

**BID/RFP RECEIPT**

Receipt of Bid/RFP Proposal No. 20-00133237

From: A-1 Segno

Company's Name

Person Received Bid: John Lawrence

Number of Envelopes/Boxes Received: 1 envelope

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

RECEIVED  
2018 JUN 11 AM 11:00  
JEFFERSON PARISH  
PURCHASING

A-1 SLIMS  
3450 METROPOLITAN ST  
NOO CA 90124

JEFFERSON PARISH

BID NO: 50-00123 238

DATE: 5/24/2018

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00123238

**JEFFERSON PARISH**

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

VENDOR: \_\_\_\_\_

BUYER: SFOLSE

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

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

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

<b>DELIVERY: FOB JEFFERSON PARISH</b>	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>July 30</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>7 DAYS</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>30 DAYS</u>

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 29198

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>A-1 SIGNS</u>	
SIGNATURE: (Must be signed here) <u>Steve Barnett</u>	TITLE: <u>Sales VP</u>
PRINT OR TYPE NAME: <u>STEVE BARNETT</u>	
ADDRESS: <u>3950 METROPOLITAN ST</u>	
CITY, STATE: <u>NEW ORLEANS</u>	ZIP: <u>70126</u>
TELEPHONE: <u>(504) 947 8381</u>	FAX: <u>(504) 947 8790</u>
EMAIL ADDRESS: <u>STEVE@A-1SIGNSINC.COM</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 1803<sup>00</sup>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123238

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	ONLY	<p>LABOR, MATERIALS &amp; EQUIPMENT TO SUPPLY &amp; INSTALL SIGNAGE FOR THE JEFFERSON PARISH GENERAL SERVICES DEPARTMENT</p> <p>0010-WE EXTEND THIS BID TO PROVIDE LABOR MATERIALS, DELIVERY, EQUIPMENT, AND ALL OTHER INCIDENTALS NECESSARY TO FURNISH AND INSTALL LETTERS TO READ "PAUL D. CONNICK, SR." AT THE NORTH SIDE ENTRANCE OF THE:</p> <p>EMERGENCY OPERATIONS &amp; COMMUNICATIONS CENTER 910 THIRD STREET GRETNA, LA 70053</p> <p>***** TO SET UP A SITE INSPECTION, PLEASE CONTACT FRED CARRERAS AT 364-2675 BETWEEN THE HOURS OF 7:00 AM AND 4:00 PM MONDAY THROUGH FRIDAY. *****</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p>	<p>\$1803<sup>00</sup></p>	<p>\$1803<sup>00</sup></p>

**LABOR, MATERIALS & EQUIPMENT NEEDED TO SUPPLY & INSTALL  
SIGNAGE AT THE JEFFERSON PARISH EMERGENCY OPERATIONS AND  
COMMUNICATIONS CENTER LOCATED AT 910 THIRD STREET, GRETNA,  
LA 70053**

**Bid #50-123238**

**SECTION 1.0- NO Pre-Bid; Site visits available**

To set up a Site Visit, you must first contact Fred Carreras @ 504-364-2675 between the hours of 7:00 a.m. and 4:00 p.m. Monday through Friday.

**SECTION 2.0 – SCOPE:**

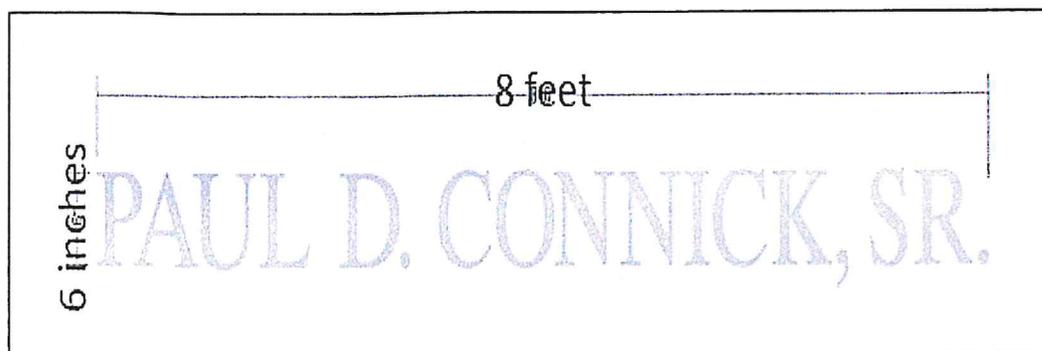
Furnish and Install one (1) set of six (6") letters on the north entrance(Third Street side)wall ofthe Jefferson Parish Emergency Operations and Communications Center.

**SECTION 3.0 – QUANTITIES/INSPECTION:**

Bidders shall inspect the site and perform their own measurements in order to determine the proper quantity of materials needed to perform the work listed in these specifications.

**SECTION 4.0 – BID SPECIFICATIONS:**

Furnish and Install one (1) set of six inch (6") letters on the north entrance (Third Street side) wall of the Jefferson Parish Emergency Operations and Communications Center. Letters shall read the following:



Letters shall be manufactured and installed as follows:

- Letters:
  - Cast aluminum
  - Size-
    - (6") six inches high
    - (3/4") three-eighths inches depth
  - Flatcut.
  - Studmount.
  - Non-illuminated.
  - Font-
    - Custom letter style to match existing letters
    - All capitalized
    - Owner to approve lettering font before manufacturing begins.
  - Color-
    - Vertical brushed silver
    - Low-gloss finish.
    - Owner to approve final color before letters are installed.
  - Installation-
    - Studmount display on existing aluminum fascia/panels.
    - Letters shall be installed above existing letters (see attachment "a"). Spacing shall exist on existing letters.

## **SECTION 5.0 – HOURS OF WORK:**

The work that is to be performed can be scheduled during normal business hours, 7 a.m. to 6 p.m. Monday thru Sunday. The successful bidder should contact Fred Carreras, Property Manager Assistant, to arrange his/her schedule. He may be contacted at (504) 364-2675 between the hours of 7:00 A.M. and 4:00 P.M., Monday through Friday.

## **SECTION 6.0 – EXISTING STRUCTURE:**

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, or part of building be required of this project, the contractor shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

## **SECTION 7.0 – PROJECT/SITE CONDITIONS:**

Tools, equipment, scaffolding, lifts, ladders, miscellaneous supplies, etc. are the responsibility of the contractor to supply.

Ladders, tools, scaffolds, lifts, etc., must be secured and protected at all times and at the end of each day, to the satisfaction of the owner.

## **SECTION 8.0 - CLEANING AREA AND SAFETY:**

Job site must be clean and free of all litter and debris daily and upon completion of the project. Passageways must be kept clean and free of material, equipment and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises.

The use of parish dumpsters will not be permitted for this project.

The premises is an operating Correctional Facility precautions shall be taken at all times to ensure the security and safety of this facility. All employees working on this project shall be subject to background checks prior to and during this project.

## **SECTION 9.0 - WARRANTY:**

All workmanship and materials must have at least one (1) year or greater guaranty, in writing from the date of acceptance of the project, against defects. The contractor must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacements, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period.

The contractor shall also guaranty that he will hold the Parish of Jefferson harmless from any damage arising from faulty workmanship or materials performed and/or installed within the duration of the warranty.

## **SECTION 10.0 - PERMITS:**

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

## **SECTION 11.0 – STATE CONTRACTORS LICENSE REQUIREMENTS:**

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

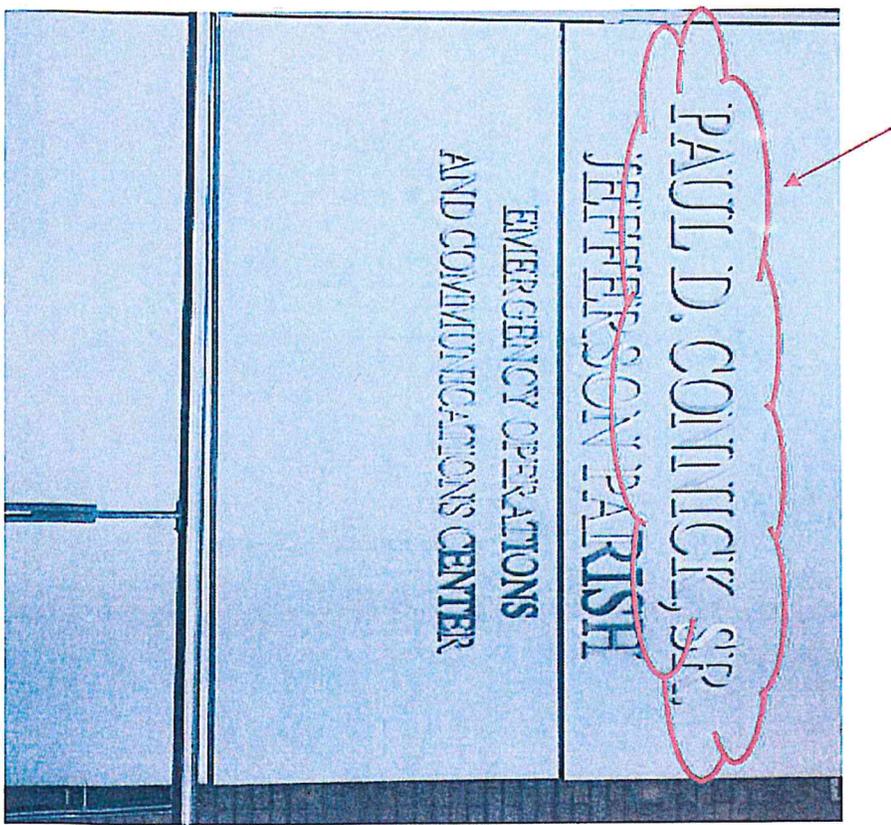
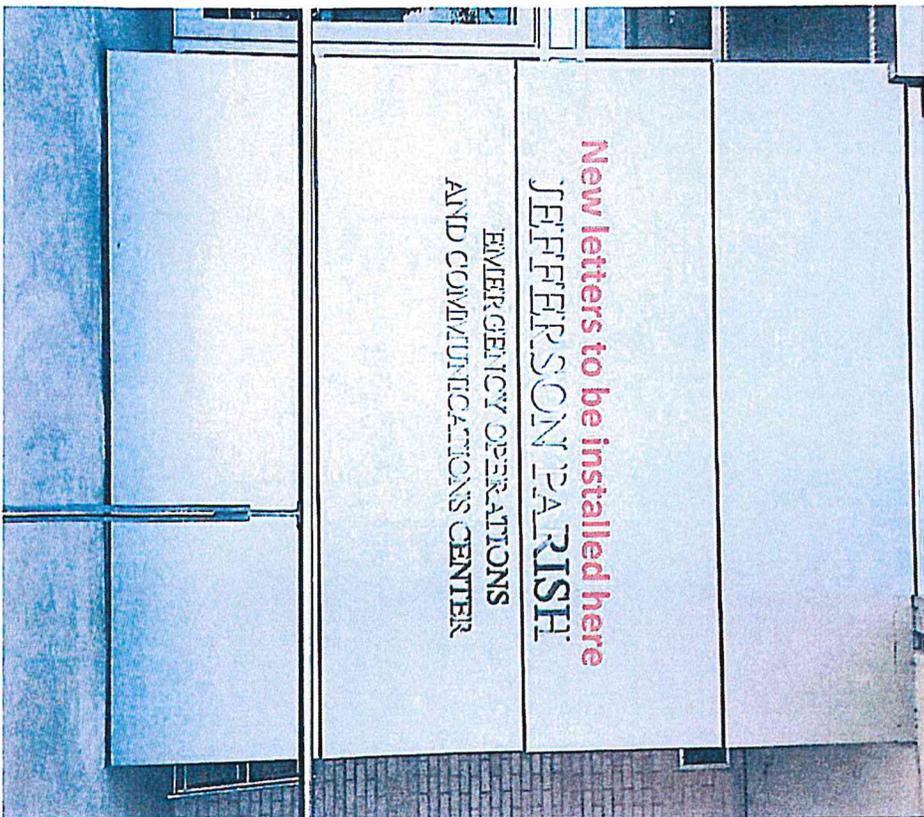
- Louisiana State Commercial License.
- Louisiana State Specialty License: Signs, scoreboards, displays, billboards (electrical & non-electrical).

## **SECTION 12.0 - PRE-CONSTRUCTION CONFERENCE AND NOTICE TO PROCEED**

A Pre-Construction Conference shall be held between the successful contractor and the owner before any work commences; or any equipment/materials are ordered. No parts shall be ordered until the contractor receives a written Notice to Order from the Department of General Services. No work shall begin until a Notice to Proceed is issued from the Department of General Services.

# ATTACHMENT "A"

Sample drawing of placement and image of new lettering



## STANDARD INSURANCE REQUIREMENTS – BIDS UNDER \$30k

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

---

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. However, if a bidder has on file with the Purchasing Department a current (valid) insurance certificate that fulfills the requirements in this document, then this will be accepted as evidence of same. Otherwise, failure to submit a current (valid) insurance certificate with bid submission or if no current (valid) insurance certificate is on file, then the bid will be rejected. Final certificates shall name the **Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

---

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

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

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

**Note:** If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**DEDUCTIBLES**

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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





**ADDITIONAL REMARKS SCHEDULE**

AGENCY <b>Eustis Insurance, Inc.</b>		NAMED INSURED <b>A-1 Signs, Inc.; A-1 Signs, LLC</b> 3950 Metropolitan Street New Orleans, LA 70126-5443	
POLICY NUMBER <b>SEE PAGE 1</b>			
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	EFFECTIVE DATE: <b>SEE PAGE 1</b>	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Description of Operations/Locations/Vehicles:**

With respects to the above Auto policy, the certificate holder will be considered as an additional insured if required by written contract subject to endorsement's #461-0478 (12-12) terms and conditions.

With respects to the above Auto policy, the certificate holder will be provided a waiver of subrogation if required by written contract subject to endorsement's #461-0155 (09-97) terms and conditions.

The Workers Compensation policy above contains Form #WC 00 03 13 (04/84).

The Umbrella policy is excess over the above General Liability, Auto and Workers Compensation policies subject to the Umbrella policy's terms, conditions and exclusions.

Copies of the policy's forms or endorsements referenced above are available upon request.