

DATE: 5/17/2016
BID NO.: 50-00116632

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

JEFFERSON PARISH

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

VENDOR: Shoe Corporation of Birmingham, Inc.

BUYER: LFRANCIS

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order 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 at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	5 - 30 days
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	na
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	na

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: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: Shoe Corporation of Birmingham, Inc.	
SIGNATURE: (Must be signed here)	TITLE: President
PRINT OR TYPE NAME: J. Wesley Calhoun	
ADDRESS: 125-45th Place North	
CITY, STATE: Birmingham, Alabama	ZIP: 35222
TELEPHONE: 205) 326- 2800	FAX: (205) 326- 2808
EMAIL ADDRESS: procurement@shoecorp.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 20,232.00

Shoe Corporation of Birmingham, Inc.

DATE: 5/17/2016

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116632

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	400.00	PR	<p>TWO YEAR CONTRACT TO PROVIDE CANVAS SHOES FOR THE JEFFERSON PARISH CORRECTIONAL CENTER - COMMUNITY JUSTICE</p> <p>TWO YEAR CONTRACT TO PROVIDE CANVAS SHOES FOR THE JEFFERSON PARISH CORRECTIONAL CENTER LOCATED AT 100 DOLHONDE STREET GRETN LA 70053</p> <p>ALL ITEMS DELIVERED ON AN AS NEEDED BASIS.</p> <p>*THE FIRST LINE ITEM IS BELOW THIS LINE*</p>		
			<p>0001 SIZE 8 CANVAS DECK SHOES COLOR: BLACK SIZE: 8 UPPER: 8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING HEAVY ELASTIC GORING INSOLE: 6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPERATION. MIDSOLE: CUSHION FOAM OF ELASTIMERIC ONE FORTH INCH. SOLE: NON-SKID RUBBER VULCANIZED TO WHITE RUBBER FOXING. HEEL: TWO PLY COUNTER OF COARSE COTTON DUCK AND ONE EIGHTH INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.</p> <p>ALL ITEMS TO BE DELIVERED ON AN AS NEEDED BASIS.</p>	<p>\$2.81</p> <p>Shoe Corp #6199-Black</p>	<p>\$1,124.00</p>
2	1,200.00	PR	<p>0002 SIZE 9 CANVAS DECK SHOES</p> <p>COLOR: BLACK SIZE: 9 UPPER: 8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING HEAVY ELASTIC GORING INSOLE: 6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPEARATION MIDSOLE: CUSHION FOAM FOR ELASTIMERIC ONE FORTH INCH. SOLE: NON-SKID RUBBER VULCANIZED TO WHITE RUBBER FOXING. HEEL:</p>	<p>\$2.81</p> <p>Shoe Corp #6199-Black</p>	<p>\$3,372.00</p>

DATE: 5/17/2016

Page: 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116632

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
3	1,200.00	PR	TWO PLY COUNTER OF COARSE COTTON DUCK AND ONE EIGHTH INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.		
			0003 SIZE 10 CANVAS DECK SHOES COLOR: BLACK SIZE: 10 UPPER: 8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING HEAVY ELASTIC GORING INSOLE: 6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPERATION MIDSOLE: CUSHION FOAM OF ELASTIMERIC ONE FORTH INCH. SOLE: NON-SKID RUBBER VULCANIZED TO WHITE RUBBER FOXING HEEL: TWO PLY COUNTER OF COARSE COTTON DUCK AND ONE EIGHTH INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.	\$2.81 Shoe Corp #6199-Black	\$3,372.00
4	2,000.00	PR	0004 SIZE 11 CANVAS DECK SHOES COLOR: BLACK SIZE: 11 UPPER: 8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING HEAVY ELASTIC GORING INSOLE: 6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPERATION MIDSOLE: CUSHION FOAM OF ELASTIMERIC ONE FORTH INCH. SOLE: NON-SKID RUBBER VULCAIZED TO WHITE RUBBER FOXING HEEL: TWO PLY COUNTER OF COARSE COTTON DUCK AND ONE EIGHTH INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.	\$2.81 Shoe Corp #6199-Black	\$5,620.00
			0005 SIZE 12 CANVAS DECK SHOES COLOR: BLACK SIZE 12 UPPER 8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING HEAVY ELASTIC GORING	\$2.81 Shoe Corp #6199-Black	\$3,372.00

DATE: 5/17/2016

Page: 7

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116632

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	800.00	PR	INSOLE: 6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPERATION MIDSOLE: CUSHION FOAM OF ELASTIMERIC ONE FORTH INCH SOLE: NON-SKID RUBBER VULCANIZED TO WHITE RUBBER FOXING. HEEL: TWO PHY COUNTER OF COARSE COTTON DUCK AND ONE EIGHT INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.		
			0006 SIZE 13 CANVAS DECK SHOES COLOR: BLACK SIZE: 13 UPPER: 8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING HEAVY ELASTIC GORING INSOLE: 6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPERATION. MIDSOLE: CUSHION FOAM OF ELASTIMERIC ONE FORTH INCH SOLE: NON-SKID RUBBER VULCANIZED TO WHITE RUBBER FOXING. TOW PLY COUNTER OF COARSE COTTON DUCK AND ONE EIGHTH INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.	\$2.81 Shoe Corp #6199-Black	\$2,248.00
7	400.00	PR	0007 SIZE 14 CANVAS DECK SHOES COLOR: BLACK SIZE: 14 UPPER: 8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING HEAVY ELASTIC GORING INSOLE: 6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPERATION. MIDSOLE: CUSHION FOAM OF ELASTIMERIC ON FORTH INCH. SOLE: NON-SKID RUBBER VULCANIZED TO WHITE RUBBER FOXING HEEL: TWO PLY COUNTER OF COARSE COTTON DUCK AND ONE EIGHTH INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.		
				\$2.81 Shoe Corp #6199-Black	\$1,124.00

INSURANCE REQUIREMENTS - BIDS

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

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

1. WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

2. COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

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

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

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

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

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

Revised 2.10.2014



Company ID Number: 513798

To be accepted as a participant in E-Verify, you should only sign the Employer's Section of the signature page. If you have any questions, contact E-Verify at 888-464-4218.

Employer: **SHOE CORPORATION OF BIRMINGHAM, INC.**

MICHELLE FINNEY

Name (Please Type or Print)

Title

Electronically Signed

03/01/2012

Signature

Date

Department of Homeland Security – Verification Division

USCIS Verification Division

Name (Please Type or Print)

Title

Electronically Signed

03/01/2012

Signature

Date

Information Required for the E-Verify Program

Information relating to your Company:

Company Name: **SHOE CORPORATION OF BIRMINGHAM, INC.**

Company Facility Address: **125 45TH PLACE NORTH**

BIRMINGHAM, AL 35222

Company Alternate
Address:

County or Parish: **JEFFERSON**

Employer Identification
Number: **630635690**

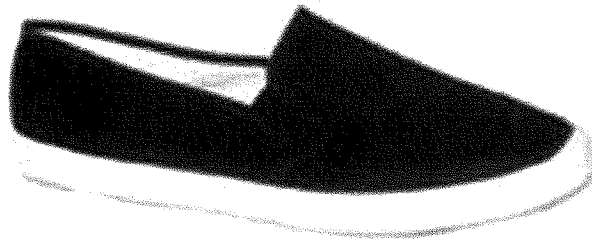


Company ID Number: 513798

North American Industry Classification Systems Code:	423
Administrator:	
Number of Employees:	10 to 19
Number of Sites Verified for:	1
Are you verifying for more than 1 site? If yes, please provide the number of sites verified for in each State:	
<ul style="list-style-type: none">• ALABAMA 1 site(s)	

Information relating to the Program Administrator(s) for your Company on policy questions or operational problems:

Name:	MICHELLE FINNEY		
Telephone Number:	(205) 397 - 4261	Fax Number:	(205) 326 - 2800
E-mail Address:	mfinney@shoecorp.com		



SPECIFICATIONS FOR: Canvas Deck Shoes #6199

STYLE	6199 MEN/WOMEN'S CANVAS SLIP-ON
UPPER:	8 OUNCE COTTON DUCK FACE WITH 7 OUNCE LAMINATED INSIDE BACKING. HEAVY ELASTIC GORING FOR GOOD FIT.
INSOLE	6 OUNCE COTTON DUCK SEWN TO UPPER TO INSURE AGAINST SEPERATION.
MIDSOLE	CUSHION FOAM OF ELASTIMERIC ¼ INCH.
SOLE	NON-SKID RUBBER VULCANIZED TO WHITE RUBBER FOXING.
HEEL	TWO PLY COUNTER OF COARSE COTTON DUCK AND 1/8 INCH ELASTIMERIC RESIN DOUBLE STITCHED WITH TAPE BINDING.
SIZES	AVAILABLE WHOLE & HALF SIZES 2 ½ TO 14, 15, 16, 17, 18, & 19. (CROSS MARKED WITH MENS & WOMENS SIZES).
PACKING	24 PAIRS PER CASE.
COLOR(S)	NAVY, WHITE, ORANGE, OR BLACK.

All Canvas
Packed
24 pr. per
case

CANVAS TIES & SLIP-ONS



#6199 Canvas Slip-On Deck Shoe

- Cushion Insole Stitched to Upper
- Non-Marking Vulcanized Soles
- Colors: Navy, White, Orange, Black
- Dual Marked: Men's 2-19, Women's 4-12

#326 Canvas Slip-On Deck Shoe

- Thick, Basketball Type Sole & Toe Cap
- Heavy 11 oz. Canvas & Padded Collar
- Stitched Thick Cushioned Insole
- Dual Marked: Men's 4-17, Women's 6-19
- Color: Navy, Orange, White




Crew & Tube Socks for Men & Women!

- Call for Pricing!
 - We can manufacture to specifications.
 - For any item not seen here, please call toll free to check availability.
 - Shoe Corp is a distributor of many institutional items not listed here.
- Make an inquiry & let us accommodate your needs.

**Do you NEED
Socks, Insoles, &
Shoe Strings? We
Stock those too!**





SHOE CORP

125-45th Place North, Birmingham, Alabama 35222

PRODUCT GUARANTEE

We, at Shoe Corporation of Birmingham, Inc., are proud to offer you our products which are manufactured here in the USA and from Main Land China.

Our products are utilized in many different environments, in both America and in Canada.

We guarantee all of our products against manufacturing workmanship defects of new shoes and defects that affect the normal life expectancy of normal wear.

Our policy for over 20 years is to be reasonable with any defect and to give credit or replacement to any of our products which have manufacturing defects.

Sincerely,

James F. Calhoun, President
Shoe Corporation of Birmingham, Inc.
1-800-227-4934



125-45th Place North, Birmingham, Alabama 35222

RECYCLE CERTIFICATE

THIS IS TO CERTIFY THAT WE ARE USING RECYCLED MATERIALS IN THE MANUFACTURING OF OUR SHOES AND IN OUR BOXES AND PACKAGING MATERIALS TO THE MAXIMUM PER CENT AND STILL MAINTAIN OUR QUALITY PRODUCTS.

CANVAS SHOE STYLES:

#6199; #6191; #393; #493; #540; #440; #326; #1011; #1012; #1024; #1030; #4049

UPPER: 20% RECYCLED MATERIALS

LINING: 15% RECYCLED MATERIALS

OUTSOLE: 10% RECYCLED MATERIALS

23% IS CONSIDERED THE RECYCLED CONTENT OF THE ENTIRE COST OF OUR CANVAS SHOES, INCLUDING THE PACKAGING.

LEATHER BOOT / SHOE STYLES:

#N193; #N194; #5050; #5055; #5087; #9750; #81146; #21; #47; #46; #5000; #597; #597S; #1206; #193; #194; #2400; #2500; #2600; #2700; #2800; #2900; #3700; #42292; #41192; #622; #V995; #596

UPPER: 5% RECYCLED MATERIALS

LINING: 10% RECYCLED MATERIALS

OUTSOLE: 20% RECYCLED MATERIALS

20% IS CONSIDERED THE RECYCLE CONTENT OF THE ENTIRE COST OF LEATHER BOOTS / SHOES, INCLUDING THE PACKAGING.

SHOWER SHOES; VINYL BOOTS / STYLES:

#888; #V722; #722; #777; #1200; #502; #V5050; #11051V; #11052X; #2380; #PED-VEE

MADE OF PVC; PLASTIC; OR EVA AND THE RECYCLE CONTENT IS 50%

55% IS THE RECYCLED CONTENT OF THE ENTIRE COST OF SHOWER SHOES INCLUDING THE PACKAGING.

Bid

Wednesday, May 18, 2016

10:50 AM



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000116632 - TWO YEAR CONTRACT TO PROVIDE CANVAS SHOES FOR
THE JEFFERSON PARISH DEPARTMENT OF COMMUNITY JUSTICE
AGENCY - CORRECTION CENTER
Jefferson Parish Government**

Project documents obtained from www.CentralBidding.com
18-May-2016 10:35:36 AM

**JEFFERSON PARISH
PURCHASING DEPARTMENT**

Suite 4400, 200 Derbigny Street
Gretna, LA 70053

fax

504-364-2678
FAX 504-364-2693

TO:

FROM: LANIEL L. FRANCIS

FAX: 504.364.2693

DATE: May 13, 2016

PHONE #: 504-364-2690

RE: BID NO. 50-00116632 – Two Year Contract to Provide Canvas Shoes for the
Jefferson Parish Department for Community Justice Agency – Correction Center

The listed Bid Number will open on May 23, 2016 for 11am.

~~~~~  
**BID INVITATION TO  
FOLLOW:**  
~~~~~

Pages (4) and (5) must be submitted, in order for the bid submittal to be
valid.

Please respond according to the bid instructions.

Thank you for bidding with Jefferson Parish.

DATE: 5/17/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116632

JEFFERSON PARISH

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

VENDOR: Shoe Corporation of Birmingham, Inc.

BUYER: LFRANCIS

Bids will be received until 11:00 AM, 5/23/2016 via fax: 504-364-2693 or via online at www.jeffparish.net

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. A copy of these resolutions 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 www.purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

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.

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.

All formal Addenda require written acknowledgment 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.

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.

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 A117.1-1961).

DATE: 5/17/2016

BID NO.: 50-00116632

Page: 2

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

5,6,10,12,13

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

DATE: 5/17/2016

BID NO.: 50-00116632

Page: 3

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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.