMENT "H"	390.00	3,120.00
			0130 - WES - Provide separate monthly pricing for janitorial services		
14	8.00	MO	at: Westwego Library 635 Fourth Street Westwego, LA 70094 (APPROX 7,183 SQ FT)  ATTACHMENT "O"	440.00	3,520.00
			0140 - WBR - Provide separate monthly pricing for janitorial services		
15	2,400.00	HR	at: Jane OBrien Chatelain Westbank Regional Library 2751 Manhattan Blvd. Harvey, LA 70058 (APPROX 35,000 SQ FT)  ATTACHMENT "I"	2,130.00	17,040.00
			0150 - WBR - J -Provide hourly cost for janitorial service at the Jane OBrien Chatelain West Bank		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138216

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	8.00	MO	Regional Library, for Monday through Thursday; beginning at 9:00 am until 9:00 pm (12 hours per day); Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week.	13.95	33,480.00
			0160 - RVR - Provide separate monthly pricing for janitorial services  at: River Ridge Library 8825 Jefferson Highway River Ridge, Louisiana 70123 (APPROX 10,000 SQFT)  ATTACHMENT "C"	610.00	4,880.00
17	8.00	MO	0170 - BTR - Provide separate monthly pricing for janitorial services  at: Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072 (APPROX 7,375 SQ FT)  ATTACHMENT "J"	450.00	3,600.00
			0180 - AVD - Provide separate monthly pricing for janitorial services  at: Avondale Library Corner of Highway 90 and Avondale Garden Road (APPROX 4,500 SQ FT)  NOTE: This building is in the design phase and may open during this contract period.	300.00	2,400.00
19	1.00	SQFT	0190 - Provide a square footage cost for the addition or deletion of  square footage to be cleaned at any of the buildings to be covered under this contract.  Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT)		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138216

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	1.00	SQFT	Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT) Avondale Library (4,500 SQFT)	0.061	
			0200 - Provide a square footage cost for Sunday cleaning (on request) at any of the buildings to be covered under this contract.  Prior approval from the Library Property Manager would be necessary.  The buildings covered are as follows (all SQFT amounts are approximate): Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,138 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT) Avondale Library (4,500 SQFT)	0.12	
21	1.00	SQFT	0210 - Provide a square footage cost for emergency cleaning after regular hours, ie, fire, smoke, water, vandalism, etc at any of the buildings under this contract.  The buildings covered are as follows (all SQFT amounts are approximate): Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT)	0.12	



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00138216

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	1.00	SQFT	Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT) Avondale Library (4,500 SQFT)		
			0220 - Provide a square footage cost for hot water extraction carpet cleaning, at any of the buildings to be covered under this contract, on an as-needed basis. The buildings covered are as follows (all SQFT amounts are approximate):  Belle Terre Library (7,375 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (7,625 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT) Avondale Library (4,500 SQFT)	0.15	
			Grand Total		196,616.00

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
3H Service System, Inc  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF 3H Service System, Inc  
INCORPORATED, DULY NOTICED AND HELD ON 05/28/2021,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Kristina Woo, 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

05/28/2021

DATE

# Request for Taxpayer Identification Number and Certification

Give Form to the  
requester. Do not  
send to the IRS.

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>John Heo</b>		
	2 Business name/disregarded entity name, if different from above <b>3H Service System, Inc</b>		
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ►		4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
	5 Address (number, street, and apt. or suite no.) See instructions. <b>1610 Plunketts Road</b>		Requester's name and address (optional)
	6 City, state, and ZIP code <b>Buford, GA 30519</b>		
	7 List account number(s) here (optional)		

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
4	6		-	1	9	3	9	3 4 3

## Part II Certification


Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign  
Here

Signature of  
U.S. person ►



Date ► **05/27/2022**

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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



**R. Kyle Ardoin**

SECRETARY OF STATE

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

**3H SERVICE SYSTEM, INC**

A corporation domiciled in BUFORD, GEORGIA,

Filed charter and qualified to do business in this State on November 01, 2013,

I further certify that the records of this Office indicate the corporation 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.

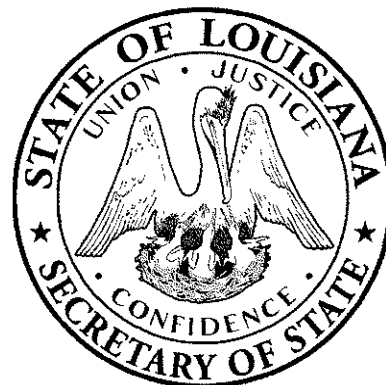
I further certify that this Certificate is not intended to reflect the financial condition of this corporation since this information is not available from the records of this Office.

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 18, 2022

*Secretary of State*

Web 41327039F



Certificate ID: 11572991#NVM73

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)**





## State Licensing Board for Contractors

This is to Certify that:

3H SERVICE SYSTEM, INC  
P. O. Box 2092  
Buford, Ga 30515

is duly licensed and entitled to practice the following classifications

SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 8th day of February 2022

WLB MOD  
Director

Lee Mallett  
Chairman

Andy Dumas  
Treasurer

Expiration Date: February 7, 2024

License No: 59469

This License Is Not Transferrable



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.

Yes, we participated the Pre-bid Teleconference meeting.

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.

Understood.

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.

LA State Contractor License # 59469

Certification is attached below.

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

Understood.





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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

Understood.

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.

Understood.

Performance Bond in the amount of 50% of contract amount will be required at the signing of the formal 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.

Understood.

Payment Bond in the amount of 50% of contract amount will be required at the signing of the formal contract.

10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.

Understood.

COI is attached.



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. All sureties must be in original format (no copies) When 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.

[Bid Bond is uploaded Via Surety2000.](#)

12. This is 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.

[Understood.](#)

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.

[Understood.](#)

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

[Non-Public Works Bid Affidavit is attached below.](#)

<b>ACORD</b>						<b>CERTIFICATE OF LIABILITY INSURANCE</b>		DATE (MM/DD/YY) 01/25/2022		
<b>PRODUCER</b> Accent Insurance Agency, Inc. P. O. Box 1207 Kennesaw, GA 30156				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT MEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.						
<b>INSURED</b> 3 H System P. O. Box 2092 Buford, GA 30515				<b>INSURERS AFFORDING COVERAGE</b>						
				<b>INSURER A : UNITED NATIONAL INSURANCE COMPANY</b>						
				<b>INSURER B : PROGRESSIVE MOUNTAIN INSURANCE COMPANY</b>						
				<b>INSURER C :</b>						
				<b>INSURER D : RLI INSURANCE COMAPNY</b>						
<b>COVERAGES</b> THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE 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 OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.										
<b>INSR LTR</b>	<b>TYPE OF INSURANCE</b>			<b>POLICY NUMBER</b>	<b>POLICY EFF (MM/DD/YY)</b>	<b>POLICY EFF (MM/DD/YY)</b>	<b>LIMITS</b>			
A	<b>GENERAL LIABILITY</b>			BAK-81940-1	06/23/2021	06/23/2022	EACH OCCURRENCE		\$1,000,000	
	<input checked="" type="checkbox"/>	COMMERCIAL GENERAL LIABILITY					FIRE DAMAGE(Any one fire)		\$ 250,000	
	<input checked="" type="checkbox"/>	CLAIMS MADE	<input checked="" type="checkbox"/>				OCCUR	MED EXP(Any one person)		\$ 10,000
	<input checked="" type="checkbox"/>	PROFESSIONAL LIABILITY					PERSONAL & ADV INJURY		\$1,000,000	
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE		\$2,000,000	
							PRODUCT S-COMP/OP AGG		\$2,000,000	
							UMBRELLA		\$3,000,000	
	<input checked="" type="checkbox"/> Policy <input type="checkbox"/> Project <input type="checkbox"/> loc									
B	<b>AUTOMOBILE LIABILITY</b>			02308316-0	06/30/2021	06/30/2022	COMBINED SINGLE LIMIT (Ea accident)		\$1,000,000	
	<input checked="" type="checkbox"/>	ANY AUTO					BODILY INJURY (Per person)		\$	
	ALL OWNED AUTOS						BODILY INJURY (Per accident)		\$	
	SCHEDULED AUTOS						PROPERTY DAMAGE (Per accident)		\$	
	HIRED AUTOS									
	NON-OWNED AUTOS									
A	<b>EXCESS LIABILITY</b>			AN1242289	06/23/2021	06/23/2022	EACH OCCURRENCE		\$10,000,000	
	<input checked="" type="checkbox"/>	EXCESS LIAB	<input checked="" type="checkbox"/>				OCCUR	AGGREGATE		\$10,000,000
	DEDUCTIBLE								\$	
	RETENTION \$								\$	
C	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY						EACH ACCIDENT		\$ 1,000,000	
							DISEASE-POLICY LIMIT		\$ 1,000,000	
							DISEASE-EA EMPLOYEE		\$1,000,000	
							<input checked="" type="checkbox"/> WC Status Limits   <input type="checkbox"/> Other			
D	Janitorial Service Bond including Crime			62123480	08/11/2021	08/11/2022			\$100,000.00	
<b>DESCRIPTION OPERATION/LOCATIONS/VIHICLES/SPECIAL</b>										
<b>CERTIFICATE HOLDER &amp; ADDITIONAL INSURED</b>  Proof of Insurance					<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT.  <b>AUTHORIZED REPRESENTATIVE</b>  <div style="text-align: center;"><i>Bruce Holley</i></div>					



Policy Number: TWC4044016

Date Entered: 4/18/2022

**CERTIFICATE OF LIABILITY INSURANCE**DATE (MM/DD/YYYY)  
4/18/2022

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).

<b>PRODUCER</b> HANA INSURANCE AGENCY 100 BROAD AVE PALISADES PARK, NJ 07650	<b>CONTACT NAME:</b> GRACE HWANG		
	<b>PHONE (A/C, No, Ext):</b> (201) 313-3776	<b>FAX (A/C, No):</b> (201) 313-3742	
	<b>E-MAIL ADDRESS:</b> GRACE@HANAINSURANCE.NET		
<b>INSURED</b> 3H SERVICE SYSTEM, INC.  P.O. BOX 2092 BUFORD, GA 30515	<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
	INSURER A: TECHNOLOGY INSURANCE COMPANY INC		42376
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE DAMAGE TO RENTED PREMISES (Ea occurrence) MED EXP (Any one person) PERSONAL & ADV INJURY GENERAL AGGREGATE PRODUCTS - COMP/OP AGG \$ \$ \$ \$ \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) BODILY INJURY (Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident) \$ \$ \$ \$ \$
	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE AGGREGATE \$ \$ \$
<b>A</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<b>Y/N</b> <b>N</b>	<b>N/A</b>	<b>TWC4044016</b>	01/21/2022	01/21/2023	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

COMMERCIAL BUILDING JANITORIAL SERVICES

**CERTIFICATE HOLDER****CANCELLATION**

PROOF OF INSURENCE

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

04/18/2022

*Chung H Choi*

© 1988-2015 ACORD CORPORATION. All rights reserved.

**Non-Public Works Bid****AFFIDAVIT**STATE OF GAPARISH/COUNTY OF Gwinnett

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

Kristina Woo, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Representative of 3H Service System, Inc (Entity), the party who submitted a bid in response to Bid Number 50-00138216 to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

Choice A \_\_\_\_\_

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

Choice B ✓

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

Debt Disclosures

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

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

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

Affiant further said:

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

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



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

Kristina Woo  
Signature of Affiant

Kristina Woo  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 17 DAY OF May, 2022

Monika Patel  
Notary Public

Monika Patel  
Printed Name of Notary

Notary Public  
Notary/Bar Roll Number

My commission expires March 5th, 2023

