



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000126481 ONE TIME PURCHASE OF LED BULBS FOR THE
JEFFERSON PARISH LIBRARY.**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

03-Jun-2019 09:56:43 AM



Bid Number 50 – 126481

**ONE TIME PURCHASE OF LED BULBS FOR THE JEFFERSON PARISH
LIBRARY.**

JUNE 6, 2019 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**

DATE: 5/22/2019
BID NO.: 50-00126481

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

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 WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 6/06/2019 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, 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 A17.1-1981).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

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

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.

13, 15

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

See Page 1 for Conflicts of Interest Statement

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

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

Are you requesting an escalation provision?

YES _____ NO ☒

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

3 weeks from PO

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Scurlock Electric LLC

ADDRESS: 1903 Grand Caillou Road

CITY, STATE: Houma, LA ZIP: 70363

TELEPHONE: (855) 868-2253 FAX: ()

EMAIL ADDRESS: blake.lejeune@scurlockelectric.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: _____
NUMBER: _____
NUMBER: _____
NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 37,921.40

AUTHORIZED SIGNATURE: Leslie T. Walker, Jr.

TITLE: C.E.O.

LESLIE T. WALKER, JR.
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.: 50-00126481

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	76.00	EA	<p>ONE TIME PURCHASE OF LED BULBS FOR THE JEFFERSON PARISH LIBRARY.</p> <p>0010 - GENERAL ELECTRIC LED BULB LED450BT56/750</p> <p>DES: LED 500K TYPE B, 450W BALLAST BYPASS</p> <p>UPC NO: 04316850107 GRAYBAR NO: 26103105</p> <p>DIRECT 1000W GE LED REPLACEMENT LAMP FOR HID-BALLAST BYPASS (TYPE B)</p> <p>LOW COST OPERATION: Uses 60% less energy Ballast bypass (Type B) wiring eliminates costs associated with replacing ballasts</p> <p>LONG LIFE 2.5 x Longer Life. High-performance fan ensures rated lamp life.</p> <p>COLOR RENDERING & TEMPERATURE Available with CRI of 70 5000K Instant On/Brightness</p> <p>VERSITILE UPDATE Omni-directional lamp utilizes existing fixture optics. Flexible use-one lamp can be used in many type of fixtures. Universal burn. Designed to match HID ANSI profile. Rated for open and enclosed fixtures. Temperature rating for -20C to 50C. Type B eliminates the need to check ballast compatibility.</p> <p>QUALITY AND RELIBILITY 5 year limited warranty. Tether, support kit, and in-line fuse included. Driver with internal fuse provides 6 kv surge protection.</p> <p>DESCRIPTION LED450BT56/750</p> <p>FIXTURE RATING Open and enclosed rating</p> <p>VOLTS 277 - 480</p> <p>INITIAL COLD LAMP</p>	<p>\$ 412.93</p> <p>as specified freight allowed</p>	<p>\$ 31,382.⁶⁸</p>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126481

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
2	250.00	EA	5000K WATTAGE REPLACEMENT 1000 0020 - SATCO LED BULB NO: S9951 DES: LED Lamp 2G11, Base Type B, Ballast Bypass UPC NO: 04592309951 GRAYBAR PART NO: 26077678 ITEM NO - S9951 WATTS - 23 LAMP SHAPE - T5 BASE - 2G11 LAMP CODE - 23PLL/LED/840/BP NON-DIMMABLE FINISH- FROST COLOR - COOL WHITE CRI - 82 NO BALLAST OR DRIVER REQUIRED DIRECT WIRE 120-277 LINE VOLTAGE ALL GLASS TUBE WARRANTY - 5 YEAR LIMITED	\$ 9.45	\$ 2,362.50
3	152.00	EA	0030 - SATCO LED BULB NO: S8728 6W/H/LED/CFL/8/40/2P/BP DES: LED BULB, BALLAST BYPASS ITEM NO - S8728 WATTS - 6 OPERATING FREQUENCY - 50/60HZ LAMP SHAPE - PL BASE - GX23 LAMP CODE - 6W/H/LED/CFL/840/2P/BP NON-DIMMABLE FINISH - FROST COLOR - COOL WHITE BALLAST BYPASS INSTANT ON TO FULL BRIGHTNESS/ NO FLICKERING UNIVERSAL OPERATING POSITION WARRANTY - 5 YEAR LIMITED	as specified frit allowed \$ 7.48	\$ 1,136.96
4	12.00	EA	0030 - SATCO LED BULB NO: S29769 DES: 75W/LED/HID/MB/5000K/100-277V UPC NO: 04592329769 GRAYBAR PART NO: 26284276 ITEM NO - S29769 PRODUCT LINE - HI-PRO	as specified frit allowed \$ 116.00	\$ 1,392.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126481

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	23.00	EA	<p>WATTS - 75 INPUT VOLTAGE - 100 - 277 OPERATING FREQUENCY - 50/60HZ BASE - MOGUL EXTENDED ANSI BASE - EX39 LAMP CODE - 75W/LED/HID/MB/5000K/100- 277V/EX39 NON-DIMMABLE FINISH - WHITE ADJUSTABLE BEAM ANGLE APPROVED FOR TOTALLY ENCLOSED FIXTURES HI BAY, LOW BAY, AND POST TOP LIGHT PANELS LOCK INTO PLACE CREATING 3 SEPARATE BEAM ANGLE OPTIONS IP65 RATED BUILT IN SURGE PROTECTION - 3KV WARRANTY - 5 YEAR LIMITED</p> <p>0050 - SATCO LED BULB NO: S29752</p> <p>DES: 60W/LED/HID/MB/5000K/100-277V</p> <p>UPC NO: 04592329752 GRAYBAR PART NO: 26056781</p> <p>ITEM NO - S29752 PRODUCT LINE - HI-PRO INPUT VOLTAGE - 100 277 OPERATING FREQUENCY - 50/60HZ BASE - MOGUL EXTENDED ANSI BASE - EX39 LAMP CODE - 60W/LED/HID/MB/5000K/100- 277V/EX39 NON-DIMMABLE FINISH - WHITE DIRECT WIRE RANGE VOLTAGE 100-277 APPROVED FOR TOTALLY ENCLOSED FIXTURES HI BAY, LOW BAY, AND POST TOP LIGHT PANELS LOCK INTO PLACE CREATING 3 SEPARATE BEAM ANGLE OPTIONS BUILT IN SURGE PROTECTION - 1KV WARRANTY - 5 YEAR LIMITED</p>	<p>\$71.62</p>	<p>\$1,647.26</p>

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Scurlock Electric, LLC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Scurlock Electric, LLC
INCORPORATED, DULY NOTICED AND HELD ON 6/6/19,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT X Leslie J. Galka, Jr., 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.

X Leslie J. Galka, Jr.
SECRETARY-TREASURER

6/6/19

DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Houma

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

X Festie Palka, Jr. (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized CEO of Scarbuck Electric (Entity), the party who submitted a bid in response to Bid Number 5000126481 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.

X Leslie T. Walker, Jr.
Signature of Affiant

LESLIE T. WALKER, JR.
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 6th DAY OF June, 2019.

EAW
Notary Public

Emily A. Walker
Printed Name of Notary

Bar No. 34416
Notary/Bar Roll Number

EMILY A. WALKER
NOTARY PUBLIC
ID NO. 133879 - BAR NO. 34416
MY COMMISSION IS FOR LIFE.

My commission expires for life - does not expire



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

April 24, 2019

CHANGES FOR THE JEFFERSON PARISH PURCHASING DEPARTMENT

- Purchasing will be moving back to the General Government Building the week of May 6, 2019.
- All Public Bid Openings (2 pm response time) after the week of May 6, 2019 will be held in Jefferson Parish Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA, 70053.
- All advertised bid submissions (2 pm) and all non-advertised bid submissions (11 am) are due at the 200 Derbigny Street, Suite 4400 address or via on-line through Central Bidding until the date and time the bid is to open. For convenience, the bid submission can be delivered to our satellite office in the Yenni Bldg, 1221 Elmwood Park Blvd, Suite 404, Jefferson, LA, 70123 until the day before the bid opening date and time.
- Always refer to the Invitation to Bid instructions for pre-bid information (if applicable). Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission from all bidders.** Bidders must read the insurance requirement attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123

Office 504.364.2678

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

Office 504.364.2678

Email: Purchasing@jeffparish.net Website: www.jeffparish.net



U.S. SMALL BUSINESS ADMINISTRATION
WASHINGTON, DC 20416

Original
Certification
Date: 07/26/2016

Leslie Walker - Manager
Scurlock Electric, L.L.C.
1993 Grand Caillou Rd.
Houma, LA 70363-7076

Dear Leslie Walker:

Congratulations! . . . Welcome to the HUBZone Program!

I am pleased to advise you that effective this date, Scurlock Electric, L.L.C. has been approved for certification as a "qualified HUBZone small business concern (SBC)." The firm is now eligible for HUBZone opportunities and will be included on the list of qualified HUBZone small business concerns found at <http://www.sba.gov/dbs/sbsa/hubzone/hubzone.cfm>. This certification will remain in effect unless SBA later determines that the firm does not meet the eligibility requirements of the program or the firm submits a voluntary decertification form. The information below sets forth facts concerning the company's continued eligibility and its responsibilities.

The Firm's Responsibilities as a HUBZone certified concern

As a HUBZone certified concern, the program benefits the firm may receive come with important responsibilities, including:

- **Keeping the firm's System for Award Management (SAM) and Dynamic Small Business Search (DSBS) records up-to-date.** To apply for HUBZone Program certification, the firm had to be registered in SAM and DSBS. For the firm to receive benefits from the HUBZone Program (i.e., to be identified by contracting officers as eligible to receive HUBZone contracts and to be paid under any such contracts), these records must remain up-to-date. You must validate the firm's information at least annually or your SAM registration will become inactive. If you need assistance in updating the firm's SAM or DSBS information, please go to the SAM Help Desk at <http://fed.gov/fedgov/home.do>.
- **Informing the HUBZone Program of any material changes to the concern.** If there are material changes to the concern that may affect its continued eligibility, you must notify the HUBZone Program by sending an e-mail to HUBZONE@sba.gov. Material changes include a change in name, size, ownership, business structure, or principal office location, in addition to falling below the 35% employee HUBZone residency requirement when the firm is not performing on a HUBZone contract. Failure to notify the HUBZone Program of material changes may result in decertification from the program. If at any time the concern no longer qualifies for the HUBZone Program, the individual authorized to represent the firm can complete the "Voluntary Decertification Agreement" available at <http://www.sba.gov/content/maintaining-hubzone-certification>.

Note: The HUBZone Program sends notices regarding program examinations, proposed decertifications, and re-certifications to the firm's physical and email addresses of record. If the firm fails to respond to these notices because the firm relocated without updating its SAM and DSBS profiles and informing the HUBZone Program, SBA will propose the firm for decertification and may subsequently decertify it from the Program. Therefore, it is critical that you check your email's SPAM folder to make sure that you are receiving emails from SBA, notify us of any change in the physical address and keep the firm's SAM and DSBS profiles current.

- **Remaining in compliance at all times and staying updated on Program changes.** It is the firm's responsibility to continually ensure that it meets the requirements of the Program. This includes, for example, continuously meeting the 35% HUBZone residency requirement. The firm can make good faith efforts to "attempt to maintain" (see definition at 13 C.F.R. 5.126.103) having 35% of its employees reside in a HUBZone during the performance of a HUBZone contract it received (as a prime, not as a subcontractor). But the business must meet this residency requirement anytime it submits an offer on and receives a new HUBZone contract. This also includes complying with contract performance requirements in connection with any HUBZone contracts awarded to the firm as a qualified HUBZone SBC (e.g., the subcontracting limitations requirements set forth in 13 C.F.R. 5.126.700 and/or the non-manufacturer rule set forth in 13 C.F.R. 5.126.601-4).
- **Periodically visiting our website (<http://www.sba.gov/hubzone>) to keep up-to-date with the Program requirements and geographical designations.** Check SBA's HUBZone mapping pages to determine whether changes in HUBZone area designations impact or will impact the firm's eligibility at <http://www.sba.gov/content/hubzone-maps>. While there, sign up to receive HUBZone News Updates via email; and when you need help, go to the Small Business Learning Center at <http://www.sba.gov/tools/sba-learning-center>.

ATTENTION: The firm has employees that reside in a HUBZone redesignated area. In order to maintain the certification you must analyze how the ending of the HUBZone designation for these areas impact the firm's 35% employee HUBZone residency requirement. For more information, review the Maintaining Certification, Decertification section of the Frequently Asked Questions.

Specifically, the addresses provided for 5 of the 9 HUBZone employees are located in redesignated areas.

- Brennan Paire's home address at 5310 North Bayou Black Drive, Gibson, LA is in previously Qualified Census Tract 22109001600 which has been redesignated until January 2018.
- Stephen Sanchez's home address at 714 Linda Ann Ave., Gray, LA is in previously Qualified Census Tract 22109000102 which has been redesignated until March 2019.
- Lisa Gros' home address at 446 Highridge Dr., Houma, LA is in previously Qualified Census Tract 22109001400 which has been redesignated until March 2019.
- Jennifer Belle's home address at 5203 Beverly ST, Chauvin, LA is in previously Qualified Census Tract 22109001202 which has been redesignated until January 2018.
- Jamie Owens' home address at 273 Louis Emile Dr., Gray, LA is in previously Qualified Census Tract 22109000102 which has been redesignated until March 2019 in accordance with 13 CFR 126.103.

- **Participating in SBA eligibility monitoring initiatives.** In order to ensure the integrity of the Program, firms will be required to recertify their status and may be subject to program examinations, proposed decertifications, or protests designed to verify eligibility, including:
 - SBA requiring the concern to certify in writing under penalty of perjury that it continues to meet all the eligibility criteria of the HUBZone Program or voluntarily decertify.
 - SBA requiring the concern to submit updated documentation, similar to the information and documents you provided for the firm to obtain initial certification in order to verify that it remains eligible for the program.
 - SBA requiring the concern to demonstrate that it was eligible for the Program both at the time of its initial offer and award of a HUBZone contract.
 - SBA making unannounced site visits to any or all of the concern's locations to verify the accuracy of any information provided to SBA.
- **Misrepresentation.** By bidding on any Federal solicitation that is set-aside or reserved only for HUBZone SBCs or for which a HUBZone preference will be applied, the firm's submission of that offer is deemed to be a representation to the United States that the company is fully in compliance with the HUBZone regulatory requirements, and that there have been no material changes since it received the HUBZone certification. ANY SBC FOUND TO MISREPRESENT ITS HUBZONE STATUS IN OBTAINING SUCH AN AWARD MAY BE SUBJECT TO A RANGE OF CIVIL OR CRIMINAL PENALTIES, TREBLE DAMAGES UNDER THE FALSE CLAIMS ACT AND/OR SUSPENSION OR DEBARMENT FROM FEDERAL CONTRACTING.

How to get the most out of the Program

Although the firm's status as a certified HUBZone SBC greatly improves its access to Federal awards, this certification does not guarantee contract awards. Your ability to

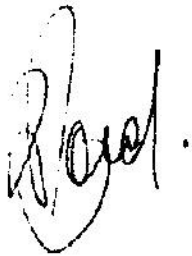
research opportunities and competitively bid on them will be the key to your success in this program. I recommend you utilize the following additional web resources designed to help you maximize the Program's benefits:

- SBA's Government Contracting Classroom website at (<http://www.sba.gov/gc/classroom>) provides valuable information on Federal contracting. Please note that while your concern was approved under the primary North American Industry Classification System (NAICS) Code found in your firm's SAM and DSBS profiles, you may be awarded contracts under other NAICS Codes. You may benefit from researching and identifying potential HUBZone contracting opportunities outside your profile's NAICS code.
- SBA's Surety Bond Program website (www.sba.gov/sbg) provides information on how to apply for an SBA surety bond guarantee.
- Federal Business Opportunities (www.fbo.gov) serves as a central listing for Federal procurement solicitations to the public.

Thank you for contributing to US economic development.

We wish you the best of luck as a HUBZone certified concern - your success will help improve the economic future of the HUBZone(s) in which the firm operates. If at any time you have any questions about the Program or how the SBA may be able to support your business objectives, the HUBZone Office offers assistance via an interactive conference call where we can respond to general questions and concerns in real-time. Visit our website at <http://www.sba.gov/hubzone>, for additional information or contact the HUBZone Help Desk at HUBZone@sba.gov.

Sincerely,



Mariana Pardo
Director
Office of HUBZone Program

HUBZone Certification Number: 55649

Ref: IAF-19L

Office of the HUBZone Program, U.S. Small Business Administration, 409 Third Street, SW, Washington, DC 20416

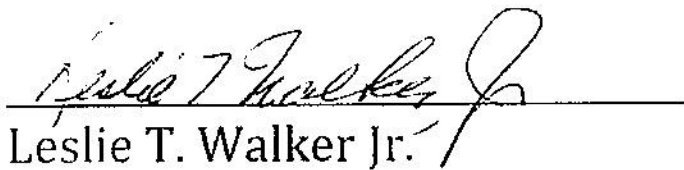


Scurlock Electric, LLC | 1903 Grand Caillou Road | Houma, LA 70363

To Whom It May Concern:

This letter is to state that I, Leslie T. Walker Jr., do not work any hours for Scurlock Electric LLC. I also do not receive a paycheck from Scurlock Electric LLC.

Sincerley,


Leslie T. Walker Jr.



HUBZone Program Certification for Applicants Owned by U.S. Citizens, ANC's or CDCs

Please read carefully the following certification statements and have the authorized officer or officers of the applicant sign and date the form. The U.S. Small Business Administration (SBA) relies on the information in the applicant's online submission, this form and any documents or supplemental information submitted in connection with this application to determine whether the applicant qualifies as a HUBZone small business concern (SBC). The definitions for the terms used in this certification and throughout this application are set forth in the Small Business Act (15 U.S.C. § 632), SBA regulations (13 C.F.R. Part 126), and also any statutory and regulatory provisions referenced in those authorities. In addition, please note that SBA will request further clarification or supporting documentation in order to assist in the verification of any of the information provided and that each person signing this certification may be prosecuted if they have provided false information. Any action taken with respect to this application does not affect the Government's right to pursue criminal, civil or administrative remedies for incorrect or incomplete information given on the application form, even if correct information has been included in other materials submitted to SBA.

The undersigned has reviewed, verified and certifies that (all boxes must be checked):

- ☒ The applicant meets SBA ownership requirements because (check the applicable line):
 - ☒ The applicant is at least 51% unconditionally and directly owned and controlled by persons who are United States citizens.
 - ☐ The applicant is an ANC owned and controlled by Natives (determined pursuant to section 29(c)(1) of the ANCSA); or a direct or indirect subsidiary corporation, joint venture, or partnership of an ANC qualifying pursuant to section 29(c)(1) of ANCSA, if that subsidiary, joint venture, or partnership is owned and controlled by Natives (determined pursuant to section 29(e)(2)) of the ANCSA).
 - ☐ The applicant is wholly owned by a CDC, or owned in part by one or more CDCs, if all other owners are either United States citizens or SBCs.
- ☒ The applicant meets SBA size requirements because, together with its affiliates, the applicant qualifies as a small business under the size standard corresponding to its primary industry classification as defined in 13 C.F.R. Part 121.
- ☒ The applicant's principal office is located in a HUBZone.
- ☒ At least 35% of the applicant's employees reside in a HUBZone. When determining the percentage of employees that reside in a HUBZone, if the percentage results in a fraction, the applicant has rounded up to the nearest whole number.
- ☐ The applicant represents that it will make good faith efforts to "attempt to maintain" (see 13 C.F.R. § 126.103) having 35% of its employees reside in a HUBZone during the performance of any HUBZone contract it receives.
- ☒ The applicant represents that it will ensure that it will comply with contract performance requirements in connection with contracts awarded to it as a qualified HUBZone SBC, as set forth in 13 C.F.R. § 126.700, and/or the non-manufacturer rule as set forth in 13 C.F.R. § 126.601(f).
- ☒ The applicant has not been declined or decertified from the HUBZone Program within 90 days of the date of this application.
- ☒ All the statements and information provided in the applicant's online application, this form and any attachments are true, accurate and complete. If assistance was obtained in completing this form and the supporting documentation, I have personally reviewed the information and it is true and accurate. I understand that these statements are made for the purpose of determining eligibility and continuing eligibility in the HUBZone Program. In addition, the applicant will immediately notify the SBA of any material change which could affect the applicant's HUBZone SBC eligibility.
- ☒ I understand that the information submitted may be given to Federal, State and local agencies for determining violations of law and other purposes. The certifications in this document are continuing in nature. Each HUBZone prime contract or subcontract for which the applicant submits an offer/quote or receives an award while a HUBZone SBC constitutes a restatement and reaffirmation of these certifications. I understand that the applicant may not misrepresent its status as a HUBZone SBC to: 1) obtain a contract under the Small Business Act; or 2) obtain any benefit under a provision of Federal law that references the HUBZone Program for a definition of program eligibility.
- ☒ I am an officer of the applicant authorized to represent the applicant and sign this certification on its behalf.



OMB Approval No. 3245-0320
Expiration Date: 02/28/2016

Warning: By signing this certification you are representing on your own behalf, and on behalf of the applicant, that the information provided in this certification, the application and any document or supplemental information submitted in connection with this application, is true and correct as of the date set forth opposite your signature. Any intentional or negligent misrepresentation of the information contained in this certification may result in criminal, civil or administrative sanctions including, but not limited to: 1) fines of up to \$500,000, and imprisonment of up to 10 years, or both, as set forth in 15 U.S.C. § 645 and 18 U.S.C. § 1001, as well as any other applicable criminal laws; 2) treble damages and civil penalties under the False Claims Act; 3) double damages and civil penalties under the Program Fraud Civil Remedies Act; 4) suspension and/or debarment from all Federal procurement and nonprocurement transactions; and 5) program termination.

Signature		Date	3/10/16
Print Name (First, Middle, Last)	Quentin Thomas Walther		
Title	President		
Business Name	Scurlock Electric LLC		

Note: This certification must be verified in front of a notary. In addition, if the applicant is a corporation, please have the Corporate Secretary witness these signatures and affix the corporate seal, if required by state statute or corporate charter.

VERIFICATION ON OATH OR AFFIRMATION

State of Louisiana
(County) of Iberia Signed and sworn to (or affirmed) before me on
the 10th day of March 2015, by Quentin Thomas Walther

(Seal, if any)

Signature of notarial officer [My commission expires: with life]

Margaret H. Kohmann
257 Port Royal Way
Houma, LA 70360
LA Notary ID # 8617

CORPORATE CERTIFICATE

I, _____, certify that I am the Secretary _____; that _____, who signed this Agreement for this corporation, was then _____ of this corporation; and that this Agreement was duly signed for and on behalf of this corporation by authority of its governing body and within the scope of its corporate powers. Witness my hand and the seal of this corporation this ____ day of _____ 20__.

By _____

PLEASE NOTE: The estimated time burden for compiling, preparing and submitting the requested information is 3 hours. You are not required to respond to any collection of information unless it displays a currently valid OMB approval number. The OMB Approval number for this collection of information is 3245-0320. Comments on the estimated burden should be sent to: U.S. Small Business Administration, 409 3rd Street, SW, Washington, DC 20416, and to: SBA Desk Officer, Office of Management and Budget, New Executive Office Building, Room 10202, Washington, D.C., 20503. PLEASE DO NOT SEND FORMS TO OMB.

DOCUMENT CHECKLIST

PRINCIPAL OFFICE

- ☒ Lease/Rental Agreement/Deed
- ☒ Utility Bill
- ☒ Firm Location List

35% HUBZONE RESIDENCY

- ☒ Payroll Records
- ☒ Identification/ Proof of Residence for HUBZone Residents
- ☐ HUBZone Map of HUBZone Residents' Addresses
- ☒ Employee List
- ☐ Contractor List (if applicable) N/A

OWNERSHIP AND CONTROL

- ☒ Proof of Citizenship for firms at least 51% owned by US Citizen
- ☐ LLC Documents
 - ☐ DBA (Doing Business As) Certificate. N/A
 - ☒ Articles of Organization and any amendments.
 - ☒ Certificate of Organization with the Secretary of State seal.
 - ☒ Operating Agreement and any amendments.
- ☐ Other key ownership documents

SIGNATURE SHEET

- ☐ Signed HUBZone Program Certification Signature Sheet

ATTEMPT TO MAINTAIN (ONLY FOR RECERTIFICATIONS, PROGRAM EXAMS, PROPOSED DECERTIFICATIONS AND PROTESTS)

- ☐ Evidence that firm is attempting to maintain the 35% requirement

DOCUMENT CHECKLIST

- ☐ For each item on this page, either mark that it has been included in your upload package with a check mark or indicate that the item is not applicable to your company and provide a separate page explaining why the item is not applicable. Then sign this page and upload it with the rest of the documents.

Name (printed): Quentin T. Walker

Signature: _____

Date: 2/12/16

PRINCIPAL OFFICE: 13 CFR 126.103

SBA reviews the following documentation to determine a) which of the firm's locations is the principal office and b) if that location is in a HUBZone. The principal office is the location where the greatest number of employees perform their work. (See 13 CFR 126.103 "Principal Office" and "Employee" definitions)

SBA may aggregate employees from an affiliated firm in order to validate that the firm meets the principal office requirement. Specifically, SBA will look at the totality of circumstances to determine whether the employees of one company should be considered employees of the HUBZone applicant/HUBZone small business concern (SBC) for purposes of this program.

LEASE/RENTAL AGREEMENT/DEED

Copy of a fully executed lease/rental agreement or deed for the firm's principal office location. Lease must be valid and in full effect at the time of review. The firm's full legal name must be identified as being the lessee, renter, or owner⁶. If the lease/rental agreement or deed only includes a parcel description, include a property tax bill and/or insurance policy supporting the physical address of the principal office location. Note that the property tax bill and/or insurance policy is for verification of the physical address only – submission of this document in lieu of the required lease or deed is not evidence that the firm meets this regulatory requirement.

[Back to Document Checklist](#)

UTILITY BILL

Copy of a utility bill for the firm's principal office that clearly shows the period of usage and covers the time of review. Examples include gas, electric, water, sewer or landline telephone. Note that cellular phone bills are not acceptable because these may not be necessarily associated with a physical location.

If you cannot provide a land-line telephone bill, or a utility bill because utilities are included in the rent or lease payments, you must do one of two things.

- If the utilities *are* mentioned in the rental or lease agreement, clearly annotate the document, to draw our attention to this circumstance. Example: "Lease includes utilities. See page 2, paragraph 3."
- If the utilities *are not* mentioned in the rental or lease agreement, provide a signed affidavit from the lessor explaining that utilities are included with the rent or lease payments.

[Back to Document Checklist](#)

FIRM LOCATION LIST

Complete list of all locations maintained by the firm or used as jobsites. For the HUBZone Program:

- An *office* is a location maintained by the firm (i.e., owned or leased by the firm).
- A *job site* is a location used to fulfill specific contract obligations (applicable only to firms whose primary industry is service or construction).

This listing must include the following information for each location:

- a. Complete address and description of location (i.e., *office* or *job site*).
- b. Names of employees working at each address.
- c. Number of hours each employee works per week at each address.

⁶ If the firm's name is not in any of these documents, include a written statement explaining why.

- d. Days of week and business hours that each *office* is staffed.
- e. If the location is a *job site*, include a copy of the contract (front page and other pages showing where the work must be performed) and contract number.

[Back to Document Checklist.](#)

35% EMPLOYEE HUBZONE RESIDENCY: 13 CFR 126.103 AND 126.200

At least 35% of *all* of the firm's employees must live in a HUBZone, regardless of where they work. (See 13 CFR 126.200 (b) (4); see also definition of Employee at 13 CFR 126.103)

SBA may aggregate employees from an affiliated firm in order to validate that the firm applying for HUBZone certification meets the principal office requirement. Specifically, SBA will look at the totality of circumstances to determine whether the employees of one company should be considered employees of the HUBZone applicant/HUBZone small business concern (SBC) for purposes of this program.

[Back to Document Checklist.](#)

PAYROLL RECORDS⁷

The SBA uses the firm's payroll records to determine several things, including whether specific individuals are 'employees,' as defined for the HUBZone Program; whether the majority of the employees work from the HUBZone 'principal office' as defined for the HUBZone Program; and whether at least 35% of firm's employees reside in a HUBZone.

The SBA will accept payroll records, payroll summaries, payroll reports, etc. only if they contain, at a minimum: employees' names, the number of hours worked for each pay period, the wages earned for each pay period, and each pay period's beginning and end dates.

In documents submitted, include a statement explaining whether:

- All of the officers of the firm are shown as employees on the payroll. If that is not the case, indicate the number of hours per month each officer works for the firm and how they are being compensated.
- Any independent contractors performed work for the firm at the time of review (electronic verification date for initial applications). If so, please submit the documents under "Contractor List."
- All individuals who work for the firm are shown as employees on the payroll, including individuals obtained from a temporary employee agency, leasing concern, or through a union agreement or co-employed pursuant to a professional employer organization agreement. If that is not the case, please submit a copy of the agreement and payroll or evidence accounting the employees' work time during the time of review (electronic verification date).

To enable SBA to conclude who was on the firm's payroll on the time of review, the firm must submit payroll records that include, or cover, the date of review – for initial applications this is the electronic verification date (EVD).

Example: A firm on a biweekly payroll system ending on the 15th and 30th of the month, submits its application on June 1, 2016 and electronically verifies its application on June 3, 2016. The firm submits payroll records that include, or cover, the electronic verification date - June 3, 2016. The May 31, 2016

⁷ A firm that does not have a payroll system can still apply and validate continued compliance. For more information, refer to the Initial Application – Processing Questions section at <https://www.sba.gov/content/frequently-asked-questions>

payroll would not be acceptable evidence because it does not include, or cover, the electronic verification date (June 2, 2016). Therefore, the appropriate payroll records are the ones generated on June 15, 2016.

The firm has 10 business days from the EVD to upload documentation (June 17, 2016). The firm submits all supporting documentation, other than payroll, by June 17, 2016. In that document upload, it includes a signed statement to SBA explaining why the payroll is not available and indicates when the firm expects to upload the pertinent payroll records. (e.g., "The firm is on a biweekly payroll system. Payroll records covering June 3, 2016, the date that we electronically verified our HUBZone application, will be available on June 30, 2016. We expect to upload the document to SBA not later than July 2, 2016.") The file is named "Application XXXXX - 35% HUBZone Residency - Payroll Pending.pdf."

Example: A firm on a monthly payroll system that ends on the 30th day of the month submits its application on June 1, 2016, and electronically verifies its application on June 3, 2016. The firm submits payroll records that include, or cover, the electronic verification date - June 3, 2016. The May 31, 2016 payroll would not be acceptable evidence because it does not include, or cover, the electronic verification date (June 3, 2016). Therefore, because the firm is on a monthly payroll system, the appropriate payroll records will not be available until June 30, 2016.

The firm has 10 business days from the electronic verification date to upload documentation (June 17, 2016). The firm submits all supporting documentation, other than payroll, by June 17, 2016. In that document upload, it includes a signed statement to SBA explaining why the payroll is not available and indicates when the firm expects to upload the pertinent payroll records. (e.g., "The firm is on a monthly payroll system. Payroll records covering June 3, 2016, the date that we electronically verified our HUBZone application, will be available on June 30, 2016. We expect to upload the document to SBA not later than July 2, 2016.") The file should be named "Application XXXXX - 35% HUBZone Residency - Payroll Pending.pdf."

For SBA to consider a person to be an employee of the firm, you must provide evidence that the person works at least 40 hours per month. Therefore, the firm must submit sufficient payroll records to allow it to conclude that an individual does, or does not, work the required minimum 40 hours per month. Therefore, if the payroll that you submit that covers, or includes, the electronic verification date includes employees who work at least 40 hours per month, but during that payroll period did not work at least 40 hours, you must submit additional payroll records that demonstrate that they work at least 40 hours per month. (This is often the case with firms that have weekly or biweekly payroll systems, and employ some individuals on a part-time basis.) In this circumstance, in addition to the payroll including, or covering, the electronic verification date, the firm must submit the immediately preceding payroll(s).

Example: A firm on a biweekly payroll system submits its application on June 1, 2016, and electronically verifies its application on June 3, 2016. The firm submits payroll records that include, or cover, the electronic verification date - June 3, 2016 (e.g., payroll for the period May 29 - June 11, 2016).

The firm has a part-time employee who works 15 hours per week. During the payroll period that covers, or includes, the electronic verification date, the employee worked 30 hours. Therefore, to demonstrate that the employee worked at least 40 hours per month, the firm also submits payroll records for the immediately preceding payroll period, May 15 - 28, 2016.

Example: A firm on a weekly payroll system submits its application on June 1, 2016, and electronically verifies its application on June 3, 2016. The firm submits payroll records that include, or cover, the electronic verification date - June 3, 2016 (e.g., payroll for the period May 29 - June 7, 2016). The firm has a part-time employee who works 10 hours per week. During the payroll period that covers, or includes, the electronic verification date, the employee worked 10 hours. To demonstrate that the employee worked at least 40 hours per month, the firm also submits payroll records for the immediately preceding 3 payroll periods: May 22 - 28, 2016; May 15 - 21, 2016; and May 8 - 14, 2016 to demonstrate that the person worked 40 hours during that month for a total of 4 weekly payrolls.

[Back to Document Checklist.](#)

IDENTIFICATION / PROOF OF RESIDENCE FOR HUBZONE RESIDENTS⁸

Provide copies of driver's licenses, identification cards, or voter registration cards showing the home address of each HUBZone resident employee. These documents must be valid, issued on or before the time of review (electronic verification date for applications), and having an expiration date, if any, after the electronic verification date.

If the address listed on a document is no longer valid, or is a PO Box, provide a copy of a current lease agreement, mortgage statement, utility bill (not cell phone), or change of address card in the name of the individual which shows the address where the individual resides.

If none of the documents enumerated above are available, follow the instructions at <https://www.sba.gov/content/frequently-asked-questions#The 35% Requirement>.

[Back to Document Checklist.](#)

HUBZONE MAP OF HUBZONE RESIDENTS' ADDRESSES

Provide a copy of a HUBZone map for each employee residing in a HUBZone. Include the name of the employee on the map.

[Back to Document Checklist.](#)

EMPLOYEE LIST

Provide a complete listing of all who work for the firm at the time of review. This listing is separate from the official payroll record.

For each individual include:

- a. Complete name
- b. Description of employee: full-time; part-time; temporary from employee agency, leasing concern, or through a union agreement; co-employed pursuant to a professional employer organization agreement; salaried; included in payroll; not included in the payroll; owner; officer; shared with affiliate; etc. Some individuals may require multiple designations in the description: e.g. "Jane Smith - owner, salaried, included in payroll; Joe Smith - owner, not included in payroll, shared with affiliate."
- c. Whether or not employee resides in a HUBZone – HUBZone residents must be supported by proof of residence documents. Additional details are available at <https://www.sba.gov/content/frequently-asked-questions#The 35% Requirement>.
- d. Number of hours employee works per month.

[Back to Document Checklist.](#)

CONTRACTOR LIST (IF APPLICABLE)

The SBA may use the totality of circumstances to determine if independent contractors are considered employees for the purpose of HUBZone certification. Additional information is available at <https://www.sba.gov/content/frequently-asked-questions#employee>.

⁸ For more information, read information at <https://www.sba.gov/content/frequently-asked-questions#The 35% Requirement>

For each independent contractor provide:

- Independent contractor agreements,
- Invoices,
- Proof of payment,
- 1099 forms,
- Any other relevant documents showing the nature of the relationship (for example, signed confidentiality forms); and
- Answers to:
 - Do any of the independent contractors have or have they had in the past, business cards issued by your firm? If yes, provide SBA with a copy of the business card.
 - Do any of the independent contractors have email accounts issued to them by your firm? If so, provide SBA with individual's email address.

If signed copies of executed contracts are not available, provide detailed description of work performed by each independent contractor including

- Date and number of hours worked,
- Type of work performed, and
- Address where the work was performed

[Back to Document Checklist.](#)

OWNERSHIP AND CONTROL: **13 CFR 126.200**

PROOF OF US CITIZENSHIP FOR FIRMS AT LEAST 51% OWNED BY US CITIZENS

Provide any ONE of the following documents for enough firm owners who are US Citizens to demonstrate that the applicant firm is at least 51 percent owned and controlled by United States citizens:

- a. Birth certificate,
- a. Current valid U.S. Passport,
- b. Certificate of Citizenship, or
- c. Certificate of Naturalization.

DO NOT send Social Security cards.

[Back to Document Checklist.](#)

LLC DOCUMENTS

Although your firm may not be required to submit these documents to the Secretary of State in your state, it is nonetheless required and necessary to determine the eligibility criteria for the SBA HUBZone Program. The following documents must be valid at the time of review and have the required signatures.

- a. DBA (Doing Business As) Certificate. If this document is not applicable, state this in writing.
- b. Articles of Organization and any amendments,
- c. Certificate of Organization with the Secretary of State seal, and
- d. Operating Agreement and any amendments

[Back to Document Checklist.](#)

OTHER KEY OWNERSHIP RELATED DOCUMENTS

If your firm is a member of a franchise, provide a copy of the Franchise Agreement. If your firm is owned in part by an ESOP or Trust, provide a copy of the ESOP plan or Trust Agreement. If the firm has no such agreements, indicate in writing that none of the above is applicable.

Please review Section C of your application to ensure that all managers, members, etc. are named in the documents requested above have been properly identified in your application. If after reviewing Section C you find that corrections are required, contact the individual who sent you this request (or the [HUBZone Helpdesk](#) if you cannot contact that individual) to have your application corrected.

[Back to Document Checklist.](#)

ATTEMPT TO MAINTAIN (13 CFR 126.602 AND 126.103)

This requirement only applies to firms that are currently certified and undergoing a review based on a recertification, proposed decertification, protest, or program examination.

A HUBZone qualified firm that is awarded a contract on the basis of its HUBZone status may fall below the 35% residency requirement, but only during the performance of the HUBZone contract. HUBZone firms must show that they are "attempting to maintain" the required percentage of employees who reside in a HUBZone. Furthermore, a firm must be meeting all of the eligibility requirements (including 35%) in order to bid on a new contract.

Types of supporting documents to prove that the firm is "attempting to maintain" the 35% requirement include:

- a. Written offers of employment
- b. Published advertisements
- c. Attendance at job fairs

[Back to Document Checklist.](#)

APPENDIX

INDEPENDENT CONTRACTORS AND THE TOTALITY OF THE CIRCUMSTANCES TEST

The "totality of the circumstances" language first appeared in SBA Size Policy Statement No. 1, which gave notice of SBA's intended application and interpretation of the definition of "number of employees."

According to Size Policy Statement No. 1, the intended application of the regulation was to broaden the SBA's authority to find that certain individuals be considered employees of the concern on an "other basis." Specifically, the SBA stated its concern that administrative precedent had interpreted the size regulation "in a way which is overly mechanical and has the potential for subjecting the SBA size determinations to abuse. In these cases, the Agency has merely applied the common law indicia of an employee/employer relationship, i.e., who hires, fires, pays and withholds taxes and provides benefits, to determine whether such individuals would be treated as employees of the business or not."

SBA further explained that the mechanical exclusion of employees retained through an employment contractor from the number of employees counted in determining a business size status would encourage circumvention of the size standards by means of creative employment practices. Therefore, in order to preserve the integrity of its size regulations, the SBA has determined that in appropriate cases individuals whose services have been procured through an employment contractor should be considered "individuals employed on . . . [an] other basis," under [SBA's size regulations] and be counted as part of that business "number of employees" even if technically the employees of the contractor under common law principles. To do otherwise would be to permit form to prevail over substance.

In determining whether a particular concern should be viewed as employing certain individuals on an "other basis," Size Policy Statement No. 1 directs that SBA "should consider any information or data relevant to the question of whether an employer is deriving the usual benefits incident to employment of such individuals, and the circumstances under which the situation came to exist."

The Size Policy Statement again directs SBA to consider the "totality of the circumstance," including the following eleven factors:

1. Did the company engage and select the employees?
2. Does the company pay the employees' wages and/or withhold employment taxes and/or provide employment benefits?
3. Does the company have the power to dismiss the employees?
4. Does the company have the power to control and supervise the employees' performance of their duties?
5. Did the company procure the services of the employees from any employment contractor involved in close proximity to the date of self-certification as a small business?
6. Did the company dismiss employees from its own payroll and replace them with the employees from any employment contractor involved? Were they replaced soon after their dismissal?
7. Are the individual employees supplied by any employment contractor involved the same individuals that were dismissed by the company?
8. Do the employees possess a type of expertise or skill that other companies in the same or similar lines of business normally employ in-house (as opposed to procuring by sub-contract or through an employment contractor)?
9. Do the employees perform tasks normally performed by the regular employees of the business or which were previously performed by the company's own employees?
10. Were the employees procured through an employment contractor to do other than fill in for regular employees of the company who are temporarily absent?
11. Does the contract with the independent contractor have a term based on the term of an existing Government contract?

The crux of this totality of circumstances test is to preserve the integrity of the HUBZone program and prevent certain employment practices that circumvent the HUBZone Act and implementing regulations.

[Back to Document Checklist.](#)

CLEAR LINE OF FRACTURE AND THE TOTALITY OF THE CIRCUMSTANCES TEST

SBA may aggregate employees from an affiliated firm in order to validate that the firm meets the principal office requirement. Specifically, SBA will look at the totality of circumstances to determine whether the employees of one company should be considered employees of the HUBZone applicant/HUBZone small business concern (SBC) for purposes of this program.

In making this determination, the SBA will look to see whether:

- a. The HUBZone applicant/HUBZone SBC is in fact sharing employees with another business concern;
- b. There is no clear line of fracture between the HUBZone applicant/HUBZone SBC and the other company; and/or
- c. There is evidence of subterfuge

For more information is available at <https://www.sba.gov/content/frequently-asked-questions#affiliates>.

[Back to Document Checklist.](#)

**U.S. SMALL BUSINESS ADMINISTRATION
HUBZone PROGRAM
SUPPORTING DOCUMENT REQUEST
• LIMITED LIABILITY COMPANY (LLC) •**

Carefully review this Supporting Document Request, to ensure that you fully understand the Program's regulatory requirements, definitions, and policies, and the firm's on-going obligations under the Program.

Include a clearly labeled, thorough, and detailed explanation in your document submission if a particular requested document is not applicable to the firm, or not available at the time the documents are due, or there are inconsistencies in the documentation.

Failure to fulfil the requirements of the Supporting Document Request is the most common cause for delay in processing, or decline¹, of applications for HUBZone Program certification. In cases of continuing eligibility evaluations² and HUBZone status protests, not providing the documents requested may result in the decertification of the HUBZone firm³.

PURPOSE OF DOCUMENTATION

The U.S. Small Business Administration (SBA) will make a final eligibility determination based on the information provided in the application, the documents you submit and any explanations you provide, and any other available information (13 CFR 126.300). SBA conducts independent research, including the company and other public websites, and uses the documentation provided by the firm to verify that the firm is in compliance with the HUBZone Program requirements. In processing an application or continuing eligibility review, SBA is looking for consistency in the information contained in the firm's online application, supporting documentation submitted, and the independent research SBA conducts.

When there are gaps in information provided, or information is inconsistent, SBA may make a final determination without requesting an explanation to clarify these points of inconsistency. For this reason, it is crucial for the applicant to complete the online application accurately; provide all documentation requested; perform Internet searches to identify ambiguous, conflicting, or confusing results that may hamper SBA in determining compliance with eligibility requirements. The firm should address any such inconsistencies in a memo to SBA that clearly explains the inconsistencies in information that affects its compliance with any particular eligibility requirement.

Please note that a firm that is declined or decertified can reapply 90 days from the date of the decline or decertification notice (13 CFR 126.309).

Finally, it should be understood that SBA may draw an adverse inference and conclude that the firm does not meet eligibility requirements (13 CFR 126.403), if the firm fails to provide or disclose information SBA requires and requests to validate compliance with HUBZone Program eligibility requirements. For additional information, please visit our Frequently Asked Questions.

¹ When an applicant is declined, it may seek certification after 90 calendar days from the date of decline if it believes that it has overcome all reasons for decline through changed circumstances and is currently eligible.

² Continuing eligibility evaluations may be conducted in connection with program exams, proposed decertifications, material changes, recertifications, etc.

³ When a firm is decertified, it is removed from the list of HUBZone Small Business Concerns in the Dynamic Small Business System. More information is at <https://www.sba.gov/content/frequently-asked-questions#maintaining>. The decertified may seek certification after 90 calendar days from the date of decertification if it believes that it has overcome all reasons for decertification through changed circumstances and is currently eligible. A company found to be ineligible during a HUBZone status protest is precluded from applying for HUBZone certification for 90 calendar days from the date of the final agency decision (13 CFR 126.309).

TIME OF REVIEW

Eligibility reviews are conducted using snapshots in time (i.e., time of review). The time of review is critical because that is the time when the firm must prove compliance.

For example, in an application for HUBZone certification, the time of review is the date that the firm electronically verifies its application called electronic verification date (EVD). This is the date when the applicant's highest ranking official asserts to SBA that the firm is in compliance with HUBZone Program eligibility requirements. SBA's analysis of an application relates to that date; but SBA will not certify a firm that has fallen out of compliance after the electronic verification date. More information is in the "Initial Application – Processing Questions" at <https://www.sba.gov/content/frequently-asked-questions>.

All supporting documentation MUST cover the time of review. For example, when responding to a status protest a firm's payroll must include the date of offer and contract award; in an application, any leases (i.e., HUBZone location, HUBZone employees) must be in place and in force on that date and continuing; when responding to a notice of proposed decertification, utility bills for the HUBZone location must demonstrate that the firm was operational on the date(s) the proposed decertification notice specifies.

Submission of information that does not include, or cover, the time of review may result in the firm's application being declined or being removed from the list of HUBZone certified concerns if currently certified, because there is no evidence for SBA to use in corroborating that the firm met the HUBZone criteria during the time of review.

[Back to Document Checklist.](#)

SUBMISSION

A firm applying for HUBZone certification, has 10 business days from the day the highest ranking electronically verifies the online application (i.e., electronic verification date), to upload the supporting documentation into SBA's secure file sharing environment. The online application has links to the supporting documentation list in each webpage.

Other continuing compliance evaluations⁴ have different timeframes which are provided by the hubzone office as part of the request for documentation.

To upload the supporting documentation:

1. Go to <https://sft.sba.gov/envelope/HUBZone>. If you don't have an account, follow the guidelines by clicking "I don't have an account yet" the link is just below the Login button.
2. Enter Recipient: HUBZonedocuments@sba.gov, if not already auto populated
3. Enter Subject: [application number and firm's name]

Group the documents by the corresponding heading from the Document Checklist page and combine them into PDF files labeled with the Application Number and the appropriate heading. For an initial application, you would ideally upload six files:

- Application XXXXX – Principal Office.pdf
- Application XXXXX – 35% HUBZone Residency.pdf
- Application XXXXX – Ownership and Control.pdf
- Application XXXXX – Signature Sheet.pdf
- Application XXXXX – Document Checklist.pdf

You may split the files into multiple parts if they are too large. For example:

- Application XXXXX – Principal Office.pdf
- Application XXXXX – 35% HUBZone Residency – Employees ID and maps.pdf
- Application XXXXX – 35% HUBZone Residency – Payroll.pdf
- Application XXXXX – Ownership and Control.pdf
- Application XXXXX – Signature Sheet.pdf
- Application XXXXX – Document Checklist.pdf

SIGNATURE SHEET

In addition to the electronic copy, SBA must receive the original copy of the HUBZone Program Certification Signature Sheet.

Mail the signature sheet ONLY⁵ and select a delivery option that allows you to track the shipment:

SBA HUBZone Program
Mail Code 6369
409 3rd Street SW
Washington, DC 20416

⁴ Compliance evaluations may be conducted as part of validating a firm's continuing compliance in connection with recertifications, program exams, material changes, HUBZone status protests; and proposed decertifications.

⁵ Delays in processing may occur if you mail all the supporting documents or if mail them plus upload them.

These are the employees for the Houma location only.

Employee	Address	HUBZone
Leslie Walker	137 West Ellendale Estate Houma, LA 70360	NO
Quentin Walker	835 Julia St New Orleans, LA 70113	YES
David Knipe	809 Central Ave Houma, LA 70364	NO
Mark Viteaux	133 Polk St Houma, LA 70360	NO
Spud Posecui	141 Tarhill Dr. Houma, LA 70364	NO
Percy Bergeron	115 Swamp Dr. Bourg, LA 70343	NO
Jennifer Belle	5203 Beverly St. Chauvin, LA 70344	YES
Brennan Pellegrin	703 Rebecca Dr Houma, LA 70360	NO
Brennan Pitre	5310 N. Bayou Black Dr Gibson, LA 70356	YES
Cory Carles	235 Cindy Lane Gray, LA 70359	NO
John Rogers	2553 Hwy 1 Thibodeaux, LA 70301	YES
Donna Trahan	3299 Hwy 316 Gray, LA 70359	NO
Stephen Sanchez	714 Linda Ann Ave Gray, LA 70359	YES
Rhett Stark	301 Chantilly Dr. Houma, LA 70360	NO
Cody Rogers	123 Fairmont Dr. Houma, LA 70360	NO
Heather Billiot	220 Chauti St Houma, LA 70360	NO
Courtney Richoux	5240 Bayouside Dr Chauvin, LA 70344	NO
Kimber Teeter	311 Grace St Houma, LA 70360	NO
Lisa Gros	446 Highridge Dr Houma, LA 70363	YES
Nancy Foret	224 St Michel Ave Houma, LA 70363	NO
Bobby Pitre	416 Hale Dr Thibodeaux, LA 70301	NO
Greg Delaune	1948 Plantation St. Lafitte, LA 70067	NO
Jamie Owens	273 Louis Emile Dr Gray, LA 70359	YES
Morgan Walker	930 Foydras, Apt 1104 New Orleans, LA 70112	YES

Cullen has been fired so our number of employees is down to 24.