



**BID NUMBER- 50-00147811**

**Two (2) Year Contract to Supply Petroleum Products for the  
Jefferson Parish Department of Fleet Management**

**BID DUE: June 12, 2025 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 on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053**

**Purchasing Specialist II Name: SHANNA FOLSE  
Purchasing Specialist III Email: [shanna.folse@jeffparish.gov](mailto:shanna.folse@jeffparish.gov)  
Purchasing Specialist III Phone: 504-364-2680**

## SPECIFICATIONS A TWO (2) YEAR SUPPLY OF PETROLEUM PRODUCTS

**BID #50-00147811**

A contract for a two-year supply of Petroleum Products, Kerosene, Varsol, etc. (55-gallon containers) for the Jefferson Parish Department of Fleet Management located at 4901 Jefferson Hwy. Suite A. Jefferson, LA. 70121 and 1501 River Park Rd. Bridge City, LA 70094

**Products must be delivered within seventy-two (72) hours of order placement.**

### INSURANCE REQUIREMENTS:

#### **CONTRACTOR'S POLLUTION INSURANCE: (THIS INSURANCE IS REQUIRED IN ADDITION TO THE STANDARD INSURANCE REQUIREMENTS)**

1. Covering losses caused by pollution conditions that arise from the operations of Contractor;
2. Minimum acceptable limits: \$1,000,000 per incident; \$2,000,000 aggregate;
3. Broad Form Named Insured endorsement;
4. If transporting any pollutants, policy to include the Broad Form Transportation Pollution Form CA 99 48, or the most current form available;
5. Fines, penalties and punitive damages to be included;
6. Clean up costs to be included;
7. Additional Insured endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council and should stipulate that the insurance afforded Contractor shall be primary insurance and that any insurance carried by the Parish shall be excess and not contributing insurance;
8. Waiver of Transfer of Rights of Recovery Against Others to Us in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council;
9. If claims-made coverage is accepted, the retroactive date, if any, must precede the commencement of the performance of the contract; and
10. Any retrospective date applicable to coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years, beginning when this Contract is completed or terminated.

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

DATE: 5/28/2025

BID NO: 50-00147811

**JEFFERSON PARISH**

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

PURCHASING SPECIALIST:  
shanna.folse@jeffparish.gov

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 6/12/2025 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit their bid via Jefferson Parish's electronic procurement page. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

**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 FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and in the terms and conditions of Resolution No. 136353 and/or Resolution No. 141125, all of which are made part of this bid proposal and ensuing contract by 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 ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for construction projects (141125) and the General Conditions for the purchase of materials, services and/or supplies (136353) are those adopted by the Jefferson Parish Council by Resolution No. 136353 and Resolution No. 141125, respectively. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. A copy of each 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 of each by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. 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.
- D. All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> 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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to Public Works projects.
- F. 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 on the bid form with bid submission. Supporting documentation may be required upon request.

**Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)**

DATE: 5/28/2025

BID NO: 50-00147811

- G. Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than five (5) working days prior to the bid opening. Bid numbers must 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. 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.
- H. All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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.
- I. 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.
- J. 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. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. 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. A sample corporate resolution can be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document.
- L. 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 day increments.
  - PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)
  - 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"
- M. 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.
- N. 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 any time 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.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. 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 local taxes. The price quoted for work shall be stated in figures no more than four (4) decimal points. 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.

**Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

- P. ANTI- DISCRIMINATION: 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).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. INSPECTOR GENERAL: 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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

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.

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.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.

**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 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://www.jeffparish.gov/464/Purchasing>.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

**10, 12, 13, 14**

1. **MANDATORY PRE-BID** - 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 LA.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. **NON-MANDATORY PRE-BID** - 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. **JP LICENSE** - Contractor must hold current applicable **JEFFERSON PARISH** licenses with the Department of Building Permits. Contractor shall obtain any and all permits required by the **JEFFERSON PARISH** Department of Building Permits. 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 municipality, Federal and/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such 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. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - 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.

**Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)**

**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. INSURANCE - All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. BID BOND - 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. 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. AS-NEEDED WORK - This is a requirements-based 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 - 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. AFFIDAVIT - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 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 GENERIC 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. FEDERAL FUNDING - 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. TAX EXEMPT - 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.
17. TECH AFFIDAVIT - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 5/28/2025  
BID NO: 50-00147811

**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 throughout the entirety of the contract. However, bidders may request that an escalation provision be added to their contract by selecting "yes" below. The escalation provision in the contract will state that only one escalation will be allowed during the term of the contract, and the escalation shall take effect only after the initial 12 month period of the contract. A vendor with an escalation provision in their contract must submit a request in writing to activate the provision, but should not do so any sooner than the first day of the 13th month of their contract. The escalation percentage shall be limited to the most recently published CPI figure issued at the time an adjustment is requested by bidder based on the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure.

Are you requesting an escalation provision?

YES X NO \_\_\_\_\_

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 48 - 72 Hrs

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

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

FIRM NAME: The McPherson Companies, Inc.

ADDRESS: 5051 Cardinal Street

CITY, STATE: Trussville, AL ZIP: 35173

TELEPHONE: (205 ) 308-308 / 888.802.7500

E-MAIL: rharrison@mcphersonoil.com / customercare@mcphersonoil.com

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

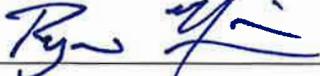
Acknowledge Receipt of Addenda: NUMBER: Addendum 1

NUMBER: Addendum 2

NUMBER: Addendum 3

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

TOTAL PRICE OF ALL BID ITEMS: \$ 167,626.25

AUTHORIZED SIGNATURE: 

Ryan Harrison

Printed Name

TITLE: Govt & Municipal Sales Contract Manager

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147811

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	10.00	DRUM	<p>Two (2) Year Contract to Supply Petroleum Products for the Jefferson Parish Department of Fleet Management</p> <p style="text-align: right;">PROTECK 85W140 400LB</p> <p>0001 - CROWN 85W A40 GL5-55 GALLON DRUM PETROLEUM PRODUCTS (MORE OR LESS)(AS PER SPECS BELOW)            GRAVITY, API-25.5            FLASH, COC.F-375            POUR-PT.,F-0            VISCOSITY CST AT 40 C-310            CST AT 100C-24.7            SSU AT 100 F-1668            STRAIGHT MINERAL GEAR LUBRICANT MEETING API GL5 SPECIFICATIONS.</p>	\$ 840.00	\$ 8,400.00
2	25.00	DRUM	<p style="text-align: right;">PROTECK SYN BLD MV ATF 55GA</p> <p>0002 - CROWN ATF DERON/MERON 55 GALLON DRUM, PETROLEUM PRODUCTS SYNTHETIC (MORE OR LESS)(AS PER SPECS BELOW) FLASH, F-360            POUR F, (30)            VISCOSITY CST AT 40 C-39.7            SCT AT 100 C-6.5            SSU AT 100 F-204            SSU AT 210 F47.1            VISCOSITY INDEX-102            USED IN ALLISON POWERSHIFT AND MODEL CL(8) T700 AUTOMATIC TRANSMISSIONS AND OTHER EQUIPMENT REQUIRING EITHER TYPE C-1, TYPE C-2, OR TYPE C-3 HYDRAULIC TRANSMISSION FLUID.</p>	\$ 635.80	\$ 15,895.00
3	20.00	DRUM	<p style="text-align: right;">PROTECK UTF J20C 55GA</p> <p>0003 - CROWN UTF 55 GALLON DRUM PETROLEUM PRODUCTS FLD. LLDR (MORE OR LESS) (AS PER SPECS BELOW) FLASH, COC F-392            POUR, PT., F(-25)            VISCOSITY CST AT 40 C-57.8            CROWN UTF            CST AT 100C-9.1            SSU AT 100F-272            SSU AT 210F-55.7            VISCOSITY INDEX-135            PREMIUM UNIVERSAL LUBRICANT FOR ALL TRACTORS THAT REQUIRE A SINGLE OIL FOR LUBRICATION OF TRANSMISSION, DIFFERENTIAL AND DRIVE GEARS. IT CAN BE USED AS POWER BRAKE, POWER TAKE-OFF AND POWER STEERING FLUID WHERE MINERAL OILS ARE RECOMMENDED. MEETS SPES FOR AC POWER FLUID 821. ALLISON C1,C2,C3,C4 CATERPILLAR T02, FORD/NEW HOLLAND ESNM2C41B, ESNMC-248-B, ESNB2C53C, ESNM2C77A, ESNM2C868, ESNM2C124 A,B,C,D CASE INTERNATIONAL JIC 185, JIC 145 JIC 144, JIC 143, MS 1205, MS 1204, MS 1210 (TCH), MS 1206 (POWER GRATE PTE)            JOHN DEERE J20A (JY GARD), J1145 (303 FLUID), J145, J21A.</p>	\$ 398.75	\$ 7,975.00



INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147811

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	25.00	DRUM	<p style="text-align: center;">PROTECK FULL SYN MV LV ATF 55GA</p> <p>0004 - CROWN ATF DEXRON/MERCON 55 GALLON DRUM, PETROLEUM PRODUCTS SYNTHETIC (MORE OR LESS) (AS PER SPECS BELOW) COLOR-RED GRAVITY, API-29.5 FLASH, POINT F-360 POUR, PTX,F(-40) VISCOSITY C-P, AT (-40) C-40,000 CST AT 40C-37 CST AT 100C-7.4 SSU AT 100F-190 SSI AT 210F-51 VISCOSITY INDEX-160 PHOSPHOROUS % MASS-013 MEETS TRANSMISSION FLUID REQUIREMENTS FOR ALL ALLISON AUTOMATIC TRANSMISSIONS, ALLIOS C3 &amp; C4 AND CATERPILLAR TO2 GM DEXROM II, AMERICAN MOTORS, CHRYSLER AND MERCON, ESP-M2C 166H AS ESP-M2C133C.</p>	\$ 607.75	\$ 15,193.75
5	50.00	DRUM	<p style="text-align: center;">PROTECK ELITE K FULL SYN 5W40 TOTE (260 gal)</p> <p>0005 - CROWN HD 15 W40 MOTOR OIL 55 GALLON DRUM, PETROLEUM PRODUCTS FULL SYNTHETIC-DELIVERED IN TOTES (MORE OR LESS)(AS PER SPECS BELOW) GRAVITY, APT-28.4 FLASH, COC, F-399 CROWN HD 15 W40 MOTOR OIL POUR,PT., F(-17) VISCOSITY INDEX-136 ASH (SULFATE),% MAX-8 TBS (ASTM D-2896)-9 D-664-7.5 ZINC % MASS-13 CALCIUM % MASS-02 MEETS API CC,CD, CD-11,CE,SG &amp; API SAE OIL REQUIREMENTS FOR GASOLINE ENGINES. MEETS SHEAR STABILITY REQUIREMENTS OF CCMS (CED-L-14-T74) AS MEASURED IN ASTM D-3945 SHEAR STABILITY TESTS. ALSO MEETS VISCOSITY GRADE FOR CUMMINS, ,DDC SERIES 60, NAVISTAR, INTERNATIONAL AND MACK TRUCK ENGINES.</p>	\$ 3,120.00	\$ 33,000.00
6	25.00	DRUM	<p style="text-align: center;">PROTECK ELITE FULL SYN DEXOS 5W30 55GA</p> <p>0006 - CROWN 5W30, " " 55 GALLON DRUM, PETROLEUM PRODUCTS SYNTHETIC (AS PER SPECS BELOW) GRAVITY, API-30.0 FLASH, COC, F-410 POUR, F(-22) VISCOSITY CST AT 40 C-70 ASH (SULFATE)-81 ZINC % MASS-09 MAGNESIUM % MASS-13 COPPER PPM-100 API LEVEL-SC UNILUSE API DIESLE ENGINE CATEGORY CC.</p>	\$ 525.25	\$ 13,131.25



INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147811

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	50.00	DRUM	<p style="text-align: right;">KEROSENE 55GA</p> <p>0007 - CROWN K-1 KEROSENE 55 GALLON CONTAINER</p>	\$ 327.25	\$ 16,362.50
8	10.00	DRUM	<p style="text-align: right;">PROTECK MINERAL SPIRITS 55GA</p> <p>0008 - CROWN 55 GALLON CONTAINER- MINERAL SPIRITS</p>	\$ 451.00	\$ 4,510.00
9	7.00	DRUM	<p style="text-align: right;">PROTECK TACKY RED 400LB</p> <p>0009 - CROWN HI-TEMP 2 55 GALLON DRUM CONTAINER PRODUCT CODE 70311 COLOR BLUE SOAP TYPE LITHIUM COMPLEX BASE OIL VISCOSITY @40 DEGREE C. CST 150 @100 DEGREE C. CST 14.5 NLGI CLASSIFICATION GC/LB DROPPING POINT DEGREE F 536 WATER WASHOUT WT % LOSS @175 DEGREE F 6.8 TIMEKEN OK LOAD LBS. 45 RUST TEST PASS EOTKRF PRNRYTSYION. DDM @77 DEGREE F 60 STROKES 280 BOMB OXIDATION 100 HRS @210 DEGREE F, PSI DROP 5 MAX</p>	\$ 1,060.00	\$ 7,420.00
10	15.00	GA	<p style="text-align: right;">PROTECK ELITE SYN BLD 5W20 55GA</p> <p>0010 - ILC MULTIGRADE, 5W20 MOTOR OIL IS A HIGH QUALITY MOTOR OIL THAT</p> <p>PROVIDES ANTI-WEAR PROTECTION AND PROTECTION AGAINST SLUDGE AND DEPOSIT FORMATION. SYNTHETIC ILC MULTI-GRADE 5220 MOTOR OIL IS THE HIGHEST API QUALITY OIL RECOMMENDATION FOR GASOLINE POWERED VEHICLES. TYPICAL TEST DATA: SAE GRADE 5220 API GRAVITY @60 DEGREE 33.6 VISCOSITY: CST @40 DEGREE C 47.0 CST @100 DEGREE C 8.3</p>	\$ 396.00	\$ 5,940.00
11	10.00	DRUM	<p style="text-align: right;">PROTECK SUPER HD 85W140</p> <p>0011 - 85-140 SYNTHETIC GEAR OIL-55 GALLON DRUM</p>	\$ 840.00	\$ 8,400.00
12	20.00	DRUM	<p style="text-align: right;">MOBIL 1 0W40 55GA</p> <p>0012 - CAM BLUE BLOOD 0W40 ELITE FULL SYNTHETIC (55 GALLON DRUMS)</p>	\$ 1,176.00	\$ 23,520.00
13	15	DRUM	<p style="text-align: right;">PROTECK ELITE FS DEXOS 0W20 55GA</p> <p>013 - OW20 MOTOR OIL WITH DEXOS SYNTHETIC. DELIVERIES WILL BE MADE TO:</p> <p>DEPARTMENTS OF FLEET MANAGEMENT 4901 JEFFERSON HWY. SUITE A JEFFERSON, LA 70121</p> <p>AND</p> <p>1501 RIVER PARK RD. BRIDGE CITY, LA 70094</p>	\$ 525.25	\$ 7,878.75

PRODUCTS MUST BE DELIVERED WITHIN SEVENTY-TWO (72) HOURS OF ORDER PLACEMENT.



## **Evidence of Authority Instructions**

**Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.**

**The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to ensure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>.**

*Instruction sheet may be omitted when submitting.*

## CORPORATE RESOLUTION

Excerpt from minutes of meeting of the Board of Directors of

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Incorporated.

At the meeting of Directors of \_\_\_\_\_  
Incorporated, duly noticed and held on \_\_\_\_\_,  
A quorum being there present, on motion duly made and seconded. It was:

Resolved that \_\_\_\_\_, 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.

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**Secretary-Treasurer**

---

**Date**



The McPherson Companies, Inc.  
 5051 Cardinal Street Trussville, AL 35173  
 phone 205.661.4400 fax 205.661.4597

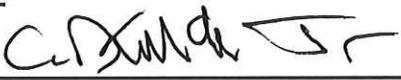
**CORPORATE RESOLUTION**  
 The McPherson Companies, Inc.

The following resolution was passed at a meeting of the Board of Directors of The McPherson Companies, Inc. (hereinafter referred to as "The Company" on the 7th day of November, 2023 .

It was resolved that:

Ryan Harrison, or failing him, Wendi Whittington be hereby authorized to conduct Government and Municipal Bidding for and on behalf of the Company and also be authorized to sign, initial, accept or execute all documents in connection with the Request for Quote or any other required Documents.

**\*Director**

Signature: 

Printed Name: Ken McPherson

Title: President/CEO

Date: 11/7/2023

CERTIFIED TRUE COPY

  
 (Signature of Director or Secretary)

\*Note: the number of Directors to sign must be in accordance with the Memorandum and Articles of Association of the Company.

# **Generic Bid Affidavit Instructions**

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

**The Affidavit MUST comply with the following requirements to be accepted.**

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

**Affidavits with the following WILL NOT be accepted.**

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

*Instruction sheet may be omitted when submitting the affidavit.*

**Generic Bid**

**AFFIDAVIT**

STATE OF Alabama

PARISH/COUNTY OF Jefferson County

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

Ryan Harrison (Affiant) who after being duly sworn by me, deposed and  
Govt. & Municipal  
said that he/she is the fully authorized Sales Contract Manager of

The McPherson Companies, Inc. (Entity), who submitted a bid 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. 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.

Affiant further said:

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 of Jefferson 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

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.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

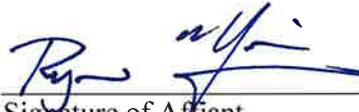
- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) False accounting (R.S. 14:70)
- (d) Issuing worthless checks (R.S. 14:71)
- (e) Bank fraud (R.S. 14:71.1)
- (f) Forgery (R.S. 14:72)
- (g) Contractors; misapplication of payments prohibited (R.S. 14:202)
- (h) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract canceled, the awarded entity

making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2) above.



Signature of Affiant

Ryan Harrison

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME,  
NOTARY PUBLIC ON THE 12 DAY  
OF JUNE, 20 25.



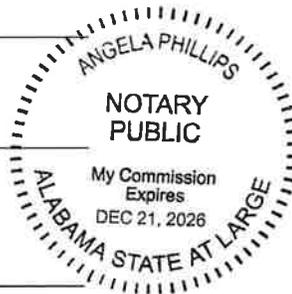
Notary Public

ANGELA PHILLIPS

Printed Name of Notary

Notary/Bar Roll Number

My commission expires \_\_\_\_\_



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

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her 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.

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**Within ten (10) days of bid opening, the apparent low bidder will be required to provide final insurance certificates to the Parish** which shall name **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. **Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder.** Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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

#### **WORKER'S COMPENSATION INSURANCE**

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

Waiver of Subrogation endorsement in favor of **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.**

**Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then bidders must request a**

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) days of the bid opening. A scanned copy may be submitted initially; 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**

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**BUSINESS AUTOMOBILE LIABILITY**

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; 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** - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

**UMBRELLA LIABILITY COVERAGE** - An umbrella policy or excess may be used to meet minimum requirements. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:** The following are required if selected below. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

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

**BUILDER'S RISK INSURANCE**

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



# McPherson Oil Contact Directory

*The McPherson Companies, Inc.*  
 5051 Cardinal Street  
 Trussville, AL 35173

NAME	POSITION/TITLE	MAILING ADDRESS	PHONE	ALTERNATE	EMAIL ADDRESS
Ryan Harrison	Govt. & Municipal Sales Contract Manager	5051 Cardinal Street Trussville, AL 35173	(205) 308-3028 (Preferred)	(205) 661-4527	<a href="mailto:rharrison@mcphersonoil.com">rharrison@mcphersonoil.com</a>
Orders	Lube Orders	5051 Cardinal Street Trussville, AL 35173	(888) 802-7500 (Preferred)	(205) 661-4400	<a href="mailto:lubeorders@mcphersonoil.com">lubeorders@mcphersonoil.com</a>
Customer Service	ETA, Product Availability, Delivery Issues, Billing Errors, etc.	5051 Cardinal Street Trussville, AL 35173	(888) 802-7500 (Preferred)	(205) 661-4400	<a href="mailto:customercare@mcphersonoil.com">customercare@mcphersonoil.com</a>
Josh Chapman	PVL Customer Service	5051 Cardinal Street Trussville, AL 35173	(205) 661-4550 (Direct)	(888) 802-7500	<a href="mailto:jchapman@mcphersonoil.com">jchapman@mcphersonoil.com</a>
Wendi Whittington	Director Inside Sales and Marketing	5051 Cardinal Street Trussville, AL 35173	(205) 661-4511 (Direct)	(205) 661-4400	<a href="mailto:wwhittington@mcphersonoil.com">wwhittington@mcphersonoil.com</a>



**The McPherson Companies**  
 5051 Cardinal Street  
 Trussville, AL 35173



**Ryan Harrison**  
 Government & Municipal  
 Sales Contract Manager  
 p: 205.661.4527  
 c: 205.308.3028  
 f: 205.661.4544  
 rharrison@mcphersonoil.com  
 mcphersonoil.com



**The McPherson Companies**  
 5051 Cardinal Street  
 Trussville, AL 35173

**Customer Care**  
 Hours of Operation  
 7:00 am (CST) - 5:00 pm (CST)  
 toll free: 888.802.7500  
 fax: 205.661.4597  
 after hours: 877.435.1417

**FUEL Z**  
 Fleet Card  
**ReNEW**  
 Fleet Card

customercare@mcphersonoil.com  
 www.mcphersonoil.com

Company ID Number: 143389

## THE E-VERIFY PROGRAM FOR EMPLOYMENT VERIFICATION

### MEMORANDUM OF UNDERSTANDING

#### ARTICLE I

##### PURPOSE AND AUTHORITY

This Memorandum of Understanding (MOU) sets forth the points of agreement between the Social Security Administration (SSA), the Department of Homeland Security (DHS) and **The McPherson Companies, Inc.** (Employer) regarding the Employer's participation in the Employment Eligibility Verification Program (E-Verify). E-Verify is a program in which the employment eligibility of all newly hired employees will be confirmed after the Employment Eligibility Verification Form (Form I-9) has been completed.

Authority for the E-Verify program is found in Title IV, Subtitle A, of the Illegal Immigration Reform and Immigrant Responsibility Act of 1996 (IIRIRA), Pub. L. 104-208, 110 Stat. 3009, as amended (8 U.S.C. § 1324a note).

#### ARTICLE II

##### FUNCTIONS TO BE PERFORMED

###### A. RESPONSIBILITIES OF THE SSA

1. Upon completion of the Form I-9 by the employee and the Employer, and provided the Employer complies with the requirements of this MOU, SSA agrees to provide the Employer with available information that allows the Employer to confirm the accuracy of Social Security Numbers provided by all newly hired employees and the employment authorization of U.S. citizens.
2. The SSA agrees to provide to the Employer appropriate assistance with operational problems that may arise during the Employer's participation in the E-Verify program. The SSA agrees to provide the Employer with names, titles, addresses, and telephone numbers of SSA representatives to be contacted during the E-Verify process.
3. The SSA agrees to safeguard the information provided by the Employer through the E-Verify program procedures, and to limit access to such information, as is appropriate by law, to individuals responsible for the verification of Social Security Numbers and for evaluation of the E-Verify program or such other persons or entities who may be authorized by the SSA as governed by the Privacy Act (5 U.S.C. § 552a), the Social Security Act (42 U.S.C. 1306(a)), and SSA regulations (20 CFR Part 401).
4. SSA agrees to establish a means of automated verification that is designed (in conjunction with DHS's automated system if necessary) to provide confirmation or tentative nonconfirmation of U.S. citizens' employment eligibility and accuracy of SSA records for both citizens and aliens within 3 Federal Government work days of the initial inquiry.



**POLICIES AND PROCEDURES: LUBRICANTS**

**ExxonMobil (BUYBACK) and TMC (Direct) STANDARD SERVICE OFFERING**

**Minimum Bulk Order Quantity:**

**ExxonMobil Buyback** - Minimum bulk order quantity is **200 gallons per product**. The conversion factor for products sold by the pound shall be 7.5 pounds per gallon in order to determine minimum delivery size. Bulk products must be delivered and invoiced in the same unit of measure.

Example A: Delivery documents for bulk gear oils must reflect the pounds of product delivered using a conversion factor provided by ExxonMobil to convert from metered gallons to pounds.

Example B: Delivery documents for motor oils must reflect the gallons of product delivered using metered gallons or full compartment capacities (in gallons) where full compartments are delivered and not metered.

**TMC Direct** – Minimum bulk order quantity is **150 gallons** of one product and **100 gallons** for each additional bulk product on the order.

**Minimum Package Quantity:**

**ExxonMobil Buyback** - Minimum Package Order Quantity is **75 gallons** (approximately 25 cases) for Conventional products and **30 gallons** for Synthetic Product. If a package order is a combination of Synthetic and Conventional, then the 30 gallon minimum for synthetics is still required for the order total minimum to be allowed for less than 75 gallons. (No minimum if order can be delivered with bulk order meeting the minimum bulk order requirements).

**TMC Direct** – Minimum Package Order Quantity is **45 gallons** (No minimum if order can be delivered with bulk order meeting the minimum bulk order requirements).

**Drum Pump –Off Minimum:**

**ExxonMobil Buyback**- The minimum order quantity is **4 drums** for **conventional** product and **1 drum** for **Synthetic** Product. Accounting requirements dictate that the amount invoiced for pump-off delivery must equal whole multiples of drums pumped off. Example: A delivery consisting of 4 drums into a customer's storage tank must reflect 4 whole drums of product being delivered (1600 pounds, 220 gallons etc.)

**TMC Direct** – The minimum order quantity is **2 drums** for conventional product and **1 drum** for Synthetic Product. Accounting requirements dictate that the amount invoiced for pump-off delivery must equal whole multiples of drums pumped off.

**TMC Drum Pickup Policy** – Drums must have the bung, no damage, and less than 1" of any type of product in the drum for us to pickup. We will not pick-up any drums that have more than 1" of any type of product regardless of condition. TMC will only pick up empty drums from our customers while making a delivery.

# 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.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

<b>Print or type.</b> See <i>Specific Instructions</i> on page 3.	<b>1</b>	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.) <b>THE MCPHERSON COMPANIES INC</b>		
	<b>2</b>	Business name/disregarded entity name, if different from above. <b>MCPHERSON OIL</b>		
	<b>3a</b>	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input checked="" type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) Note: Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions)	<b>4</b>	Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  (Applies to accounts maintained outside the United States.)
	<b>3b</b>	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions <input type="checkbox"/>		
	<b>5</b>	Address (number, street, and apt. or suite no.). See instructions. <b>5051 CARDINAL ST</b>	Requester's name and address (optional)	
	<b>6</b>	City, state, and ZIP code <b>TRUSSVILLE AL 35173</b>		
	<b>7</b>	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. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>										
<b>or</b>										
<b>Employer identification number</b>										
6	3		-	0	6	5	7	9	3	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.

<b>Sign Here</b>	Signature of U.S. person		Date	1.6. 2025
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## 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).

## What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they

### **Small Order Premium:**

**ExxonMobil Buyback:** The standard service offering includes a Small Order Premium (SOP) of \$50.00. This SOP applies to orders below the minimum delivery size except where scheduled oil deliveries, customer pick up, or customer paid shipping arrangements have been made. This SOP shall be included in the customer's purchase order or arrangements shall be made between the Distributor (TMC) and the National Account to have the SOP billed and paid on a local level.

*In cases where the National Account repeatedly orders less than the Minimum Order Quantities, ExxonMobil has instructed the Distributor to notify ExxonMobil National Account Representative so that this order pattern may be included in future discussions between the National Account and ExxonMobil.*

**TMC Direct** – The standard service offering includes a Small Order Premium (SOP) of \$50.00 for orders below the minimum delivery size as stated above for McPherson Oil. This SOP applies to orders below the minimum delivery size except where Scheduled Oil Deliveries, customer pick up, or customer paid shipping arrangements have been made.

### **Standard Lead Times:**

\*Standard lead time is 2 business days for bulk orders and 3 business days for packaged goods orders placed prior to 2pm. **Orders received after 2pm will be processed the next business day** (Example – Any orders received after 2pm on Friday would be processed the following Monday).

*\*The standard lead time does not apply to customers who are setup on specific zone delivery days. Contact your sales representative if you have any questions concerning zone days or lead times.*

### **Emergency Delivery Fee (EDF):**

All request to break standard lead time and any weekend deliveries will be subject to an Emergency Delivery Fee. The 7 major holidays would be charged at double the normal rate. A same day delivery fee would be applied to any order received Monday thru Friday before 2pm that must deliver before midnight. A next day delivery fee would be applied to any order received Monday thru Friday by 2pm that must deliver before 5pm of the next business day.

- a. Same Day Delivery Fee - \$350.00
- b. Next Day Delivery Fee - \$150.00

### **Product Returns**

Bulk product returns are not allowed. Package products may be returned assuming there is at least 1 year shelf life remaining. There will be a 20% restocking fee associated with all returns.



# CERTIFICATE OF LIABILITY INSURANCE

DATE(MM/DD/YYYY)  
07/31/2024

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> Aon Risk Services Central, Inc. Chicago IL Office 200 East Randolph Chicago IL 60601 USA	<b>CONTACT NAME:</b> PHONE (A/C. No. Ext): (866) 283-7122      FAX (A/C. No.): (800) 363-0105		
	<b>E-MAIL ADDRESS:</b>		
<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>	
<b>INSURED</b> The McPherson Companies, Inc. 5051 Cardinal Street Trussville AL 35173 USA	INSURER A: Zurich American Ins Co		16535
	INSURER B:		
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

Holder Identifier :

**COVERAGES**      **CERTIFICATE NUMBER: 570107425762**      **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. **Limits shown are as requested**

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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GENL AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLO348719816	04/01/2024	04/01/2025	EACH OCCURRENCE      \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence)      \$500,000 MED EXP (Any one person)      \$10,000 PERSONAL & ADV INJURY      \$2,000,000 GENERAL AGGREGATE      \$4,000,000 PRODUCTS - COMP/OP AGG      \$4,000,000
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			BAP 3487197-16	04/01/2024	04/01/2025	COMBINED SINGLE LIMIT (Ea accident)      \$2,000,000 BODILY INJURY ( Per person) BODILY INJURY (Per accident) PROPERTY DAMAGE (Per accident)
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <input type="checkbox"/> <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION						EACH OCCURRENCE AGGREGATE
A	<input checked="" type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR / PARTNER / EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	WC348719616	04/01/2024	04/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT      \$1,000,000 E.L. DISEASE-EA EMPLOYEE      \$1,000,000 E.L. DISEASE-POLICY LIMIT      \$1,000,000

Certificate No : 570107425762

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

<b>CERTIFICATE HOLDER</b>  The McPherson Companies, Inc. 5051 Cardinal Street Trussville AL 35173 USA	<b>CANCELLATION</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>AUTHORIZED REPRESENTATIVE</b>  
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