



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

May 24, 2017

Mr. Anthony Francis, Director  
Department of General Service

Re: Bid No. 50-00119150 for supply and install two (2) new Multi-Zone Air Handler Units, two (2) Single Zone Air Handler Units, and nine (9) Water Source Heating Coils at the Jefferson Parish First Parish Courthouse.

The above referenced bid opened on May 23, 2017. The deadline for award is July 7, 2017, which is the 45<sup>th</sup> day from bid opening. Please find attached copies of bids submitted and the bid tabulation for your review and recommendation. Once you have made a recommendation for award, please forward a copy of the blank resolution routed for placement on the Council agenda to [sduffy@jeffparish.net](mailto:sduffy@jeffparish.net) or you may fax it 504-364-2693.

Pursuant to LA R.S. 38:2215 and more specifically, Jefferson Parish regulations:

**All bids must be awarded or rejected within 45 calendar days from the date of bid opening. Therefore, if award (or rejection) will be made outside of the 45<sup>th</sup> day, then both low bidder and Jefferson Parish may mutually consent in writing to extend the deadline for award.**

You must forward a copy of this written extension to Purchasing to the email address or fax number provided above. A sample of the extension letter has been posted on the Parish Intranet – Purchasing– Purchasing Bid Forms or you may also access it in the Purchasing Public Folder in Outlook.

Council approval is required; once the Council awards the bid by adopting the resolution,

- a) You will be responsible to route for a contract placing all necessary paperwork (e.g. bid documents submitted by awarded vendor(s), bid tabulation, blank resolution, contract, affidavits and if any: insurance, bonds in Hummingbird.

**RESPONDING VENDOR LIST FOR BID #50-00119150  
SUPPLY AND INSTALL TWO (2) NEW MULTI ZONE AIR  
HANDLER UNITS, TWO (2) SINGLE ZONE AIR HANDLER  
UNITS AND NINE (9) WATER SOURCE HEATING COILS AT  
THE JEFFERSON PARISH FIRST PARISH COURTHOUSE**

GUILLORY SHEET METAL WORKS, INC.  
ATTN: OGDEN GUILLORY, JR.  
5704 HEEBE STREET  
HARAHAN, LA 70123

BEACON AIR CONDITIONING HEATING & REFRIGERATION, INC.  
ATTN: MERRICK MATHERNE  
317 E. 3<sup>RD</sup> STREET  
KENNER, LA 70062

GOOTEE CONSTRUCTION, INC.  
ATTN: KATHLEEN GOOTEE  
2400 N ARNOULT ROAD  
METARIES, LA 70001

BID: 50-00119150 INSTALL TWO (2) NEW MULT ZONE AIR UNITS

(\*\* = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
0005 - REMOVE AND REPLACE AHU #3	1.0000	JOB	5/10/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING VENDOR **							
BEACON AIR CONDITIONING			73,771.0000	73,771.0000	NO			
GOOTEE CONSTRUCTION			98,900.0000	98,900.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING VENDOR **							
JOHNSON CONTROLS INC	** NON-RESPONDING VENDOR **							
CARRIER SOUTH CENTRAL	** NON-RESPONDING VENDOR **							
TRANE U S INC	** NON-RESPONDING VENDOR **							
UNITED REFRIGERATION INC	** NON-RESPONDING VENDOR **							
GUILLORY SHEET METAL WORKS INC			70,500.0000	70,500.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING VENDOR **							
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING VENDOR **							

HIGH BID . : 98,900.0000 LOW BID . : 70,500.0000 AVERAGE BID: 81,057.0000

0010 - DUCT CLEANING AHU #3	1.0000	JOB	2/08/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING VENDOR **							
BEACON AIR CONDITIONING			14,662.0000	14,662.0000	NO			
GOOTEE CONSTRUCTION			17,000.0000	17,000.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING VENDOR **							
JOHNSON CONTROLS INC	** NON-RESPONDING VENDOR **							
CARRIER SOUTH CENTRAL	** NON-RESPONDING VENDOR **							
TRANE U S INC	** NON-RESPONDING VENDOR **							
UNITED REFRIGERATION INC	** NON-RESPONDING VENDOR **							
GUILLORY SHEET METAL WORKS INC			3,200.0000	3,200.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING VENDOR **							
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING VENDOR **							

HIGH BID . : 17,000.0000 LOW BID . : 3,200.0000 AVERAGE BID: 11,620.6667

0020 - REMOVE AND REPLACE AHU #2	1.0000	JOB	2/08/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING VENDOR **							
BEACON AIR CONDITIONING			64,980.0000	64,980.0000	NO			
GOOTEE CONSTRUCTION			88,300.0000	88,300.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING VENDOR **							
JOHNSON CONTROLS INC	** NON-RESPONDING VENDOR **							
CARRIER SOUTH CENTRAL	** NON-RESPONDING VENDOR **							
TRANE U S INC	** NON-RESPONDING VENDOR **							
UNITED REFRIGERATION INC	** NON-RESPONDING VENDOR **							
GUILLORY SHEET METAL WORKS INC			60,500.0000	60,500.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING VENDOR **							
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING VENDOR **							

HIGH BID . : 88,300.0000 LOW BID . : 60,500.0000 AVERAGE BID: 71,260.0000

BID: 50-00119150 INSTALL TWO (2) NEW MULT ZONE AIR UNITS

(\*\* = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
0030 - DUCT CLEANING AHU #2	1.0000	JOB	5/01/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING	VENDOR **						
BEACON AIR CONDITIONING			10,830.0000	10,830.0000	NO			
GOOTEE CONSTRUCTION			12,700.0000	12,700.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING	VENDOR **						
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING	VENDOR **						
JOHNSON CONTROLS INC	** NON-RESPONDING	VENDOR **						
CARRIER SOUTH CENTRAL	** NON-RESPONDING	VENDOR **						
TRANE U S INC	** NON-RESPONDING	VENDOR **						
UNITED REFRIGERATION INC	** NON-RESPONDING	VENDOR **						
GUILLORY SHEET METAL WORKS INC			2,450.0000	2,450.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING	VENDOR **						
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING	VENDOR **						
HIGH BID . . :	12,700.0000	LOW BID . . :	2,450.0000	AVERAGE BID:	8,660.0000			
0040 - REMOVE & REPLACE AHU #4	1.0000	JOB	5/01/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING	VENDOR **						
BEACON AIR CONDITIONING			45,137.0000	45,137.0000	NO			
GOOTEE CONSTRUCTION			60,000.0000	60,000.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING	VENDOR **						
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING	VENDOR **						
JOHNSON CONTROLS INC	** NON-RESPONDING	VENDOR **						
CARRIER SOUTH CENTRAL	** NON-RESPONDING	VENDOR **						
TRANE U S INC	** NON-RESPONDING	VENDOR **						
UNITED REFRIGERATION INC	** NON-RESPONDING	VENDOR **						
GUILLORY SHEET METAL WORKS INC			44,000.0000	44,000.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING	VENDOR **						
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING	VENDOR **						
HIGH BID . . :	60,000.0000	LOW BID . . :	44,000.0000	AVERAGE BID:	49,712.3333			
0050 - DUCT CLEANING AHU #4	1.0000	JOB	5/01/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING	VENDOR **						
BEACON AIR CONDITIONING			14,341.0000	14,341.0000	NO			
GOOTEE CONSTRUCTION			16,600.0000	16,600.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING	VENDOR **						
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING	VENDOR **						
JOHNSON CONTROLS INC	** NON-RESPONDING	VENDOR **						
CARRIER SOUTH CENTRAL	** NON-RESPONDING	VENDOR **						
TRANE U S INC	** NON-RESPONDING	VENDOR **						
UNITED REFRIGERATION INC	** NON-RESPONDING	VENDOR **						
GUILLORY SHEET METAL WORKS INC			1,350.0000	1,350.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING	VENDOR **						
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING	VENDOR **						
HIGH BID . . :	16,600.0000	LOW BID . . :	1,350.0000	AVERAGE BID:	10,763.6667			

BID: 50-00119150 INSTALL TWO (2) NEW MULT ZONE AIR UNITS

(\*\* = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
0060 - REMOVE & REPLACE AHU #5	1.0000	JOB	5/01/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING VENDOR **							
BEACON AIR CONDITIONING			46,845.0000	46,845.0000	NO			
GOOTEE CONSTRUCTION			60,000.0000	60,000.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING VENDOR **							
JOHNSON CONTROLS INC	** NON-RESPONDING VENDOR **							
CARRIER SOUTH CENTRAL	** NON-RESPONDING VENDOR **							
TRANE U S INC	** NON-RESPONDING VENDOR **							
UNITED REFRIGERATION INC	** NON-RESPONDING VENDOR **							
GUILLORY SHEET METAL WORKS INC			45,000.0000	45,000.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING VENDOR **							
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING VENDOR **							

HIGH BID . . : 60,000.0000 LOW BID . . : 45,000.0000 AVERAGE BID: 50,615.0000

0070 - DUCT CLEANING AHU #5	1.0000	JOB	5/01/2017	TSTPIERR				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
A/C SUPPLY INC	** NON-RESPONDING VENDOR **							
BEACON AIR CONDITIONING			11,276.0000	11,276.0000	NO			
GOOTEE CONSTRUCTION			13,000.0000	13,000.0000	NO			
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
GRAYBAR ELECTRIC CO INC	** NON-RESPONDING VENDOR **							
JOHNSON CONTROLS INC	** NON-RESPONDING VENDOR **							
CARRIER SOUTH CENTRAL	** NON-RESPONDING VENDOR **							
TRANE U S INC	** NON-RESPONDING VENDOR **							
UNITED REFRIGERATION INC	** NON-RESPONDING VENDOR **							
GUILLORY SHEET METAL WORKS INC			1,080.0000	1,080.0000	NO			
SIEMENS INDUSTRY INC	** NON-RESPONDING VENDOR **							
UNITED AIR CONDITIONING SUPPLY	** NON-RESPONDING VENDOR **							

HIGH BID . . : 13,000.0000 LOW BID . . : 1,080.0000 AVERAGE BID: 8,452.0000

VENDOR TOTALS FOR BID:

VENDOR	BID AMOUNT
BEACON AIR CONDITIONING	281,842.0000
GOOTEE CONSTRUCTION	366,500.0000
GUILLORY SHEET METAL WORKS INC	228,080.0000

TOTAL ITEMS ON BID . . . . : 8

# 85764

Form **W-9** Request for Taxpayer Identification Number and Certification

(Rev. December 2014) Department of the Treasury Internal Revenue Service

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

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Guillory Sheet Metal Works, Inc.**

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only one of the following seven boxes:  
 Individual/sole proprietor or single-member LLC  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶  
 Other (see instructions) ▶  
 C Corporation  S Corporation  Partnership  Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  
 Exempt payee code (if any) \_\_\_\_\_  
 Exemption from FATCA reporting code (if any) \_\_\_\_\_  
*(Applies to accounts maintained outside the US)*

5 Address (number, street, and apt. or suite no.)  
**5704 Heebe St**

6 City, state, and ZIP code  
**Harahan, La 70123**

7 List account number(s) here (optional)

Requester's name and address (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 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.

NOTE. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					

or

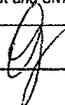
Employer identification number									
7	2	-	0	8	5	6	4	6	0

**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 on page 3.

Sign Here Signature of U.S. person ▶  Date ▶ 12/2/16

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.  
 Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/w9](http://www.irs.gov/w9).

**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?* on page 2.

By signing the filled-out form, you:

- 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. 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, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

#85764



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### Interactive TIN Session:Interactive Results

This screen provides you with the results of your TIN Match request. The 'Match Indicator' displays a code next to the TIN and name combination. Use the codes below to interpret your results:

- 0 = TIN and Name combination matches IRS records.
- 1 = TIN was missing or TIN not 9-digit numeric.
- 2 = TIN entered is not currently issued.
- 3 = TIN and Name combination does not match IRS records.
- 4 = Invalid TIN Matching request.
- 5 = Duplicate TIN Matching request.
- 6 = TIN and Name combination matches IRS SSN records.
- 7 = TIN and Name combination matches IRS EIN records.
- 8 = TIN and Name combination matches IRS SSN and EIN records.

**Important:** Before leaving this screen, you may want to do a **Print Screen** of the results. Once you exit this screen, the interactive results will no longer be available for viewing.

Using the TIN Matching system allows you to verify the accuracy of taxpayer TIN and name information prior to submitting information to IRS. Internal Revenue Code 6724 provides any penalties under Section 6721 may be waived if the filer shows the failure to file a correct TIN on an information return was due to reasonable cause and not willful neglect. Filers may prove due diligence and receive a waiver from proposed penalties if they prove the TIN and name combination they submitted matched IRS records. Providing a copy of the Print Screen of your Interactive Results will be considered proof of due diligence.

ID	TIN Type	TIN	Name	Result Code
1	Unknown	720856460	guillory sheet metal works inc	7

**You may do either of the following:**

- Select *Another Tin Matching Request* to check more TIN and Name combinations.
- Select *Done* to return to the TIN Matching home page.

**Tom Schedler**  
**Secretary of State**

**State of Louisiana**  
**Secretary of State**

**COMMERCIAL DIVISION**  
**225.925.4704**



Fax Numbers  
 225.932.5317 (Admin. Services)  
 225.932.5314 (Corporations)  
 225.932.5318 (UCC)

Name	Type	City	Status
GUILLORY SHEET METAL WORKS INC.	Business Corporation	HARAHAN	Active

**Previous Names**

**Business:** GUILLORY SHEET METAL WORKS INC.  
**Charter Number:** 32218700D  
**Registration Date:** 5/11/1978

**Domicile Address**

5704 HEEBE STREET  
 HARAHAN, LA 70123

**Mailing Address**

5704 HEEBE STREET  
 HARAHAN, LA 70123

**Principal Office Address**

5704 HEEBE STREET  
 HARAHAN, LA 70123

**Status**

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 5/11/1978  
**Last Report Filed:** 4/11/2017  
**Type:** Business Corporation

**Registered Agent(s)**

<b>Agent:</b>	OGDEN L. GUILLORY, JR
<b>Address 1:</b>	1 NIMITZ COURT
<b>City, State, Zip:</b>	HARAHAN, LA 70123
<b>Appointment Date:</b>	5/16/1983
<b>Agent:</b>	DARYL J. GUILLORY
<b>Address 1:</b>	323 METAIRIE LAWN DR,
<b>City, State, Zip:</b>	METAIRIE, LA 70001
<b>Appointment Date:</b>	5/5/2004

### Officer(s)

Additional Officers: No

<b>Officer:</b>	OGDEN LUKE GUILLORY, JR.
<b>Title:</b>	President
<b>Address 1:</b>	1 NIMITZ COURT
<b>City, State, Zip:</b>	HARAHAN, LA 70123

<b>Officer:</b>	DARYL J. GUILLORY
<b>Title:</b>	Vice-President, Secretary/Treasurer
<b>Address 1:</b>	323 METAIRIE LAWN DR.
<b>City, State, Zip:</b>	METAIRIE, LA 70001

### Amendments on File

No Amendments on file

[Print](#)

2525 Quail Drive, Baton Rouge, 70808 (225) 765-2301 

Louisiana State Licensing Board for Contractors



**Contractor Information**

Business Name GUILLORY SHEET METAL WORKS, INC. ✓  
 Mailing Address P. O. Box 23125  
 Harahan, LA 70183  
 Phone Number (504) 733-2936  
 Fax Number (504) 733-2953  
 Website guillsm@bellsouth.net

**Active Licenses**

License Number 12911 ✓  
 Type Commercial License  
 Status LICENSED  
 Effective 06/08/2015  
 Expiration 06/07/2018  
 First Issued 06/07/1979

**Classifications**

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Guillory, Ogden L. Jr.	ALL
MECHANICAL WORK (STATEWIDE) ✓	Guillory, Ogden L. Jr.	ALL

DATE: 3/21/2017

Page: 5

BID NO.: 50-00119150

**BID FORM**  
Non Public Works

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

All prices must be held firm 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  X

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF  6/02/17

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  10 weeks

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)  12911

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

FIRM NAME:  GUILLORY SHEET METAL WORKS, INC.

ADDRESS:  5704 HEEBE ST.

CITY, STATE:  HARRAHAN, LA.  ZIP:  70123

TELEPHONE:  ( 504 ) 733-2936  FAX:  ( 504 ) 733-2953

EMAIL ADDRESS:  guillsm@bellsouth.net

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:  1

NUMBER:  2

NUMBER:  3

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

TOTAL PRICE OF ALL BID ITEMS: \$  228,080.00

AUTHORIZED SIGNATURE:  *Ogden Guillory Jr*

Ogden Guillory Jr.   
Printed Name

TITLE:  President

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.: 50-00119150

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SUPPLY AND INSTALL TWO (2) NEW MULTI ZONE AIR HANDLER UNITS, TWO (2) SINGLE ZONE AIR HANDLER UNITS AND NINE (9) WATER SOURCE HEATING COILS AT THE JEFFERSON PARISH FIRST PARISH COURT		
1	1.00	JOB	0005 - REMOVE AND REPLACE AHU #3	\$70,500.00	\$70,500.00
			SEE SECTION 8.0 FOR DETAILED SPECIFICATIONS (OWNER WILL PROVIDE EXISTING DUCT DRAWINGS AVAILABLE UPON REQUEST)		
2	1.00	JOB	0010 - DUCT CLEANING AHU #3 SEE SECTION 8.0	\$3,200.00	\$3,200.00
3	1.00	JOB	0020 - REMOVE AND REPLACE AHU #2	\$60,500.00	\$60,500.00
4	1.00	JOB	0030 - DUCT CLEANING AHU #2 SEE SECTION 8.0	\$2,450.00	\$2,450.00
5	1.00	JOB	0040 - REMOVE & REPLACE AHU #4	\$44,000.00	\$44,000.00
6	1.00	JOB	0050 - DUCT CLEANING AHU #4 SEE SECTION 8.0	\$1,350.00	\$1,350.00
7	1.00	JOB	0060 - REMOVE & REPLACE AHU #5	\$45,000.00	\$45,000.00
8	1.00	JOB	0070 - DUCT CLEANING AHU #5 SEE SECTION 8.0	\$1,080.00	\$1,080.00

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
GULLORY SHEET METAL WORKS  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF GULLORY SHEET METAL WORKS  
INCORPORATED, DULY NOTICED AND HELD ON MAY 1, 2017,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT OGDEN GULLORY JR., 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.

  
\_\_\_\_\_  
SECRETARY-TREASURER

5/10/17  
\_\_\_\_\_  
DATE



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

Affiant further said:

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

*[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

Daryl J Guillory  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 27 DAY OF April, 2017



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

Donald P. DiMaggio  
\_\_\_\_\_  
Printed Name of Notary

33195  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires At Death

Print

Notary Search - Detail

**Name:** MR. DONALD P. DIMAGGIO  
**Address:** 5440 MOUNES ST. SUITE 108  
ELMWOOD, LA 70123  
**Phone:** (504) 734-8100  
**Phone 2:** (504) 733-5143  
**Notary ID Number:** 33195  
**Parish:** JEFFERSON with authority in the following parishes:  
ORLEANS, PLAQUEMINES, ST. BERNARD  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active  
**Commission Date:** 08/26/1991  
**Oath Date:** 08/02/1991  
**Surety Expiration Date:** None  
**Annual Report Current:** Yes

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

# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we Guillory Sheet Metal Works, Inc. as Principal, hereinafter called the Principal, and Travelers Casualty and Surety Company of America

a corporation duly organized under the laws of the State of Connecticut

as Surety, hereinafter called the Surety, are held and firmly bound unto **Jefferson Parish Purchasing Department** as Obligee, hereinafter called the Obligee, in the sum of

**Five Percent (5%) of the Total Amount Bid-----Dollars,**

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for **Bid Number 50-00119150, Supply and install two (2) new multi-zone air handler units, two (2) single zone air handler units and eight (8) water source heating coils at the Jefferson Parish First Parish Courthouse**

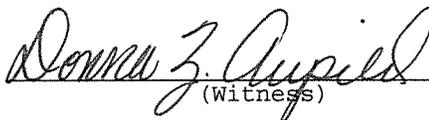
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid.

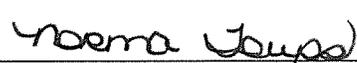
Neither the Contractor nor the Surety under this bond and bid to which it is attached will be held responsive unless prior to the execution of the contract the Owner demonstrates to the Surety complete ability to make all payments to the Contractor according to the terms of the contract then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this **23rd** day of **May 2017**

  
\_\_\_\_\_  
(Witness)

**GUILLORY SHEET METAL WORKS, INC.**  
(Principal) (Seal)  
  
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Witness)

**TRAVELERS CASUALTY AND SURETY COMPANY OF AMERICA**  
(Surety) (Seal)  
  
\_\_\_\_\_  
Norma Toups, (Title)

**Louisiana Agent and Attorney-in-Fact**



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 230195

Certificate No. 006954073

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

Raymond J. Posecai Jr., Donald Beery, Thomas J. McMahon Jr., Elizabeth M. Blancher, Robert L. Swayze, Beverly Jo Baumy, Norma Toups, Corey Michael Manning, and Clinton James Roming III

of the City of Metairie, State of Louisiana, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 24th day of August, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 24th day of August, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal. My Commission expires the 30th day of June, 2021.



[Signature]
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

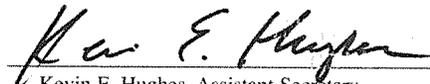
**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 23rd day of May, 2017.

  
Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at [www.travelersbond.com](http://www.travelersbond.com). Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.



GUILSHE-01

DONNA

# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
03/10/2017

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

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

<b>PRODUCER</b> Eustis Insurance, Inc. 110 Veterans Memorial Boulevard Suite 200 Metairie, LA 70005	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): (504) 586-0440      FAX (A/C, No): (504) 565-5219 E-MAIL ADDRESS: info@eustis.com	
	<b>INSURER(S) AFFORDING COVERAGE</b> NAIC #	
<b>INSURED</b>  Guillory Sheet Metal Works, Inc. P. O. Box 23125 Harahan, LA 70183-0125	<b>INSURER A:</b> Southern Insurance Company      19216	
	<b>INSURER B:</b> LUBA Casualty Insurance Company      12472	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
<b>INSURER F:</b>		

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			CMP5515716-06	02/01/2017	02/01/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COM/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BAP5515717-06	02/01/2017	02/01/2018	COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			UMB5515718-06	02/01/2017	02/01/2018	EACH OCCURRENCE \$ 2,000,000 AGGREGATE \$ 2,000,000
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	028000019098117	02/01/2017	02/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Project: Metairie Manor Balcony Window Replacement, 4929 York Street, Metairie, LA 70001

<b>CERTIFICATE HOLDER</b>  	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
	AUTHORIZED REPRESENTATIVE 



## ADDITIONAL REMARKS SCHEDULE

AGENCY Eustis Insurance, Inc.		NAMED INSURED Guillory Sheet Metal Works, Inc. P. O. Box 23125 Harahan, LA 70183-0125	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

## ADDITIONAL REMARKS

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

The above General Liability policy contains forms CGR0290814 - Republic Plus+ General Liability Enhancement Endorsement, CG20370413 - Additional Insured - Owners, Lessees or Contractors - Completed Operations and IL12030406 - 30 Day Notice of Cancellation.

With respects to General Liability Policy, the certificate holder will be provided a waiver of subrogation if required by written contract subject to endorsement's CGR0290814.

The above Automobile Liability policy form CAR0530415 - Republic Plus+ Commercial Auto Enhancement Endorsement and ILR0260112 - Cancellation Provision Endorsement.

With respects to Automobile Liability Policy, the certificate holder will be provided a waiver of subrogation if required by written contract subject to endorsement's CAR0530415.

The above Workers Compensation policy contains form WC000313 - Waiver of our Right to Recover From Others Endorsement and WC990302 - Notice of Cancellation to Third Parties.

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								

or

Employer identification number								
7	2	0	8	3	2	0	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. Lamourf      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	Daniel David Chatelain II	ALL
BUSINESS AND LAW	Eugene J. Larroux	ALL
MECHANICAL WORK (STATEWIDE) ✓	Daniel David Chatelain II	ALL
MECHANICAL WORK (STATEWIDE)	Eugene J. Larroux	ALL

**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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 8-23-17

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

14 weeks

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

35350

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

FIRM NAME: Beacon Air Conditioning Heating & Refrigeration Inc

ADDRESS: 317 E. 3rd St

CITY, STATE: Kenner, LA ZIP: 70062

TELEPHONE: (504) 467-8698 FAX: (504) 466-4996

EMAIL ADDRESS: merrickbeacon@bellsouth.net

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: # 4-27-17 MSm  
NUMBER: #2 5-1-17 MSm  
NUMBER: #3 5-10-17 MSm  
NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 281,842.00

AUTHORIZED SIGNATURE: Merrick Matherne

Merrick Matherne  
Printed Name

TITLE: Office Manager

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119150

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	SUPPLY AND INSTALL TWO (2) NEW MULTI ZONE AIR HANDLER UNITS, TWO (2) SINGLE ZONE AIR HANDLER UNITS AND NINE (9) WATER SOURCE HEATING COILS AT THE JEFFERSON PARISH FIRST PARISH COURT  0005 - REMOVE AND REPLACE AHU #3	73,771 <sup>00</sup>	73,771 <sup>00</sup>
2	1.00	JOB	SEE SECTION 8.0 FOR DETAILED SPECIFICATIONS (OWNER WILL PROVIDE EXISTING DUCT DRAWINGS AVAILABLE UPON REQUEST)  0010 - DUCT CLEANING AHU #3 SEE SECTION 8.0	14,662 <sup>00</sup>	14,662 <sup>00</sup>
3	1.00	JOB	0020 - REMOVE AND REPLACE AHU #2	64,980 <sup>00</sup>	64,980 <sup>00</sup>
4	1.00	JOB	0030 - DUCT CLEANING AHU #2 SEE SECTION 8.0	10,830 <sup>00</sup>	10,830 <sup>00</sup>
5	1.00	JOB	0040 - REMOVE & REPLACE AHU #4	45,137 <sup>00</sup>	45,137 <sup>00</sup>
6	1.00	JOB	0050 - DUCT CLEANING AHU #4 SEE SECTION 8.0	14,341 <sup>00</sup>	14,341 <sup>00</sup>
7	1.00	JOB	0060 - REMOVE & REPLACE AHU #5	46,845 <sup>00</sup>	46,845 <sup>00</sup>
8	1.00	JOB	0070 - DUCT CLEANING AHU #5 SEE SECTION 8.0	11,276 <sup>00</sup>	11,276 <sup>00</sup>
					281,842 <sup>00</sup>



# Western Surety Company

**BID BOND**  
(Percentage)

Bond Number: 2001366

KNOW ALL PERSONS BY THESE PRESENTS, That we \_\_\_\_\_  
Beacon Air Conditioning, Heating & Refrigeration, Inc. of \_\_\_\_\_  
317 Third Street, Kenner, LA 70062 \_\_\_\_\_, 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 \_\_\_\_\_  
5000119150 Air Handler Units Installation at First Parish Courthouse \_\_\_\_\_

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 2nd day of May, 2017.

BeaconAirConditioning,Heating&Refrigeration,Inc  
(Principal)

By *Merick Mathews* (Seal)

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.



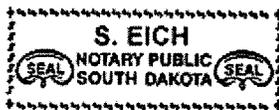
WESTERN SURETY COMPANY

Paul T. Bruflat, 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, 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 2nd day of May, 2017.



WESTERN SURETY COMPANY

L. Nelson, Assistant Secretary

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Beacon Air Conditioning, Heating & Refrigeration  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Beacon Air Conditioning Heating + Refrigeration  
INCORPORATED, DULY NOTICED AND HELD ON 4-28-17,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Merrick Matherne, 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.

Sandra S. Sandoz  
SECRETARY-TREASURER

4/28/17  
DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Merrick Mathernie, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized agent of Beacon Air Conditioning of Heating + Ref. Umc (Entity), the party who submitted a bid in response to Bid Number 50-00119150, 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.

Merrick Matherne  
Signature of Affiant

Merrick Matherne  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 1<sup>st</sup> DAY OF May, 2017.

[Signature]  
Notary Public

Kim J. Lord  
Printed Name of Notary

58462  
Notary/Bar Roll Number

My commission expires AT MY DEATH



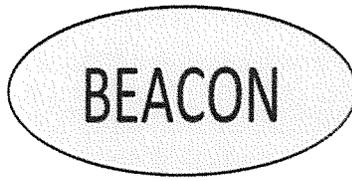
**KIM J. LORD**  
Notary Public  
Notary ID No. 58462  
Tangipahoa Parish, Louisiana

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](#)



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

March 2, 2017

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:

Shelley Landry



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
4/27/2017

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

**COVERAGES**                      **CERTIFICATE NUMBER: 17-18**                      **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 SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	BKS1855818871	1/31/2017	1/31/2018	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Employee Benefits \$ 25,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		ESO55818871	1/31/2017	1/31/2018	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N/A	019803840	1/31/2017	1/31/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Employment Practices Liab		BKS1855818871	1/31/2017	1/31/2018	Each Claim 12,500 Aggregate 12,500

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Bid 50-00119150  
Jefferson Parish  
Department of General Services

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.

<b>CERTIFICATE HOLDER</b>  The Parish of Jefferson, its Districts, Depts & Agencies under the direction of the President and the Parish Council 924 David Dr Metairie, LA 70003	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE  Kayla Williams/KAYWIL <i>Kayla Williams</i>
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# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
05/01/2017

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>  <b>State Farm</b> 	Hylton S Petit, Jr 2705 Florida Ave. Kenner, La 70062	<b>CONTACT NAME:</b> Hylton S Petit Jr <b>PHONE (A/C, No, Ext):</b> 504-461-0171 <b>FAX (A/C, No):</b> 504-461-0289 <b>E-MAIL ADDRESS:</b> hylton.petit.b27x@statefarm.com
	<b>INSURER(S) AFFORDING COVERAGE</b> INSURER A: State Farm Mutual Automobile Insurance Company      NAIC # 26178 INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:					EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
A	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y    N	138 8015-B28-1&G	02/28/2017	08/28/2017	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 1,000,000 BODILY INJURY (Per accident) \$ 1,000,000 PROPERTY DAMAGE (Per accident) \$ 1,000,000 \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE  DED    RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A			PER STATUTE    OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

<b>CERTIFICATE HOLDER</b>  <b>THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS AND AGENCIES UNDER THE DIRECTION OF THE PARISH PRESIDENT AND THE PARISH COUNCIL</b> Jefferson Parish Department of General Services 924 David Dr., Metairie, La 70003	<b>CANCELLATION</b>  SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  <b>AUTHORIZED REPRESENTATIVE</b> 
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# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

## ADDENDUM # 1

Bid No.: 50-00119150

Bid Opening Date: May 2, 2017

**For: Supply and install two (2) new Multi Zone Air Handler Units, two (2) Single Zone Air Handler Units, and nine (9) Water Source Heating Coils at the Jefferson Parish First Parish Courthouse**

**CLARIFICATIONS, REVISIONS, ADDITIONS: This addendum hereby revises and replaces the original bid form and is attached hereto. Bidders must submit this revised bid form with their submission. Failure to do so will result in bid rejection.**

Sincerely,

*Sidney Duffy*

Sidney Duffy, 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.**

*Merrilee Mathames*

## **ADDENDUM #1 FOR BID #50-0019150**

---

Addendum to Bid #50-00119150 Supply and install two (2) new Multi Zone Air Handler Units, two (2) Single Zone Air Handler Units, and nine(9) Water Source Heating Coils at the Jefferson Parish First Parish Courthouse

**Remove:**

**Section 2.0 – Scope:**

**Remove**

**Section 7.0 – Bid Specifications:**

**Remove:**

**Section 8.0 - Duct Cleaning: (Alternate 1)**

**Remove:**

**Section –9.0 Automatic Temperature Control & EMS System:**

**Remove:**

**Section 17.0 – Liquidated Damages**

**Remove:**

**Attachment “A”**

**\*\* Above items to be replaced with Sections below:\*\***

**Replace with:**

**Section 2.0 – Scope:**

We extend this bid to provide labor, materials, equipment and all other incidentals necessary to cover the following work:

- **Remove:**
  - One (1) existing Trane Climate Changer multi-zoned air handler unit (identified as AHU number 3)
  - Four (4) associated water source heating coils.
  - All materials, equipment, walls, doors, etc. as needed to prepare for the installation of a new unit.
- **Design, engineer, supply and install:**
  - One (1) new multi-zone water source air handler units
  - Four (4) new associated water source heating coils.

**Contractor shall provide pricing for owner’s acceptance as an alternate only on the below items:**

**Line Item 1**

- Duct cleaning AHU 3 See Section 8.0 for detailed specifications (Owner will provide existing duct drawings available upon request)

**Line Item 2**

**Remove:**

- One (1) existing Trane Climate Changer multi-zoned air handler unit (identified as AHU number 2)
- Three (3) associated water source heating coils.

## ADDENDUM #1 FOR BID #50-0019150

---

- All materials, equipment, walls, doors, etc. as needed to prepare for the installation of a new unit.
- Design, engineer, supply and install:
  - One (1) new multi-zone water source air handler units
  - Three (3) new associated water source heating coils.

### Line Item 3

- Duct cleaning AHU 2 See Section 8.0 for detailed specifications (Owner will provide existing duct drawings available upon request).

### Line Item 4

- Remove:
  - One (1) existing Trane Climate Changer single zone air handler units (identified as AHU number 4)
  - One (1) associated water source heating coil.
  - All materials, equipment, walls, doors, etc. as needed to prepare for the installation of a new unit.
- Design, engineer, supply and install:
  - One (1) new single zone water source air handler units
  - One (1) associated water source heating coil.

### Line Item 5

- Duct cleaning AHU 4 See Section 8.0 for detailed specifications (Owner will provide existing duct drawings available upon request)

### Line Item 6

- Remove:
  - One (1) existing Trane Climate Changer single zone air handler units (identified as AHU number 5)
  - One (1) associated water source heating coil.
  - All materials, equipment, walls, doors, etc. as needed to prepare for the installation of a new unit.
- Design, engineer, supply and install:
  - One (1) new single zone water source air handler units
  - One (1) associated water source heating coil.

### Line Item 7

- Duct cleaning AHU 5 See Section 8.0 for detailed specifications (Owner will provide existing duct drawings available upon request)

## ADDENDUM #1 FOR BID #50-0019150

---

### **Replace with Continued:**

#### **Section 7.0 – Bid Specifications:**

The following work shall be performed:

#### **Air Handler Units and Heating Coils**

- Remove and properly dispose of existing air handler unit
- Remove and properly dispose of existing water source heating coil and all associated materials.
- Supply, Design, engineer, and install new air handler unit to replace existing air handling unit
- Supply, Design, engineer, and install new water source heating coils
- Include all duct work needed to accommodate the new air handler unit and new water source heating coils.
- Only one air handler unit shall be down at a time. Work shall commence on the next air handler as soon as the prior unit is functional.
- For all shutdowns of the HVAC shall be performed after hours or on weekends. All shutdowns shall be scheduled seventy two hours in advance and approved by General Services.

#### **New heating coils shall be provided with the following:**

- Aluminum fins
- Two (2) rows of coils with a maximum of eight (8) fins per inch
- Type "L" copper headers and tubes.
- All joints shall be copper and soldered
- Casing shall be constructed of Fourteen (14) gauge G 90 galvanized steel.
- Tested and rated per the Air Conditioning Heating and Refrigeration Institute (AHRI) standard 410.
- Supply and install one (1) new three way modulating chilled water valve to regulate cold deck on new bidder supplied air handler unit.
- Supply and install one (1) new two position modulating hot water valves on each of the new bidder supplied multi-zone air handler unit bidder supplied heater coils..
- Supply and install one (1) new two position modulating hot water valves on each of the new bidder supplied single zone air handler unit bidder supplied heater coils.
- New valves shall be properly connected to existing Building Automated System. Valves shall be tested and in proper operating order at completion of project. See Attachment "D" for details and placement.

### **Replace with Continued:**

#### **GENERAL**

- All materials for this project shall be bidder supplied "new".
- All materials shall be as specified or owner reviewed and approved equal.
- Bidder shall coordinate all clearances with respect to structural limitations as well as required. No additional compensation will be allowed for this work.
- All dissimilar metals shall be protected with a non-metallic insulating material at point of contact.

## ADDENDUM #1 FOR BID #50-0019150

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- Testing and balancing of the air and water systems shall be provided by owner thru a separate contract.
- All inside drain pan supports shall be designed and engineered by successful bidder to accommodate new air handler.
- All supports shall have vibration arrestors to prevent excess noise and vibration.
- All supports shall be corrosion resistant.
- Bidder shall supply all test ports, balancing dampers, balancing ports, design criteria, etc. for newly installed systems to allow for air and water balancing of system.
- Blueprints for duct layout available upon request.

### **ELECTRICAL/MOTORS/DRIVES**

- Supply and install new 208/230 volt fused electrical disconnect on new air handler unit.
- Supply new fuses as per manufacturer guidelines.
- Supply and install new Variable Frequency Drive Model ABB #ACH550-PCR series or owner reviewed and approved equal for new air handler unit to control speed of motors.
- Variable Frequency Drives shall have a factory installed Hand-Off-Auto switch on the cover.
- All disconnects shall be mounted to the wall using aluminum metal framing struts.
- All disconnects shall be mounted with aluminum hardware.
- Supply and install new high voltage copper wire from new disconnects to new motor starter panels on new air handler units.
- Supply and install new high voltage copper wire from motor starter panel to new air handler units.
- All wire shall be copper and sized per manufacturer standards, code and guidelines.

### **Ultraviolet Lighting:**

- Provide ultraviolet disinfection system on new air handler unit. Ultraviolet system shall be sized to provide theoretical 99% air disinfection at air speeds up to 1000fpm. Ultraviolet disinfection system shall be complete with all miscellaneous accessories required to form a complete unit.
- Provide 110 volt power supply to factory installed ultraviolet germicide lighting system.
- Install new ultraviolet germicidal light fixtures in new air handler units on supply side of coil.

### **Replace with Continued:**

#### **Construction:**

- Ultraviolet light shall be constructed of stainless steel including any exposed screws or fasteners.
- NEMA-4-R junction box shall be prefabricated to accept the UV device.
- Junction boxes shall include a factory-installed receptacle located inside the junction box and gasket to prevent air and water leaks when mounted to the new air handler units.
- The device shall be provided with a 2' grounded power cord for the appropriate voltage and held captive with a strain relief capable of withstanding a 1-minute/35 lb. stress test.
- All signage shall be permanently silk-screened on the unit.
- All mounting hardware must be supplied with the units.

## ADDENDUM #1 FOR BID #50-0019150

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- Mounting plate shall have 1/8 foam gasket permanently adhered to both sides of the mounting plate to prevent air leaks and whistling.
- Product shall be completely removable without the use of hand tools.

### **Ballasts:**

- Ballasts shall be CBM, ETL & UL Listed for the lamp provided.
- Ballasts shall be high power factor, class P, Sound Rating A, Type 1 Outdoor, Electronic.
- Ballasts shall be "Suitable for Air Handling Spaces" and shall have harmonic distortion of less than 10%. Ballasts shall be warranted for a period of 5 years.

### **Safety:**

- The units shall have an external on/off metal toggle power switch.
- The assembly shall employ a recessed internal safety interlock switch, which interrupts power when the unit is opened for servicing.
- The product employs germicidal lamps, which emit UV-C radiation, thereby posing a potential risk of exposure to eyes and bare skin during maintenance.
- The product shall be provided with an integral visual examination port to facilitate external inspection of lamps.
- Viewing lens must be glass and provide 160-degree viewing.
- The unit shall easily be removed for service without the use of tools or the disconnection of any wiring connections.
- UV unit shall incorporate signage with UL requirements as to safety aspects.
- Manufacturer shall provide safety glasses to protect installer's eyes in case of accidental startup of lamps during installation process.

### **Replace with Continued:**

#### **Ductwork:**

- All ductwork shall be externally insulated.
- Coat all new duct work with Fosters 4020 or owner reviewed and approved equal fungus inhibitor.
- Design, fabricate, and install new 24 Gauge sheet metal duct to transition from all four air handlers to new hot water reheat coils on each unit.
- Provide and install canvas connectors on each of the supply zone outlets. Each zone shall contain locking Quadrant balance dampers.
- Turning vanes must be provided and installed on all sheet metal elbows.
- Supply and install new 24 Gauge sheet metal supply and return air dampers on each of the four units.
- Remove, supply, and install new 18 gauge low leak sheet metal outside air dampers on each of the four units.
- Remove, supply, and install new 18 gauge low leak sheet metal return air dampers.

#### **Drain Lines and Drain Pans:**

- Install new 316 stainless steel secondary pans under new air handler unit.

## ADDENDUM #1 FOR BID #50-0019150

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- Emergency pans shall be four inches deep, welded on all edges to prevent leakage, and shall encompass the entire bottom of the air handlers.
- New air handler units shall be supported two inches off emergency pan.
- All inside drain pan supports shall be designed and engineered by successful bidder to accommodate new air handler.
- All supports shall have vibration arrestors to prevent excess noise and vibration.
- All supports shall be corrosion resistant.
- Supply and install new copper condensate primary and secondary drain lines
- Install copper unions for easy access on primary and secondary drain lines.
- Install copper P-Trap in primary drain lines See attachment "B"
- Install overflow shutoff switches on all secondary drain pans See attachment "C"
- Overflow shutoff switches shall be wired to new air handler and shall shut the system off in the event of an overflow or stoppage in either the primary or secondary drain lines.
- Install in-line Cleanout in primary drain lines.
- Primary and secondary drain lines shall be type L copper
- All joints shall be soldered on primary and secondary drain lines.
- Run drain lines to nearest floor drain
- Primary and secondary drain line shall be supported with metal framing support system and fasteners
- All primary condensate drain lines shall be insulated with a closed cell foam insulation with a minimum wall thickness of ½ inch.
- All emergency drain lines shall be insulated with a closed cell foam insulation with a minimum wall thickness of ½ inch.

### **Replace with Continued:**

#### **Chill and Hot Water Piping:**

- Remove existing chill water and hot water supply and return lines from existing ball valves to air handler unit and heater coils.
- Design, engineer, supply, and install new chill water and hot water supply and return lines from new ball valves to new air handler unit.
- Pipe Size 1/2" and larger shall be (connections to fan coil units): Type "L" copper w/ wrought copper fittings.
- Pipe Size 2" and Larger shall be Black steel pipe, Schedule 40, wrought-steel butt-welded fittings with welded joints.

Drains and vents on chilled-water and hot water distribution piping shall consist of Schedule 80 thread-o-lets with stainless steel pipe nipples and bronze gate valves. See Attachment "D" for details and placement.

- All taps shall be constructed of 3/4" Schedule 80 Thread-o-Let, 3/4" 304/316 stainless steel nipples, and 3/4" bronze gate valves See Attachment "D" for details and placement.
- Supply and install new brass isolation ball valves on the supply and return lines on each of the new water source heating coils (16 Valves total) sized to match new and existing piping. See Attachment "D" for details and placement.

## ADDENDUM #1 FOR BID #50-0019150

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- Supply and install new strainers full line size of connecting piping, with ends matching piping system materials. Select strainers for working pressure of the piping system, with type 304, stainless steel screens. See Attachment "D" for details and placement.
- Supply and install TP weld o let taps and B&G circuit setters on the chill water return lines and hot water return lines of each hydronic water heating coil for testing and balancing.
- Supply and install TP weld o let taps for new thermometers. See Attachment "D" for details and placement.

### **Insulation:**

- Remove and dispose of all insulation for chilled water and hot water piping in mechanical room.
- Insulate all chilled water and hot water piping in mechanical room with fiber glass insulation.
- Fiberglass insulation shall be a minimum of 1 1/2 inches thick on chill water lines and one (1) inch thick on hot water lines.
- Install PVC jacketing on all piping and fittings in mechanical room.
- PVC Jacketing shall be a minimum of 15 mills thick.

### **Replace with Continued:**

#### **Section 8.0 - Duct Cleaning: (Line Items 1, 3, 5, and 7)**

Bidder shall clean all supply and return air ducts pertaining to air handlers 2, 3, 4, and 5.

#### **Ductwork Cleaning**

Ductwork shall be cleaned by inserting a vacuum hose in one end of the duct or trunk line and, with a Reverse Air Jet Nozzle, brush all interior surface areas of the duct system including reheaters, joints, seams, splitters turning vanes, scoops, baffles, cracks and crevices otherwise inaccessible. As the RJA Nozzle is operating, the residue shall be drawn into the vacuum unit (minimum 6000 CFM). All foreign materials such as dust, mold, soot, lint, hair, bacteria, and other air movement residue shall be removed from the ductwork interior, and will be cleaned to meet NADCA Standard 1992-01.

#### **Duct Access Opening**

Access openings shall be provided at required points (on entry side of hydronic water coils) of the duct system for physical and mechanical entry. These openings shall be provided as required at points adjacent to turning vanes, dampers, and other obstructions that might tend to trap or entrain dust, dirt, lint, and debris. Duct access openings shall be constructed in accordance with SMACNA HVAC Duct Construction Standards all openings shall be properly sealed after duct system is cleaned.

#### **Interior Lining**

Special care and attention shall be given to ducts having interior lining materials and a light vacuum process shall be used to prevent damage to air side surfaces. All loose fibrous materials shall be removed by a combination of controlled forced air and combined vacuum power method.

## ADDENDUM #1 FOR BID #50-0019150

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### **Grilles and Registers**

All grilles, registers, and diffusers shall be cleaned with a non-toxic, disinfecting solution. Areas around registers shall be lightly cleaned by blowing with air. After cleaning, adjust all registers to insure proper air flow.

### **Painting**

All areas shall be painted using an anti-microbial paint in an area two (2) feet in either direction of the growth. Paint shall be applied in accordance with manufacturer's specifications using an airless sprayer or paint roller, whichever is more practical for the location. No painting will be done without prior approval of the owner.

### **Area Clean up**

Every precaution shall be taken to prevent the spread of dust and dirt in occupied areas. A complete area clean-up after each work cycle shall be performed and no debris left behind.

### **Sealants**

Sealants and encapsulates cannot be substituted for visible contaminant removal.

### **Section –9.0 Automatic Temperature Control & EMS System:**

- Supply and install a complete system of electric, electronic, and direct digital temperature controls.
- Control system for the new air handling units shall seamlessly communicate with the existing Energy Management System (EMS).
- The EMS and all temperature controls shall interface completely with the existing EMS.
- All features and functions shall be fully supported.
- Supply and install new equipment and software manufactured by Schneider Electric.
- Supply and install all software, controllers, relays, valve schedule, damper schedule, sensors, dampers, conduit, wire, etc. for a complete system to meet the sequence of operations for this project.
- All equipment shall be new and the latest revision.
- All points and sequences described herein shall be incorporated into the existing EMS in a seamless manner.
- All affected graphics shall be updated to include the new equipment and points, and shall match quality of existing graphics.
- Any specific graphic required by this project, but not present in the existing graphics shall be created by this control contractor and added to the master EMS for universal usage.
- The temperature controls shall include electrical interlocking of motor starters and other equipment, which is supplied as part of the heating, ventilation, and air conditioning system.
- Individual components of the system shall be DDC/electric.
- For operation in the "Occupied Mode" the air handling unit supply fan shall be started and stopped through the Hand-Off-Auto switch on the cover of the Variable Frequency Drive (VFD) by the EMS.

## ADDENDUM #1 FOR BID #50-0019150

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- The existing controllers currently installed shall be replaced and reprogrammed on new air handler unit.
- Upon a signal from the DDC central control panel to energize the unit fan, the automatic temperature control system shall be placed in operation once unit fan status has proven fan operation, the outside air and return air damper shall open to its operating position.
- Supply and install a discharge air temperature sensor that shall modulate the 3-way chilled water control valve to maintain a discharge air temperature set point of 55 degrees F (adj.) in the cold deck section of the multi-zone air handling unit.
- Discharge air set point shall be reset based upon the return air temperature. Set points are adjustable (55 degrees F to 60 degrees F) from the EMS operator workstation and can be defined by the user to operate in a "fixed mode" or "reset mode".
- Supply and install a duct mounted mixed air temperature sensors, shall be provided for indication on the EMS. A manual reset, low limit thermostat shall de-energize in the unit fan, close the outside damper, and send an alarm to the EMS if the coil entering air temperature falls below 35 degrees F.
- The 3-way cooling coil valves shall open to the coil if the outside air temperature falls below freezing set point.
- The chilled water pumps shall be started by the EMS as required to circulate water through the system.
- In the "occupied mode", a bidder supplied and installed indoor air quality sensor/transmitter mounted in the return air ducts, before the outside air connection, shall override the minimum position of the outside air damper and modulate the damper open, up to its maximum position, as required to maintain a space set point of +800 ppm for CO2.
- In the "occupied mode" eight (8) individual supplied and installed DDC room zone thermostats shall maintain the room temperature set point of 74 degrees F (adj) cooling and 72 degrees F (adj) heating by modulating the zone damper actuator and energizing the 2 position 2-way hot water reheat control valve in sequence coil as required.
- The new zone thermostats shall be installed in the same location as the existing and provide temperature and relative humidity indication as well as set point adjustment (REMOTE/LOCAL) back to the EMS.
- The new zone thermostats shall be capable of a Select Temporary Hold Time – The thermostat can hold any temperature a tenant sets it to for the amount of time they select. Choices shall be 0:00 to 8:00 hours in 15 minute increments.

### **Example:**

- Tenant selected 3:00 hours for the temporary hold period.
  - With the thermostat press HOLD for approximately five seconds until Hold time (3:00 indicating 3 hours) appears as a setting reminder.
  - After releasing the button, "HOLD" on the display will blink.
  - Use the up or down button to set the temperature to preference. The thermostat will remind the Tenant it is in Temporary Hold, after 3 hours the thermostat will go back to the program temperature and "HOLD" will no longer blink or display.
- Provide necessary blank sub plates to cover the existing holes on the walls for the new thermostat mounting.

## ADDENDUM #1 FOR BID #50-0019150

- Design and install a dynamic graphic of air handling units and associated zones shall be depicted on the existing EMS workstation graphical user interface.
- At completion of project the successful bidder shall submit manufacturers' drawings to the Owner for all equipment and controls. Drawings shall include detailed dimensions, capacities. Control submittals shall include point-to-point wiring diagrams.

### Section 17.0 – Liquidated Damages:

#### Base Bid:

Commencing on the fifth day following the notice to proceed until work is substantially complete, liquidated damages will be assessed in the amount of \$100/day.

Only one air handler unit shall be down at a time. Work shall commence on the next air handler as soon as the prior unit is functional.

#### Replace with Continued:

#### Each Line Item Accepted:

Commencing on the fifth day following the notice to proceed until work is substantially complete, liquidated damages will be assessed in the amount of \$100/day.

Only one air handler unit shall be down at a time. Work shall commence on the next air handler as soon as the prior unit is functional.

**Attachment A**

Coil Number	Cubic Feet Per Minute (CFM)	British Thermal Unit (BTU)	Entering air degrees Fahrenheit	Coil Face Diameter Width	Coil Face Diameter Height	Gallons Per Minute (GPM) @ 160 thru 140 degrees
2-1	560	15,000	57.4	10	20	1.5
2-2	1840	50,000	57.4	30	20	5
2-3	430	10,000	57.4	10	14	1
3-1	810	15,000	62.2	12	20	1.5
3-2	1710	50,000	62.2	14	34	5
3-3	745	15,000	62.2	12	20	1.5
3-4	3065	50,000	62.2	20	44	5
4	4,320	70,000	63.7	N/A	N/A	7
5	4,320	70,000	63.7	N/A	N/A	7



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000119150 AIR HANDLER UNITS INSTALLATION AT THE FIRST PARISH  
COURTHOUSE**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
27-Apr-2017 04:17:07 PM



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

## ADDENDUM # 2

Bid No.: 50-00119150

Bid Opening Date: May 2, 2017  
**REVISED OPENING DATE: MAY 11, 2017**

**For: Supply and install two (2) new Multi Zone Air Handler Units, two (2) Single Zone Air Handler Units, and nine (9) Water Source Heating Coils at the Jefferson Parish First Parish Courthouse.**

**CLARIFICATIONS, REVISIONS, ADDITIONS: This addendum hereby revises and replaces the original bid form and is attached hereto. Bidders must submit this revised bid form with their submission. Failure to do so will result in bid rejection.**

### **BY NOTICE OF THIS ADDENDUM; BID DUE DATE HAS BEEN POSTPONED TO MAY 11, 2017 AT 2:00 PM**

1. Section 7.0 D Electrical/Motors/Drives mentions a magnetic motor starter and also a VFD. I think you want a VFD and not a magnetic motor starter for this supply fan motor. It is one or the other but not both. The last AHU change out project used VFD's. Which is it?

*This was answered in Addendum number one; Section 7.0 ELECTRICAL/MOTORS/DRIVES.*

2. The ultraviolet light scope calls for 120V power to each light on each unit. The panel in the mechanical area does not have any spare breakers to get this power. Where can we get it from?

*The electrical panels located in the electrical room on the first floor can be utilized as a power source.*

3. In the alternate it calls for coating of the new ductwork. This is not normal practice and is it necessary?

*We are required all duct work be coated.*

4. Specs call for starters and VFD's. It is either one or the other. Which is wanted?

*The answer can be found in Addendum number one; Section 7.0 ELECTRICAL/MOTORS/DRIVES.*

5. The specs call for the insulation in the mechanical rooms to be replaced. Does this include the pumps that are in the hall way?



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

*No, the pumps in the hall way are not included.*

Sincerely,

*Sidney Duffy*

Sidney Duffy, 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.**

DATE: 5/01/2017

BID NO.: 50-00119150

**BID FORM**  
Non Public Works

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

All prices must be held firm 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 \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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 \_\_\_\_\_

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

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

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

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

TITLE: \_\_\_\_\_

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.**

DATE: 5/01/2017  
BID NO.: 50-00119150

INVITATION TO BID  
THIS IS NOT AN ORDER

ADDENDUM #2  
Page: 1

## JEFFERSON PARISH

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

BUYER: SDUFFY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/11/2017 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also 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

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 should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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)

DATE: 5/01/2017

BID NO.: 50-00119150

Page: 2

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 submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

**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 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).

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.

DATE: 5/01/2017

BID NO.: 50-00119150

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Page: 3

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

Please visit our E-Procurement Page at [www.jeffparishbids.net](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. 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.

**1,3,4,5,6,8,10,11,13,15**

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: 924 DAVID DR. 1ST PARISH COURT, METAIRIE  
9:00 AM  
ON 4/19/2017

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.
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.

DATE: 5/01/2017

BID NO.: 50-00119150

Page: 4

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
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 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 owned 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 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

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 5/01/2017

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119150

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SUPPLY AND INSTALL TWO (2) NEW MULTI ZONE AIR HANDLER UNITS, TWO (2) SINGLE ZONE AIR HANDLER UNITS AND NINE (9) WATER SOURCE HEATING COILS AT THE JEFFERSON PARISH FIRST PARISH COURT		
1	1.00	JOB	0010 - DUCT CLEANING AHU #3 See Section 8.0 for detailed specifications  (Owner will provide exiting Duct drawings available upon request)		
2	1.00	EA	0020 - REMOVE AND REPLACE AHU #2		
3	1.00	JOB	0030 - DUCT CLEANING AHU #2 SEE SECTION 8.0		
4	1.00	JOB	0040 - REMOVE & REPLACE AHU #4		
5	1.00	JOB	0050 - DUCT CLEANING AHU #4 SEE SECTION 8.0		
6	1.00	JOB	0060 - REMOVE & REPLACE AHU #5		
7	1.00	JOB	0070 - DUCT CLEANING AHU #5 SEE SECTION 8.0		

BID #: 50-00119150

**MANDATORY PRE-BID CONFERENCE SIGN-IN SHEET**

DESCRIPTION: SUPPLY AND INSTALL  
 TWO (2) NEW MULTI-ZONE AIR  
 HANDLER UNITS, TWO (2) SINGLE  
 ZONE AIR HANDLER UNITS AND  
 EIGHT (8) WATER SOURCE HEATING  
 COILS

LOCATION: First Parish Court, 924 David Drive, Metairie, LA 70001  
 DATE AND TIME: April 19, 2017 at 9:00 am  
 START TIME: 9:08 AM STOP TIME: 9:25 AM

*Louisiana Revised Statute 38:2212(I) provides that when a design professional or public entity mandates attendance by prospective bidders at pre-bid conferences as a prerequisite to bid on a public works project, the date, place, and time of the pre-bid conference shall be stated in each advertisement notice. All prospective bidders shall be present at the beginning of the 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.*

COMPANY NAME/ADDRESS	COMPANY REPRESENTATIVE	PHONE/FAX NO.	EMAIL ADDRESS	SIGN-IN TIME	SIGN-OUT TIME	INITIALS
Jefferson Parish Purchasing Department	Ms. Sidney Duffy, Buyer II	Phone: 504-364-2682 Fax: 504-364-2693	<a href="mailto:sduffy@jeffparish.net">sduffy@jeffparish.net</a>	9:08 AM	9:25	SK
Lingco Mechanical 1538 Kings Street Blvd Slidell, LA 70461	Gregory Doyle	985-445-1039 985-445-1035	<a href="mailto:greg@lingco-mechanical.com">greg@lingco-mechanical.com</a>	8:43 am	9:24	GD
Goulding Sheet Metal 5704 Hebe St HARRISMAN, LA 70123	DON Goulding	504-733-3936 504-733-2953	GAIL SMITH Bell South , Net	8:50 AM	9:25	DGS
Darby L. (ETX) Inc Blanchard Mechanical Amelia Ln 70122 5153	Darby LeTard	504-746-5753	<a href="mailto:leusth@homeform.com">leusth@homeform.com</a>	9:50 am	9:24	DL
Benard Air Contractors 317 Wood St Kenner, LA 70063	David Chatelain	504-460-8688 504-466-4996 - E	<a href="mailto:davidbenard@earthlink.net">davidbenard@earthlink.net</a>	8:51 am	9:24	DDC





**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000119150 AIR HANDLER UNITS INSTALLATION AT THE FIRST PARISH  
COURTHOUSE**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
01-May-2017 03:53:07 PM



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

May 10, 2017

**ADDENDUM # 3**

Bid No.: 50-00119150

Bid Opening Date: May 11, 2017  
REVISED DUE DATE: MAY 23, 2017

**For: Supply and install two (2) new Multi Zone Air Handler Units, two (2) Single Zone Air Handler Units, and nine (9) Water Source Heating Coils at the Jefferson Parish First Parish Courthouse.**

**CLARIFICATIONS, REVISIONS, ADDITIONS: This addendum hereby revises and replaces the original bid form and is attached hereto. Bidders must submit this revised bid form with their submission. Failure to do so will result in bid rejection.**

**BY NOTICE OF THIS ADDENDUM; BID DUE DATE HAS BEEN POSTPONED TO MAY 23, 2017 AT 2:00 PM**

1. The bid form contained in Addendum #2 does not have a item number for the removal and replacement of AHU #3, only duct cleaning of AHU #3, should there be a item for AHU #3?

*Please see the attached corrected line item pricing sheet to include AHU #3 Removal and replacement.*

**NOTE: ALL Addenda must be acknowledged on your signature page.**

Sincerely,

*Sidney Duffy*

Sidney Duffy, Buyer II  
Jefferson Parish Purchasing Department

*Merrilee Walker*

**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.**

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119150

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	SUPPLY AND INSTALL TWO (2) NEW MULTI ZONE AIR HANDLER UNITS, TWO (2) SINGLE ZONE AIR HANDLER UNITS AND NINE (9) WATER SOURCE HEATING COILS AT THE JEFFERSON PARISH FIRST PARISH COURT  0005 - REMOVE AND REPLACE AHU #3		
2	1.00	JOB	SEE SECTION 8.0 FOR DETAILED SPECIFICATIONS (OWNER WILL PROVIDE EXISTING DUCT DRAWINGS AVAILABLE UPON REQUEST)  0010 - DUCT CLEANING AHU #3 SEE SECTION 8.0		
3	1.00	JOB	0020 - REMOVE AND REPLACE AHU #2		
4	1.00	JOB	0030 - DUCT CLEANING AHU #2 SEE SECTION 8.0		
5	1.00	JOB	0040 - REMOVE & REPLACE AHU #4		
6	1.00	JOB	0050 - DUCT CLEANING AHU #4 SEE SECTION 8.0		
7	1.00	JOB	0060 - REMOVE & REPLACE AHU #5		
8	1.00	JOB	0070 - DUCT CLEANING AHU #5 SEE SECTION 8.0		



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

**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.**



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000119150 AIR HANDLER UNITS INSTALLATION AT THE FIRST PARISH  
COURTHOUSE**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
10-May-2017 04:34:40 PM

DATE: 3/21/2017  
BID NO.: 50-00119150

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

## JEFFERSON PARISH

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

BUYER: SDUFFY@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/02/2017 AND PUBLICLY OPENED THEREAFTER.**

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also 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

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 should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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. 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 submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

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 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).

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

Please visit our E-Procurement Page at [www.jeffparishbids.net](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. 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.

**1,3,4,5,6,8,10,11,13,15**

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: 924 DAVID DR. 1ST PARISH COURT, METAIRIE  
9:00 AM  
ON 4/19/2017

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.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
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 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 owned 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 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

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.



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000119150 AIR HANDLER UNITS INSTALLATION AT THE FIRST PARISH  
COURTHOUSE**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
29-Mar-2017 03:15:28 PM



**Bid Number 50 - 00119150**

**SUPPLY AND INSTALL TWO (2) NEW MULTI-ZONE AIR HANDLER UNITS,  
TWO (2) SINGLE ZONE AIR HANDLER UNITS AND EIGHT (8) WATER  
SOURCE HEATING COILS AT THE JEFFERSON PARISH FIRST PARISH  
COURTHOUSE**

**Due Date: May 2, 2017 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: Ms. Sidney Duffy, Buyer II  
Buyer Email: [sduffy@jeffparish.net](mailto:sduffy@jeffparish.net)  
Buyer Phone: 504-364-2682**



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda J. Campos  
Director

## **CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES**

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

### **Other Changes Continued:**

- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at [www.jeffparishbids.net](http://www.jeffparishbids.net). For more information, please contact the Purchasing Department or visit [.jeffparish.net](http://.jeffparish.net).
- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1, 2016, **affidavits are required with bid submission**. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

**Bidders should reference the “Additional Requirements” section of the bid instructions and/or the “Important Notice to Bidders” included in the bid package for specific requirements to respond accordingly.**

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

## BID #50-00119150 SPECIFICATIONS

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Supply and install two (2) new Multi Zone Air Handler Units, two (2) Single Zone Air Handler Units, and eight (8) Water Source Heating Coils at the Jefferson Parish First Parish Courthouse

### Section 1.0 – Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held:

Location: FIRST PARISH COURT  
924 DAVID DRIVE  
METAIRIE, LA 70001  
Date: APRIL 19, 2017  
Time: 9:00 AM

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.

**Note: The mandatory pre-bid is required due to the complexity and location of this project. First Parish Court is a secured building that does not allow cameras or cell phones inside the building. The work that is needed for this project is inside the building and the vendors will need to take photos of the area to properly bid the project.**

### Section 2.0 – Scope:

We extend this bid to provide labor, materials, equipment and all other incidentals necessary to cover the following work:

- Remove:
  - Two (2) existing Trane Climate Changer multi-zoned air handlers (identified as AHU numbers 3 and 4.
  - Eight (8) associated water source heating coils.
  - Two (2) existing Trane Climate Changer single zone air handler units (identified as AHU numbers 2 and 5
  - All materials, equipment, walls, doors, etc. as needed to prepare for the installation of a new unit.
  
- Design, engineer, supply and install:
  - Two (2) new multi-zone water source air handler units
  - Two (2) new single zone water source air handler units
  - Eight (8) associated water source heating coils. (See attachment “A” for schedule of coils)

**Alternate 1 –Contractor shall provide pricing for owners acceptance as an alternate only on the below item**

- Duct cleaning See Section 8.0 for detailed specifications

## BID #50-00119150 SPECIFICATIONS

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- Owner will provide existing duct drawings available upon request

### **Section 3.0 –License Requirements:**

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

- Mechanical License
- All electrical work shall be performed by a licensed Louisiana State electrical contractor.

### **Section 4.0 – Performance Bond:**

A Performance Bond in the amount of 100% of the total contract price will be required. Performance bond shall be produced upon contract execution.

### **Section 5.0 – Quantities/Inspection:**

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are informational only.

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## BID #50-00119150 SPECIFICATIONS

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### Section: 6.0 – Standards:

All work shall meet or exceed the following industry standards:

- American Society of Mechanical Engineers (ASME):
  - ASME B16.3 - Malleable Iron Threaded Fittings.
  - ASME B16.4 - Gray Iron Threaded Fittings.
  - ASME B16.18 - Cast Copper Alloy Solder Joint Pressure Fittings.
  - ASME B16.22 - Wrought Copper and Copper Alloy Solder Joint Pressure Fittings.
  - ASME B31.1 - Power Piping.
  - ASME B31.9 - Building Services Piping.
  - ASME Section IX - Boiler and Pressure Vessel Code - Welding and Brazing Qualifications.
- American Welding Society (AWS):
  - AWS A5.8 - Specification for Filler Metals for Brazing and Braze Welding.
  - AWS D1.1 - Structural Welding Code - Steel.
- American Society for Testing and Materials (ASTM)
  - ASTM 36/A 36M – Standard Specification for carbon structure steel.
  - ASTM 366/A 366M Standard Specification for Commercial Steel Sheet, Carbon, (0.15 Maximum Percent) Cold Rolled; 1997
  - ASTM A 653/A 653M Standard Specification for steel sheet, Zinc-Coated (Galvanized) or zinc-iron alloy coated (Galvanized) by the hot dipped process; 1998
  - ASTM A 569/A 569M Standard Specification for steel Carbon (0.15 Maximum Percent) Hot rolled sheet and strip commercial.
  - ASTM A53 / A53M - Standard Specification for Pipe, Steel, Black and Hot-Dipped, Zinc-Coated, Welded and Seamless.
  - ASTM A234 / A234M - Standard Specification for Piping Fittings of Wrought Carbon Steel and Alloy Steel for Moderate and High Temperature Service.
  - ASTM A395 / A395M - Standard Specification for Ferritic Ductile Iron Pressure-Retaining Castings for Use at Elevated Temperatures.
  - ASTM A536 - Standard Specification for Ductile Iron Castings.
  - ASTM B32 - Standard Specification for Solder Metal.
  - ASTM B88 - Standard Specification for Seamless Copper Water Tube.
  - ASTM B584 - Standard Specification for Copper Alloy Sand Castings for General Applications.
- National Fire Protection Agency (NFPA)
  - NFPA 90A Standard for the installation of Air Conditioning and Ventilating Systems; 1996
  - NFPA 90B Standard for the installation of warm Air Conditioning and Ventilating Systems; 1996
- United Laboratories (UL)
  - UL 181 Standard for factory made air ducts and air connectors; 1996

## BID #50-00119150 SPECIFICATIONS

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### Section 7.0 – Bid Specifications:

The following work shall be performed:

#### A.) Air Handler Units and Heating Coils

- Remove and properly dispose of two (2) existing multi-zone air handler units designated as AHU 3 and 4.
- Remove and properly dispose of eight (8) existing water source heating coils and all associated materials.
- Supply, Design, engineer, and install two (2) new multi-zone air handler units to replace existing Trane air handler units designated as AHU 3 and 4.
- Supply, Design, engineer, and install eight (8) new water source heating coils (See Attachment "A" for hot water coil schedule.
- Remove two (2) existing single zone air handler units designated as AHU 2 and 5.
- Supply, Design, engineer, and install two (2) new single zone air handler units to replace existing Trane air handler units designated as AHU 2 and 5.
- Include all duct work needed to accommodate the new air handler units and new water source heating coils.
- Only one air handler unit shall be down at a time. Work shall commence on the next air handler as soon as the prior unit is functional.

#### B.) New heating coils shall be provided with the following:

- Aluminum fins
- Two (2) rows of coils with a maximum of eight (8) fins per inch
- Type "L" copper headers and tubes.
- All joints shall be copper and soldered
- Casing shall be constructed of Fourteen (14) gauge G 90 galvanized steel.
- Tested and rated per the Air Conditioning Heating and Refrigeration Institute (AHRI) standard 410.
- Supply and install one (1) new three way modulating chilled water valve to regulate cold deck on all four (4) new bidder supplied air handler units.
- Supply and install one (1) new two position modulating hot water valves on each of the two new bidder supplied multi-zone air handler units designated as AHU 3 and 4.
- Supply and install one (1) new two position modulating hot water valves on each of the two new bidder supplied single zone air handler units designated as AHU 2 and 5 to regulate hot water to Bidder supplied heater coils.
- New valves shall be properly connected to existing Building Automated System. Valves shall be tested and in proper operating order at completion of project. See Attachment "D" for details and placement.

## BID #50-00119150 SPECIFICATIONS

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### **C.) GENERAL**

- All materials for this project shall be bidder supplied "new".
- All materials shall be as specified or owner reviewed and approved equal.
- Bidder shall coordinate all clearances with respect to structural limitations as well as required. No additional compensation will be allowed for this work.
- All dissimilar metals shall be protected with a non-metallic insulating material at point of contact.
- Testing and balancing of the air and water systems shall be provided by owner thru a separate contract.
- All inside drain pan supports shall be designed and engineered by successful bidder to accommodate new air handler.
- All supports shall have vibration arrestors to prevent excess noise and vibration.
- All supports shall be corrosion resistant.
- Bidder shall supply all test ports, balancing dampers, balancing ports, design criteria, etc. for newly installed systems to allow for air and water balancing of system.
- Blueprints for duct layout available upon request.

### **D.) ELECTRICAL/MOTORS/DRIVES**

- Supply and install new 208/230 volt fused electrical disconnect for all four (4) new air handler units.
- Supply new fuses as per manufacturer guidelines.
- Supply and install new square D/Schneider electric motor starters as per manufacturer guidelines for all four (4) new air handler units.
- Supply and install four (4) new Variable Frequency Drive Model ABB #ACH550-PCR series or owner reviewed and approved equal for all four (4) new air handler units to control speed of motors.
- Variable Frequency Drives shall have a factory installed Hand-Off-Auto switch on the cover.
- All disconnects shall be mounted to the wall using aluminum metal framing struts.
- All disconnects shall be mounted with aluminum hardware.
- Supply and install new high voltage copper wire from new disconnects to new motor starter panels on all four (4) new air handler units.
- Supply and install new high voltage copper wire from motor starter panel to all four (4) new air handler units.
- All wire shall be copper and sized per manufacturer standards, code and guidelines.

### **E.) Ultraviolet Lighting:**

- Provide ultraviolet disinfection system for all four (4) new air handler units. Ultraviolet system shall be sized to provide theoretical 99% air disinfection at air speeds up to 1000fpm. Ultraviolet disinfection system shall be complete with all miscellaneous accessories required to form a complete unit.

## BID #50-00119150 SPECIFICATIONS

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- Provide 110 volt power supply to factory installed ultraviolet germicide lighting system.
- Install new ultraviolet germicidal light fixtures in all four (4) new air handler units on supply side of coil.
- **Construction:**

The ultraviolet light shall be constructed of stainless steel including any exposed screws or fasteners. The NEMA-4-R junction box shall be prefabricated to accept the UV device. The junction boxes shall include a factory-installed receptacle located inside the junction box and gasket to prevent air and water leaks when mounted to the new air handler units. The device shall be provided with a 2' grounded power cord for the appropriate voltage and held captive with a strain relief capable of withstanding a 1-minute/35 lb. stress test. All signage shall be permanently silk-screened on the unit.

- **Mounting:** All mounting hardware must be supplied with the units.
- Mounting plate shall have 1/8 foam gasket permanently adhered to both sides of the mounting plate to prevent air leaks and whistling.
- Product shall be completely removable without the use of hand tools.

- **Ballasts:**

Ballasts shall be CBM, ETL & UL Listed for the lamp provided. Ballasts shall be high power factor, class P, Sound Rating A, Type 1 Outdoor, Electronic. Ballasts shall be "Suitable for Air Handling Spaces" and shall have harmonic distortion of less than 10%. Ballasts shall be warranted for a period of 5 years.

- **Safety:** The units shall have an external on/off metal toggle power switch. The assembly shall employ a recessed internal safety interlock switch, which interrupts power when the unit is opened for servicing. The product employs germicidal lamps, which emit UV-C radiation, thereby posing a potential risk of exposure to eyes and bare skin during maintenance. The product shall be provided with an integral visual examination port to facilitate external inspection of lamps. Viewing lens must be glass and provide 160-degree viewing. The unit shall easily be removed for service without the use of tools or the disconnection of any wiring connections. UV unit shall incorporate signage with UL requirements as to safety aspects. Manufacturer shall provide safety glasses to protect installer's eyes in case of accidental startup of lamps during installation process.

## BID #50-00119150 SPECIFICATIONS

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### F.) Ductwork:

- All ductwork shall be externally insulated.
- Coat all new duct work with Fosters 4020 or owner reviewed and approved equal fungus inhibitor.
- Design, fabricate, and install new 24 Gauge sheet metal duct to transition from all four air handlers to new hot water reheat coils on each unit.
- Provide and install canvas connectors on each of the supply zone outlets. Each zone shall contain locking Quadrant balance dampers.
- Turning vanes must be provided and installed on all sheet metal elbows.
- Supply and install new 24 Gauge sheet metal supply and return air dampers on each of the four units.
- Remove, supply, and install new 18 gauge low leak sheet metal outside air dampers on each of the four units.
- Remove, supply, and install new 18 gauge low leak sheet metal return air dampers.

### G.) Drain Lines and Drain Pans:

- Install new 316 stainless steel secondary pans under all four (4) new air handler units.
- Emergency pans shall be four inches deep, welded on all edges to prevent leakage, and shall encompass the entire bottom of the air handlers.
- All four (4) new air handler units shall be supported two inches off emergency pan.
- All inside drain pan supports shall be designed and engineered by successful bidder to accommodate new air handler.
- All supports shall have vibration arrestors to prevent excess noise and vibration.
- All supports shall be corrosion resistant.
- Supply and install new copper condensate primary and secondary drain lines
- Install copper unions for easy access on primary and secondary drain lines.
- Install copper P-Trap in primary drain lines See attachment "B"
- Install overflow shutoff switches on all secondary drain pans See attachment "C"
- Overflow shutoff switches shall be wired to new air handler and shall shut the system off in the event of an overflow or stoppage in either the primary or secondary drain lines.
- Install in-line Cleanout in primary drain lines.
- Primary and secondary drain lines shall be type L copper
- All joints shall be soldered on primary and secondary drain lines.
- Run drain lines to nearest floor drain
- Primary and secondary drain line shall be supported with metal framing support system and fasteners
- All primary condensate drain lines shall be insulated with a closed cell foam insulation with a minimum wall thickness of ½ inch.
- All emergency drain lines shall be insulated with a closed cell foam insulation with a minimum wall thickness of ½ inch.

## BID #50-00119150 SPECIFICATIONS

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### H.) Chill and Hot Water Piping:

- Remove existing chill water and hot water supply and return lines from existing ball valves to air handler unit and heater coils.
- Design, engineer, supply, and install new chill water and hot water supply and return lines from new ball valves to new air handler unit.
- Pipe Size 1/2" and larger shall be (connections to fan coil units): Type "L" copper w/ wrought copper fittings.
- Pipe Size 2" and Larger shall be Black steel pipe, Schedule 40, wrought-steel butt-welded fittings with welded joints.
- Drains and vents on chilled-water and hot water distribution piping shall consist of Schedule 80 thread-o-lets with stainless steel pipe nipples and bronze gate valves. See Attachment "D" for details and placement.
- All taps shall be constructed of 3/4" Schedule 80 Thread-o-Let, 3/4" 304/316 stainless steel nipples, and 3/4" bronze gate valves See Attachment "D" for details and placement.
- Supply and install new brass isolation ball valves on the supply and return lines on each of the new water source heating coils (16 Valves total) sized to match new and existing piping. See Attachment "D" for details and placement.
- Supply and install new strainers full line size of connecting piping, with ends matching piping system materials. Select strainers for working pressure of the piping system, with type 304, stainless steel screens. See Attachment "D" for details and placement.
- Supply and install TP weld o let taps and B&G circuit setters on the chill water return lines and hot water return lines of each hydronic water heating coil for testing and balancing.
- Supply and install TP weld o let taps for new thermometers. See Attachment "D" for details and placement.
- All thermometers shall be glycerin filled. See Attachment "D" for details and placement.

### I) Insulation:

- Remove and dispose of all insulation for chilled water and hot water piping in mechanical room.
- Insulate all chilled water and hot water piping in mechanical room with fiber glass insulation.
- Fiberglass insulation shall be a minimum of 1 1/2 inches thick on chill water lines and one (1) inch thick on hot water lines.
- Install PVC jacketing on all piping and fittings in mechanical room.
- PVC Jacketing shall be a minimum of 15 mills thick.

## BID #50-00119150 SPECIFICATIONS

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### **Section 8.0 - Duct Cleaning: (Alternate 1)**

Bidder shall clean all supply and return air ducts pertaining to air handlers 2, 3, 4, and 5 listed in these specifications.

- **Ductwork Cleaning**

Ductwork shall be cleaned by inserting a vacuum hose in one end of the duct or trunk line and, with a Reverse Air Jet Nozzle, brush all interior surface areas of the duct system including reheaters, joints, seams, splitters turning vanes, scoops, baffles, cracks and crevices otherwise inaccessible. As the RJA Nozzle is operating, the residue shall be drawn into the vacuum unit (minimum 6000 CFM). All foreign materials such as dust, mold, soot, lint, hair, bacteria, and other air movement residue shall be removed from the ductwork interior, and will be cleaned to meet NADCA Standard 1992-01.

- **Duct Access Opening**

Access openings shall be provided at required points (on entry side of hydronic water coils) of the duct system for physical and mechanical entry. These openings shall be provided as required at points adjacent to turning vanes, dampers, and other obstructions that might tend to trap or entrain dust, dirt, lint, and debris. Duct access openings shall be constructed in accordance with SMACNA HVAC Duct Construction Standards all openings shall be properly sealed after duct system is cleaned.

- **Interior Lining**

Special care and attention shall be given to ducts having interior lining materials and a light vacuum process shall be used to prevent damage to air side surfaces. All loose fibrous materials shall be removed by a combination of controlled forced air and combined vacuum power method.

- **Grilles and Registers**

All grilles, registers, and diffusers shall be cleaned with a non-toxic, disinfecting solution. Areas around registers shall be lightly cleaned by blowing with air. After cleaning, adjust all registers to insure proper air flow.

- **Painting**

All areas shall be painted using an anti-microbial paint in an area two (2) feet in either direction of the growth. Paint shall be applied in accordance with manufacturer's specifications using an airless sprayer or paint roller, whichever is more practical for the location. No painting will be done without prior approval of the owner.

- **Area Clean up**

Every precaution shall be taken to prevent the spread of dust and dirt in occupied areas. A complete area clean-up after each work cycle shall be performed and no debris left behind.

- **Sealants**

Sealants and encapsulates cannot be substituted for visible contaminant removal.

## BID #50-00119150 SPECIFICATIONS

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### Section –9.0 Automatic Temperature Control & EMS System:

- Supply and install a complete system of electric, electronic, and direct digital temperature controls.
- Control system for the new air handling units shall seamlessly communicate with the existing Energy Management System (EMS).
- The EMS and all temperature controls shall interface completely with the existing EMS.
- All features and functions shall be fully supported.
- Supply and install new equipment and software manufactured by Schneider Electric.
- Supply and install all software, controllers, relays, valve schedule, damper schedule, sensors, dampers, conduit, wire, etc. for a complete system to meet the sequence of operations for this project.
- All equipment shall be new and the latest revision.
- All points and sequences described herein shall be incorporated into the existing EMS in a seamless manner.
- All affected graphics shall be updated to include the new equipment and points, and shall match quality of existing graphics.
- Any specific graphic required by this project, but not present in the existing graphics shall be created by this control contractor and added to the master EMS for universal usage.
- The temperature controls shall include electrical interlocking of motor starters and other equipment, which is supplied as part of the heating, ventilation, and air conditioning system.
- Individual components of the system shall be DDC/electric.
- For operation in the “Occupied Mode” the air handling unit supply fan shall be started and stopped through the Hand-Off-Auto switch on the cover of the Variable Frequency Drive (VFD) by the EMS.
- The existing controllers currently installed shall be replaced and reprogrammed for all four (4) new air handler units.
- Upon a signal from the DDC central control panel to energize the unit fan, the automatic temperature control system shall be placed in operation once unit fan status has proven fan operation, the outside air and return air damper shall open to its operating position.
- Supply and install a discharge air temperature sensor that shall modulate the 3-way chilled water control valve to maintain a discharge air temperature set point of 55 degrees F (adj.) in the cold deck section of the multi-zone air handling unit.
- Discharge air set point shall be reset based upon the return air temperature. Set points are adjustable (55 degrees F to 60 degrees F) from the EMS operator workstation and can be defined by the user to operate in a “fixed mode” or “reset mode”.
- Supply and install a duct mounted mixed air temperature sensors, shall be provided for indication on the EMS. A manual reset, low limit thermostat shall de-energize in the unit fan, close the outside damper, and send an alarm to the EMS if the coil entering air temperature falls below 35 degrees F.

## BID #50-00119150 SPECIFICATIONS

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- The 3-way cooling coil valves shall open to the coil if the outside air temperature falls below freezing set point.
- The chilled water pumps shall be started by the EMS as required to circulate water through the system.
- In the “occupied mode”, a bidder supplied and installed indoor air quality sensor/transmitter mounted in the return air ducts, before the outside air connection, shall override the minimum position of the outside air damper and modulate the damper open, up to its maximum position, as required to maintain a space set point of +800 ppm for CO<sub>2</sub>.
- In the “occupied mode” eight (8) individual supplied and installed DDC room zone thermostats shall maintain the room temperature set point of 74 degrees F (adj) cooling and 72 degrees F (adj) heating by modulating the zone damper actuator and energizing the 2 position 2-way hot water reheat control valve in sequence coil as required.
- The new zone thermostats shall be installed in the same location as the existing and provide temperature and relative humidity indication as well as set point adjustment (REMOTE/LOCAL) back to the EMS.
- The new zone thermostats shall be capable of a Select Temporary Hold Time – The thermostat can hold any temperature a tenant sets it to for the amount of time they select. Choices shall be 0:00 to 8:00 hours in 15 minute increments.

### Example:

- Tenant selected 3:00 hours for the temporary hold period.
- With the thermostat set to Heat or Cool, press HOLD for approximately five seconds until Hold time (3:00 indicating 3 hours) appears as a setting reminder.
- After releasing the button, “HOLD” on the display will blink.
- Use the up or down button to set the temperature to preference. The thermostat will remind the Tenant it is in Temporary Hold, after 3 hours the thermostat will go back to the program temperature and “HOLD” will no longer blink or display.
- Provide necessary blank sub plates to cover the existing holes on the walls for the new thermostat mounting.
- Design and install a dynamic graphic of air handling units and associated zones shall be depicted on the existing EMS workstation graphical user interface.
- At completion of project the successful bidder shall submit manufacturers’ drawings to the Owner for all equipment and controls. Drawings shall include detailed dimensions, capacities. Control submittals shall include point-to-point wiring diagrams.

### Section 10.0 Commissioning:

Commissioning shall be performed by a factory trained representative of equipment supplied. All commissioning shall be performed with an owner’s representative present.

### Section 11.0 - Hours of Work:

The work that is to be performed shall be scheduled during normal working hours 7:00 a.m. – 5:00 p.m. Monday thru Friday. All work shall be scheduled seventy two (72) hours in advance.

## BID #50-00119150 SPECIFICATIONS

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The successful bidder may choose to work before or after normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

### **Section 12.0 – Cleaning Area and Safety:**

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. Inflammable 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

### **Section 13.0 – Warranty:**

All workmanship and materials shall have a minimum of five (5) years parts and labor warranty in writing, from the manufacturer starting from the date of acceptance of the project against defects. The bidder 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, at no cost to the owner.

The successful bidder will 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 14.0 – SDS:**

The bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at the workplace. The bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

### **Section 15.0 – Permits:**

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

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

## BID #50-00119150 SPECIFICATIONS

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### **Section 16.0 – Hot Work Permit:**

The successful bidder shall obtain a burn permit form from the Department of General Services before any cutting, soldering or welding is performed.

At no additional cost to owner the successful bidder shall provide a fire watch when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and their equipment will be the sole responsibility of the successful bidder.

### **Section 17.0 – Liquidated Damages:**

Commencing on the thirty first day following the notice to proceed until work is substantially complete, liquidated damages will be assessed in the amount of \$100/day.

### **Section 18.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Services.

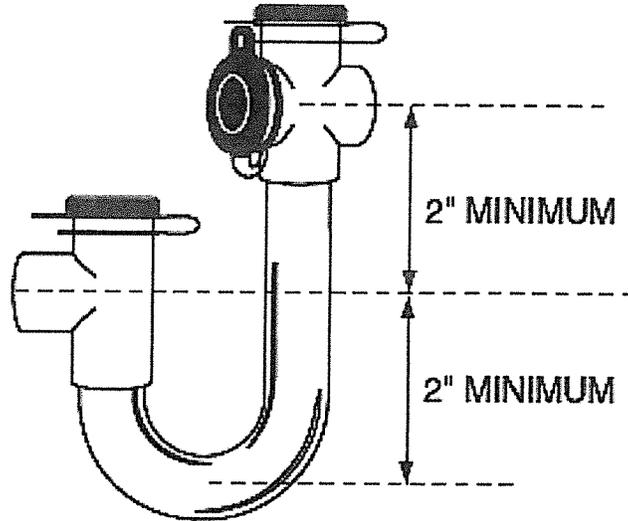
BID #50-00119150 SPECIFICATIONS

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**Attachment "A"**

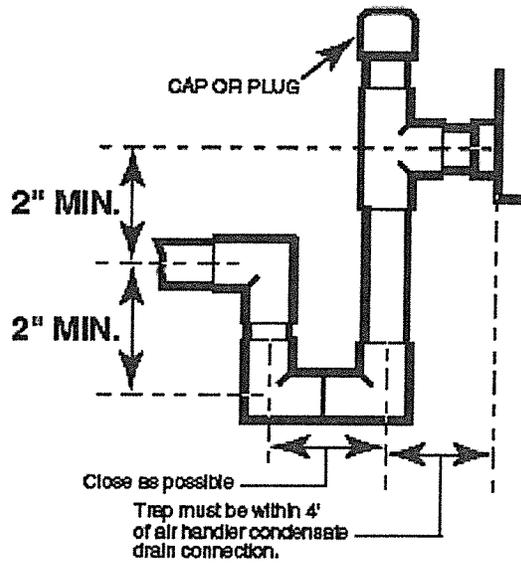
Coil Number	Cubic Feet Per Minute (CFM)	British Thermal Unit (BTU)	Entering air degrees Fahrenheit	Coil Face Diameter Width	Coil Face Diameter Height	Gallons Per Minute (GPM) @ 160 thru 140 degrees
2-1	560	15,000	57.4	10	20	1.5
2-2	1840	50,000	57.4	30	20	5
2-3	430	10,000	57.4	10	14	1
3-1	810	15,000	62.2	12	20	1.5
3-2	1710	50,000	62.2	14	34	5
3-3	745	15,000	62.2	12	20	1.5
3-4	3065	50,000	62.2	20	44	5

### Manufactured traps



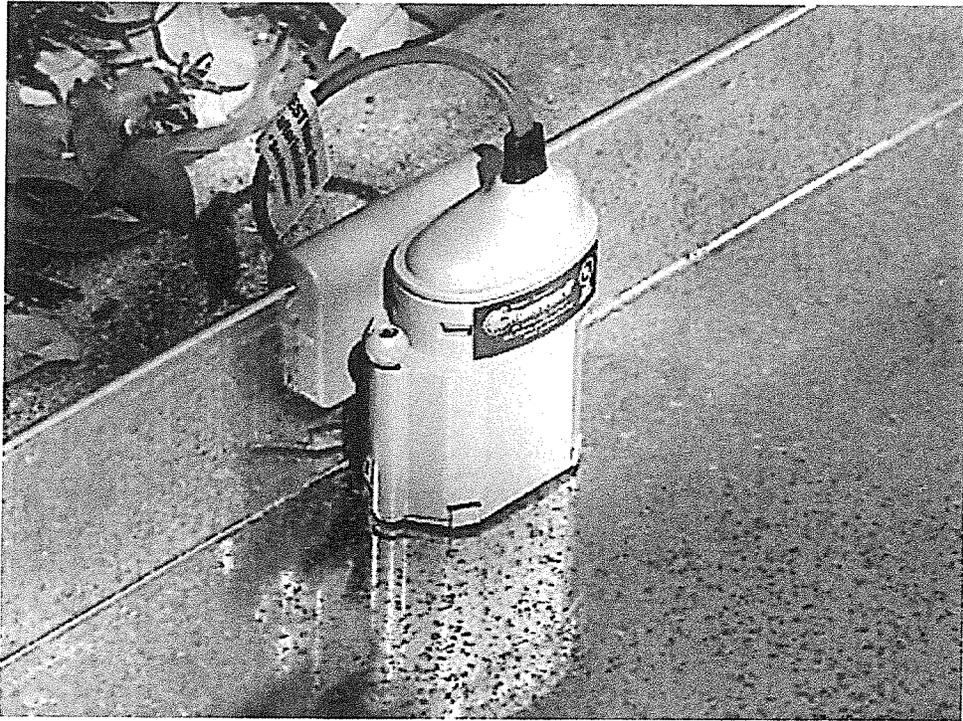
EZT-105

### Field fabricated trap

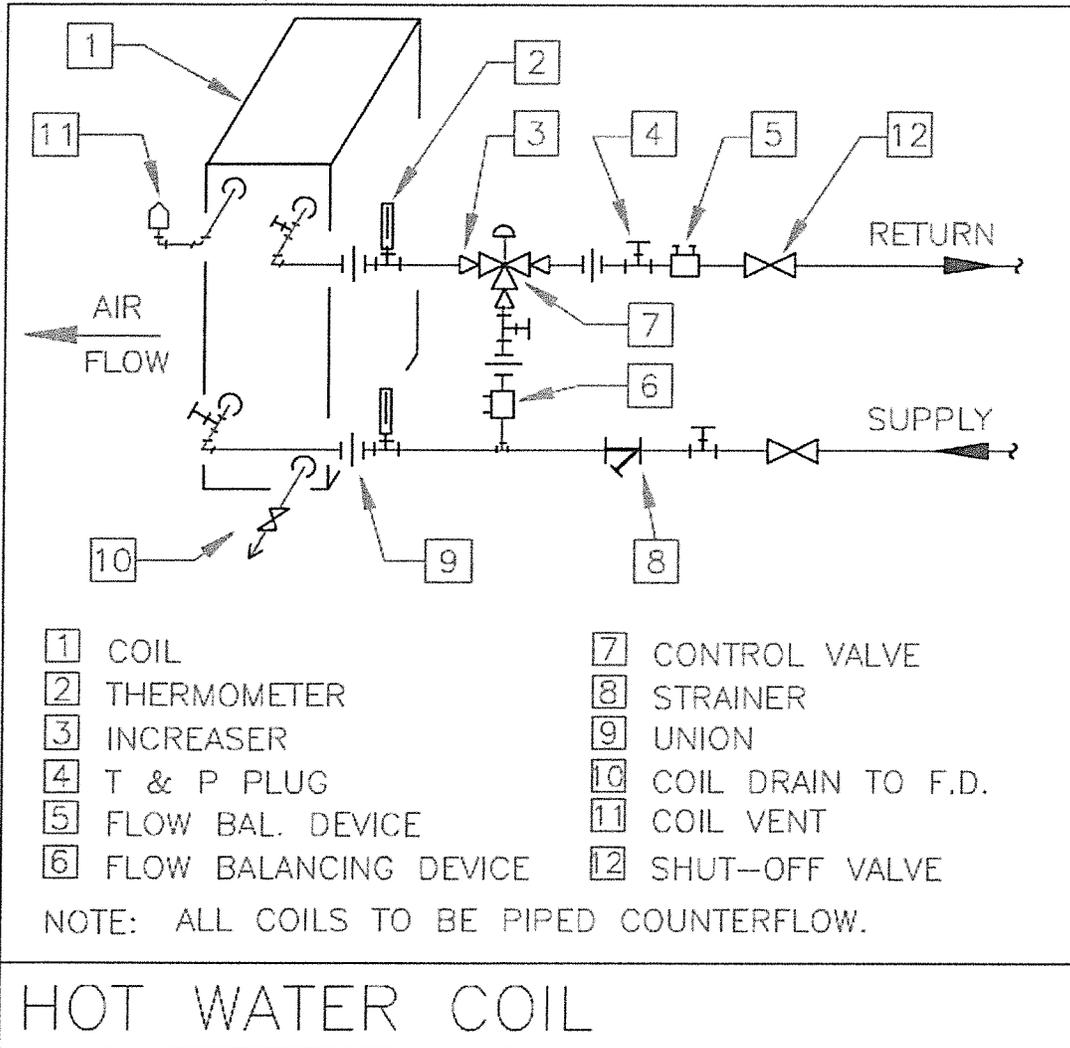


BID #50-00119150 SPECIFICATIONS

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BID #50-00119150 SPECIFICATIONS



## **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*

## **STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS**

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 advertised 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.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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### **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.

#26860

**Form W-9**  
(Rev. October 2007)  
Supplied to the Taxpayer  
Internal Revenue Service

**Request for Taxpayer  
Identification Number and Certification**

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

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Name (as shown on your income tax return)  
**GOOTIE PROSTRUCTION, INCORPORATED**

Business name, if different from above

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Check appropriate box:  Individual/sole proprietor  Corporation  Partnership  S-corp  
 Limited liability company; Enter the tax classification (Disregarded entity, C-corporation, Partnership)  Estate  
 Other (see instructions)

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Address (number, street, and apt. or suite no.)  
**2400 MARQUET ROAD**

City, state, and ZIP code  
**METairie, LA 70001**

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.

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

Social security number

EIN

Employer identification number  
**72-1199308**

**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).

**Certification instructions.** You must check 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.

Signature of U.S. person *[Signature]* Date **7/29/08**

**General Instructions**

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

**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.

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. 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 partner's 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.

**Definition of a U.S. person.** For federal tax purposes you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**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 partner's 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** GOOTEE CONSTRUCTION, INC. ✓  
**Mailing Address** 2400 N. Arnoult Road  
 Metairie, LA 70001  
**Phone Number** (504) 831-1909  
**Fax Number** (504) 831-1912  
**Email Address** info@gootee.com  
**Website** www.Gootee.com

### Active Licenses

**License Number** 8 ✓  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 11/14/2015  
**Expiration** 11/13/2018  
**First Issued** 11/13/1991

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Benjamin Patrick Gootee	ALL
BUILDING CONSTRUCTION	Kathleen Thomas Gootee	ALL
BUILDING CONSTRUCTION	Kenneth Eugene Gootee	ALL
BUSINESS AND LAW	Benjamin Patrick Gootee	ALL
BUSINESS AND LAW	Kathleen Thomas Gootee	ALL
BUSINESS AND LAW	Kenneth Eugene Gootee	ALL
ELECTRICAL WORK (RESTRICTED)	Kathleen Thomas Gootee	ALL
ELECTRICAL WORK (RESTRICTED)	Kenneth Eugene Gootee	ALL
HEAVY CONSTRUCTION	Benjamin Patrick Gootee	ALL
HEAVY CONSTRUCTION	Kathleen Thomas Gootee	ALL
HEAVY CONSTRUCTION	Kenneth Eugene Gootee	ALL
HIGHWAY, STREET AND BRIDGE CONSTRUCTION	Benjamin Patrick Gootee	ALL
HIGHWAY, STREET AND BRIDGE CONSTRUCTION	Kathleen Thomas Gootee	ALL
HIGHWAY, STREET AND BRIDGE CONSTRUCTION	Kenneth Eugene Gootee	ALL
MECHANICAL WORK (STATEWIDE) ✓	Benjamin Patrick Gootee	ALL
MECHANICAL WORK (STATEWIDE)	Kenneth Eugene Gootee	ALL
MUNICIPAL AND PUBLIC WORKS CONSTRUCTION	Benjamin Patrick Gootee	ALL
MUNICIPAL AND PUBLIC WORKS CONSTRUCTION	Kathleen Thomas Gootee	ALL
MUNICIPAL AND PUBLIC WORKS CONSTRUCTION	Kenneth Eugene Gootee	ALL
SPECIALTY: INSTALL REPAIR OR CLOSE UNDERGROUND STORAGE TANKS	Kathleen Thomas Gootee	ALL
SPECIALTY: INSTALL REPAIR OR CLOSE UNDERGROUND STORAGE TANKS	Kenneth Eugene Gootee	ALL



DATE: 5/01/2017

BID NO.: 50-00119150

**BID FORM**  
Non Public Works

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

All prices must be held firm 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 \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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 14 WEEKS AFTER APPROVED SUBMITTAL

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 8

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

FIRM NAME: Gootee Construction, Inc.

ADDRESS: 2400 N Arnoult Road

CITY, STATE: Metairie, LA ZIP: 70001

TELEPHONE: (504)831-1909 FAX: (504)831-1912

EMAIL ADDRESS: brett@gootee.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: 1  
NUMBER: 2  
NUMBER: 3  
NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 366,500.00

AUTHORIZED SIGNATURE: Kathleen Gootee Kathleen Gootee  
Printed Name

TITLE: Secretary

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.: 50-00119150

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	SUPPLY AND INSTALL TWO (2) NEW MULTI ZONE AIR HANDLER UNITS, TWO (2) SINGLE ZONE AIR HANDLER UNITS AND NINE (9) WATER SOURCE HEATING COILS AT THE JEFFERSON PARISH FIRST PARISH COURT  0005 - REMOVE AND REPLACE AHU #3		\$98,900.00
2	1.00	JOB	SEE SECTION 8.0 FOR DETAILED SPECIFICATIONS (OWNER WILL PROVIDE EXISTING DUCT DRAWINGS AVAILABLE UPON REQUEST)  0010 - DUCT CLEANING AHU #3 SEE SECTION 8.0		\$17,000.00
3	1.00	JOB	0020 - REMOVE AND REPLACE AHU #2		\$88,300.00
4	1.00	JOB	0030 - DUCT CLEANING AHU #2 SEE SECTION 8.0		\$12,700.00
5	1.00	JOB	0040 - REMOVE & REPLACE AHU #4		\$6,000.00
6	1.00	JOB	0050 - DUCT CLEANING AHU #4 SEE SECTION 8.0		\$16,600.00
7	1.00	JOB	0060 - REMOVE & REPLACE AHU #5		\$60,000.00
8	1.00	JOB	0070 - DUCT CLEANING AHU #5 SEE SECTION 8.0		\$13,000.00



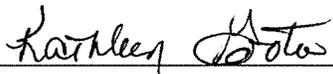
**RESOLUTION OF THE BOARD OF DIRECTORS  
GOOTEE CONSTRUCTION, INC.**

BE IT RESOLVED by the Board of Directors of Gootee Construction, Inc. domiciled in Metairie, Louisiana, that Kathleen T. Gootee, Kenneth E. Gootee, Benjamin Gootee, Patrick L. Gootee, Ashley H. Gootee and Scott N. Thiaville are hereby authorized and empowered to execute any and all bid documents on behalf of the Corporation.

**CERTIFICATE**

I, Kathleen T. Gootee of Gootee Construction, Inc. do hereby certify that the foregoing resolution is a true and exact copy unanimously adopted by the Board of Directors of said corporation at a meeting thereof legally held on the 1<sup>st</sup> day of September, 2010; that the said resolution is duly entered into the records of said corporation; that it has not been rescinded or modified; and that it is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand and the seal of the said corporation this 2<sup>nd</sup> day of May, 2017.

  
**Kathleen T. Gootee**  
Secretary



# Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

## Bid Bond

### CONTRACTOR:

(Name, legal status and address)

Gootee Construction, Inc.  
P.O. Box 55128  
Metairie, LA 70055-5128

### OWNER:

(Name, legal status and address)

Jefferson Parish Purchasing Department  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

### SURETY:

(Name, legal status and principal place of business)

Travelers Casualty and Surety Company of America

One Tower Square  
Hartford, CT 06183  
**Mailing Address for Notices**

1301 E. Collins Blvd., Suite 340  
Richardson, TX 75081

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**BOND AMOUNT:** 5% Five Percent of Amount Bid

### PROJECT:

(Name, location or address, and Project number, if any)

Supply and Install Two(2) New Multi-Zone Air Handler Units, Two (2) Single Zone Air Handler Units and Eight (8) Water Source Heating Coils at the Jefferson Parish First Parish Courthouse Bid Number 50-00119150

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

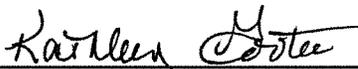
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

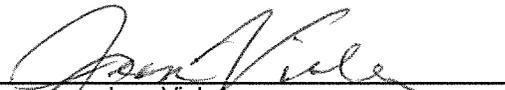
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 11th day of May, 2017.

  
\_\_\_\_\_  
(Witness)

Gootee Construction, Inc.  
\_\_\_\_\_  
(Principal) (Seal)

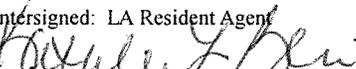
By:  Secretary  
\_\_\_\_\_  
(Title)

  
\_\_\_\_\_  
(Witness) Jean Viola

Travelers Casualty and Surety Company of America  
\_\_\_\_\_  
(Surety) (Seal)

By:   
\_\_\_\_\_  
(Title) Kathleen L. Berni, Attorney-in-Fact

S-0054/AS 8/10

Countersigned: LA Resident Agent  
By:   
Kathleen L. Berni, Lic 201148



POWER OF ATTORNEY

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company

Attorney-In Fact No. 227880

Certificate No. 006789310

KNOW ALL MEN BY THESE PRESENTS: That Farmington Casualty Company, St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company are corporations duly organized under the laws of the State of Connecticut, that Fidelity and Guaranty Insurance Company is a corporation duly organized under the laws of the State of Iowa, and that Fidelity and Guaranty Insurance Underwriters, Inc., is a corporation duly organized under the laws of the State of Wisconsin (herein collectively called the "Companies"), and that the Companies do hereby make, constitute and appoint

George Villars Baus Jr., Edward J. Murphy III, Kathleen L. Berni, James J. Lynch III, and Greg R. Weston

of the City of Metairie, State of Louisiana, their true and lawful Attorney(s)-in-Fact, each in their separate capacity if more than one is named above, to sign, execute, seal and acknowledge any and all bonds, recognizances, conditional undertakings and other writings obligatory in the nature thereof on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

IN WITNESS WHEREOF, the Companies have caused this instrument to be signed and their corporate seals to be hereto affixed, this 11th day of May, 2016.

Farmington Casualty Company
Fidelity and Guaranty Insurance Company
Fidelity and Guaranty Insurance Underwriters, Inc.
St. Paul Fire and Marine Insurance Company
St. Paul Guardian Insurance Company

St. Paul Mercury Insurance Company
Travelers Casualty and Surety Company
Travelers Casualty and Surety Company of America
United States Fidelity and Guaranty Company



State of Connecticut
City of Hartford ss.

By: [Signature]
Robert L. Raney, Senior Vice President

On this the 11th day of May, 2016, before me personally appeared Robert L. Raney, who acknowledged himself to be the Senior Vice President of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, and that he, as such, being authorized so to do, executed the foregoing instrument for the purposes therein contained by signing on behalf of the corporations by himself as a duly authorized officer.

In Witness Whereof, I hereunto set my hand and official seal.
My Commission expires the 30th day of June, 2021.



[Signature]
Marie C. Tetreault, Notary Public

This Power of Attorney is granted under and by the authority of the following resolutions adopted by the Boards of Directors of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company, which resolutions are now in full force and effect, reading as follows:

**RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President, any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary may appoint Attorneys-in-Fact and Agents to act for and on behalf of the Company and may give such appointee such authority as his or her certificate of authority may prescribe to sign with the Company's name and seal with the Company's seal bonds, recognizances, contracts of indemnity, and other writings obligatory in the nature of a bond, recognizance, or conditional undertaking, and any of said officers or the Board of Directors at any time may remove any such appointee and revoke the power given him or her; and it is

**FURTHER RESOLVED**, that the Chairman, the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President may delegate all or any part of the foregoing authority to one or more officers or employees of this Company, provided that each such delegation is in writing and a copy thereof is filed in the office of the Secretary; and it is

**FURTHER RESOLVED**, that any bond, recognizance, contract of indemnity, or writing obligatory in the nature of a bond, recognizance, or conditional undertaking shall be valid and binding upon the Company when (a) signed by the President, any Vice Chairman, any Executive Vice President, any Senior Vice President or any Vice President, any Second Vice President, the Treasurer, any Assistant Treasurer, the Corporate Secretary or any Assistant Secretary and duly attested and sealed with the Company's seal by a Secretary or Assistant Secretary; or (b) duly executed (under seal, if required) by one or more Attorneys-in-Fact and Agents pursuant to the power prescribed in his or her certificate or their certificates of authority or by one or more Company officers pursuant to a written delegation of authority; and it is

**FURTHER RESOLVED**, that the signature of each of the following officers: President, any Executive Vice President, any Senior Vice President, any Vice President, any Assistant Vice President, any Secretary, any Assistant Secretary, and the seal of the Company may be affixed by facsimile to any Power of Attorney or to any certificate relating thereto appointing Resident Vice Presidents, Resident Assistant Secretaries or Attorneys-in-Fact for purposes only of executing and attesting bonds and undertakings and other writings obligatory in the nature thereof, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be valid and binding upon the Company and any such power so executed and certified by such facsimile signature and facsimile seal shall be valid and binding on the Company in the future with respect to any bond or understanding to which it is attached.

I, Kevin E. Hughes, the undersigned, Assistant Secretary, of Farmington Casualty Company, Fidelity and Guaranty Insurance Company, Fidelity and Guaranty Insurance Underwriters, Inc., St. Paul Fire and Marine Insurance Company, St. Paul Guardian Insurance Company, St. Paul Mercury Insurance Company, Travelers Casualty and Surety Company, Travelers Casualty and Surety Company of America, and United States Fidelity and Guaranty Company do hereby certify that the above and foregoing is a true and correct copy of the Power of Attorney executed by said Companies, which is in full force and effect and has not been revoked.

IN TESTIMONY WHEREOF, I have hereunto set my hand and affixed the seals of said Companies this 11th day of May, 20 17.

  
Kevin E. Hughes, Assistant Secretary



To verify the authenticity of this Power of Attorney, call 1-800-421-3880 or contact us at [www.travelersbond.com](http://www.travelersbond.com). Please refer to the Attorney-In-Fact number, the above-named individuals and the details of the bond to which the power is attached.

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Kyle  
Sharbonno, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Vice President of Gootee Construction, Inc. (Entity),  
the party who submitted a bid in response to Bid Number 50-00119150, 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.

[Handwritten Signature]  
Signature of Affiant

Kyle Sharbonno  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 28<sup>th</sup> DAY OF April, 2017

[Handwritten Signature]  
Notary Public

CRAWFORD A ROSE, III  
Printed Name of Notary

26717/63405  
Notary/Bar Roll Number



LSBA No. 26717  
STATE OF LOUISIANA  
PARISH OF JEFFERSON  
My commission is for life.  
•••

**Crawford A. Rose, III**  
Notary Public  
3636 S. I-10 Service Road W. - Suite 210  
Metairie, LA 70001

My commission expires Life

Print

Notary Search - Detail

**Name:** MR. CRAWFORD ALLEN ROSE III  
**Address:** 218 FRIEDRICHS  
METAIRIE, LA 70005  
**Phone:** (504) 828-1600  
**Phone 2:** (504) 920-0028  
**Notary ID Number:** 63405  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 26717  
**Status:** Active  
**Commission Date:** 06/12/2001  
**Oath Date:** 05/04/2001  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

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