

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 V NO _____MAXIMUM ESCALATION PERCENTAGE REQUESTED 3 %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 30 Days

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

30 Days

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

#59469**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: 3H Service System, Inc.ADDRESS: P.O. Box 2613CITY, STATE: Acworth, GA ZIP: 30102TELEPHONE: (844) 779-0189 FAX: (770) 675-7804EMAIL ADDRESS: cs@e-3h.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: 01NUMBER: 02

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 763,401.60 (Seven hundred sixty three thousands four hundred one & 60/100 dollarsAUTHORIZED
SIGNATURE: John HeoJohn Heo

Printed Name

TITLE: CEO

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.: 50-00122740

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTACT FOR JANITORIAL SERVICES AT VARIOUS LIBRARY BUILDINGS LOCATED ON THE EAST AND WEST BANK FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.		
1	24.00	MO	0010 - Provide separate monthly pricing for janitorial services at the following location: Eastbank Regional Library/ Administration Building Metairie, Louisiana 70001 (approx 135,000 SQ FT) ****AS PER SUBMITTED SPECIFICATIONS****	\$8,640.00	\$207,360.00
2	7,072.00	EA	0020 - Provide hourly cost for janitorial service at the East Bank Regional Library and Administrative Offices for Monday through Thursday - beginning at 9:00 am until 9:00 pm (12 hours per day), Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week. (68 X 52 weeks x 2 = 7,072 hours)	\$18.15/hr	\$128,356.80
3	24.00	MO	0025 - Provide separate monthly pricing for janitorial services at: Gretna Library 102 Willow Drive Gretna, Louisiana 70053 (APPROX 5,600 SQ FT)	\$ 672.00	\$16,128.00
4	24.00	MO	0030 - Provide separate monthly pricing for janitorial services at: Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123 (APPROX 3,000 SQ FT)	\$482.00	\$11,568.00
5	24.00	MO	0032 - Provide separate monthly pricing for janitorial services at:		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122740

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	24.00	MO	Lafitte Library 4917 City Park Drive Suite B Lafitte, Louisiana 70067 (APPROX 4,500 SQ FT)	\$585.00	\$14,040.00
			0035 - Provide separate monthly pricing for janitorial services at:		
7	24.00	MO	Lakeshore Library 1000 W. Esplanade Avenue Metairie, Louisiana 70005 (APPROX 7,680 SQ FT)	\$845.00	\$16,752.00
			0040 - Provide separate monthly pricing for janitorial services at:		
8	24.00	MO	Live Oak Library 125 Acadia Drive Waggaman, LA 70094 (APPROX 5,412 SQ FT)	\$698.00	\$16,752.00
			0050 - Provide separate monthly pricing for janitorial services at:		
9	24.00	MO	North Kenner Library 630 W. Esplanade Avenue Kenner, La. 70065 (APPROX 9,350 SQ FT)	\$ 925.00	\$ 22,200.00
			0060 - Provide separate monthly pricing for janitorial services at:		
10	24.00	MO	Old Metairie Library 2350 Metairie Road Metairie, La. 70001 (APPROX 10,000 SQ FT)	\$945.00	\$22,680.00
			0070 - Provide separate monthly pricing for janitorial services at:		
11	24.00	MO	Rosedale Library 4036 Jefferson Highway Jefferson, LA 70121 (APPROX 7,138 SQ FT)	\$825.00	\$19,800.00
			0080 - Provide separate monthly pricing for janitorial services at:		
			Terrytown Library		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122740

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	24.00	MO	680 Heritage Avenue Terrytown, LA 70056 (APPROX 5,400 SQ FT) 0090 - Provide separate monthly pricing for janitorial services at:	\$696.00	\$16,704.00
13	24.00	MO	Wagner Library 6646 Riverside Drive Metairie, LA 70003 (APPROX 6,400 SQ FT) 0100 - Provide separate monthly pricing for janitorial services at:	\$784.00	\$18,816.00
14	24.00	MO	Westwego Library 635 Fourth Street Westwego, LA 70094 (APPROX 7,183 SQ FT) 0110 - Provide separate monthly pricing for janitorial services at:	\$840.00	\$20,160.00
15	7,072.00	HR	Jane OBrien Chatelain Westbank Regional Library 2751 Manhattan Blvd. Harvey, LA 70058 (APPROX 35,000 SQ FT) 0120 - Provide hourly cost for janitorial service at the Jane OBrien Chatelain West Bank Regional Library, for Monday through Thursday; beginning at 9:00 am until 9:00 pm (12 hours per day); Friday and Saturday beginning at 9:00 am until 5:00 pm (8 hours per day), and Sunday beginning at 1:00 pm until 5:00 pm (4 hours per day) for a total of 68 hours per week. (68 x 52 weeks x 2 = 7,072)	\$2,584.00	\$62,016.00
16	24.00	MO	0130 - Provide separate monthly pricing for janitorial services at: River Ridge Library 8825 Jefferson Highway River Ridge, Louisiana 70123 (APPROX 10,000 SQFT)	\$18.15/hr	\$128,356.00
				\$984.00	\$23,616.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122740

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	24.00	MO	0132 - Provide separate monthly pricing for janitorial services at: Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072 (APPROX 5,758 SQ FT)	\$695.00	\$16,680.00
18	1.00	SQFT	0140 - Provide a square footage cost for the addition or deletion of square footage to be cleaned at any of the buildings to be covered under this contract. Belle Terre Library (5,758 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (5,400 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)	\$0.09/month	
19	1.00	SQFT	0150 - Provide a square footage cost for Sunday cleaning (on request) at any of the buildings to be covered under this contract. Prior approval from the Library Property Manager would be necessary. The buildings covered are as follows (all SQFT amounts are approximate): Belle Terre Library (5,758 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT)	\$ 0.15/SF.	

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00122740

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	1.00	SQFT	<p>Rosedale Library (7,138 SQFT) Terrytown Library (5,400 SQFT) Westwego Library (7,138 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)</p>		
			<p>0160 - Provide a square footage cost for emergency cleaning after regular hours, ie, fire, smoke, water, vandalism, etc at any of the buildings under this contract.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (5,758 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administratio Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (5,400 SQFT) Westwego Library (7,183 SQFT) Jane OBrien Chatelain Westbank Regional Library (35,000 SQFT) River Ridge Library (10,000 SQFT)</p>	\$0.20/SF	
21	1.00	SQFT	<p>0170 - Provide a square footage cost for hot water extraction carpet cleaning, at any of the buildings to be covered under this contract.</p> <p>The buildings covered are as follows (all SQFT amounts are approximate):</p> <p>Belle Terre Library (5,758 SQFT) Charles A. Wagner Library (6,400 SQFT) Eastbank Regional Library/Administration Building (135,000 SQFT) Gretna Library (5,600 SQFT) Harahan Library (3,000 SQFT) Lafitte Library - (4,500 SQFT) Lakeshore Library - (7,680 SQFT) Live Oak Library (5,412 SQFT) North Kenner Library (9,350 SQFT) Old Metairie Library (10,000 SQFT) Rosedale Library (7,138 SQFT) Terrytown Library (5,400 SQFT)</p>	\$0.18/SF	

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
3H Service System, Inc.

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Board of 3H Service System
INCORPORATED, DULY NOTICED AND HELD ON Nov. 22, 2017,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT John Heo, 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.

O. J. Heo

SECRETARY-TREASURER

May 08, 2018

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Georgia

PARISH/COUNTY OF Cobb

BEFORE ME, the undersigned authority, personally came and appeared: _____
John Heo, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized CEO of 3H Service System, Inc. (Entity),
the party who submitted a bid in response to Bid Number 50-00122740, 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 v 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 V There are **NO** debts which would require disclosure under Choice A of this section.

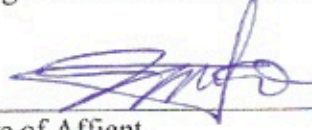
Affiant further said:

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

John Heo

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 24th DAY OF May, 2018.



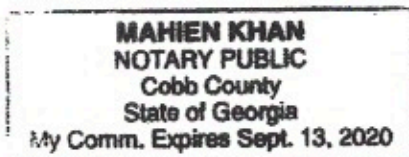
Notary Public

Mahien Khan

Printed Name of Notary

Notary/Bar Roll Number

My commission expires Sept. 13, 2020



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.

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ **WORKER'S COMPENSATION INSURANCE**

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

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) OWNER'S PROTECTIVE LIABILITY

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

2) BUILDER'S RISK INSURANCE

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

ACORD					CERTIFICATE OF LIABILITY INSURANCE		DATE (MM/DD/YY) 05/01/2018	
PRODUCER Accent Insurance Agency, Inc. P. O. Box 1207 Kennesaw, GA 30156				THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT MEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.				
INSURED 3 H Service System, Inc. P. O. Box 2613 Acworth, GA 30102				INSURERS AFFORDING COVERAGE INSURER A: AMERICAN SPECIALITY INSURANCE CO. INSURER B: ALLSTATE INSURANCE COMPANY INSURER C: BERKSHIRE HATHWAY INSURANCE COMPANY INSURER D: R L I INSURANCE COMAPNY				
COVERAGES THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE 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 OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.								
INSR LTR	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFF (MM/DD/YY)	POLICY EFF (MM/DD/YY)	LIMITS			
A	GENERAL LIABILITY	CBC 10001779100	11/22/2017	11/22/2018	EACH OCCURRENCE \$1,000,000			
	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY				FIRE DAMAGE(Any one fire) \$ 250,000			
	<input checked="" type="checkbox"/> CLAIMS MADE <input checked="" type="checkbox"/> OCCUR				MED EXP(Any one person) \$ 10,000			
					PERSONAL & ADV INJURY \$1,000,000			
					GENERAL AGGREGATE \$2,000,000			
					PRODUCT S-COMP/OP AGG \$2,000,000			
					UMBRELLA \$3,000,000			
	GEN'L AGGREGATE LIMIT APPLIES PER:							
	Policy	Project	Loc					
B	AUTOMOBILE LIABILITY	64827838600	6/22/2017	6/22/2018	COMBINED SINGLE LIMIT(Ea accident) \$1,000,000			
	<input checked="" type="checkbox"/> ANY AUTO				BODILY INJURY (Per person) \$			
	<input type="checkbox"/> ALL OWNED AUTOS				BODILY INJURY (Per accident) \$			
	<input type="checkbox"/> SCHEDULED AUTOS				PROPERTY DAMAGE (Per accident) \$			
	<input type="checkbox"/> HIRED AUTOS				AUTO ONLY-EA ACC \$			
	<input type="checkbox"/> NON-OWNED AUTOS	OTHER THAN EA ACC \$						
				QUTO ONLY: AGG \$				
				EACH OCCURRENCE \$				
				AGGREGATE \$				
				\$				
				\$				
	GARAGE LIABILITY				EACH ACCIDENT \$ 1,000,000			
	<input type="checkbox"/> ANY AUTO				DISEASE-POLICY LIMIT \$ 1,000,000			
					DISEASE-EA EMPLOYEE \$1,000,000			
					[X] WC Status Limits Other			
	EXCESS LIABILITY				EACH OCCURRENCE \$			
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS MADE				AGGREGATE \$			
	<input type="checkbox"/> DEDUCTIBLE				\$			
	<input type="checkbox"/> RETENTION \$				\$			
C	WORKERS COMPENSATION AND EMPLOYER'S LIABILITY	THWC700237	02/05/2018	02/05/2019	EACH ACCIDENT \$ 1,000,000			
					DISEASE-POLICY LIMIT \$ 1,000,000			
D	FIDELITY BOND	LFM 0030473	12/30/2017	12/30/2018	DISEASE-EA EMPLOYEE \$1,000,000			
					[X] WC Status Limits Other			
DESCRIPTION OPERATION/LOCATIONS/VEHICLES/SPECIAL								
CERTIFICATE HOLDER & ADDITIONAL INSURED "The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council 4747 West Napoleon Avenue Metairie, Louisiana 70001 Bid No. 50-00115820				CANCELLATION SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE ISSUING INSURER WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT. AUTHORIZED REPRESENTATIVE <div style="text-align: center;">Bruce Holley</div>				

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)

3H SERVICE SYSTEM, INC.

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:

☐ Individual/sole proprietor ☐ C Corporation ☒ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶

☐ Other (see instructions) ▶

Exemptions (see instructions):

Exempt payee code (if any) _____

Exemption from FATCA reporting
code (if any) _____

Address (number, street, and apt. or suite no.)

1700 CUMBERLAND POINT DR. STE #16

City, state, and ZIP code

MARIETTA, GA 30067

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 the "Name" line 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

			-			-			
--	--	--	---	--	--	---	--	--	--

Employer identification number

4	6	-	1	9	3	9	3	4	3
---	---	---	---	---	---	---	---	---	---

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 ▶

John H. Lee

Date ▶

5/8/18

General Instructions

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

Future developments. The IRS has created a page on www.irs.gov/w9 for information about Form W-9, at www.irs.gov/w9. Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

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, payments made to you in settlement of payment card and third party network transactions, 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 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.

Note. If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.



AIA Document A310
BID BOND

KNOW ALL MEN BY THESE PRESENTS, that we

3H Service System, Inc.

as Principal, hereinafter called the Principal, and

Philadelphia Indemnity Insurance Company

a corporation duly organized under the laws of the State of **Pennsylvania**

as Surety, hereinafter called the Surety, are held and firmly bound unto
Jefferson Parish, LA

as Obligee, hereinafter called the Obligee, in the sum of -- **Five Percent (5%) of Proposed Bid--Dollars (\$ --5%--)**, for the payment of which sum well and truly to be made, the said Principal and the 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

Two (2) year contract for janitorial services at various library buildings located on the east and west bank for the Jefferson Parish Library Department. Bid Number 50-122740

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, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this **17th** day of **May, 2018**

3H Service System, Inc.

A handwritten signature in blue ink, appearing to read "Sam Choe".

(Witness)

A handwritten signature in blue ink, appearing to be a stylized name followed by "CEO".

(Title)

(Seal)

Philadelphia Indemnity Insurance Company

A handwritten signature in blue ink, appearing to be a stylized name.

(Witness)

A handwritten signature in blue ink, appearing to be "Laura D. Mosholder".

Laura D. Mosholder, Attorney-In-Fact
Inquiries: 407 330 3990

PHILADELPHIA INDEMNITY INSURANCE COMPANY

One Bala Plaza, Suite 100
Bala Cynwyd, PA 19004-0950

Power of Attorney

KNOW ALL PERSONS BY THESE PRESENTS: That **PHILADELPHIA INDEMNITY INSURANCE COMPANY** (the Company), a corporation organized and existing under the laws of the Commonwealth of Pennsylvania, does hereby constitute and appoint **Laura D. Mosholder, Edward M. Clark and Don Bramlage of Nielson Hoover & Company d/b/a Nielson Mosholder & Associates**, its true and lawful Attorney-in-fact with full authority to execute on its behalf bonds, undertakings, recognizances and other contracts of indemnity and writings obligatory in the nature thereof, issued in the course of its business and to bind the Company thereby, in an amount not to exceed **\$25,000,000**.

This Power of Attorney is granted and is signed and sealed by facsimile under and by the authority of the following Resolution adopted by the Board of Directors of **PHILADELPHIA INDEMNITY INSURANCE COMPANY** on the 14th of November, 2016.

RESOLVED: That the Board of Directors hereby authorizes the President or any Vice President of the Company: (1) Appoint Attorney(s) in Fact and authorize the Attorney(s) in Fact to execute on behalf of the Company bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof and to attach the seal of the Company thereto; and (2) to remove, at any time, any such Attorney-in-Fact and revoke the authority given. And, be it

FURTHER RESOLVED: That the signatures of such officers and the seal of the Company may be affixed to any such Power of Attorney or certificate relating thereto by facsimile, and any such Power of Attorney so executed and certified by facsimile signatures and facsimile seal shall be valid and binding upon the Company in the future with respect to any bond or undertaking to which it is attached.

IN TESTIMONY WHEREOF, **PHILADELPHIA INDEMNITY INSURANCE COMPANY** HAS CAUSED THIS INSTRUMENT TO BE SIGNED AND ITS CORPORATE SEAL TO BE AFFIXED BY ITS AUTHORIZED OFFICE THIS 27TH DAY OF OCTOBER, 2017.

(Seal)



Robert D. O'Leary Jr.

Robert D. O'Leary Jr., President & CEO
Philadelphia Indemnity Insurance Company

On this 27th day of October, 2017, before me came the individual who executed the preceding instrument, to me personally known, and being by me duly sworn said that he is the therein described and authorized officer of the **PHILADELPHIA INDEMNITY INSURANCE COMPANY**; that the seal affixed to said instrument is the Corporate seal of said Company; that the said Corporate Seal and his signature were duly affixed.



(Notary Seal)

Notary Public:

Morgan Knapp

residing at:

Bala Cynwyd, PA

My commission expires:

September 25, 2021

I, Edward Sayago, Corporate Secretary of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**, do hereby certify that the foregoing resolution of the Board of Directors and this Power of Attorney issued pursuant thereto on this 27th day of October, 2017 are true and correct and are still in full force and effect. I do further certify that Robert D. O'Leary Jr., who executed the Power of Attorney as President, was on the date of execution of the attached Power of Attorney the duly elected President of **PHILADELPHIA INDEMNITY INSURANCE COMPANY**.

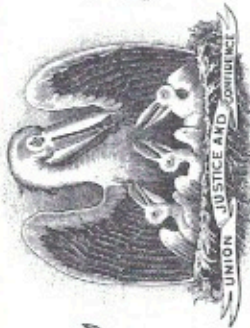
In Testimony Whereof I have subscribed my name and affixed the facsimile seal of each Company this 17th day of May, 2018.



Edward Sayago

Edward Sayago, Corporate Secretary
PHILADELPHIA INDEMNITY INSURANCE COMPANY

State of Louisiana



State Licensing Board for Contractors

This is to Certify that:

3H SERVICE SYSTEM, INC
P.O. Box 2613
Acworth, GA 30102

is duly licensed and entitled to practice the following classifications

SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL



Expiration Date: February 07, 2019

License No: 59469

Witness our hand and seal of the Board dated,
Baton Rouge, LA 8th day of February 2018

Will S. McCP Director

Lee Malott Chairman

Andy Duvall Treasurer

This License Is Not Transferrable



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

May 15, 2018

ADDENDUM # 2

Bid No.: 50-00122740

Bid Opening Date: 05/29/2018
Extended Date: 05/31/2018

For: Two year contract for janitorial services at various library buildings located on the east and west bank for Jefferson Parish Library Department.

THE BID OPENING HAS BEEN EXTENDED TO 05/31/2018.

Cannot open bids the day after a federal holiday.

Sincerely,

Donna Reamey

Donna Reamey, 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.

3H Serv. System
P.O. Box 2613
Acworth, GA 30102

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053
Office 504.364.2678

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



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

May 15, 2018

ADDENDUM # 1

Bid No.: 50-00122740

Bid Opening Date: 05/17/2018
Extended Date: 05/29/2018

For: Two year contract for janitorial services at various library buildings located on the east and west bank for Jefferson Parish Library Department.

THE BID OPENING HAS BEEN EXTENDED TO 05/29/2018.

Specifications changes:

On Page Two (2) Section 6.0 Scope:

Remove the sentence: Contract start date is May 11, 2018.

On Page Five (5) Section 6.2 Quantities/Inspections:

Replace the paragraph with:

Bidders are responsible to inspect and take any measurements as they may deem necessary to accurately determine the proper amount of man hours, supplies and equipment necessary to meet the requirements of this bid.

On Page Seven (7) Section 10.0

Replace second paragraph with:

Each and every employee shall wear a uniform consisting of a smock or shirt, with dark solid colored pants, with the company name on it, and have a picture I.D. badge, on the left chest area, all to be furnished by the contractor.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President
Page 2

Renny Simno
Director

Sincerely,

Donna Reamey

Donna Reamey, 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.

3H Serv. System
P.O. Box 2613
Acworth, GA 30102

A handwritten signature in blue ink, appearing to be "RS", is located in the bottom right corner of the page.