



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
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:

- For all advertised sealed bids, written evidence of signature authority must be included 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 produce 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.



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000120481 THREE (3) YEAR CONTRACT FOR ON-SITE (LIVE)
AUCTIONEERING SERVICES**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com
23-Oct-2017 03:32:51 PM

**Three (3) Year Contract to Perform Auctioneering Services for the Department of
General Services**

Section 1.0 – Scope:

We extend this bid to provide a three (3) year contract for on-site (live) auctioneering services for the Department of General Services Surplus Property Division located at 920 David Drive Metairie, 70003.

Section 2.0 – Fidelity Bond:

Obtain bonding in favor of the Parish of Jefferson in the amount equivalent to the anticipated gross sales proceeds for each sale or \$125,000.00, whichever dollar amount is greater. The auctioneer must supply the name of the bonding agent, coverage limits, and submit an original of the bond to the Department of General Services two (2) weeks prior to auction date.

Section 2.1 – Bid Bond:

A bid bond will be required with bid submission in the amount of \$2,000.00.

Section 3.0 – Quantities:

Historically the quantity of auctioneering services has been one (1) auction per year; however, services may be less or more depending on surplus inventory.

Section 4.0 – Promotion & Advertising:

The auctioneer shall:

- A. Advertise in national publications, targeting buyers known to have interest in the type of merchandise the Parish of Jefferson is offering for sale via on-site auctions. Auctioneer shall start advertising three (3) weeks before the auction and continue until the date of the auction.
- B. Advertise in trade publications, targeting buyers of specialized merchandise when the Parish offers such items as heavy road machinery, aircraft, or boats. Auctioneer shall start advertising three (3) weeks before the auction and continue until the date of the auction.
- C. Ad size shall be a minimum of 4 inches by 6 inches
- D. List the Parish of Jefferson's auction on the auctioneer's printed and advertised calendar of coming events.
- E. Conduct a press conference type interview with local newspapers, television stations, and radio stations two (2) weeks before the auction.
- F. Successful bidder shall contact prospective (previous customers) buyers through their company.
- G. Advertise via World Wide Web publications targeting buyers known to have interest in the type of merchandise the Parish of Jefferson is offering for sale via on-site auctions.

- H. Notify all perspective buyers through promotions, advertising, and fliers; informing buyer's who request that titles be transferred into the name of a company, corporation or partnership, must provide a letter of Corporate Resolution or a Certificate of Authority. NO EXCEPTIONS

Section 5.0 – On-site Auction Catalogs & Fliers:

The auctioneer shall:

- A. Prepare, print, and mail a minimum of 500 auction mailers/fliers to a prepared list of prospective buyers at least three (3) weeks prior to the auction. List will be generated by auctioneer with assistance from Jefferson Parish. These mailers/fliers must include a list and pictures of the items to be offered for sale as well as any other information the Parish requires. The auction mailers/fliers must pertain only to the Jefferson Parish auction. Under no circumstances may it include any items for any other auction other than that of Jefferson Parish.
- B. All brochures shall be approved by owner prior to printing and distribution.
- C. Supply the Jefferson Parish representative with a list of prospective buyers before the auction mailer/flyer is mailed to prospective buyers.
- D. Provide a minimum of 500 mailers/fliers to the Surplus Division of the Department of General Services, at least three (3) weeks prior to the auction.
- E. All fliers shall be as followed:
 - 1. Two Sided
 - 2. Color
 - 3. 8 ½ inches X 11 inches
 - 4. Contains a minimum of 25 images on one side
 - 5. Contains a list of equipment being auctioned

Section 6.0 – Auction Preparation:

The auctioneer shall:

- A. Provide forms, equipment, and a person to register prospective buyers the Thursday and Friday preceding the auction. This person will register prospective buyers between the hours of 8:00 a.m. through 3:00 p.m. each day (both Thursday and Friday). Review all articles that will be offered for sale at the auction.
- B. Visit the Surplus Division of the Department of General Services at least four (4) weeks prior to the auction to list, photograph, and assign lot numbers to all articles for sale that will make up the Jefferson Parish auction catalog. Include these lot numbers in the Jefferson Parish auction catalog.

Section 6.1 – Offsite Auction Preparation:

- A. General Services will provide photos of all items that will be auctioned off-site.
- B. The successful bidder shall auction off this/these item(s) based on the photos and a predetermined inspection of the item(s) from the prospective buyers.

Section 7.0 – Conducting the Auction:

The auctioneer shall:

- A. Provide personnel and equipment necessary to conduct a professional and orderly auction.
- B. Provide personnel and forms for the registration of all prospective buyers on the day of the auction.
- C. Provide personnel and forms necessary to record the sale of each lot during the auction.
- D. Supply at least two (2) "yard men" to assist the auctioneer with his/her bids. He/she must also provide a clerk to note prices and buyers during the proceedings of the auction, a person to distribute the items sold to the buyers following the auction, and sufficient personnel to check out buyers and to collect payment on all items sold during the auction.
- E. Provide for security guard services (three unarmed security guards) to work the gates. The auctioneer will be required to pay for three (3) security guards for the duration of the auction, (7am till 6pm) on the day of the auction
- F. Announce "going once, going twice, etc." to ensure all prospective bidders are given a fair chance to bid.
- G. Provide an itemized record of each auction's proceedings in Microsoft word format containing information as required by the Parish of Jefferson.
- H. Provide digital recordings and placed on a compact disc capable of being played on Microsoft media windows players for each auction as a permanent record for Jefferson Parish.
- I. A running total of all items sold must be available in Microsoft word or excel to a representative of the Parish at all times throughout the auction.
- J. Provide invoices in triplicate in a timely and efficient manner. One (1) invoice shall be provided for each buyer with all purchased lots listed on invoice. These invoices shall be prepared and furnished to the Parish as each buyer checks out his/her items during or after the completion of the auction. One (1) copy of the invoice shall be given to the Parish and two (2) copies to the buyer. No items may be checked out until they are paid for.
- K. Announce at the beginning of the auction that all alcoholic beverages, including beer, are prohibited on the premises of the auction site.
- L. A list of the Auctioneer's rules must be submitted to the buyer at the time of registration and signed for as part of their registration.

- M. Auctioneer must remain on-site and able to accept payments for all items auctioned. Successful bidder shall not leave until all auctioned items are paid for and cannot leave until authorized by General Service's representative who will verify all payments are concluded.

Section 8.0 – Auction Equipment:

The auctioneer shall:

- A. Record all transactions of the auction on computer systems operating on a minimum intel i-3 processor and windows 8.
- B. Have audio equipment to adequately conduct the auction.
- C. Vendor shall furnish and provide a self contained mobile office space in order to conduct auction services.

Section 9.0 – Computer Printouts Required:

The auctioneer shall provide the Parish of Jefferson with the following reports:

- A. A mailing list of all prospective buyers.
- B. A breakdown of all sales by lot number.
- C. A breakdown of all sales by department.
- D. A complete list of all buyers registered at each auction.
- E. A complete list of all buyers at each auction. This list should include the lot number (s), the buyer's number, a subtotal by buyer-of each lot purchased; a total by buyer-of all lots purchased; and a grand total of all sales at the auction.
- F. Provide a separate list for vehicles. The list shall provide the buyer's name, address, the lot number, the VIN number, and a description of each vehicle purchased by the buyer. All list shall be in Microsoft word or excel.

Section 10.0 – Post Auction Day Follow-Up:

The auctioneer shall provide adequate personnel to distribute all items purchased at the auction until all items have been collected and paid for by each buyer. It is the responsibility of the auctioneer to contact all buyers and arrange for all items paid for removed from the auction premises no later than 3:00 p.m., the Wednesday following the auction.

Section 11.0 – General Responsibilities of the Auctioneer:

The auctioneer shall be responsible for the collection of payment on, and the distribution of, all items sold at the auction.

The auctioneer will not be responsible for items that do not sell during the auction, nor shall the Parish of Jefferson be responsible for payment of fees to the auctioneer for unconsummated sales. All unconsummated sales items shall remain the property of and in the possession of the Parish of Jefferson.

Proof of all sales and receipts must be submitted to the Jefferson Parish representative at the end of the auction day.

No buyer's premium allowed.

Section 12.0 – Manner of Payment:

At the end of the auction day, the auctioneer shall issue its check to transfer a sum equivalent to the total of all sales consummated at the auction. Check shall be made out to Jefferson Parish General Fund and presented to the representative of the Department of General Services.

In the event auctioneer chooses to accept credit card payment for any sale made at the auction, the credit card payment must be equal to the auction sale price and auctioneer shall not be entitled to add additional charges to buyers using credit cards for payment.

The auctioneer will be responsible for all checks returned for insufficient funds and for the collection of all monies due from auction sales.

In the past, auctioneers have guaranteed personal checks from some of their preferred customers. This is acceptable with the understanding that the auctioneer is ultimately responsible for the collection of any and all receipts from the auction.

The auctioneer shall not be entitled to add a check guarantee fee from the tele-check guarantee service for approved checks.

When all auction proceeds are accounted for, the auctioneer will submit an invoice to:

*Jefferson Parish General Government Building
Department of General Services
200 Derbigny Street, Suite 3300
Gretna, LA 70053*

Section 13.0 – Qualifications:

The auctioneer shall:

- A. Have experience in this type of work matching scope in complexity as described in these specifications.
- B. Have licensed relief auctioneers available at each location.
- C. Only the apparent low bidder shall provide a mailing list within ten (10) days after the bid is received, for review by the Parish of Jefferson.
- D. Include, with his/her bid, catalogs and fliers from previous auctions.
- E. Defend, indemnify, and hold harmless, the Parish of Jefferson and its respective officers, agents, and employees from and against all damages, claims, losses, demands, suits, judgments, costs, including reasonable attorneys' fees and expenses arising in whole or part out of and resulting in

whole or part from any action by the auctioneer, his/her agents, or employees, regardless of whether it is caused in whole or part by the Parish, or its officers, agents, or employees.

- F. Possess an auctioneer license required by the Louisiana Auctioneers Licensing Board to conduct auctions for and in the Parish of Jefferson and the State of Louisiana in accordance with the current status.
- G. Obtain bonding in favor of the Parish of Jefferson in the amount equivalent to the anticipated gross sales proceeds for each sale or \$125,000.00, which ever dollar amount is greater. The auctioneer must supply the name of the bonding agent, coverage limits, and submit a copy of the bond to the Department of General Services two (2) weeks prior to auction date.
- H. Have license number written on outside of envelope bid package. Provide a copy of license within ten (10) days of the bid opening or your bid will be deemed non-responsive.

PROOF OF THESE QUALIFICATIONS AND ALL SAMPLES MUST BE SUBMITTED TEN (10) DAYS FROM THE BID OPENING OR YOUR BID WILL BE DEEMED NON-RESPONSIVE.

Section 14.0 –Awarding of Bid:

Bid shall be awarded to the approved bidder with the lowest percentage charge for auctioneering services.

Section 15.0 – Termination Procedures:

When a change in auctioneers occurs, the outgoing auctioneer will furnish Jefferson Parish General Services with a complete copy of the latest mailing list sent to prospective buyers of Parish equipment.

Section 16.0 – Responsibilities of the Parish of Jefferson:

- A. Contact auctioneers to review specifications and determine an auction date a minimum of eight (8) weeks prior to the auction.
- B. The Parish of Jefferson will provide a site for the auction.
- C. The Parish of Jefferson will make available to the auctioneer, or its representative, all items to be offered for sale at the auction in a minimum of five (5) weeks prior to the date of the auction.
- D. Catering and all permits pertaining to catering shall be supplied by a Jefferson Parish non-profit organization.
- E. The Parish of Jefferson will arrange the items for sale in specified lots with advice from the auctioneer.
- F. The auctioneer will determine minimum bids, but the Parish of Jefferson reserves the right to set minimum acceptable bids on certain items prior to the auction.
- G. The Parish of Jefferson will furnish a notary to consummate all sales.

- H. The Parish of Jefferson will provide one (1) on duty mechanic on the day of the auction.
- I. The Parish of Jefferson will provide at least five (5) laborers on duty the day of the auction.
- J. The Parish of Jefferson will arrange for a Sheriff's Deputy to be with the auctioneer during collection and transfer of funds to the Parish representative. The auctioneer will be required to pay for the Sheriff's Deputy. The Sheriff's Deputy will be required for the duration of the auction, on the day of the auction.
- K. The Parish of Jefferson will provide restroom facilities at the sale site.
- L. The Parish of Jefferson will provide all other services not specifically required by the auctioneer and stated herein.

Section 17.0 – Submission of Bids:

Bids will reflect only a flat rate percentage of commission that will apply to the gross proceeds collected from each sale. Bids received that do not include this provision will be rejected as non-responsive.

Section 18.0 – Special Instruction:

The auctioneer will be prohibited from the following activities:

- A. Under no circumstances will the auctioneer, nor any members or his staff or associates, be allowed to bid on any items for sale at the auction.
- B. Parish employees will be prohibited from collecting auction proceeds.

Section 19.0 – Permits:

All permits are the responsibility of the successful bidder and must be obtained and paid for by the successful bidder prior to the start of the auction.

DATE: 9/19/2017
BID NO.: 50-00120481

INVITATION TO BID
THIS IS NOT AN ORDER
JEFFERSON PARISH

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

Page: 1
BUYER: DNELSON@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 10/24/2017 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 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.

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 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.

3,6,10,11,12,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(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 stated 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 or 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: 9/19/2017

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BID NO.: 50-00120481

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 5.25%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF January 2020

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)

Auctioneers Lic#
136-17

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Henderson Auctions

ADDRESS: 13340 Florida Blvd.

CITY, STATE: Livingston, LA ZIP: 70754

TELEPHONE: (225) 686-2252 FAX: (225) 686-0647

EMAIL ADDRESS: jeff@hendersonauctions.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: 5000120481

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED SIGNATURE: _____

TITLE: owner

Jeff Henderson

Printed Name

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: 9/19/2017

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120481

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>THREE (3) YEAR CONTRACT TO PERFORM AUCTIONEERING SERVICES FOR THE SURPLUS PROPERTY DIVISION OF THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES</p> <p>0010 PROVIDE A PERCENTAGE COST FOR ON-SITE (LIVE) AUCTIONEERING SERVICES</p>		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, 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

DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Livingston

BEFORE ME, the undersigned authority, personally came and appeared: Jeff
Henderson, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized CEO of Henderson Auctions (Entity),
the party who submitted a bid in response to Bid Number 50001
20481, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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



Signature of Affiant



Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 24 DAY OF October, 2017



Notary Public



Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

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.



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000120481 THREE (3) YEAR CONTRACT FOR ON-SITE (LIVE)
AUCTIONEERING SERVICES**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

23-Oct-2017 03:33:18 PM



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

October 19, 2017

ADDENDUM #1

Bid No.: 50-00120481

Bid Opening Date: October 24, 2017

For: Three (3) year contract to perform on-site (live) Auctioneering Services for the Surplus Property Division of the Jefferson Parish Department of General Services

Questions and Answers:

Question:

Section 4.0: A 4x6 size ad is quite costly in some papers. Pertinent and required information pertaining to the auction can be listed in smaller ad sizes. Can the ad size be determined by the auctioneer?

Answer:

The size of the ad will be 4x6 inches as stated in the bid.

Question:

Section 5.0, B: is brochure referring to mailers/flyers? Is owner referring to Jefferson Parish?

Answer:

Yes and Yes

Question:

Section 6.1: Can auctioneer take their own photos of the offsite items?

Answer:

Yes

Question:

Section 7.0, G & I: Both of these refer to providing information in word or excel. Can they be provided in PDF format? What is the purpose of providing the running total in word or excel if it is during the auction?

Answer:

Information shall be in word or excel as stated in the bid. This allows for Jefferson Parish to make end of auction reports.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

Question:

Section 9: States computer printouts required, but then says all list shall be in Microsoft word or excel; which are we to provide: printouts of reports or a file in word or excel? Can it be provided in pdf format?

Answer:

Computer printouts shall be provided and also provided in word or excel. No reports shall be given in PDF format.

Question:

Section 12: Once invoice is submitted what is the timeframe that auction company will be paid?

Answer:

Net 30

Question:

Section 16: On inspection day, buyers come to inspect the vehicles and equipment in addition to viewing other items; will Jefferson Parish make the keys available to the auctioneer to assist buyers in checking out the vehicles

Answer:

Yes

Question:

What is the current commission rate?

Answer:

4.15%

Question:

What was the last gross sales?

Answer:

\$551,565.00

THE BID OPENING DATE WILL REMAIN THE SAME, OCTOBER 24, 2017 AT 2:00 P.M.

Sincerely,

Daphne Nelson

Daphne Nelson, Buyer II
Jefferson Parish Purchasing Department



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

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.