



**Bid Number 50-00143457**

**Three year contract for rental and cleaning service to portable toilets (regular and handicap) for the Jefferson Parish Department of Parks and Recreation.**

**BID DUE: November 14, 2023 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Donna Reamey  
Email: [Dreamey@jeffparish.net](mailto:Dreamey@jeffparish.net)  
Phone: 504-364-2684**

Three-year contract for rental of and cleaning service to portable toilets (Regular and Handicapped) for the Jefferson Parish Department of Parks and Recreation and other Jefferson Parish Departments and agencies. This contract includes portable toilets (units) that need to be rented and maintained year-round. Additionally, services herein request the ability, on an as-needed basis, to rent, and have maintained, additional units for events and additional permanent locations.

The terms of the contract will be for a period of three years – approximated dates – no earlier than 2/13/24 or as soon, if after this date, as the resolution receives Jefferson Parish Council approval.

The following is a physical description of the units meeting minimum bid standards. **Should a unit be in need of repair or replacement during the contract period, because one or more of the items below is damaged, or if the unit is delivered in an unserviceable condition, or any unit is rendered unserviceable by defect, vandalism, acts of mischief or acts of nature; it shall be the responsibility (including all costs) of the vendor to fully repair or replace within 24 hours from the time it is reported by the Jefferson Parish Recreation Department. The sites listed are not supervised 24/7.** During normal service days, the service person responsible should check for graffiti on both the interior and exterior of each unit and shield this graffiti from the public during that service visit.

If your organization is unable to supply units that meet the standards and or is unable to support the repair and or replacement timeline, do not bid on this contract as failure to meet these terms will be in direct violation of the contract.

Scheduling of the initial delivery of the units should be coordinated with Chris Villarrubia of the Jefferson Parish Parks and Recreation Department as a representative from JPRD should be present during the initial delivery to attest to and approve of the initial unit condition.

### **Regular Unit Specifications -**

Portable toilets are to be compliant with all applicable codes, regulations, and industry standards, including disposal.

Dimension and construction requirements unit must be constructed fiberglass or high capacity polyethylene construction with appropriate outside skids.

- Bottom:  
Side to side, outside 42 inches to 48 inches.  
Front to back outside 42 inches to 48 inches.
- Top:  
Side to side, outside 36 inches to 42 inches  
Front to back outside 36 inches to 42 inches.
- Height:  
Outside with skids 82 inches to 86 inches

Inside minimum 80 inches.

- Tank Capacity: Minimum 45 pounds
- Door Opening: Minimum 22 inches by 72 inches.
- All units to have ventilators aluminum type grill to prevent visual accessibility from the outside, as well as to allow light into the unit, and transfer for noxious odors.
- Self-closing doors to be equipped with interior locks.
- All doors to be equipped with door handles and “occupied” indicator.
- All doors to be equipped with wind chains.
- All units to have appropriate toilet seats with covers.

## **Handicap Unit Specifications-**

Portable toilets are to be compliant with all applicable codes, regulations, and industry standards, including disposal, specifically the American with Disabilities Act, Americans with Disabilities Act Accessibility Guidelines and ANSI A117.1 specifications for making buildings and facilities accessible to and usable by physically handicapped people.



- This is especially for the handicapped public. Non-skid flooring and enlarged inside space for maximum wheelchair maneuverability. Non-skid wheelchair ramps available for easy wheelchair entry.
- Self-closing doors to be equipped with ADA complaint interior locks.
- Unit must include ADA complaint grab bars and turning space.
- Overall Dimensions:
  - 87 Inches height by 61 inches width by 61 inches depth
  - All doors to be equipped with door handles and “occupied” indicator.
  - All doors to be equipped with wind chains
  - All units to have appropriate toilet seats with covers
  - Must be clearly marked with the universal sign for Handicapped.

## **Service Requirements**

Portable toilets are to be serviced two times weekly. The first day of service **Must Be Monday** and the second weekly service day **Must Be Either Thursday or Friday**. There will be no exceptions to this service schedule; so, if your organization cannot uphold these requirements into your current work schedule, do not bid on this contract as you will be in direct violation of its terms and conditions.

Service shall include, but not be limited to the following:

- Empty waste tank contents.
- Thoroughly clean waste tank and refill with chemically treated water meeting EPA standards with relationship to sanitary needs.
- Thoroughly clean and disinfect seats, doors, walls, floors and any other exposed surfaces.
- Deodorant blocks installed and replenished.
- Toilet tissue dispensers are to be supplied and fully stocked.
- Remove and dispose of any debris.
- Clean exterior as necessary

## **Items 0010 & 0020 on Bid-**

The addresses and unit types of the units that will be needed for the 36-month contract period are listed below. As new permanent unit sites are needed, those will be added to the monthly units and invoiced similarly. Should units no longer be needed at the locations listed below, proper notification will be given to the vendor and those units will be physically moved by the vendor and removed from the invoice. The current total number of regular units is 12. The current total number of handicap units is 11.

### **EASTBANK (2 Locations)**

#### **BONNABEL BOAT LAUNCH**

1600 Bonnabel Blvd.  
Metairie, LA 70005

1 EACH HANDICAP

1 EACH REGULAR

#### **BUCKTOWN MARINA**

325 Old Metairie Highway  
Metairie, LA 70005

1 EACH REGULAR

1 EACH HANDICAP

**WESTBANK (14 Locations)**

**JOHNNY JACOBS PLAYGROUND**

5851 5<sup>TH</sup> Ave.  
Marrero, LA 70072

2 EACH HANDICAP

**THOMAS JEFFERSON PARK**

9100 River Road  
Waggaman, LA 70094

2 EACH HANDICAP

**KENNEDY HEIGHTS WALKING TRAIL**

4000 US 90  
Avondale, LA 70094

1 EACH REGULAR

**BROWN PARK**

1801 Brown Avenue  
Harvey, LA 70058

1 EACH REGULAR

**BELLE TERRE PLAYGROUND**

5600 Belle Terre Road  
Marrero, LA 70072



2 EACH REGULAR

**PARC DES FAMILLES**

6101 Leo Kerner Parkway  
Marrero, LA 70072

1 EACH HANDICAP

**GLISSON PARK**

5265 Sharpe Road  
Crown Pointe, LA 70072

1 EACH REGULAR

1 EACH HANDICAP

**WOODLAND WEST PARK**

2575 Vulcan Drive  
Harvey, LA 70058

1 EACH REGULAR

**HAROLD MCDONALD PLAYGROUND**

900 Drake Street  
Westwego, LA 70058

1 EACH REGULAR

**WOODMERE WALKING TRACK**

4026 Post Drive  
Harvey, LA 70058

1 EACH REGULAR

**WOODMERE PLAYGROUND**

4100 Glenmere Drive  
Harvey, LA 70058

1 EACH REGULAR

1 EACH HANDICAP

**LINCOLNSHIRE WALKING TRAIL**

6400 Rue Louis Phillippe  
Marrero, LA 70072

1 EACH REGULAR

**ROSE THORNE PLAYGROUND**

865 Jean Lafitte Blvd.  
Lafitte, LA 70067

1 EACH HANDICAP

**BENT TREE WALKING TRAIL**

2436 Bent Tree Lane (Corner of Bent Tree and  
Laffite/Larose Highway)  
Marrero, La 70072

1 EACH HANDICAP

## **Special- Order Units-**

### **ITEMS 0030 & 0040 on Bid-**

In addition to the locations for current units, because of special events, the Jefferson Parish Recreation Department occasionally has need for additional units. These units will be ordered and rented on a weekly basis. Here are the bid specifications for those units to be ordered as-needed.

- Within 24 hours of notifications from the Jefferson Parish Recreation Department, the vendor must be able to provide delivery of a clean, operating unit service.
- Pick-up of the unit must be completed within 24 hours of notification from the Jefferson Parish Recreation Department.
- Special-Order unit requests will be used on a weekly basis. (i.e. if a unit is needed for 9 days, Recreation will use it and pay for 14 days {2 weeks}).
- The units shall meet the minimum physical requirements described above.

- The service requirements for these special-order units, including scheduled cleaning days, should be exact to those described above.

## **Additional Servicing Needs**

### **ITEM 0050 on BID-**

When use of the units would be extremely heavy and regular (twice weekly) service is deemed inadequate; the Jefferson Parish Recreation Department will contact the vendor to request additional service days. Within 24 hours the vendor should provide that additional service to the designated unit(s) as described in the service requirements above.

## **Confirmation of Service & Invoicing**

- On each service day of the week, within 4 hours after the Jefferson Parish Recreation Department's units have been serviced, the vendor MAY BE REQUIRED TO SEND (fax-504-736-9524 or email [cvillarrubia@jeffparish.net](mailto:cvillarrubia@jeffparish.net)) to Chris Villarrubia a log (which each of the units names or addressed) indicating driver initial, time and date of service.



The initial invoice should be for the portion of the month that gets us to the first of the month, and thereafter, each invoice should be for the entire month. No partial-month (except for the initial month) or mid-month (i.e. April 14<sup>th</sup> through May 13<sup>th</sup>) invoices will be accepted.

DATE: 10/18/2023

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00143457

**JEFFERSON PARISH**

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

PURCHASING SPECIALIST:  
DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA [WWW.JEFFPARISHBIDS.NET](http://WWW.JEFFPARISHBIDS.NET) UNTIL 2:00 PM, 11/14/2023 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

**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. 136353 and/or Resolution No. 141125 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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

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

Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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



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

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

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 local 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).



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

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

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

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

**This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.**

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

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 136353 or 141125 as amended. 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.**

**5, 6, 10, 12, 13, 15**

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.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution 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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies) When 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment."). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.



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.

YES     /     NO           

MAXIMUM ESCALATION PERCENTAGE REQUESTED 3 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 2/13/2025

**INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES**

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

## FIRM NAME: United Rentals (North America), Inc.

ADDRESS: 100 First Stamford Place Suite 700

CITY, STATE: Stamford, Connecticut

ZIP: 06902

TELEPHONE: (877)874.4468

FAX: (877) 735.7450

EMAIL ADDRESS: govrents@ur.com

Acknowledge Receipt of Addenda: NUMBER: #1

NUMBER:

NUMBER:

NUMBER:

TOTAL PRICE OF ALL BID ITEMS: \$ \$163,812.00

**AUTHORIZED**

SIGNATURE: Anta M.

TITLE: Branch Manager

Antoine P.17

Printed Name \_\_\_\_\_

**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.: 50-00143457

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	450.00	EA	THREE YEAR CONTRACT FOR RENTAL AND CLEANING SERVICE TO PORTABLE TOILETS REGULAR AND HANDICAP FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS & RECREATION.		
			0010-Monthly Rental and Maintenance of Portable Toilets. REGULAR UNIT	\$ 164.00	\$ 73,800.00
2	250.00	EA	An estimated usage of 12-20 regular units will be rented each month during the three year contract period. This service is to be invoiced 12 times per year, per unit ONLY.		
			If you are bidding on items 0010 & 0020 your bid price should reflect your monthly charge to JPRD for rental of one unit (Regular-0010; Handicap-0020) and twice weekly maintenance to that unit as per the submitted specs.		
3	24.00	EA	0020-Monthly Rental and Maintenance of Portable Toilets. HANDICAP UNIT	\$ 318.00	\$ 79,500.00
			An estimated usage 10-15 handicap units will be rented at this usage plan per month during the three year contract period.		
4	24.00	EA	This service will be invoiced 12 times per year, per unit ONLY as per the submitted specs.		
			0030-Weekly Rental and Maintenance of additional as needed units per the submitted specs. This is the REGULAR UNIT	\$ 153.00	\$ 3,672.00
4	24.00	EA	Recreation estimates that it will rent 30 weekly units (number of units by number of weeks) during the three year weekly rental and maintenance contract period. These units are to be included in the regular invoice & should be for a period of one week per unit.		
			If you are submitting a bid price for items 0030 & 0040 your bid price should reflect the charge for rental of one unit (0030-regular; 0040-handicap)for a one week period with twice weekly maintenance to that unit.		
4	24.00	EA	0040-Weekly Rental and Maintenance of additional units as needed as per the	\$ 259.00	\$ 6,216.00



DATE: 10/18/2023

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143457

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	24.00	EA	<p>submitted specs. This is a HANDICAP UNIT.</p> <p>Recreation estimates that it will rent 20 weekly units (number of units by number of weeks) during the three year contract period. These units are to be included in the regular invoice and should be for a period of one week per unit.</p> <p>0050-Additonal Unit Maintenance Service</p> <p>Where use of the units requiring twice per week regular service would be extremely heavy this line item is for each additional service as needed per unit as described in the attached service requirements. This additional service is estimated to be needed 20 times during the three year contract period.</p>	\$ 26.00	\$ 624.00

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

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

Antoine Pilot, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Branch Manager of United Rentals (North America), Inc. (Entity), the party who submitted a bid in response to Bid Number JPP-50-00143457, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

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

Antoine Pilot  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 6<sup>th</sup> DAY OF November, 2011.

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

\_\_\_\_\_  
Printed Name of Notary

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

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

**Edward S. Rapier, Jr.**  
**Notary Public**  
**LA Bar No. 17896**  
**Parish of Jefferson, State of LA**  
**My Commission is issued for Life**





# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

October 23, 2023

### ADDENDUM # 1

Bid Number: 50-00143457

Bid Opening Date: November 14, 2023

Three year contract for rental and cleaning service to portable toilets (regular and handicap) for the Jefferson Parish Department of Parks and Recreation.

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#### To clarify specification.

#### Answer vendor question.

1. Monthly rental and maintenance of portable toilets regular unit with a quantity of 450. Do you need the monthly rental and 2x per week service rate entered in the unit price column. Similar question with item no. 2 of the bid form.

**Answer:** For Item 1 - We would like the vendor to bill us once per month. Each REGULAR unit should be serviced twice per week (Monday & Friday). The bid price that the vendor should enter for this item is the amount that the vendor will charge us monthly for one unit to be serviced twice weekly. So for example, if a vendor will charge us \$100 per month to service one unit twice weekly, then for the unit price the vendor would enter \$100 and for the total price he/she would enter \$45,000. The same is true for Item 2, but these are HANDICAP units.

Sincerely,

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Donna Reamey  
Purchasing Specialist II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form 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.**

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETN, LA 70053 - PO BOX 9 - GRETN - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

## Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>United Rentals (North America), Inc.</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ►	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) <b>5</b>  Exemption from FATCA reporting code (if any)  (Applies to accounts maintained outside the U.S.)
	5 Address (number, street, and apt. or suite no.) See instructions. <b>100 First Stamford Place, Suite 700</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Stamford, CT 06902</b>	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
				-					
or									
Employer identification number									
8	6		0	9	3	3	8	3	5

### 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. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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

Sign Here	Signature of U.S. person ►	<b>Michael V. Sala</b> <b>Director, Global Tax</b>	Date ►	<b>January 3, 2023</b>
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### General Instructions

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

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

### Purpose of Form

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

- Form 1099-INT (interest earned or paid)

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

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

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