

📍 2525 Quail Drive, Baton Rouge, 70808 ☎ (225) 765-2301 💬 Text-To-Verify: 1 (855) 999-7896



## Louisiana State Licensing Board for Contractors

### Contractor Information

Business Name HERITAGE FLOORING, INC.  
Mailing Address 63124 HWY 434  
LACOMBE, LA 70445  
Phone Number (504) 452-8701  
Fax Number (985) 882-2688  
Email Address frank@HFILA.COM  
Website http://null

### Active Licenses

License Number 42666  
Type Commercial License  
Status LICENSED  
Effective 10/22/2018  
Expiration 10/21/2019  
First Issued 10/21/2004

### Classifications

| Class  | Qualifying Party    | Parishes |
|--|---------------------|----------|
| BUSINESS AND LAW                                       | Frank Mistretta III | ALL      |
| SPECIALTY: FLOORING AND DECKING                        | Frank Mistretta III | ALL      |
| SPECIALTY: PAINTING AND INTERIOR DECORATING, CARPETING | Frank Mistretta III | ALL      |

DATE: 2/27/2019

Page: 5

BID NO.: 50-00125417

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF July 2019

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

app. 5 weeks from NTOM.

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

42666

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

FIRM NAME: ~~FRANK MISTRETTA~~ Heritage Flooring Inc.

ADDRESS: 63124 Highway 434

CITY, STATE: Lacombe, LA ZIP: 70445

TELEPHONE: (985) 276-3793 FAX: (985) 882-2688

EMAIL ADDRESS: FRANK4@HFICA.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1 (one)

NUMBER: 2 (two)

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 195,000.00

AUTHORIZED SIGNATURE: [Signature]

TITLE: President

FRANK MISTRETTA III

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.

REVISED AS PER ADDENDUM # 2

DATE: 2/27/2019

Page 6

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125417

SEALED BID

| ITEM<br>NUMBER              | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE<br>QUOTED   | TOTALS                 |
|-----------------------------|----------|------|--|------------------------|------------------------|
| 1                           | 1.00     | JOB  | <p>LABOR, MATERIALS &amp; EQUIPMENT NECESSARY TO REMOVE, SUPPLY, AND INSTALL NEW FLOOR COVERING AND COVE BASE FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER.</p> <p>0010-CARPET INSTALLATION<br/>JEFFERSON PERFORMING ARTS CENTER</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, DELIVERY, EQUIPMENT, AND ALL OTHER INCIDENTALS NECESSARY TO REMOVE EXISTING FLOOR COVERING AND COVER BASE AND INSTALL NEW BIDDER SUPPLIED FLOOR COVERING AND COVE BASE AT THE FOLLOWING LOCATION:</p> <p>JEFFERSON PERFORMING ARTS CENTER<br/>6400 AIRLINE DRIVE<br/>METAIRIE, LA 70003</p> <p>FOR THE DEPARTMENT OF GENERAL SERVICES AS PER THE ATTACHED SPECIFICATIONS.</p> | 194,935. <sup>00</sup> | 194,935                |
| 2                           | 1.00     | JOB  | <p>0020-PROVIDE A COST TO SUPPLY AND INSTALL (1) 10 POUND BAG OF ARDEX</p> <p>FEATHEREDGE FINISH.</p>  | 62. <sup>00</sup>      | 62. <sup>00</sup>      |
| 3                           | 1.00     | SQFT | 0030-PROVIDE A COST PER SQUARE FOOT TO GRIND DOWN HIGH SPOTS IN THE EXISTING SUBFLOORING FOR A CLEAN AND PROPER INSTALLATION AS PER ALL MANUFACTURER RECOMMENDATIONS AND GUIDELINES  | 3. <sup>00</sup>       | 3. <sup>00</sup>       |
| Total                       |          |      |  |                        | 195,000. <sup>00</sup> |
| REVISED AS PER ADDENDUM # 2 |          |      |  |                        |                        |

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Heritage Flooring, Inc  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Heritage Flooring  
INCORPORATED, DULY NOTICED AND HELD ON January 11, 2019,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT FRANK MISTRETTA III, 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.

Kim V. Mistretta  
SECRETARY-TREASURER

3-14-2019

DATE



Non-Public Works Bid

AFFIDAVIT

STATE OF

Louisiana

PARISH/COUNTY OF

St. Tammany

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

MISTRETTA III, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Heritage Flooring (Entity), the party who submitted a bid in response to Bid Number 50-001254.17 to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Choice B X

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

Debt Disclosures

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

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


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

Affiant further said:

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

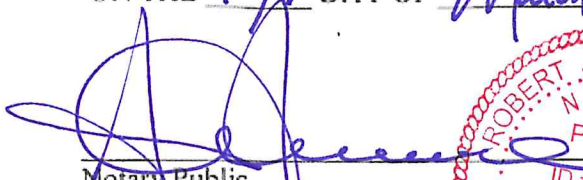
*[The remainder of this page is intentionally left blank.]*

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

  
Signature of Affiant

FRANK MISTRETTA III  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 14<sup>th</sup> DAY OF March, 2019.

  
Notary Public

ROBERT John Comeaux  
Printed Name of Notary

#026458  
Notary/Bar Roll Number



My commission expires For life.

## Louisiana Secretary of State

### R. Kyle Ardoin

#### SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

#### Notary Search - Detail

**Name:** MR. ROBERT JOHN COMEAUX

**Address:** 2179 GAUSE BLVD WEST  
SUITE-1  
SLIDELL, LA 70460

**Phone:** (985) 641-5055

**Phone 2:** (985) 641-5987

**Notary ID Number:** 26458

**Parish:** ST. TAMMANY

**Agency:** N/A

**Notary Type:** Non Attorney

**Status:** Active

**Commission Date:** 02/07/1991

**Oath Date:** 01/31/1991

**Surety Expiration Date:** None

**Annual Report Current:** Yes

[Back to Search Results](#)

[New Search](#)





# CERTIFICATE OF LIABILITY INSURANCE

HERIT-6

OP ID: SW

DATE (MM/DD/YYYY)  
12/20/2018

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

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

|   |  |               |
|---|--|---------------|
| <b>PRODUCER</b><br>Brown & Brown of Louisiana<br>New Orleans Office<br>1515 Poydras Street, Ste 1150<br>New Orleans, LA 70112<br>David N. Watts | <b>CONTACT NAME:</b> Sylvia Wampler  |               |
|   | <b>PHONE (A/C, No, Ext):</b> 504-586-1000 <b>FAX (A/C, No):</b> 504-586-8600 |               |
|   | <b>E-MAIL ADDRESS:</b> swampler@bbgno.com                                    |               |
| <b>INSURED</b><br>Heritage Flooring, Inc.<br>63124 Hwy 434<br>Lacombe, LA 70445   | <b>INSURER(S) AFFORDING COVERAGE</b>   | <b>NAIC #</b> |
|   | <b>INSURER A:</b> Milford Casualty Insurance Co                              | 26662         |
|   | <b>INSURER B:</b> Wesco Insurance Company                                    | 25011         |
|   | <b>INSURER C:</b> LA WORKERS COMP CORP                                       | 22350         |
|   | <b>INSURER D:</b>  |               |
|   | <b>INSURER E:</b>  |               |
|   | <b>INSURER F:</b>  |               |

**COVERAGES****CERTIFICATE NUMBER:****REVISION NUMBER:**

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

| INSR LTR | TYPE OF INSURANCE  | ADDL SUBR INSD WVD  | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|---|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br><input type="checkbox"/> OTHER: |   | MPP1015660 04 | 08/24/2018              | 08/24/2019              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>\$ |
| B        | <b>AUTOMOBILE LIABILITY</b><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS  |   | WPP1646593-00 | 08/24/2018              | 08/24/2019              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| A        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br><input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000   |   | MMB1015661 04 | 08/24/2018              | 08/24/2019              | EACH OCCURRENCE \$ 4,000,000<br>AGGREGATE \$ 4,000,000<br>\$   |
| C        | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input checked="" type="checkbox"/> Y <input type="checkbox"/> N/A | 137233B       | 08/24/2018              | 08/24/2019              | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000                                      |

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

Flooring Sales, Installation and Service

**CERTIFICATE HOLDER****CANCELLATION**

|  |   |
|--|---|
| <b>0000001</b><br><br>Heritage Flooring Inc.<br>63124 Hwy 434<br>Lacombe, LA 70445 | <b>SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.</b><br><br><b>AUTHORIZED REPRESENTATIVE</b><br><i>Angela D. Wampler</i> |
|--|---|

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84-487  
1111

## CASHIER'S CHECK

9104305522

DATE 03/14/2019

ISSUING REGION 081

BRANCH Lacombe

BRANCH DID 41482

TEN THOUSAND FIVE HUNDRED DOLLARS AND 00 CENTS

PAY TO THE  
ORDER OF

\*\*\*JEFFERSON PARISH\*\*\*

\$ 10,500.00

Drawer: Capital One, N.A.

RE: FRANK MISTRETTE

AUTHORIZED SIGNATURE

Read the reverse side for important information on the reissuance of lost, destroyed, or stolen cashier's check.

THE BACK OF THIS DOCUMENT CONTAINS AN ARTIFICIAL WATERMARK - HOLD AT AN ANGLE TO VIEW

⑈9104305522⑈ ⑆111104879⑆ 76 2000001 6⑈



## CASHIER'S CHECK

9104305522

DATE 03/14/2019 FEE \$0.00

ISSUING REGION 081

BRANCH Lacombe

BRANCH DID 41482

TEN THOUSAND FIVE HUNDRED DOLLARS AND 00 CENTS

PAY TO THE  
ORDER OF:

\*\*\*JEFFERSON PARISH\*\*\*

\$ 10,500.00

RE: FRANK MISTRETTE

CUSTOMER COPY  
NON-NEGOTIABLE

## BID REJECTION FORM

Bid number: 50-125417

Vendor Name: MODERN FLOORING INTERIORS

Reasons for

Rejection: DID NOT TURN IN PROOF OF WORKER COMP INSURANCE.

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REVIEWED BY:

Buyer Name: Donna Reamey

Date: 3/14/2019

Chief Buyer: \_\_\_\_\_

Date: \_\_\_\_\_





**INVESTAR  
BANK**

7244 Perkins Road  
Baton Rouge, LA 70808

# OFFICIAL CHECK

155908

5-709  
110

## NOTICE TO CUSTOMERS

THE PURCHASE OF AN INDEMNITY BOND MAY BE REQUIRED  
BEFORE ANY CASHIER'S CHECK OF THIS BANK WILL BE  
REPLACED OR REFUNDED IN THE EVENT IT IS LOST,  
MISPLACED OR STOLEN.

DATE March 13, 2019

REMITTER MODERN FLOORING INC

PAY TWELVE THOUSAND FIVE HUNDRED FORTY AND 00/100

TO THE ORDER OF JEFFERSON PARISH

\$\*\*\*\*\*12,540.00

PURPOSE  
8



*Michael B. Smith*  
AUTHORIZED SIGNATURE

THIS CHECK CONTAINS MULTIPLE SECURITY FEATURES - SEE BACK FOR DETAILS

⑈0155908⑈ ⑆065405459⑆ ⑈0009001314⑈



📍 2525 Quail Drive, Baton Rouge, 70808 📞 (225) 765-2301 🗣️ Text-To-Verify: 1 (855) 999-7896 

## Louisiana State Licensing Board for Contractors

### Contractor Information

Business Name MODERN FLOORING INC.  
Mailing Address 3619 S. Carrollton Ave.  
New Orleans, LA 70118  
Phone Number (504) 488-1364  
Fax Number (000) 000-0000  
Website http://null

### Active Licenses

License Number 2587  
Type Commercial License  
Status LICENSED  
Effective 07/28/2017  
Expiration 07/27/2020  
First Issued 07/27/1961

### Classifications

| Class  | Qualifying Party | Parishes |
|--|------------------|----------|
| BUSINESS AND LAW   | Marc Paul Levy   | ALL      |
| SPECIALTY: PAINTING AND INTERIOR DECORATING, CARPETING                     | Marc Paul Levy   | ALL      |
| SPECIALTY: STONE, GRANITE, SLATE, RESILIENT FLOOR INSTALLATIONS, CARPETING | Marc Paul Levy   | ALL      |

DATE: 2/27/2019

Page: 5

BID NO.: 50-00125417

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO           

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_ %

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 2587

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

FIRM NAME: Modern Flooring & Interiors

ADDRESS: 3619 S. Carrollton Ave

CITY, STATE: New Orleans La ZIP: 70118

TELEPHONE: (504) 915-9954 FAX: (504) 488-8917

EMAIL ADDRESS: dbailes@modernflooring.net

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1 CS

NUMBER: 2 CS

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 250,800.-

AUTHORIZED SIGNATURE: [Signature]

Donna Bailes

Printed Name

TITLE: Owner

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

REVISED AS PER ADDENDUM # 2

DATE: 2/27/2019

Page 6

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125417

SEALED BID

| ITEM<br>NUMBER              | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE<br>QUOTED | TOTALS  |
|-----------------------------|----------|------|--|----------------------|---------|
| 1                           | 1.00     | JOB  | <p>LABOR, MATERIALS &amp; EQUIPMENT NECESSARY TO REMOVE, SUPPLY, AND INSTALL NEW FLOOR COVERING AND COVE BASE FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER.</p> <p>0010-CARPET INSTALLATION<br/>JEFFERSON PERFORMING ARTS CENTER</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, DELIVERY, EQUIPMENT, AND ALL OTHER INCIDENTALS NECESSARY TO REMOVE EXISTING FLOOR COVERING AND COVER BASE AND INSTALL NEW BIDDER SUPPLIED FLOOR COVERING AND COVE BASE AT THE FOLLOWING LOCATION:</p> <p>JEFFERSON PERFORMING ARTS CENTER<br/>6400 AIRLINE DRIVE<br/>METAIRIE, LA 70003</p> <p>FOR THE DEPARTMENT OF GENERAL SERVICES AS PER THE ATTACHED SPECIFICATIONS.</p> | 2507.25              | 2507.25 |
| 2                           | 1.00     | JOB  | <p>0020-PROVIDE A COST TO SUPPLY AND INSTALL (1) 10 POUND BAG OF ARDEX FEATHEREDGE FINISH.</p>   | 65                   | 65      |
| 3                           | 1.00     | SQFT | <p>0030-PROVIDE A COST PER SQUARE FOOT TO GRIND DOWN HIGH SPOTS IN THE EXISTING SUBFLOORING FOR A CLEAN AND PROPER INSTALLATION AS PER ALL MANUFACTURER RECOMMENDATIONS AND GUIDELINES</p>   | 10                   | 10      |
| REVISED AS PER ADDENDUM # 2 |          |      |  |                      |         |

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Modern Shoring & Interiors  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON 3/12/19,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Donna Bailes, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.

  
\_\_\_\_\_  
SECRETARY-TREASURER

3/12/19  
\_\_\_\_\_  
DATE



# Request for Taxpayer Identification Number and Certification

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

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**MODERN FLOORING INC**

2 Business name/disregarded entity name, if different from above  
**MODERN FLOORING & INTERIORS**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC

☐ C Corporation

☒ S Corporation

☐ Partnership

☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► \_\_\_\_\_

**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ Other (see instructions) ► \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) \_\_\_\_\_

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**3619 SOUTH CARROLLTON AVE**

6 City, state, and ZIP code  
**NEW ORLEANS, LA 70118**

7 List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

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

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

Social security number

|  |  |  |  |   |  |  |  |  |  |  |
|--|--|--|--|---|--|--|--|--|--|--|
|  |  |  |  | - |  |  |  |  |  |  |
|--|--|--|--|---|--|--|--|--|--|--|

or

Employer identification number

|   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|
| 7 | 2 | - | 0 | 5 | 7 | 0 | 5 | 0 | 7 |
|---|---|---|---|---|---|---|---|---|---|

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here \_\_\_\_\_

Signature of U.S. person ► \_\_\_\_\_

Date ► **3/12/19**

## General Instructions

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

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

## Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
02/26/2019

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

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

|   |  |   |  |
|---|--|---|--|
| <b>PRODUCER</b><br>Stone Insurance, Inc.<br>111 Veterans Blvd, Suite 1420<br>Metairie LA 70005-3055 |  | <b>CONTACT NAME:</b> Lauren Tagesen<br><b>PHONE (A/C, No, Ext):</b> (504) 832-4161<br><b>FAX (A/C, No):</b> (504) 835-6657<br><b>E-MAIL ADDRESS:</b> lauren.tagesen@stone-insurance.com   |  |
| <b>INSURED</b><br>Modern Flooring & Interiors<br>3619 S. Carrollton Avenue<br>New Orleans LA 70118  |  | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> Travelers Insurance Co<br><b>INSURER B:</b><br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |  |
|   |  | <b>NAIC #</b><br>31194  |  |

## COVERAGES

CERTIFICATE NUMBER: 18-19 Liab Master

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD                       | SUBR WVD | POLICY NUMBER     | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS  |
|----------|---|---------------------------------|----------|-------------------|-------------------------|-------------------------|---|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: |                                 |          | I6607F576781TIL18 | 04/09/2018              | 04/09/2019              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COM/OP AGG \$ 2,000,000<br>\$ |
|          | <input type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS<br><input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY                           |                                 |          | BA7F147772        | 04/09/2018              | 04/09/2019              | COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$   |
|          | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED <input type="checkbox"/> RETENTION \$ 10,000  |                                 |          | CUP5F540525-18-42 | 04/09/2018              | 04/09/2019              | EACH OCCURRENCE \$ 2,000,000<br>AGGREGATE \$ 2,000,000<br>\$  |
|          | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below  | Y/N<br><input type="checkbox"/> | N/A      |                   |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/><br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |

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

Blanket Additional Insured, Blanket Waiver of Subrogation, Blanket Primary/Non-Contributory when needed by written contract

## CERTIFICATE HOLDER

## CANCELLATION

SAMPLE CERTIFICATE

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Marc  
Levy, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized President of Modern Flooring, Inc. (Entity),  
the party who submitted a bid in response to Bid Number 50-00125417, 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.

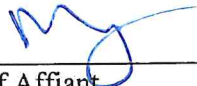
Affiant further said:

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.]*

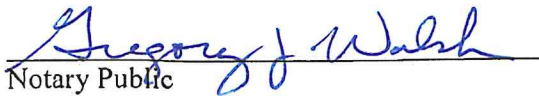


That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection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

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

MARY LEARY  
\_\_\_\_\_  
Printed Name of Affiant

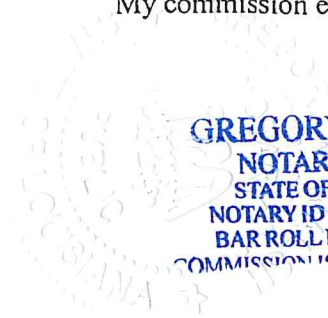
SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 13<sup>th</sup> DAY OF MARCH, 2019.

  
\_\_\_\_\_  
Notary Public

GREGORY J. WALSH  
\_\_\_\_\_  
Printed Name of Notary

25921  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires at death.

  
**GREGORY J. WALSH**  
**NOTARY PUBLIC**  
**STATE OF LOUISIANA**  
**NOTARY ID NUMBER 58351**  
**BAR ROLL NUMBER 25921**  
**COMMISSION IS ISSUED FOR LIFE.**

## Louisiana Secretary of State

### R. Kyle Ardoin

#### SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

#### Notary Search - Detail

|                                |   |
|--------------------------------|---|
| <b>Name:</b>                   | <b>MR. GREGORY J. WALSH</b>                                 |
| <b>Address:</b>                | <b>1100 POYDRAS ST., STE 2300<br/>NEW ORLEANS, LA 70163</b> |
| <b>Phone:</b>                  | <b>(504) 585-7544</b>                                       |
| <b>Notary ID Number:</b>       | <b>58351</b>  |
| <b>Parish:</b>                 | ORLEANS <b>with STATEWIDE JURISDICTION</b>                  |
| <b>Agency:</b>                 | N/A   |
| <b>Notary Type:</b>            | Attorney  |
|                                | <b>Bar Roll #: 25921</b>                                    |
| <b>Status:</b>                 | Active  |
| <b>Commission Date:</b>        | 02/25/1999  |
| <b>Oath Date:</b>              | 02/19/1999  |
| <b>Surety Expiration Date:</b> | Not Required  |
| <b>Annual Report Current:</b>  | <b>Not Applicable</b>                                       |

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

## BID REJECTION FORM

Bid number: 50-125417

Vendor Name: GILS CARPET SALES INC

Reasons for

Rejection: DID NOT BID CORRECT UNIT OF MEASURE FOR PRICE.

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REVIEWED BY:

Buyer Name: Donna Reamey

Date: 3/15/2019

Chief Buyer: \_\_\_\_\_

Date: \_\_\_\_\_

## **Donna Reamey**

---

**From:** Jenifer Lotz  
**Sent:** Thursday, March 14, 2019 3:37 PM  
**To:** Donna Reamey  
**Subject:** FW: Copy of Gils bid.

Yes Gils bid is to be rejected.

Thanks,

Jenifer Lotz  
Chief Buyer  
Jefferson Parish Purchasing Dept.  
200 Derbigny St., Suite 4400  
Gretna, LA 70053  
Phone: 504-364-2685  
Email: [jlotz@jeffparish.net](mailto:jlotz@jeffparish.net)

---

**From:** Jacques Molaison  
**Sent:** Thursday, March 14, 2019 3:35 PM  
**To:** Jenifer Lotz  
**Subject:** RE: Copy of Gils bid.

Si, though we will get yet another protest.

**From:** Jenifer Lotz <[JLotz@jeffparish.net](mailto:JLotz@jeffparish.net)>  
**Sent:** Thursday, March 14, 2019 3:21 PM  
**To:** Jacques Molaison <[JMolaison@jeffparish.net](mailto:JMolaison@jeffparish.net)>  
**Subject:** FW: Copy of Gils bid.

As unit price prevails the vendor bid per square footage and the bid was requesting the price per job. So the vendor can be rejected for not bidding per the unit of measure, correct.

Thanks,

Jenifer Lotz  
Chief Buyer  
Jefferson Parish Purchasing Dept.  
200 Derbigny St., Suite 4400  
Gretna, LA 70053  
Phone: 504-364-2685  
Email: [jlotz@jeffparish.net](mailto:jlotz@jeffparish.net)

---

**From:** Donna Reamey  
**Sent:** Thursday, March 14, 2019 3:18 PM  
**To:** Jenifer Lotz  
**Subject:** Copy of Gils bid.

I attached his bid the revised as per addendum and original bid.

Thank You,

**Donna Reamey**

**Buyer II**

**Jefferson Parish Purchasing Department**

**200 Derbigny Street, Suite 4400**

**Gretna, La. 70053**

**504-364-2684**

[Dreamey@jeffparish.net](mailto:Dreamey@jeffparish.net)





KENNER

# CASHIER'S CHECK

Branch: 188

118806952

March 14, 2019

84-15  
654

PAY TO THE ORDER OF JEFFERSON PARISH

\$7,188.75

\*\*Seven Thousand One Hundred Eighty Eight Dollars and 75/100\*\*

GILS CARPET SALES INC

REMITTER

ADDRESS

BY  
AUTHORIZED SIGNATURE



⑈118806952⑈ ⑆065400153⑆ 2056601188⑈

📍 2525 Quail Drive, Baton Rouge, 70808 📞 (225) 765-2301 💬 Text-To-Verify: 1 (855) 999-7896



## Louisiana State Licensing Board for Contractors

### Contractor Information

Business Name GIL'S CARPET SALES, INC.  
Mailing Address 1329 Veterans Mem. Blvd  
Kenner, LA 70062  
Phone Number (504) 467-1365  
Fax Number (000) 000-0000  
Website http://null

### Active Licenses

License Number 38817  
Type Commercial License  
Status LICENSED  
Effective 12/21/2017  
Expiration 12/20/2020  
First Issued 12/20/2001

### Classifications

| Class                           | Qualifying Party   | Parishes |
|---------------------------------|--------------------|----------|
| BUSINESS AND LAW                | Gregory J. Schmidt | ALL      |
| SPECIALTY: FLOORING AND DECKING | Gregory J. Schmidt | ALL      |

DATE: 2/27/2019

Page: 5

BID NO.: 50-00125417

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ☒

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_ %

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

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

38817

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

FIRM NAME: Gil's CARPET SALES, Inc.

ADDRESS: 1329 Veterans Mem Blvd.

CITY, STATE: Kenner LA ZIP: 70062

TELEPHONE: (504) 467-1365 FAX: (504) 467-1366

EMAIL ADDRESS: greg@gilscarpets.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: 2

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 143,775.<sup>00</sup>

AUTHORIZED SIGNATURE: [Signature]

TITLE: Manager

GREGORY J. Schmitt  
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.

REVISED AS PER ADDENDUM # 2

DATE: 2/13/2019

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00125417

## JEFFERSON PARISH

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

VENDOR:

BUYER: DREAMEY

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 to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

## DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK \_\_\_\_\_

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1 2-14-19  
NUMBER: 2 3-6-19  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

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

|   |                            |
|---|----------------------------|
| *** ALL BIDDERS MUST COMPLETE SECTION BELOW ***               |                            |
| FIRM NAME: <u>Gil's Carpet Sales, Inc</u>                     |                            |
| SIGNATURE:<br>(Must be signed here) <u>Gregory J. Schmiel</u> | TITLE: <u>Manager</u>      |
| PRINT OR TYPE NAME: <u>Gregory J. Schmiel</u>                 |                            |
| ADDRESS: <u>1329 Veterans Mem Blvd.</u>                       |                            |
| CITY, STATE: <u>Kenner La</u>                                 | ZIP: <u>70062</u>          |
| TELEPHONE: <u>(504) 467-1365</u>                              | FAX: <u>(504) 467-1366</u> |
| EMAIL ADDRESS: <u>greg@gilscarpet.com</u>                     |                            |

TOTAL PRICE OF ALL BID ITEMS: \$ ADD-2



DATE: 2/27/2019

Page 6

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125417

SEALED BID

| ITEM<br>NUMBER              | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE<br>QUOTED                  | TOTALS                 |
|-----------------------------|----------|------|--|---------------------------------------|------------------------|
| 1                           | 1.00     | JOB  | <p>LABOR, MATERIALS &amp; EQUIPMENT NECESSARY TO REMOVE, SUPPLY, AND INSTALL NEW FLOOR COVERING AND COVE BASE FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER.</p> <p>0010-CARPET INSTALLATION<br/>JEFFERSON PERFORMING ARTS CENTER</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, DELIVERY, EQUIPMENT, AND ALL OTHER INCIDENTALS NECESSARY TO REMOVE EXISTING FLOOR COVERING AND COVER BASE AND INSTALL NEW BIDDER SUPPLIED FLOOR COVERING AND COVE BASE AT THE FOLLOWING LOCATION:</p> <p>JEFFERSON PERFORMING ARTS CENTER<br/>6400 AIRLINE DRIVE<br/>METAIRIE, LA 70003</p> <p>FOR THE DEPARTMENT OF GENERAL SERVICES<br/>AS PER THE ATTACHED SPECIFICATIONS.</p> | \$32. <sup>00</sup> /sq <sup>2</sup>  | 143,700. <sup>00</sup> |
| 2                           | 1.00     | JOB  | <p>0020-PROVIDE A COST TO SUPPLY AND INSTALL (1) 10 POUND BAG OF ARDEX FEATHEREDGE FINISH.</p>   | \$65. <sup>00</sup> /bag              | \$65. <sup>00</sup>    |
| 3                           | 1.00     | SQFT | <p>0030-PROVIDE A COST PER SQUARE FOOT TO GRIND DOWN HIGH SPOTS IN THE EXISTING SUBFLOORING FOR A CLEAN AND PROPER INSTALLATION AS PER ALL MANUFACTURER RECOMMENDATIONS AND GUIDELINES</p>   | \$10. <sup>00</sup> /ft. <sup>2</sup> | \$10. <sup>00</sup>    |
| REVISED AS PER ADDENDUM # 2 |          |      |  |                                       |                        |

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Gil's Carpet Sales, Inc.  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Gil's Carpet Sales, Inc.  
INCORPORATED, DULY NOTICED AND HELD ON JAN 17, 2019,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Gregory J. Schmidt, 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.

Anna L. Schmidt

SECRETARY-TREASURER

3-14-19

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

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

Gregory J. Schmitt (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Manager of Gil's Carpet Sales, Inc (Entity), the party who submitted a bid in response to Bid Number 50-00125413 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.

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

Gregory J. Schmidt  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 14 DAY OF MARCH, 2019

  
\_\_\_\_\_  
Notary Public

Mary P Paul  
\_\_\_\_\_  
Printed Name of Notary

135714  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires lifetime.



## Louisiana Secretary of State

### R. Kyle Ardoin

#### SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

#### Notary Search - Detail

**Name:** MS. MARY P. PAUL  
**Address:** 2725 SALEM STREET  
KENNER, LA 70062

**Phone:** (504) 495-1053  
**Phone 2:** (504) 495-1053

**Notary ID Number:** 135714  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active

**Commission Date:** 07/11/2017  
**Oath Date:** 07/10/2017  
**Surety Expiration Date:** 07/10/2022  
**Annual Report Current:** Yes

#### Notary Events

|                                    |                             |                                      |
|------------------------------------|-----------------------------|--------------------------------------|
| <b>Name Change</b>                 | Previous Name:<br>MARY PAUL | Previous Commission Date:<br>Unknown |
| <b>Pre-Assessment Registration</b> | Date: 09/16/2015 -          |                                      |
| <b>Pre-Assessment Registration</b> | Date: 10/18/2014 -          |                                      |

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

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

## **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*

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

---

**For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected.** The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

---

### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **☒ 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.

**Note:** If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy 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.

☒ **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.

☒ **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.

**Note:** This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. 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.

**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 with the concurrence of the Director of Risk Management.

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

**1) OWNER'S PROTECTIVE LIABILITY**

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

**2) 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.



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

January 2019

### CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

- **As of January 9, 2019, due to water damage in our main office of 200 Derbigny Street, Suite 4400, Gretna, LA 70053 is closed. Westbank Purchasing Department has temporarily relocated to Paul D. Connick, Sr., Emergency Operations & Communications Center, 910 3<sup>rd</sup> Street, Gretna, LA 70053. All hand delivered bids and advertised bid openings will be held at this location at the set date and time on the individual Invitation to Bid.**
- **As of November 13, 2018, for all advertised (2:00 pm) bids, the bid tabulation will be released to the vendors 14 days from the bid opening date.**

#### Other continued changes:

- Bid submissions can be delivered to the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid submission to the East Bank location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**
- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms 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, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **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.

**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.**

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](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)




# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/13/2019

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

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

|   |  |
|---|--|
| <b>PRODUCER</b><br><b>State Farm</b><br><br>BART DORNIER INSURANCE AGENCY INC<br>3008 20TH STREET<br>STE E<br>METAIRIE, LA 70002 | <b>CONTACT NAME:</b> LYNN CATALANO<br><b>PHONE (A/C, No, Ext):</b> 504-837-7750<br><b>FAX (A/C, No):</b> 504-837-7753<br><b>E-MAIL ADDRESS:</b> LYNN.CATALANO.QW0D@STATEFARM.COM   |
|   | <b>INSURER(S) AFFORDING COVERAGE</b><br><b>INSURER A:</b> State Farm Fire and Casualty Company<br><b>INSURER B:</b> State Farm Mutual Automobile Insurance Company<br><b>INSURER C:</b><br><b>INSURER D:</b><br><b>INSURER E:</b><br><b>INSURER F:</b> |
| <b>INSURED</b><br>GIL'S CARPET -- GILBERT & ANNA SCHMIDT<br>1329 VETERANS MEMORIAL BLVD<br>KENNER, LA 70062   | <b>NAIC #</b><br>25143<br>25178<br><br><br><br>  |

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE   | ADDL INSD                       | SUBR WVD | POLICY NUMBER    | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|---|---------------------------------|----------|------------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> Non-Owned Autos<br><input checked="" type="checkbox"/> Hired Autos<br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC<br>OTHER: | Y                               | Y        | 98-BD-C204-5 F   | 03/03/2019              | 03/03/2020              | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000<br>MED EXP (Any one person) \$ 5,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000 |
|          | <input type="checkbox"/> AUTOMOBILE LIABILITY<br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> OWNED AUTOS ONLY<br><input type="checkbox"/> HIRED AUTOS ONLY<br><input checked="" type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS ONLY  | Y                               | Y        | 188 8999-A18-18J | 01/18/2019              | 07/18/2019              | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$ 1,000,000<br>BODILY INJURY (Per accident) \$ 1,000,000<br>PROPERTY DAMAGE (Per accident) \$ 1,000,000  |
|          | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  | N/A                             | N/A      | 98-BF-N927-6 F   | 05/14/2018              | 05/14/2019              | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000   |
|          | <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b><br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N<br><input type="checkbox"/> | N/A      |                  |                         |                         | PER STATUTE<br>E.L. EACH ACCIDENT \$<br>E.L. DISEASE - EA EMPLOYEE \$<br>E.L. DISEASE - POLICY LIMIT \$  |

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

PROJECT: NOCHI  
WDB JOB NO. 5710

## CERTIFICATE HOLDER

## CANCELLATION

WOODWARD DESIGN-BUILD LLC &  
NOCHI REAL ESTATE INC  
1000 S JEFFERSON DAVIS PKWY  
NEW ORLEANS, LA 70125

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/14/2019

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

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

|                             |  |
|-----------------------------|--|
| PRODUCER                    | CONTACT NAME: Madeleine Thomas, ACSR                               |
| Eagan Insurance Agency, LLC | PHONE (A/C, No, Ext): (504) 836-9600 FAX (A/C, No): (504) 836-9621 |
| 2629 N. Causeway Blvd.      | E-MAIL ADDRESS: thomasm@eaganins.com                               |
| P. O. Box 8590              |  |
| Metairie LA 70002           | INSURER(S) AFFORDING COVERAGE NAIC #                               |
|                             | INSURER A: La Home Builders Assn. LHBA                             |
| INSURED                     | INSURER B:   |
| Gil's Carpet Sales, Inc.    | INSURER C:   |
| 1329 Veterans Blvd.         | INSURER D:   |
|                             | INSURER E:   |
| Kenner LA 70062             | INSURER F:   |

COVERAGES CERTIFICATE NUMBER: 18/19 WC incls Waiver REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD                             | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|---------------------------------------|----------|---------------|-------------------------|-------------------------|--|
|          | COMMERCIAL GENERAL LIABILITY   |                                       |          |               |                         |                         | EACH OCCURRENCE \$   |
|          | CLAIMS-MADE <input type="checkbox"/> OCCUR <input type="checkbox"/>                            |                                       |          |               |                         |                         | DAMAGE TO RENTED PREMISES (Ea occurrence) \$                         |
|          |  |                                       |          |               |                         |                         | MED EXP (Any one person) \$  |
|          |  |                                       |          |               |                         |                         | PERSONAL & ADV INJURY \$   |
|          | GEN'L AGGREGATE LIMIT APPLIES PER:   |                                       |          |               |                         |                         | GENERAL AGGREGATE \$   |
|          | <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC |                                       |          |               |                         |                         | PRODUCTS - COMP/OP AGG \$  |
|          | OTHER:   |                                       |          |               |                         |                         | \$   |
|          | AUTOMOBILE LIABILITY   |                                       |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$                               |
|          | <input type="checkbox"/> ANY AUTO  |                                       |          |               |                         |                         | BODILY INJURY (Per person) \$  |
|          | <input type="checkbox"/> OWNED AUTOS ONLY  |                                       |          |               |                         |                         | BODILY INJURY (Per accident) \$                                      |
|          | <input type="checkbox"/> HIRED AUTOS ONLY  |                                       |          |               |                         |                         | PROPERTY DAMAGE (Per accident) \$                                    |
|          | <input type="checkbox"/> SCHEDULED AUTOS   |                                       |          |               |                         |                         | \$   |
|          | <input type="checkbox"/> NON-OWNED AUTOS ONLY  |                                       |          |               |                         |                         |  |
|          | UMBRELLA LIAB  |                                       |          |               |                         |                         | EACH OCCURRENCE \$   |
|          | EXCESS LIAB  |                                       |          |               |                         |                         | AGGREGATE \$   |
|          | DED <input type="checkbox"/> RETENTION \$  |                                       |          |               |                         |                         | \$   |
| A        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY  |                                       |          |               |                         |                         | PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> |
|          | ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)                    | Y/N                                   |          | 18-0879       | 04/01/2018              | 04/01/2019              | E.L. EACH ACCIDENT \$ 2,000,000                                      |
|          | If yes, describe under DESCRIPTION OF OPERATIONS below   | <input checked="" type="checkbox"/> Y | N/A      |               |                         |                         | E.L. DISEASE - EA EMPLOYEE \$ 2,000,000                              |
|          |  |                                       |          |               |                         |                         | E.L. DISEASE - POLICY LIMIT \$ 2,000,000                             |

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

Blanket waiver of subrogation, if required by written contract, is included in this policy.

Bid #50-123156 NEW CARPET TILE & COVE BASE FOR THE JEFFERSON PARISH DEPARTMENT OF STREET LIGHTING

## CERTIFICATE HOLDER

## CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Jefferson Parish Purchasing Dept

200 Derbigny Street

Ste 4400

Gretna

LA 70053

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**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

Due  
3/14/19  
2pm

**5000125417 LABOR, MATERIALS AND EQUIPMENT NECESSARY TO  
REMOVE, SUPPLY & INSTALL NEW FLOOR COVERING & COVE BASE  
FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
13-Feb-2019 12:49:01 PM



**Bid Number 50 - 125417**

Labor, materials & equipment necessary to remove , supply and install new floor covering and cove base for the Jefferson Parish Performing Arts Center.

**March 14,2019 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**

**Temporary Location:**

**Paul D. Connick Sr., Emergency Operations & Communications Center**

**910 3<sup>rd</sup> Street,**

**Gretna, LA 70053**

**Donna Reamey**

**Dreamy@jeffparish.net**

**504-364-2684**

## BID SPECIFICATIONS FOR BID # 50-125417

### REMOVE AND INSTALL FLOOR COVERING AND COVE BASE

#### **Section 1.0 – Pre-Bid Conference:**

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

Location: Jefferson Parish Performing Arts Center

6400 Airline Drive, Metairie, La. 70003

Date: February 28, 2019

Time: 9:00 AM

All bidders must attend the Mandatory pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(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.

#### **Section 2.0 – Scope:**

We extend this bid to cover all labor, materials, delivery, equipment and all other incidentals necessary to remove existing floor covering and cove base and install new bidder supplied floor covering and cove base at the Jefferson Performing Arts Center located at 6400 Airline Drive, Metairie, LA 70003.

#### **Section 3.0 – License Requirements:**

The following Louisiana State license shall be required for this project:

- Commercial License

And a

- Louisiana State Specialty License in Stone, Granite, Slate, Resilient Floor Installations, Carpeting

#### **Section 4.0 – Bid Bond:**

A bid bond will be required with the submission in the amount of 5% of the total bid. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

## BID SPECIFICATIONS FOR BID # 50-125417

### **Section 5.0 – Performance and Payment Bonds:**

A Performance Bond in the amount of 100% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

A Payment Bond in the amount of 100% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

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

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are informational only and are not intended to be used as installation perimeters. Bidders that attend the mandatory pre-bid meeting can perform measurements at this meeting or will be allowed to make appointments with General Services to take measurements at a later date and time.

### **Section 7.0 – Bid Specifications:**

- All materials shall be bidder supplied new
- All materials shall be as specified or owner reviewed and approved equal
- All materials shall be installed as per manufacturer recommendations and guidelines.
- Provide 100 square yards of carpet as attic stock
- Floor plan for building is listed in Attachment “B” of these specifications
- Jefferson Parish will provide a dumpster for the removed floor covering on this project.

### **Removal of Floor Covering, Cove Base, and furnishings:**

- Remove and properly dispose of existing floor covering and cove base throughout building.
- Remove and re-install all furnishings in the space where work is to be performed
- Owner will remove and reinstall all electronic equipment
- Location of carpet that is to be removed and re-installed shall be field verified with a Jefferson Parish representative prior to the start of the project.



## BID SPECIFICATIONS FOR BID # 50-125417

### **Floor Preparation:**

- Prepare existing subflooring as per new flooring manufacturer guidelines.
- ARDEX Featheredge floor leveler shall be used to level floor surface, quantity of five (25) bags total. All remaining bags shall be turned over to owner at completion.

### **Section 7.0 – Bid Specifications: Continued**

#### **Installation:**

- All substrate preparation and procedures shall be performed in strict accordance with carpet and adhesive Manufacturer's recommendations.
- Supply and install new EF Contract Flooring™ low tide style big fish color carpet throughout building. See Attachment "A"
- Carpet and cove base shall be installed in all locations where carpet and cove base are installed now.
- Rubber bullnose shall be applied on all steps/stairs.
- Carpet reducer strips shall be installed at all ramps and door transitions.
- Surfaces to receive carpet and cove base shall be free of dirt, solvents, oil, grease, paint, plaster, moisture and other substances detrimental to proper performance of adhesive and carpet.
- Check to ensure there is no dusting.
- Grind down ridges or high spots.
- Feather out elevation differences of adjoining floor surfaces.

#### **Cleaning:**

- Upon completion of the installation, remove all waste materials, tools and equipment.
- Prior to final acceptance, thoroughly vacuum the entire floor surface using commercial vacuums.
- Remove spots or replace carpet where spots cannot be removed.
- Provide protection methods and materials needed to ensure that carpeting will be without deterioration or damage at time of substantial completion.

#### **Maintenance Instructions:**

- Furnish Owner with carpet manufacturer's recommended carpet extraction and spot cleaning procedures.
- Provide instruction to Owner's maintenance personnel on carpet care and cleaning.

## BID SPECIFICATIONS FOR BID # 50-125417

### **Section 7.1- Material Description:**

#### **Floor Covering:**

- Manufacturer: EF Contract Flooring™
- Style: Low Tide
- Color: Big Fish
- Size: 18"x 36"
- Construction: Textured Loop
- Yarn Content: 100% Nylon 6
- Dye Method: Solution Dyed
- Machine Gauge: 1/12 Gauge
- Stitch Count: 11 per inch minimum
- Pile Density: 5,500 minimum
- Fiber Treatments: Commercial Soil & Stain Protection
- Yarn Weight Tufted: 24 ounce minimum
- Primary Backing: Non-woven
- Secondary Backing: Fiberglass reinforced PVC
- Tuft Bind: 8/lb minimum ASTM D 1335
- Delam Strength: Will not delam ASTM K 3936
- Static Control: Less Than 3.5 k.v. (step AATCC 134)
- Flame Resistance: Passes (CPCS FF 1-70)
- Flooring Radiant Panel: Class 1 (ASTM E-648)
- Smoke Density: Less Than 450 (ASTM E-662)
- Colorfastness: 5.0 rating at 40 AFU (AATCC 16)
- CRI Green Label Plus: Certified
- Wear Rating: 4.0 TARR or Better (ASTM D 5252)
- Dimensional Stability: + or – 0.027" Max (AACHEN)
- Installation of carpet tiles must be flat.
- Carpet tile seams must blend so they are hidden.

#### **Flooring Adhesive:**

Pentz™ Engineer Floor Contract

- Commercialon™ Premium Adhesive for Modular Carpet and LVT
- Features and Benefits: Pressure
- Green Label us Certified for Low VOC's
- Solvent Free
- Industry Standard and Approvals: LEED Points Contribution: LEED Points, MR Credits 5, Regional Materials Up to 2 Points

## BID SPECIFICATIONS FOR BID # 50-125417

### **Section 7.1- Material Description: Continued**

#### **Cove Base:**

- Manufacturer: Roppe
- 700 Series Wall Base
- Size: 4 inch
- Style: Coved
- Color: To be decided at pre-construction meeting

#### **Bullnose on Steps:**

- Roppe #17 rubber bullnose
- Color: to be decided at pre-construction meeting.

#### **Carpet Reducer Strips:**

- Install Roppe #169 carpet reducer strip at ramps and door transitions where needed.
- Color to be decided at pre-construction meeting.

### **Section 8.0 - Hours of Work:**

The work that is to be performed shall be scheduled during normal working hours (7:00 a.m. - 5:00 p.m., Monday through Friday) unless otherwise specified. The successful bidder may choose to work before or after normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish. There will be no Additional charges for security or supervision if after hours work is performed.

### **Section 9.0 – Existing Structure:**

Should any cutting, patching, alteration, addition, or repairs to existing (items not part of the project) structure, walls floors, ceilings, or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

Precautions must be exercised at all times to safeguard and protect from damage, all Parish, public, and private properties. Any such damages shall remain the sole responsibility of the successful bidder.

## BID SPECIFICATIONS FOR BID # 50-125417

### **Section 10.0 – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable materials must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Trash and debris shall be removed daily and shall become the property of the successful bidder, and shall be placed in an appropriate dumpster and hauled away by the contractor. TRASH AND DEBRIS SHALL NOT BE PUT IN PARISH DUMPSTERS OR COMPACTORS.

Successful bidder employees may use public bathroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment in lavatories, storm drains, or any misuse of any kind of the bathroom facilities will not be tolerated. Any damages incurred will remain the sole responsibility of the successful bidder to repair or replace to original condition.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder to supply and maintain.

### **Section 11.0 – Warranty:**

#### **CARPET:**

##### **Lifetime Warranty for:**

- Wear
- Static
- Stain
- Colorfastness
- Tuft Bind
- Edge Ravel
- Dimensional Stability
- Delamination
- Moisture Barrier

#### **COVE BASE-BULLNOSE-CARPET REDUCER STRIPS:**

- Limited Warranty: one (1) year from date of installation to be free of defects in materials and workmanship.



## BID SPECIFICATIONS FOR BID # 50-125417

Upon written notice from the owner, the successful bidder must agree to the following:

- Promptly respond to all warranty claims.
- No charges will be applied to the owner for any labor, materials, etc. to all warranty repairs, replacement, etc.
- All warranty work shall be to the satisfaction of the owner.
- To make changes, replacement, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period.

### **Section 12.0 – SDS:**

The bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at the workplace. The bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

### **Section 13.0 – Liquidated Damages:**

Commencing on the sixty-first day following the notice to proceed until work is substantially complete, liquidated damages will be assessed in the amount of \$300/day.

### **Section 14.0 – Pre-Construction Conference and Notice to Proceed:**

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

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

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

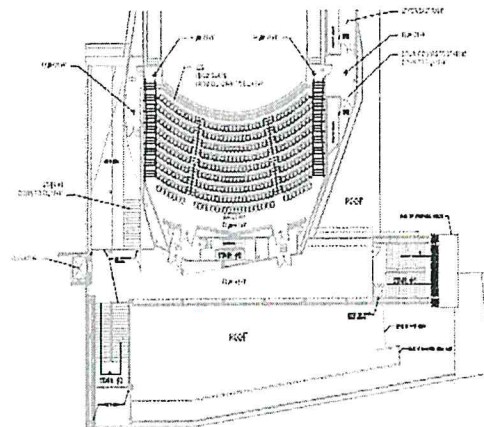
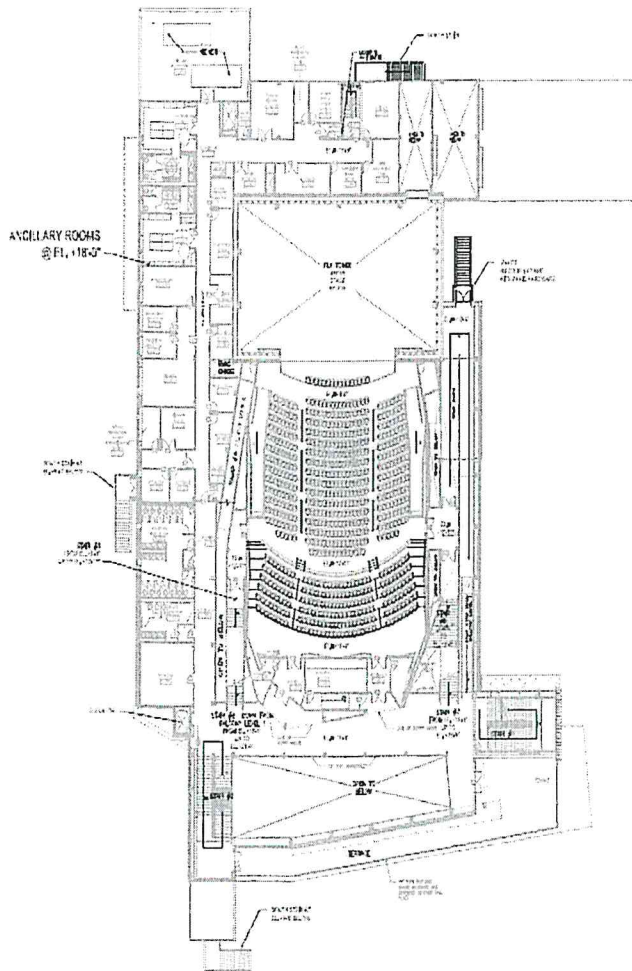
BID SPECIFICATIONS FOR BID # 50-125417

Attachment "A"



# BID SPECIFICATIONS FOR BID # 50-125417

## Attachment "B"



ILLUSTRATIONS FOR  
EXIT ANALYSIS

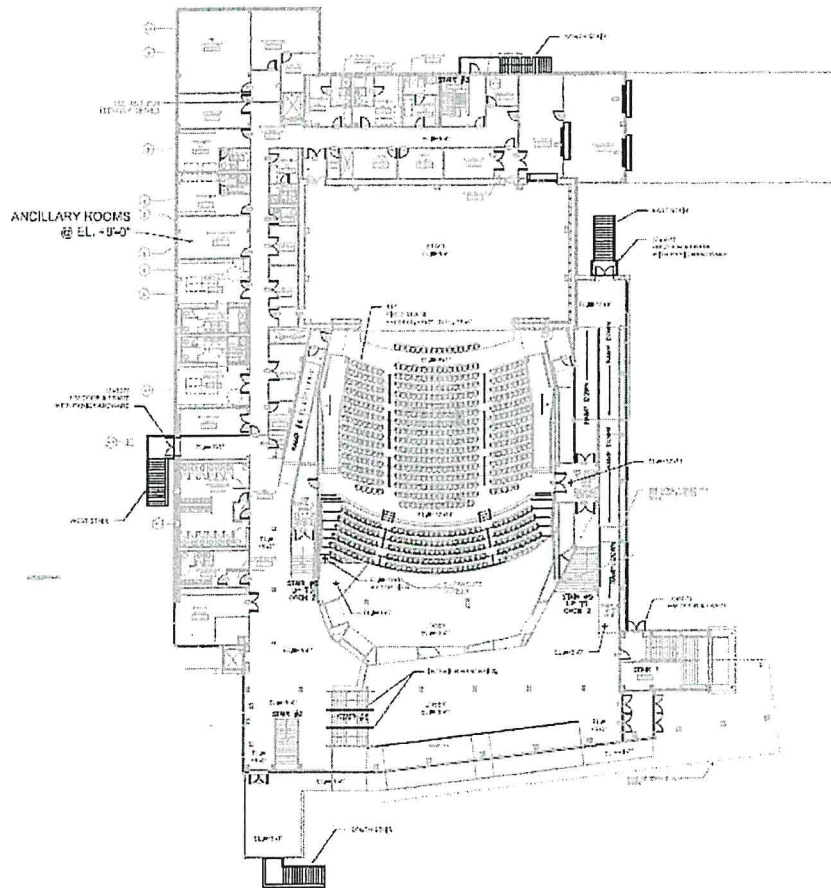


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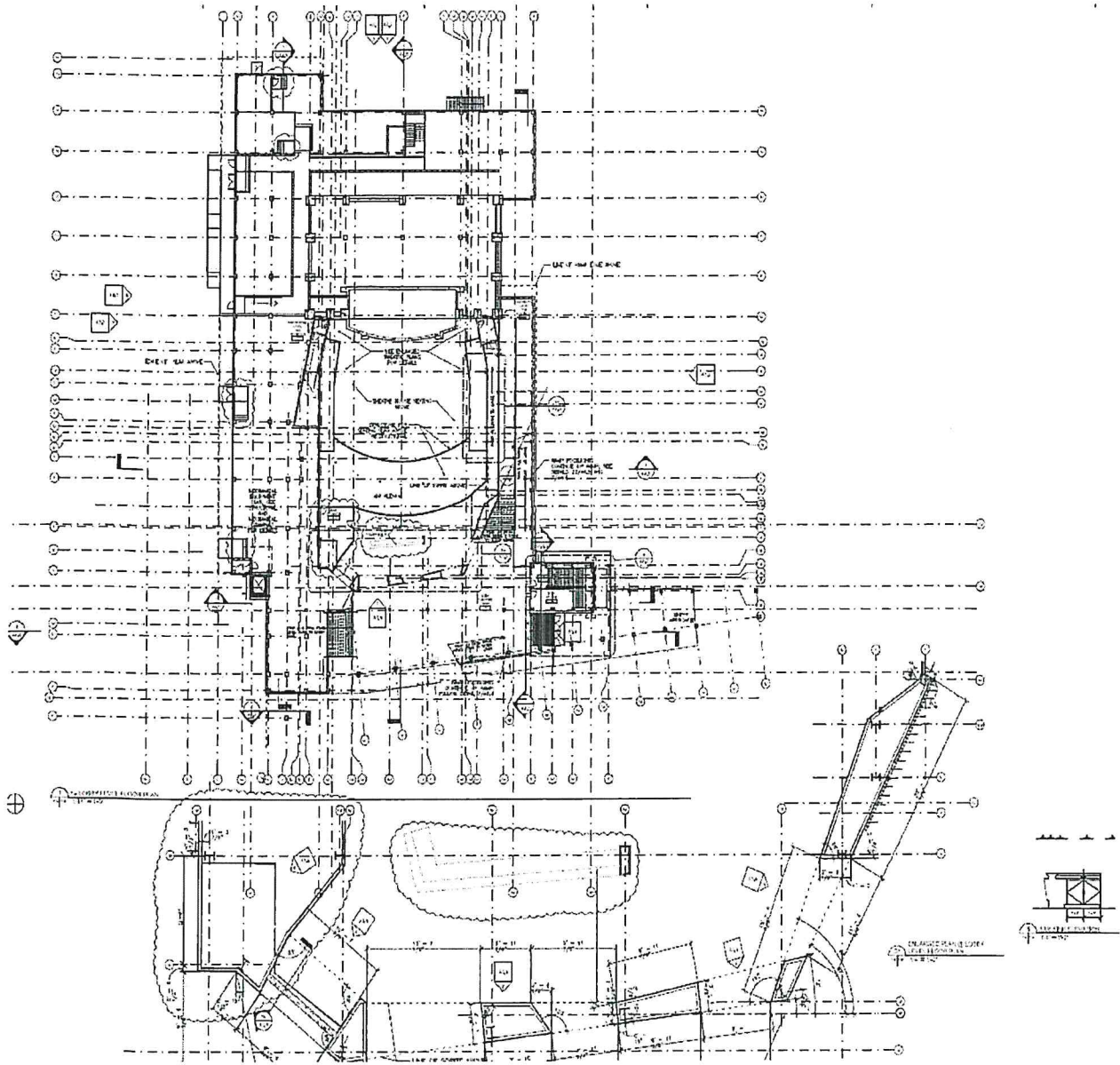
# BID SPECIFICATIONS FOR BID # 50-125417



ILLUSTRATIONS FOR  
EXIT ANALYSIS

FLOOR PLAN (LOWER THEATER HOUSE) - LOBBY, STAGE & ORCHESTRA LEVELS  
SCALE: 1/8" = 1'-0"

BID SPECIFICATIONS FOR BID # 50-125417



DATE: 2/13/2019

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00125417

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

VENDOR:

BUYER: DREAMEY@jeffparish.net

Bids will be received until 11:00 AM, 3/14/2019 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, Paul D. Connick Sr. Emergency Operations & Communications Center at 910 3rd Street, Gretna, LA 70053. 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 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 [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

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.

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

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 as appropriate and a written response will be provided as soon as possible.

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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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).

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

**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](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

1,4,5,6,8,9,10,11,13,15

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: PERFORMING ARTS CENTER 6400 AIRLINE DR.  
METAIRIE, LA. 70003 @ 9:00 AM  
ON 2/28/2019

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



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. 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.

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.

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125417

SEALED BID

| ITEM<br>NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE<br>QUOTED | TOTALS |
|----------------|----------|------|--|----------------------|--------|
| 1              | 1.00     | JOB  | <p>LABOR, MATERIALS &amp; EQUIPMENT NECESSARY TO REMOVE , SUPPLY , AND INSTALL NEW FLOOR COVERING AND COVE BASE FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER.</p> <p>0010-CARPET INSTALLATION<br/>JEFFERSON PERFORMING ARTS CENTER</p> <p>WE EXTEND THIS BID TO PROVIDE LABOR, MATERIALS, DELIVERY, EQUIPMENT, AND ALL OTHER INCIDENTALS NECESSARY TO REMOVE EXISTING FLOOR COVERING AND COVER BASE AND INSTALL NEW BIDDER SUPPLIED FLOOR COVERING AND COVE BASE AT THE FOLLOWING LOCATION:</p> <p>JEFFERSON PERFORMING ARTS CENTER<br/>6400 AIRLINE DRIVE<br/>METAIRIE, LA 70003</p> <p>FOR THE DEPARTMENT OF GENERAL SERVICES AS PER THE ATTACHED SPECIFICATIONS.</p> |                      |        |
| 2              | 1.00     | JOB  | <p>0020-PROVIDE A COST TO SUPPLY AND INSTALL (1) 10 POUND BAG OF ARDEX</p> <p>FEATHEREDGE FINISH.</p>  |                      |        |
| 3              | 1.00     | SQFT | <p>0030-PROVIDE A COST PER SQUARE FOOT TO GRIND DOWN HIGH SPOTS IN THE EXISTING SUBFLOORING FOR A CLEAN AND PROPER INSTALLATION AS PER ALL MANUFACTURER RECOMMENDATIONS AND GUIDELINES</p>   |                      |        |



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000125417 LABOR, MATERIALS AND EQUIPMENT NECESSARY TO  
REMOVE, SUPPLY & INSTALL NEW FLOOR COVERING & COVE BASE  
FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
14-Mar-2019 08:57:37 AM





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

*February 14, 2019*

**ADDENDUM # 1**

**Bid No.: 50-00125417**

**Bid Opening Date: 03/14/2019**

**For: Labor, materials & equipment necessary to remove, supply and install new floor covering and base cove for the Jefferson Parish Performing Arts Center.**

---

**IN BID SPECIFICATIONS UNDER SECTION 3.0 – LICENSE REQUIREMENTS: ADD**

**UNDER:**

Louisiana State Specialty License in Stone, Granite, Slate, Resilient Floor Installations, Carpeting

**AND/OR**

Louisiana State Specialty License in Flooring and Decking.

Sincerely,

Donna Reamey

Donna Reamey, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

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





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

*February 14, 2019*

**ADDENDUM # 1**

**Bid No.: 50-00125417**

**Bid Opening Date: 03/14/2019**

**For: Labor, materials & equipment necessary to remove, supply and install new floor covering and base cove for the Jefferson Parish Performing Arts Center.**

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**IN BID SPECIFICATIONS UNDER SECTION 3.0 – LICENSE REQUIREMENTS: ADD**

**UNDER:**

Louisiana State Specialty License in Stone, Granite, Slate, Resilient Floor Installations, Carpeting

**AND/OR**

Louisiana State Specialty License in Flooring and Decking.

Sincerely,

*Donna Reamey*

Donna Reamey, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

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



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

*March 6, 2019*

**ADDENDUM # 2**

**Bid No.: 50-00125417**

**Bid Opening Date: 03/14/2019**

**For: Labor, materials & equipment necessary to remove, supply and install new floor covering and base cove for the Jefferson Parish Performing Arts Center.**

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**REMOVE PAGES 1 THRU 5 OF THE INVITATION TO BID AND REPLACE WITH REVISED AS PER ADDENDUM # 2 INVITATION TO BID PAGES 1 THRU 6. YOU MUST USE THE ATTACHED.**

**THE BID CLOSING AT 2:00 PM ON 3/14/2019.**

**REMOVE UNDER SECTION 7: FLOOR PREPARATION AND REPLACE WITH THE FOLLOWING.**

**Floor Preparation:**

- Prepare existing subflooring as per new flooring manufacturer guidelines.
- ARDEX Featheredge floor leveler shall be used to level floor surface, provide twenty five (25) 10 pound bags total. All remaining bags shall be turned over to owner at completion.

**Vendor Questions:**

1.) In the auditorium room, there are a number of seats with carpet below them. It was asked who's responsibility will it be to remove these auditorium seats; which are fastened to the substrate with nut and bolt hardware?

**Answer:** It is the successful bidder's responsibility to remove and re-install all furnishings, handrails, etc. needed to remove existing flooring and install new flooring.

2.) The specifications give a 60 day duration to complete the work once issued a notice to proceed. However, during the meeting it was mentioned that if the flooring contractor is required to stop work due to theater shows/performances, these lost days will be added to the duration schedule. Please confirm.



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

**Answer:** If work is stopped to accommodate the working of the building additional days will be added to make up for such days.

Sincerely,

*Donna Reamey*

Donna Reamey, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

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



DATE: 2/27/2019  
BID NO.: 50-00125417

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, Paul D. Connick, Sr. Emergency Operations and Communications Center at - 910 3rd Street, Gretna, LA 70053 2:00 PM, 3/14/2019 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](http://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.

**REVISED AS PER ADDENDUM # 2**

**Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)**



DATE: 2/27/2019

BID NO.: 50-00125417

Page: 2

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 A17.1-1961).

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](http://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.

1,4,5,6,8,9,10,11,13,15

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: PERFORMING ARTS CENTER 6400 AIRLINE DR.  
METAIRIE, LA. 70003 @ 9:00 AM  
ON 2/28/2019

- 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.



DATE: 2/27/2019

BID NO.: 50-00125417

Page: 4

### 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

REVISED AS PER ADDENDUM # 2



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

March 14, 2019

Paul Sita Company, Inc.  
PO Box 23294  
Harahan, LA 70183-0294

Bid No. 50-125417 – Labor, materials and equipment necessary to remove, supply and install new floor covering and cove base for the Jefferson Parish Performing Arts Center

Dear Sir or Madam:

We are in receipt of your bid submitted for the above referenced number. The bid is being returned to you because your Louisiana State Contractor's License number was not on the outside of the envelope. Pursuant to LA R.S. 37:2163 "if the bid does not show the contractor's license number on the bid envelope, the bid shall be automatically rejected, returned to the bidder marked "rejected" and shall not be read aloud.

Thank you for your interest in doing business with Jefferson Parish.

Renny Simno, Director  
Purchasing Department

RS/nmw



Jefferson Parish Bid #50-00125417

Paul Sita Company, Inc.  
(504) 733-4710



**BID/RFP RECEIPT**

**RECEIVED**

Receipt of Bid/RFP Proposal No.

SD-125417

2019 MAR 14 PM 1 28

From:

Paul S. Hte

Company's Name

JEFFERSON PARISH  
PURCHASING

Person Received Bid:

Andre B. Hte

Number of Envelopes/Boxes Received:

1 (en)

Jefferson Parish Purchasing Department

Temporary Location:

Paul D. Connick Sr., Emergency Operations & Communications Center  
910 3<sup>rd</sup> Street,  
Gretna, LA 70053