

# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

March 23, 2016

**ADDENDUM # 1**

Bid No.: 50-00115761

Bid Opening Date: March 31, 2016

For: Three (3) Year Contract for Troubleshooting and Repair of (HVAC) Heating, Ventilation, Air Conditioning, and Air Cooled Chiller Systems for the Jefferson Parish Department of General Services

**REVISIONS.**

This addendum hereby revises the length of the contract from a three (3) year contract to a two (2) year contract with a one (1) year option to renew.

Sincerely,

Misty A. Camardelle, Buyer II  
Jefferson Parish Purchasing Department

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

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



# Western Surety Company

## BID BOND (Percentage)

Bond Number: 200135

KNOW ALL PERSONS BY THESE PRESENTS, That we Beacon Air Conditioning, Heating & Refrigeration, Inc.  
317 Third Street, Kenner, LA 70062 of  
\_\_\_\_\_, hereinafter  
referred to as the Principal, and Western Surety Company  
\_\_\_\_\_,  
as Surety, are held and firmly bound unto Jefferson Parish, Purchasing Dept  
of 200 Derbigny St, Gen Gov Bldg, Ste 4400, Gretna, LA 70053,  
hereinafter referred to as the Obligee, in the sum of Five Percent Amount Bid ( 5% AB %) percent of the greatest  
amount bid, for the payment of which we bind ourselves, our legal representatives, successors and assigns, jointly  
and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for \_\_\_\_\_  
5000115761 Two Year Contract for Troubleshooting & Repair of HVAC Heating, Ventilation, Air Conditioning  
& Cooler Chiller Systems for the Jefferson Parish Dept of General Services.

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be  
specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or  
contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the  
damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this  
obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 31 day of March, 2016.

Beacon Air Conditioning, Heating & Refrigeration, Inc  
\_\_\_\_\_  
(Principal)

By Eugene Larroux (Seal)  
Eugene Larroux, President

Western Surety Company  
\_\_\_\_\_  
(Surety)

By David B. Tidmore (Seal)  
David B Tidmore, Lic No 114461 Attorney-in-Fact

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**David B Tidmore, Individually**

of Metairie, LA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 2nd day of November, 2015.



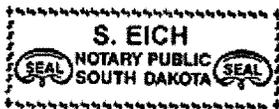
WESTERN SURETY COMPANY

Paul T. Bruflat  
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 2nd day of November, 2015, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires  
February 12, 2021



S. Eich  
S. Eich, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 31 day of March, 2016.



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

**Authorizing By-Law**

**ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY**

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/29/2016

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

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

|  |  |  |  |
|--|--|--|--|
| <b>PRODUCER</b><br>Riverlands Insurance Services Inc.<br>492 West 5th Street<br><br>LaPlace LA 70068           |  | <b>CONTACT NAME:</b> Kayla Williams<br><b>PHONE (A/C, No, Ext):</b> (985) 652-5505<br><b>FAX (A/C, No):</b> (985) 652-4039<br><b>E-MAIL ADDRESS:</b> kwilliams@rivins.com                                      |  |
| <b>INSURED</b><br>Beacon Air Conditioning, Heating & Refrigeration,<br>317 E 3rd Street<br><br>Kenner LA 70062 |  | <b>INSURER(S) AFFORDING COVERAGE</b><br>INSURER A: America First<br>INSURER B: Ohio Security Insurance Company<br>INSURER C: Bridgefield Casualty Insurance Co 10335<br>INSURER D:<br>INSURER E:<br>INSURER F: |  |

**COVERAGES**

CERTIFICATE NUMBER: 16-17 w/excess

REVISION NUMBER:

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

| INSR LTR | TYPE OF INSURANCE  | ADDL INSD | SUBR WVD | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS   |
|----------|--|-----------|----------|---------------|-------------------------|-------------------------|--|
| A        | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY<br><input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR<br><br>GEN'L AGGREGATE LIMIT APPLIES PER:<br><input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC<br>OTHER: |           |          | BKS558178871  | 1/31/2016               | 1/31/2017               | EACH OCCURRENCE \$ 1,000,000<br>DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000<br>MED EXP (Any one person) \$ 15,000<br>PERSONAL & ADV INJURY \$ 1,000,000<br>GENERAL AGGREGATE \$ 2,000,000<br>PRODUCTS - COMP/OP AGG \$ 2,000,000<br>Employee Benefits \$ 25,000 |
|          | AUTOMOBILE LIABILITY<br><br><input type="checkbox"/> ANY AUTO<br><input type="checkbox"/> ALL OWNED AUTOS<br><input type="checkbox"/> HIRED AUTOS<br><input type="checkbox"/> SCHEDULED AUTOS<br><input type="checkbox"/> NON-OWNED AUTOS  |           |          |               |                         |                         | COMBINED SINGLE LIMIT (Ea accident) \$<br>BODILY INJURY (Per person) \$<br>BODILY INJURY (Per accident) \$<br>PROPERTY DAMAGE (Per accident) \$<br>\$  |
| B        | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR<br><input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE<br>DED RETENTION \$  |           |          | ESO55818871   | 3/10/2016               | 1/31/2017               | EACH OCCURRENCE \$ 5,000,000<br>AGGREGATE \$ 5,000,000<br>\$   |
| C        | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY<br>ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)<br>If yes, describe under DESCRIPTION OF OPERATIONS below   | Y/N       | N/A      | 019803840     | 1/31/2016               | 1/31/2017               | PER STATUTE OTH-ER<br>E.L. EACH ACCIDENT \$ 1,000,000<br>E.L. DISEASE - EA EMPLOYEE \$ 1,000,000<br>E.L. DISEASE - POLICY LIMIT \$ 1,000,000   |
| A        | Employment Practices Liab  |           |          | BKS558178871  | 1/31/2016               | 1/31/2017               | Each Claim 12,500<br>Aggregate 12,500  |

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

Jefferson Parish Department of General Services  
 BID # 50-00115761

General Aggregate Limit applies per project.

Cert Holder is listed as an additional insured and a Waiver of Subrogation is provided in favor of the certificate holder with respects to the GL policy.

Waiver of Subrogation is provided with respects to the WC as required by written contract.

**CERTIFICATE HOLDER****CANCELLATION**

|  |  |
|--|--|
| Parish of Jefferson, Its Districts, Depts<br>Agencies Under the Direction of the<br>Parish President & Parish Council<br>200 Derbigny St<br>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<br><br>Kayla Williams/KAYWIL   |

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**Air Conditioning, Heating and Commercial Refrigeration Inc.**

Beacon Air Conditioning, Heating, and Refrigeration Company holidays for the calendar year:

New Years Day

Mardi Gras Day

Good Friday

Memorial Day

4<sup>th</sup> of July

Labor Day

Thanksgiving Day

Christmas Day

### **Certifications**

Type I - Small Appliances  
Type II - High Pressure and Very High  
Pressure Appliances  
Type III - Low Pressure Appliances  
Universal - Type I, II, and III

This card issued by  
Pennsylvania College of Technology  
One College Avenue  
Williamsport, PA 17701  
570-327-4775

### **Refrigerant Transition And Recovery Program**

Program approval by U.S. EPA: 11/21/00

**Daniel Chatelain, II**

**Universal**

technician as required by 40 CFR Part 82, Subpart F

**Certification Number**  
101125218

**Date Certified**  
1/14/03

Pennsylvania College  
of Technology  




**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000115761 - THREE (3) YEAR CONTRACT FOR TROUBLESHOOTING  
AND REPAIR OF (HVAC) HEATING, VENTILATION, AIR CONDITIONING,  
AND AIR COOLED CHILLER SYSTEMS FOR THE JEFFERSON PARISH  
DEPARTMENT OF GENERAL SERVICES**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
02-Mar-2016 10:45:58 AM



**Bid Number 50-00115761**

**THREE (3) YEAR CONTRACT FOR TROUBLESHOOTING AND REPAIR OF  
(HVAC) HEATING, VENTILATION, AIR CONDITIONING, AND AIR  
COOLED CHILLER SYSTEMS FOR THE JEFFERSON PARISH DEPARTMENT  
OF GENERAL SERVICES**

**BID DUE: THURSDAY, MARCH 31, 2016 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Misty A. Camardelle  
Buyer Email: [mcamardelle@jeffparish.net](mailto:mcamardelle@jeffparish.net)  
Buyer Phone: 504-364-2683**

**THREE (3) YEAR CONTRACT FOR TROUBLESHOOTING AND REPAIRS OF (HVAC) HEATING, VENTILATION, AIR CONDITIONING, AND AIR COOLED CHILLER SYSTEMS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES**

**Section 1.0 – Pre-Bid Conference:**

A Pre-Bid Conference shall be held:

**Location:** General Government Building  
200 Derbigny Street, Suite 4400  
Gretna, LA, 70053  
**Date:** Friday, March 18, 2016  
**Time:** 10:00 am

A Pre-Bid Conference will be held to allow for questions concerning this bid and bid procedures. Failure to attend the Pre-Bid Conference shall not relieve the bidder of responsibility for information discussed at the conference.

**Section 2.0 – Scope:**

We extend this bid to cover the following:

- Labor, materials, transportation, supervision, and equipment necessary for a three (3) year labor only contract for the troubleshooting and repairing of various makes and models of (HVAC) Heating, Ventilation, Air Conditioning Systems, and Air Cooled Chiller Equipment for various parish buildings, for the Department of General Services.

**Section 3.0 – License:**

The following licenses will be required for this bid:

- A Louisiana State Mechanical Licenses
- Class "A" Jefferson Parish Mechanical License
- Class "A" Jefferson Parish Gasfitters License
- Universal EPA Certification

NOTE – Louisiana State Contractors license, Mechanical license, and Gasfitters license numbers shall be on the outside of the bid package envelope. Bidder shall submit a copy of their Universal EPA Certification within ten (10) days of the bid opening date.

**Section 4.0 – Performance Bond:**

A performance bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

**Section 4.1 – Payment Bond:**

A payment bond in the amount of 50% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

**Section 5.0 – Important Notice to Bidders:**

- All work shall be provided on an “as-needed” basis and there shall be no guarantee as to the amount of work given throughout this contract.
- Billing for troubleshooting and repair work shall be made on an hourly basis and shall include all incidental equipment/tools, transportation, travel time, licenses, which are required to perform this work.
- Invoicing shall be for the hourly labor cost for troubleshooting and repair work this cost shall include all incidental equipment/tools, transportation, travel time, licenses, which are required to perform this work
- Bidder must receive a purchase order from the requesting department prior to any work being performed. If the successful bidder proceeds without a purchase order issued by the department the bidder could not be compensated for his labor and parts.
- There shall be no minimum call out time in terms of hours charged under the terms of this contract. Time charged to contract shall be from the time personnel arrive on site to time work is completed.

**Section 6.0 – Bid Specifications:**

The successful bidder shall perform the following:

- Bidder shall provide a list of the part(s) which need to be replaced and/or repaired to Jefferson Parish. At the request of Jefferson Parish the vendor shall provide the name of supplier(s) where the part(s) can be obtained promptly and a cost for the part(s).
- In case of excessive downtime Jefferson Parish may provide an additional purchase order, not to exceed \$5,000.00, to the vendor to obtain necessary part(s) to complete the repair work. In the event that the contractor is permitted

to purchase necessary part(s), Jefferson Parish will not allow a mark-up of invoice cost.

- Bidder must provide all equipment, tools, programs, and specialized equipment, necessary to complete all work and shall be qualified and trained in the troubleshooting and repair of various makes, models, and tonnage of High and Low Pressure Chiller Equipment

### **Section 7.0 – Response Time/Work Orders:**

Bidder must provide a workforce and necessary equipment/tools to be able to respond to multiple facilities at the same time, if need be.

Bidder must respond within four (4) hours after receiving a purchase order on non-emergency calls and within two (2) hours for emergency calls. If the bidder fails to respond to the site/location Jefferson Parish shall reserve the right to cancel this contract.

### **Section 8.0 – Second Opinion:**

Jefferson Parish reserves the right to call for a second opinion on all diagnosis of work prior to approving any repairs.

### **Section 9.0 – Safety Precautions:**

Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other City Officials.

### **Section 10.0 – Permits:**

Bidder shall obtain any and all permits required by the Jefferson parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable).

Bidder shall be responsible for payment of these permits. All permits must be obtained prior to the start of any project requiring permits.

### **Section 11.0 – Warranty:**

The successful Bidder shall provide a minimum thirty (30) day warranty on all Labor. All parts purchased by successful bidder shall have full manufacturer warranty.

Attachment A – Advises vendor of the category of work hours.

### Attachment A

|          | MONDAY | TUESDAY | WEDNESDAY | THURSDAY | FRIDAY | SATURDAY | SUNDAY |
|----------|--------|---------|-----------|----------|--------|----------|--------|
| 12:00 AM | Yellow | Blue    | Blue      | Blue     | Blue   | Yellow   | Yellow |
| 1:00     | Yellow | Blue    | Blue      | Blue     | Blue   | Yellow   | Yellow |
| 2:00     | Yellow | Blue    | Blue      | Blue     | Blue   | Yellow   | Yellow |
| 3:00     | Yellow | Blue    | Blue      | Blue     | Blue   | Yellow   | Yellow |
| 4:00     | Yellow | Blue    | Blue      | Blue     | Blue   | Yellow   | Yellow |
| 5:00     | Yellow | Blue    | Blue      | Blue     | Blue   | Yellow   | Yellow |
| 6:00     | Yellow | Blue    | Blue      | Blue     | Blue   | Yellow   | Yellow |
| 7:00     | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 8:00     | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 9:00     | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 10:00    | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 11:00    | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 12:00 PM | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 1:00     | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 2:00     | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 3:00     | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 4:00     | Red    | Red     | Red       | Red      | Red    | Yellow   | Yellow |
| 5:00     | Blue   | Blue    | Blue      | Blue     | Yellow | Yellow   | Yellow |
| 6:00     | Blue   | Blue    | Blue      | Blue     | Yellow | Yellow   | Yellow |
| 7:00     | Blue   | Blue    | Blue      | Blue     | Yellow | Yellow   | Yellow |
| 8:00     | Blue   | Blue    | Blue      | Blue     | Yellow | Yellow   | Yellow |
| 9:00     | Blue   | Blue    | Blue      | Blue     | Yellow | Yellow   | Yellow |
| 10:00    | Blue   | Blue    | Blue      | Blue     | Yellow | Yellow   | Yellow |
| 11:00    | Blue   | Blue    | Blue      | Blue     | Yellow | Yellow   | Yellow |

Yellow: WEEK END WORK HOURS  
Blue: BEFORE/AFTER WORK HOURS  
Red: NORMAL WORK HOURS

DATE: 3/02/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00115761

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

Page: 1

BUYER: M~~C~~amardelle@jeffparish.net

**BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 3/31/2016 AND PUBLICLY OPENED THEREAFTER.**

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**  
**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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

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

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

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

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

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.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

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

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

**This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.**

**Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.**

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2, 3, 4, 6, 8, 9, 10, 11, 12, 13, 15**

**PRE-BID CONFERENCE TO BE HELD AT: PURCHASING DEPARTMENT, 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053 AT 10:00 AM ON 3/18/2016**

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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.

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

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

Are you requesting an escalation provision?

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

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 % *E.J.L.*  
INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF End of Contract

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

4-16-16

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

35350

*Jefferson parish mechanical # 000693  
Gas # 000943*

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Beacon A/C, Heating & Ref. Inc.

ADDRESS: 317 Third St

CITY, STATE: Kenner La. ZIP: 70062

TELEPHONE: 504 1467-8698 FAX: (466) 494 1114

EMAIL ADDRESS: gene.beacon@bellsouth.com

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

Acknowledge Receipt of Addenda: NUMBER: Addenda #1 - 3-23-16  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 164,992.00

AUTHORIZED SIGNATURE: Eugene Laroux

EUGENE LAROUX  
Printed Name

TITLE: Pres.

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.: 50-00115761

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES  | UNIT PRICE QUOTED | TOTALS      |
|-------------|----------|-----|--|-------------------|-------------|
|             |          |     | THREE (3) YEAR CONTRACT FOR TROUBLESHOOTING AND REPAIR OF (HVAC) HEATING, VENTILATION, AIR CONDITIONING, AND AIR COOLED CHILLER SYSTEMS FOR THE JEFFERSON PARISH GENERAL SERVICES DEPT |                   |             |
| 1           | 1,658.00 | HR  | 0010 - NORMAL HOURLY RATE PER TECHNICIAN PER HOUR (7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY, EXCLUDING HOLIDAYS)   | 88.00             | 145,904.00  |
| 2           | 669.00   | HR  | 0020 - NORMAL HOURLY RATE PER HELPER PER HOUR (7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY, EXCLUDING HOLIDAYS)   | 22.00             | 14,718.00   |
| 3           | 1.00     | HR  | 0030 - BEFORE/AFTER HOURS WEEKDAY RATE PER TECHNICIAN PER HOUR (5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY, AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY)                               | 105.00            | 105.00      |
| 4           | 1.00     | HR  | 0040 - BEFORE/AFTER HOURS WEEKDAY RATE PER HELPER PER HOUR (5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY, AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY)                                   | 10.00             | 10.00       |
| 5           | 36.00    | HR  | 0050 - AFTER HOURS WEEKEND RATE PER TECHNICIAN PER HOUR (AUTHORIZATION REQUIRED) (FRIDAY 5:00 PM THRU 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM THRU 7:00 AM)         | 105.00            | 3,780.00    |
| 6           | 12.00    | HR  | 0060 - AFTER HOURS WEEKEND RATE PER HELPER PER HOUR (AUTHORIZATION REQUIRED) (FRIDAY 5:00 PM THRU 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM THRU 7:00 AM)             | 30.00             | 360.00      |
| 7           | 1.00     | HR  | 0070 - HOLIDAY RATES PER TECHNICIAN PER HOUR (12:00 AM TO 11:59 PM) (PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR)  | 105.00            | 105.00      |
| 8           | 1.00     | HR  | 0080 - HOLIDAY RATES PER HELPER PER HOUR (12:00 AM TO 11:59 PM)  | 10.00             | 10.00       |
|             |          |     |  | \$475.00          | \$16,992.00 |

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115761

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES  | UNIT PRICE QUOTED                | TOTALS                                |
|-------------|----------|-----|--|----------------------------------|---------------------------------------|
| 9           | 1.00     | EA  | <p>(PROVIDE A LIST OF YOUR COMPANY HOLIDAYS PER CALENDAR YEAR)</p> <p>0090 - PARTS</p> <p>THIS IS A NON-BIDABLE ITEM. THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR UP TO \$5,000.00 PER JOB, WITH THE APPROVAL FROM THE REQUESTING DEPARTMENT.</p> | <p><i>\$475<sup>00</sup></i></p> | <p><i>\$164,992.<sup>00</sup></i></p> |

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

Beason AK, Hastings + Rob, Inc.

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Beason AK, Hastings + Rob, Inc.

INCORPORATED, DULY NOTICED AND HELD ON 3/29/16,

A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT Eugene Jansoup, 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.

Spady J Jansoup

SECRETARY-TREASURER

3/29/16

DATE

## **Non-Public Works Bid Affidavit Instructions**

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

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF La.

PARISH/COUNTY OF Jefferson.

BEFORE ME, the undersigned authority, personally came and appeared: Eugene J. Lanoux, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized agent & pres. of Becard, Heath & Ruffolo (Entity), the party who submitted a bid in response to Bid Number 50-00115761, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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



**Air Conditioning, Heating and Commercial Refrigeration Inc.**

March 30, 2016

To Whom It May Concern:

Here is a list of campaign contributions:

Mike Yenni Campaign    Date: 7/23/15                      Check # 29930    \$500.00

Mike Yenni Campaign    Date: 10/13/15                      Check # 30245    \$1,000.00

Mike Yenni Campaign    Date 12/21/15                      Check #30530    \$1,000.00

If you have any questions, please contact:

A handwritten signature in black ink that reads "Eugene J. Larroux". The signature is written in a cursive style.

Eugene J. Larroux

9:29 AM  
03/30/16  
Accrual Basis

**BEACON AIR CONDITIONING, HEATING & REF., INC.**  
**Other Name QuickReport**  
January 1, 2015 through March 30, 2016

| Type                       | Date       | Num   | Memo | Account                 | Clr | Amount      |
|----------------------------|------------|-------|------|-------------------------|-----|-------------|
| <b>MIKE YENNI CAMPAIGN</b> |            |       |      |                         |     |             |
| Check                      | 07/23/2015 | 29930 |      | WHITNEY-OPERA...        |     | -500.00     |
| Check                      | 07/23/2015 | 29930 |      | political contributions |     | 500.00      |
| Total MIKE YENNI CAMPAIGN  |            |       |      |                         |     | 0.00        |
| <b>TOTAL</b>               |            |       |      |                         |     | <b>0.00</b> |

9:29 AM

03/30/16

Accrual Basis

**BEACON AIR CONDITIONING, HEATING & REF., INC.**

**Other Name QuickReport**

January 1, 2015 through March 30, 2016

| Type                            | Date       | Num   | Memo | Account                 | Clr | Amount      |
|---------------------------------|------------|-------|------|-------------------------|-----|-------------|
| <b>MIKE YENNI CAMPAIGN FUND</b> |            |       |      |                         |     |             |
| Check                           | 10/13/2015 | 30245 |      | WHITNEY-OPERA...        |     | -1,000.00   |
| Check                           | 10/13/2015 | 30245 |      | political contributions |     | 1,000.00    |
| Total MIKE YENNI CAMPAIGN FUND  |            |       |      |                         |     | 0.00        |
| <b>TOTAL</b>                    |            |       |      |                         |     | <b>0.00</b> |

3:01 PM

03/30/16

Accrual Basis

**BEACON AIR CONDITIONING, HEATING & REF., INC.**

**Other Name QuickReport**

July 1, 2015 through March 30, 2016

| Type                                  | Date       | Num   | Memo | Account                 | Clr | Amount      |
|---------------------------------------|------------|-------|------|-------------------------|-----|-------------|
| <b>MICHAEL S. YENNI CAMPAIGN FUND</b> |            |       |      |                         |     |             |
| Check                                 | 12/21/2015 | 30530 |      | WHITNEY-OPERA...        |     | -1,000.00   |
| Check                                 | 12/21/2015 | 30530 |      | political contributions |     | 1,000.00    |
| Total MICHAEL S. YENNI CAMPAIGN FUND  |            |       |      |                         |     | 0.00        |
| <b>TOTAL</b>                          |            |       |      |                         |     | <b>0.00</b> |

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Eugene Larroux  
Signature of Affiant

EUGENE LARROUX  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 30<sup>th</sup> DAY OF March, 2016.

[Signature]  
Notary Public

Kim J. Lord  
Printed Name of Notary

58462  
Notary/Bar Roll Number

My commission expires AT MY DEATH



Print

Notary Search - Detail

**Name:** MS. KIM J. LORD  
**Address:** 255 HICKORY AVE.  
HARAHAN, LA 70123  
**Phone:** (504) 737-8922  
**Notary ID Number:** 58462  
**Parish:** TANGIPAHOA with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active  
**Commission Date:** 03/10/1999  
**Oath Date:** 03/08/1999  
**Surety Expiration Date:** 02/15/2019  
**Annual Report Current:** Yes

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

## **INSURANCE REQUIREMENTS - BIDS**

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

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

### **1. WORKER'S COMPENSATION INSURANCE**

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

### **2. COMMERCIAL GENERAL LIABILITY**

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

### **3. COMPREHENSIVE AUTOMOBILE LIABILITY**

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

### **DEDUCTIBLES**

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

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

### **UMBRELLA LIABILITY COVERAGE**

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

**CONSTRUCTION AND RENOVATION PROJECTS:**

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

**OWNER'S PROTECTIVE LIABILITY**

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

**BUILDER'S RISK INSURANCE**

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

**NOTE for CERTIFICATE HOLDER:**

All insurance certificates shall list the certificate holder as follows:

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

Revised 2.10.2014

22976

Form **W-9**  
(Rev. November 2005)  
Department of the Treasury  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

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

Name (as shown on your income tax return)  
Beacon Air Conditioning, Heating, Refrigeration, Inc.  
Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  Exempt from backup withholding

Address (number, street, and apt. or suite no.)  
317 E. Third Street  
City, state, and ZIP code  
Kenner, La. 70062

Requester's name and address (optional)

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 your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number

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

or

Employer identification number

|   |   |   |   |   |   |   |   |   |   |   |
|---|---|---|---|---|---|---|---|---|---|---|
| 7 | 1 | 2 | 0 | 8 | 3 | 1 | 2 | 6 | 5 | 1 |
|---|---|---|---|---|---|---|---|---|---|---|

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

**Part II Certification**

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. person (including a U.S. resident alien).

**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 on page 4.)

Sign Here Signature of U.S. person Eugene J. Lannoy Date 12-6-07

**Purpose of Form**

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

**U.S. person.** Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity,

2525 Quail Drive, Baton Rouge, 70808

(225) 765-2301



## Louisiana State Licensing Board for Contractors



### Contractor Information

**Business Name** BEACON AIR CONDITIONING, HEATING AND REFRIGERATION, INC. ✓  
**Mailing Address** 317 Third Street  
 Kenner, LA 70062  
**Phone Number** (504) 467-8698  
**Fax Number** (504) 466-4996  
**Email Address** shelley512@cox.net

### Active Licenses

**License Number** 35350 ✓  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 07/16/2015  
**Expiration** 07/15/2018  
**First Issued** 07/15/1999

### Classifications

| Class                         | Qualifying Party   | Parishes |
|-------------------------------|--------------------|----------|
| BUSINESS AND LAW              | Larroux, Eugene J. | ALL      |
| MECHANICAL WORK (STATEWIDE) ✓ | Larroux, Eugene J. | ALL      |

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BEACON AIR CONDITIONING  
HEATING & REFRIGERATION, INC.  
317 E. THIRD STREET  
KENNER, LA 70062

State Lic. # 35350  
Jefferson Parish Mechanical # 000693  
Rad # 000943

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JEFFERSON PARISH  
PURCHASING

AA

Bid Due: Thursday, March 31, 2016 at  
Bid No. 50-00115761

Jefferson Parish Purchasing Department  
Three (3) Year Contract for  
Snowblasting and Repair of  
(HVAC) Heating, Ventilation, Air  
Conditioning, and Air Cooled  
Chiller Systems for the Jefferson  
Parish Department of General Services