



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

November 2018

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

- **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 or General Government Building, 200 Derbigny St., Suite 4400, Gretna, LA 70053. 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 Website: www.jeffparish.net



Bid Number 50 - 00125025

Three (3) Year Contract for Insect and Pest Control services for various library buildings, east and west bank for the Jefferson Parish Library Department

January 17, 2019 at 11:00 am

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Doris Abraham, Buyer I
Buyer Email: dabraham@jeffparish.net
Buyer Phone: 504-364-2690**

DATE: 12/17/2018

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00125025

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

VENDOR:

BUYER: DABRAHAM@jeffparish.net

Bids will be received until 11:00 AM, 1/17/2019 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, 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 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 warranty, 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 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**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

2, 3, 5, 6, 10, 12, 13

PRE-BID CONFERENCE TO BE HELD AT: EB Regional Library, 4747 W.Napoleon Ave
Metairie, LA 70001 @ 9:30 AM
ON 1/08/2019

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.

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.

DATE: 12/17/2018

BID NO.: 50-00125025

INVITATION TO BID
THIS IS NOT AN ORDER

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JEFFERSON PARISH

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

VENDOR: :

BUYER: DABRAHAM

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

N/A

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

10 Days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

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: Addendum # 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 11025

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***

FIRM NAME:

Affordable Pest Management

SIGNATURE:

(Must be signed here)

Donald J. Guastella

TITLE:

Owner

PRINT OR TYPE NAME:

Donald J. Guastella

ADDRESS:

P.O. Box 6183

CITY, STATE:

Metairie La

ZIP:

70009

TELEPHONE:

(504) 833-7633

FAX:

504) 828-2056

EMAIL ADDRESS:

guastel@aol.com

TOTAL PRICE OF ALL BID ITEMS: \$ \$19,440.00



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

January 11, 2019

ADDENDUM # 1

Bid Number: 50-00125025

Bid Date: 1-17-2019

For: Three (3) Year Contract for Insect and Pest Control Services for Jefferson Parish Library Department

The above stated bid number has an address change for bid responses to be *hand delivered*, due to the relocation of our office as a result of water damage. The address of Westbank Purchasing Department, Suite 4400, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053 is closed until further notice.

This bid response can be ***hand delivered or mailed*** to the Eastbank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson, LA 70123 or to our re-located office at the Paul D. Connick, Sr. Emergency Operations & Communications Center located at 910 3rd Street, Gretna, LA 70053. At no charge, bidders may submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net, to register for this free site.

Please call our main phone line, 504-364-2678, if assistance is required or email the buyer assigned on the bid form.

Sincerely,

Doris Abraham

Doris Abraham, Buyer I
Jefferson Parish Purchasing Department

<p>Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of</p> <p>This addendum on the bid form as indicated. Failure to do so will result in bid rejection.</p>

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.

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

Office 504.364.2678

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

Office 504.364.2678

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125025

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	MO	Three (3) Year Contract for Insect and Pest Control Services		
			0010 - EBR - 1st month cost for the initial clean-out treatment for the following location: EAST BANK REGIONAL LIBRARY 4747 W. Napoleon Avenue Metairie, Louisiana 70001 (APPROX SQFT 135,777)	\$45.00	\$45.00
2	1.00	MO	0020 - EBR MAINTENANCE SHOP - 1st month cost for the initial clean-out treatment for the following location: EAST BANK REGIONAL MAINTENANCE SHOP 4747 W. Napoleon Avenue (Rear of Library) Metairie, Louisiana 70001 (APPROX SQ FT - 3,500)	\$30.00	\$30.00
			* This building is in the design phase of construction. Once built this building will be included in the monthly services.		
3	1.00	MO	0030 - HAR - 1st month cost for the initial clean-out treatment for the following location: HARAHN LIBRARY 219 Soniat Avenue Harahan, Louisiana 70123 (APPROX SQ FT - 3,000)	\$30.00	\$30.00
4	1.00	MO	0040 - LKS - 1st month cost for the initial clean-out treatment for the following location: LAKESHORE LIBRARY 1000 W. Esplanade Avenue Metairie, Louisiana 70005 (APPROX SQ FT - 8,200)	\$30.00	\$30.00
5	1.00	MO	0050 - NKL - 1st month cost for the initial clean-out treatment for the following location: NORTH KENNER LIBRARY 630 W. Esplanade Avenue Kenner, Louisiana 70065	\$30.00	\$30.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125025

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(APPROX SQ FT - 9,350)		
6	1.00	MO	0060 - MET - 1st month cost for the initial clean-out treatment for the following location: OLD METAIRIE LIBRARY 2350 Metairie Road Metairie, Louisiana 70001 (APPROX SQ FT - 10,000)	\$30.00	\$30.00
7	1.00	MO	0070 - RVR - 1st month cost for the initial clean-out treatment for the following location: RIVER RIDGE LIBRARY 8825 Jefferson Highway River Ridge, Louisiana 70123 (APPROX SQ FT - 10,000)	\$30.00	\$30.00
8	1.00	MO	0080 - ROS - 1st month cost for the initial clean-out treatment for the following location: ROSEDALE LIBRARY 4036 Jefferson Highway Jefferson, Louisiana 70121 (APPROX SQ FT - 7,138)	\$30.00	\$30.00
9	1.00	MO	0090 - WAG - 1st month cost for the initial clean-out treatment for the following location: WAGNER LIBRARY 6646 Riverside Drive Metairie, Louisiana 70003 (APPROX SQ FT - 6,200)	\$30.00	\$30.00
10	1.00	MO	0100 - WBR - 1st month cost for the initial clean-out treatment for the following location: WEST BANK REGIONAL LIBRARY 2751 Manhattan Blvd. Harvey, Louisiana 70058 (APPROX SQ FT - 35,000)	\$45.00	\$45.00
11	1.00	MO	0110 - WBR MAINTENANCE SHOP - 1st month for the initial clean-out treatment for the following location:	\$30.00	\$30.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125025

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	1.00	MO	<p>WEST BANK REGIONAL LIBRARY MAINTENANCE SHOP (Rear of Library) 2751 Manhattan Blvd. Harvey, Louisiana 70058 (APPROX SQ FT - 5,000)</p> <p>0120 - BTR - 1st month cost for the initial clean-out treatment for the following location:</p> <p>BELLE TERRE LIBRARY 5550 Belle Terre Road Marrero, Louisiana 70072 (APPROX SQ FT - 7,558)</p>	\$30.00	\$30.00
13	1.00	MO	<p>0130 - GRT - 1st month cost for the initial clean-out treatment for the following location:</p> <p>GRETNA LIBRARY 102 Willow Drive Gretna, Louisiana 70053 (APPROX SQ FT - 5,575)</p>	\$30.00	\$30.00
14	1.00	MO	<p>0140 - LAF - 1st month cost for the initial clean-out treatment for the following location:</p> <p>LAFITTE LIBRARY 4917 City Park Drive, Suite B Lafitte, Louisiana 70067 (APPROX SQ FT - 4,600)</p>	\$30.00	\$30.00
15	1.00	MO	<p>0150 - LOA - 1st month cost for the initial clean-out treatment for the following location:</p> <p>Live Oak Library 125 Acadia Drive Waggaman, Louisiana 70094 (APPROX SQ FT - 5,412)</p>	\$30.00	\$30.00
16	1.00	MO	<p>0160 - TER - 1st month cost for the initial clean-out treatment for the following location:</p> <p>TERRYTOWN LIBRARY 680 Heritage Avenue Terrytown, Louisiana 70056 (APPROX SQ FT - 7,600)</p>	\$30.00	\$30.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125025

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	1.00	MO	0170 - WES - 1st month cost for the initial clean-out treatment for the following location: WESTWEGO LIBRARY 635 Fourth Street Westwego, Louisiana 70094 (APPROX SQ FT - 7,183)	\$30.00	\$30.00
18	35.00	MO	0180 - EBR - Monthly cost for 35 months of pest control services for the following location: EAST BANK REGIONAL LIBRARY 4747 W. Napoleon Avenue Metairie, Louisiana 70001 (APPROX SQ FT - 135,777)	\$45.00	\$1575.00
19	35.00	MO	0190 - EBR MAINTENANCE SHOP - monthly cost for 35 months of pest control services for the following location: EAST BANK REGIONAL LIBRARY MAINTENANCE SHOP 4747 W. Napoleon Avenue (Rear of Library) (APPROX SQ FT - 3,500) * This building is in the design phase of construction. Once built this building will be included in the monthly services.	\$30.00	\$1050.00
20	35.00	MO	0200 - HAR - Monthly cost for 35 months of pest control services for the following location: HARAHAN LIBRARY 219 Soniat Avenue Harahan, Louisiana 70123 (APPROX SQ FT - 3,000)	\$30.00	\$1050.00
21	35.00	MO	0220 - LKS - Monthly cost for 35 months of pest control services for the following location: LAKESHORE LIBRARY 1000 W. Esplanade Avenue Metairie, Louisiana 70005 (APPROX SQ FT - 8,200)	\$30.00	\$1050.00
22	35.00	MO	0230 - NKL - Monthly cost for 35 months of pest control services for the	\$30.00	\$1050.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125025

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
23	35.00	MO	<p>following location:</p> <p>NORTH KENNER LIBRARY 630 W. Esplanade Avenue Kenner, Louisiana 70065 (APPROX SQ FT - 9,350)</p> <p>0240 - MET - Monthly cost for 35 months of pest control services for the</p>	\$30.00	\$1050.00
24	35.00	MO	<p>following location:</p> <p>OLD METAIRIE LIBRARY 2350 Metairie Road Metairie, Louisiana 70001 (APPROX SQ FT - 10,000)</p> <p>0250 - RVR - Monthly cost for 35 months of pest control services for the</p>	\$30.00	\$1050.00
25	35.00	MO	<p>following location:</p> <p>RIVER RIDGE LIBRARY 8825 Jefferson Highway River Ridge, Louisiana 70123 (APPROX SQ FT - 10,000)</p> <p>0260 - ROS - Monthly cost for 35 months of pest control services for the</p>	\$30.00	\$1050.00
26	35.00	MO	<p>following location:</p> <p>ROSEDALE LIBRARY 4036 Jefferson Highway Jefferson, Louisiana 70123 (APPROX SQ FT - 7,138)</p> <p>0270 - WGN - Monthly cost for 35 months of pest control services for the</p>	\$30.00	\$1050.00
27	35.00	MO	<p>following location:</p> <p>WAGNER LIBRARY 6646 Riverside Drive Metairie, Louisiana 70003 (APPROX SQ FT - 6,200)</p> <p>0280 - WBR - Monthly cost for 35 months of pest control services for the</p>	\$45.00	\$1575.00
			<p>following location:</p> <p>WEST BANK REGIONAL LIBRARY 2751 Manhattan Blvd. Harvey, Louisiana 70058 (APPROX SQ FT - 35,000)</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125025

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
28	35.00	MO	0290 - WBR MAINTENANCE SHOP - monthly cost for 35 months of pest control services for the following location: WEST BANK REGIONAL LIBRARY MAINTENANCE SHOP (located in rear of library) 2751 Manhattan Blvd. Harvey, Louisiana 70058 (APPROX SQ FT - 5,000)	\$30.00	\$1050.00
29	35.00	MO	0300 - BTR - Monthly cost for 35 months of pest control services for the following location: BELLE TERRE LIBRARY 5550 Belle Terre Road Marrero, Louisiana 70072 (APPOX SQ FT - 7,558)	\$30.00	\$1050.00
30	35.00	MO	0310 - GRT - Monthly cost for 35 months of pest control services for the following location: GRETNA LIBRARY 102 Willow Drive Gretna, Louisiana 70053 (APPROX SQ FT - 5,575)	\$30.00	\$1050.00
31	35.00	MO	0320 - LAF - Monthly cost for 35 months of pest control services for the following location: LAFITTE LIBRARY 4917 City Park Drive, Suite B Lafitte, Louisiana 70067 (APPROX SQ FT - 4,600)	\$30.00	\$1050.00
32	35.00	MO	0330 - LOA - Monthly cost for 35 months of pest control services for the following location: LIVE OAK LIBRARY 125 Acadia Drive Waggaman, Louisiana 70094 (APPROX SQ FT - 5,412)	\$30.00	\$1050.00
33	35.00	MO	0340 - TER - Monthly cost for 35 months of pest control services for the	\$30.00	\$1050.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125025

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
34	35.00	MO	<p>following location:</p> <p>TERRYTOWN LIBRARY 680 Heritage Avenue Terrytown, Louisiana 70056 (AAPPROX SQ FT - 7,600)</p>	\$30.00	\$1050.00
			<p>0350 - WES - Monthly cost for 35 months of pest control services for the following location:</p> <p>WESTWEGO LIBRARY 635 Fourth Street Westwego, Louisiana 70094 (APPROX SQ FT - 7,183)</p> <p>A Pre-Bid Conference will be held at:</p> <p>Eastbank Regional Library 4747 W. Napoleon Ave. Metairie, LA 70001</p> <p>January 8, 2019 @ 9:30 AM</p> <p>SEE ATTACHED SPECIFICATIONS FOR ADDITIONAL INFORMATION ****</p>		

Bid No.: 50-00125025

We extend this proposal to cover all labor, materials, and equipment necessary to provide a three (3) year contract for insect and pest control services at various library buildings, east and west bank for the Jefferson Parish Library Department.

The contract will be for a period of three (3) years, beginning with the execution of the contract.

Section 1.0 Pre-Bid Conference:

All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of the responsibility for information discussed at the conference. All bidders are encouraged to visit the library locations.

Below is a list of the library buildings to be covered under this contract:

East Bank Locations:

East Bank Regional Library

4747 W. Napoleon Avenue
Metairie, Louisiana 70001

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm
Sunday 1 pm – 5 pm

East Bank Library Maintenance Shop*

4747 W. Napoleon Avenue (Rear of Library)
Metairie, Louisiana 70001

Hours:

Call 849-8818 to schedule

Harahan Library

219 Soniat Avenue
Harahan, Louisiana 70123

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm

Lakeshore Library

1000 W. Esplanade Avenue
Metairie, Louisiana 70005

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm

North Kenner Library

630 W. Esplanade Avenue
Kenner, Louisiana 70065

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm

Old Metairie Library

2350 Metairie Road
Metairie, Louisiana 70001

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm

River Ridge Library

8825 Jefferson Highway
River Ridge, Louisiana 70123

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm

Rosedale Library

4036 Jefferson Highway
Jefferson, Louisiana 70121

Hours:

Monday/Tuesday 12 pm – 8 pm
Wednesday/Thursday 10 am – 6 pm
Friday/Saturday 9 am – 5 pm

Wagner Library

6646 Riverside Drive
Metairie, Louisiana 70003

Hours:

Monday/Tuesday 12 pm – 8 pm
Wednesday/Thursday 10 am – 6 pm
Friday/Saturday 9 am – 5 pm

West Bank Locations:**West Bank Regional Library**

2751 Manhattan Blvd.
Harvey, Louisiana 70058

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm
Sunday 1 pm – 5 pm

West Bank Maintenance Shop

2751 Manhattan Blvd. (Rear of Library)
Harvey, Louisiana 70058

Hours:

Call 849-8818 to schedule

Belle Terre Library

5550 Belle Terre Road
Marrero, Louisiana 70072

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm

Gretna Library

102 Willow Drive
Gretna, Louisiana 70053

Hours:

Monday/Tuesday 12 pm – 8 pm
Wednesday/Thursday 10 am – 6 pm
Friday/Saturday 9 am – 5 pm

Lafitte Library

4917 City Park Drive, Suite B
Lafitte, Louisiana 70067

Hours:

Monday/Tuesday 12 pm – 8 pm
Wednesday/Thursday 10 am – 6 pm
Friday/Saturday 9 am – 5 pm

Live Oak Library

125 Acadia Drive
Waggaman, Louisiana 70094

Hours:

Monday/Tuesday 12 pm – 8 pm
Wednesday/Thursday 10 am – 6 pm
Friday/Saturday 9 am – 5 pm

Terrytown Library

680 Heritage Avenue
Terrytown, Louisiana 70056

Hours:

Monday/Tuesday 12 pm – 8 pm
Wednesday/Thursday 10 am – 6 pm
Friday/Saturday 9 am – 5 pm

Westwego Library

635 Fourth Street
Westwego, Louisiana 70094

Hours:

Monday – Thursday 9 am – 9 pm
Friday/Saturday 9 am – 5 pm

*This library building is in the design phase of construction. Once built, this building will be included in the monthly services.

The Pre-Bid conference does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the Contract, in accordance with the written specifications without any additional costs to the Owner.

The person to contact concerning this bid is Roy Burst, Library Property Manager. He can be reached at 838-1119 or 838-1132; between the hours of 8:00 am and 3:00 pm; Monday through Friday.

A Pre-Bid Conference will be held as per the following:

Date: January 8, 2019

Time: 9:30 AM

Location: Eastbank Regional Library
4747 W. Napoleon Avenue
Metairie, Louisiana 70001

Section 2.0 Scope

We extend this proposal to cover the furnishing of labor, insecticides, pesticides, materials, and equipment necessary to provide a contract for pest and insect control services.

The contract will be for a period of three (3) years, beginning with the execution of the contract.

Section 2.1 Quantities/Inspections:

Bidders must inspect the sites prior to the submission of their bid, in order to determine the square footage, configuration, etc. to be serviced. This contract will cover all buildings and grounds within ten feet (10') of the scheduled buildings.

The person to contact concerning this bid is Roy Burst, Library Property Manager. He can be reached at 838-1119 or 849-8818, between the hours of 8:00 am and 3:00 pm; Monday through Friday.

Section 3.0 Deletion of Locations

Jefferson Parish Library Department has the right to delete Library locations to be serviced at any time due to vacancies, additions, remodeling, opening, closures, etc.

A five (5) day notice will be given to the successful bidder prior to the reduction of service.

Section 4.0 Bid Specifications

The contract shall be for a period of three (3) years, beginning on the first day of the month following the execution of the contract. The contractor must determine and implement the most effective treatment of the buildings and their surrounding areas.

The work under this contract shall conform with insecticide/pesticide application regulations of Federal, State, and local government agencies, as well as all pesticide governing agencies such as FIFRA, FDA, Louisiana Department of Agriculture, EPA, etc.

Bidder shall familiarize themselves with and shall be in compliance with all applicable Federal, State, and Municipal ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work of this contract, which may directly and/or indirectly affect the work of its performance. These laws and/or ordinances will be deemed to be included in the contract as though here in written form.

The contractor will combat and control all insect/pest problems including but not limited to ROACHES, ANTS, WATERBUGS, SILVERFISH, CRICKETS, SPIDERS, EARWIGS, FIRE ANTS, PAPER MITES, BOOK LICE, MILLIPEDES, GNATS, FLEAS, FRUIT FLIES, BEETLES, MICE, RATS, RODENTS, WASPS, BEES, HAIR LICE, CATEPILLARS, ECT.

Contractor will provide monthly maintenance per facility.

This contract does not include termite treatment.

Upon execution of the contract there shall be an initial clean-out of all buildings under this contract. The areas serviced on the clean-out are as follows: all offices, all meeting rooms, study rooms, work/storage rooms, snack bars, and vending machine areas, all kitchens and kitchenettes, all lunch rooms, all kitchen equipment, all food storage areas, and custodial closets. This means the entire building and structures.

There shall be a seven (7) to ten (10) day follow-up treatment to ensure reduction of any active infestation, following the initial clean-out and follow-up treatment, a regular monthly service treatment shall be scheduled to cover all restrooms, corridor walls, study rooms, thresholds, custodial closets, kitchens, and lunch areas, snack bars and vending machine areas, etc., where applicable.

All offices will be treated quarterly and on a complaint basis.

Section 5.0 Report and Invoicing

A service report MUST be mailed to Jefferson Parish Library Department, 4747 W. Napoleon Avenue, Metairie, Louisiana 70001 – Attention – Roy Burst, Library Maintenance Superintendent.

A report shall be made on each building serviced under this contract and shall include the following information: problems discovered during inspection, (if any) chemicals (generic names) used, dilution/strengths, types of infestation found and their locations and activities inside and outside of the building. Any needed improvements in housekeeping practices as related to pest control programs, structural deficiencies and other services rendered during the reporting period should also be included in this report.

The contractor shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be submitted to:

Jefferson Parish Library
Attention: Jeannie Hobbie
4747 West Napoleon Avenue
Metairie, Louisiana 70001

Section 6.0 Frequency of Service

In addition to scheduled visits, the contractor will be required at no additional costs to the Jefferson Parish Library Department, to visit sites and perform necessary pesticide treatments within twenty-four (24) hours after receiving notice from the Jefferson Parish Library Department that additional pest control is needed. Additionally, the contractor's management or technical staff should be available for consultation on an as needed basis, via telephone, and/or personal visit. Contractor will furnish to the Library Department a contact person, and contact number.

Section 7.0 Permits

The contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

The contractor MUST be duly licensed as a pest control contractor and is requested to furnish a copy of license and certifications with their bid.

Section 8.0 Safety

The work for this project is located at the Jefferson Parish Library buildings and access to and from the sites will be safeguarded as such. All contractors' personnel working on this contract shall possess an identification badge with photograph, the company name, and the individual's name. Each identification badge shall be worn in a conspicuous area of the individuals' shirt front, left side.

Section 9.0 Funding

Funds for payment of the Contract have been provided through the Department's budget approved by the Parish Council for the fiscal year.

In the event the Department has unanticipated needs and/or events which may prevent such payment against the contract, a written notice of intent to discontinue contract services will be sent to the contractor. The contract will become null and void thirty (30) days after written notice to discontinue.

Section 10.0 Termination for Convenience

The Department may terminate this contract, in whole or in part, without showing cause by giving written notice to the contractor stating when the termination shall become effective. Termination for convenience will in no circumstances be a period of less than thirty (30) days from written notice.

The Department shall pay all reasonable costs incurred by the contractor up to the date of termination. The contractor will not be reimbursed for any anticipatory profits that have not been earned to the date of termination.

Section 11.0 Termination for Default

When the contractor has not performed or has unsatisfactorily performed the Pest Control as specified in the Contract and within the Standards and Trade or is not satisfactory with the Department, payment shall be withheld at the discretion of the Administration. The contractor may appeal and shall be granted an opportunity for conference with the Departments' Administration.

A written notice of complaint will be sent to the contractor indicating the Library, the specific locations, the faults, and degree of dissatisfaction. The contractor will have five (5) days to correct discrepancies, however depending on fault – may require immediate response and/or correction. At the end of the following thirty (30) days, if dissatisfaction still exists in any form the Department will have the right to notify the contractor in writing that this contract is effectively null and void.

Substandard and/or questionable workmanship and/or improper pest control techniques will be reason for non-payment and cancellation of remaining portion of contract. The Department reserves the right to inspect and determine if pest control methods are questionable and reserves the right for consultation and inspection with the contractor at the site.

However, serious breaches and/or circumstances may create immediate termination of contract. Failure on the part of the contractor to fulfill contractual obligations shall be considered just cause for termination of the contract and the contractor is not entitled to any cost incurred by the contractor after written requested date of termination of contracted services.

Section 12.0 Special Instructions

The successful bidder will provide separate pricing for the 1st month initial clean-out treatment and separate monthly cost for 35 months for pest control services

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2018

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).

PRODUCER Continental Insurance Services 2380 Barataria Blvd Marrero LA 70072	CONTACT NAME: Matthew de Blanc	
	PHONE (A/C, No, Ext): (504) 340-0366	FAX (A/C, No): (504) 341-5872
INSURED Affordable Pest Management LLC P O Box 6183 Metairie LA 70009	E-MAIL ADDRESS: www.contins.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: Evanston Insurance	
	INSURER B: Progressive Ins	
	INSURER C: LUBA	
	INSURER D:	
INSURER E:		
INSURER F:		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS	
A	COMMERCIAL GENERAL LIABILITY			3AA178522	06/26/2018	06/26/2019	EACH OCCURRENCE	\$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 100,000
							MED EXP (Any one person)	\$ 5,000
							PERSONAL & ADV INJURY	\$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE	\$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG	\$ Incl.
	OTHER:							\$
B	AUTOMOBILE LIABILITY			07800011-0	06/25/2018	06/25/2019	COMBINED SINGLE LIMIT (Ea accident)	\$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person)	\$
	<input type="checkbox"/> ALL OWNED AUTOS	<input type="checkbox"/> SCHEDULED AUTOS					BODILY INJURY (Per accident)	\$
	<input checked="" type="checkbox"/> HIRED AUTOS	<input checked="" type="checkbox"/> NON-OWNED AUTOS					PROPERTY DAMAGE (Per accident)	\$
								\$
	UMBRELLA LIAB						EACH OCCURRENCE	\$
	EXCESS LIAB						AGGREGATE	\$
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			21009118	06/25/2018	06/25/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER	
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	Y/N					E.L. EACH ACCIDENT	\$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below	N	N/A				E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000

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

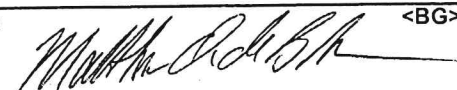
Pest Control Services State of Louisiana/Louisiana Employees Only
Mary Ann Kincaid is excluded from the Workers Compensation Policy.

CERTIFICATE HOLDER**CANCELLATION**

The Parish of Jefferson its districts departments and agencies
Suite 4400
Gretna, LA 70053

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



<BG>

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