

DATE: 9/04/2015

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00114372

JEFFERSON-PARISHPURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678VENDOR: STANLEY CONVERGENT SECURITYBUYER: LFRANCIS

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

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

JEFFERSON PARISH is expecting all products to be new and all work is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2 WEEKS ARO

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

3 WEEKS ARO

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

10 WORKING DAYS

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1
NUMBER: 2
NUMBER: 3
NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>STANLEY CONVERGENT SECURITY SOLUTIONS</u>	
SIGNATURE: <u>[Signature]</u> (Must be signed here)	TITLE: <u>ACCOUNT MANAGER</u>
PRINT OR TYPE NAME: <u>DANIEL LACKEY</u>	
ADDRESS: <u>1520 KYEBEL STREET</u>	
CITY, STATE: <u>HARRAHAN, LA</u>	ZIP: <u>70123</u>
TELEPHONE: <u>504-799-0716</u>	FAX: <u>844 504-6082</u>
EMAIL ADDRESS: <u>daniel.lackey@shdinc.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 39,254.06

DATE: 9/18/2015

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114372

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	7.00	EA	<p>INSTALLATION OF NEW AUTOMATED GATE OPERATORS FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - STREETS</p> <p>0010 INSTALLING NEW AUTOMATED GATE OPERATORS AT ALL STREETS FACILITIES</p> <p>1901 AMES - MARRERO 5701 BELLE TERRE - MARRERO 200 SHREWSBURY - JEFFERSON</p> <p>SCOPE OF WORK:</p> <ul style="list-style-type: none"> -DISCONNECT 1 EXISTING B&B GATE OPERATOR FROM THE GATE AND REMOVE -REMOVE ALUMINUM DRIVE RAIL FROM GATE -INSTALL NEW DOORING 9150 1/2 HP CHAIR DRIVEN GATE OPERATOR -WIRE IN NEW DOORING 2600-266 HIGH VOLTAGE KIT -RECONNECT EXISTING LOOPS, PHOTO EYES AND OTHER CONTROLS TO NEW OPERATOR -WIRING AND PROGRAMMING <p>PRE-BID MEETING: LOCATION - 1901 AMES BLVD MARRERO LA DATE - SEPTEMBER 10, 2015 TIME - 10:00AM</p>	\$3,289.58	\$23,027.06
2	1.00	JOB	<p>0020 INSTALLATION OF A NEW GATE AND ACCESS CONTROLS:</p> <ul style="list-style-type: none"> - REMOVE EXISTING CHAIN LINK SWING GATES - BREAK OUT AND REMOVE TWO 4" GATE POSTS - SET TWO NEW 4" SCHEDULE 40 STEEL CANTI LEVER SLIDE GATE FOR A 24' OPENING - GATE TO HAVE BARBED AND RAZOR WIRE - ONE DOORING SYSTEMS 9150 1HP GATE OPERATOR WITH 8AND - TWO SETS OF EMX IRB-325 PHOTO EYES - TWO AK-11 PROGRAMMABLE KEYPADS - TWO GOOSENECK MOUNTING POSTS FOR KEY PADS - FOUR BUMPER POSTS - 2 PER KEYPAD <p>LOCATION: 1855 AMES BLVD MARRERO LA 70072</p> <p>REVISED PER ADDENDUM NO. 2</p>	\$16,227.00	\$16,227.00

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. 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.

2. 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.

3. 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.

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.

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

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.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014



**JEFFERSON PARISH
DEPARTMENT OF PURCHASING**

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

September 10, 2016

ADDENDUM NO.1

Bid No.: 50-00114372

Bid Opening Date: September 16, 2016

For: INSTALLATION OF THE GATE OPERATORS FOR THE JEFFERSON PARISH DEPARTMENT of PUBLIC WORKS - STREETS, TO INCLUDE ALL FACILITIES FOR THE STREETS DEPARTMENT

The Bid Opening Date has been extended to September 23, 2015 for 11am.

Sincerely,

A handwritten signature in black ink, appearing to read "Lanel L. Francis", is written over a horizontal line.

Lanel L. Francis, 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.



JEFFERSON PARISH DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

September 18, 2015

ADDENDUM NO.2

Bld No.: 50-00114372

Bld Opening Date: September 15, 2015

For: INSTALLATION OF THE GATE OPERATORS FOR THE JEFFERSON PARISH DEPARTMENT of PUBLIC WORKS – STREETS, TO INCLUDE ALL FACILITIES FOR THE STREETS DEPARTMENT

This addendum has been processed to clarify questions, regarding the gate operators' project:

1. The bid package states that the gate operators will be replaced; does this include all devices associated with the operators to make them UL compliant such as safety beams and Safety edges? Should we re-use any existing safety devices and replace any that are missing to will bring the system up to code as part of the bid? **Yes and Yes.**
2. Should we assume that the existing safety loops are functional and will be reused, and any loops that are not working at the time of replacement will be repaired outside of the bid? **Yes**
3. Should tie-in to the access control system be included in the bid? **No.**
4. On the gate addition, can the existing piping and infrastructure be reused? If not is the contractor responsible for conduit and electrical connections in the bid? **Yes and Yes.**
5. Will there be onsite storage for the gate operators while the site is being prepped and the equipment is being installed? **Yes**
6. Who will be responsible for AC power issues to each gate operator should they arise? (Such as bad wiring from the building to the operator or faulty breakers in the panel?) **The Jefferson Parish Public Works – Streets Department**

An additional gate has been added to this project. This will make a total of eight (8) gates needing to be serviced. The Unit Price Bid Form Page has been revised. I have attached the bid form to this addendum.

1. Location: 1855 AMES BLVD. Marrero, LA 70072
2. Scope Of Work:

Line Item No. 0020 INSTALLATION OF A NEW GATE AND



JEFFERSON PARISH DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

ACCESS CONTROLS:

- ▶ REMOVE EXISTING CHAIN LINK SWING GATES
- ▶ BREAK OUT AND REMOVE TWO 4" GATE POSTS
- ▶ SET TWO NEW 4" SCHEDULE 40 STEEL CANTI
- ▶ LEVER SLIDE GATE FOR A 24' OPENING
- ▶ GATE TO HAVE BARBED AND RAZOR WIRE
- ▶ ONE DOORKING SYSTEMS 9150 1HP GATE
- ▶ OPERATOR WITH SAND
- ▶ TWO SETS OF EMX IRB-325 PHOTO EYES
- ▶ TWO AK-11 PROGRAMMABLE KEYPADS
- ▶ TWO GOOSENECK MOUNTING POSTS FOR KEY
- ▶ PADS
- ▶ FOUR BUMPER POSTS - 2 PER KEYPAD

The Bid Opening Date has been extended to September 30, 2015 for 11am.

Sincerely,

A handwritten signature in cursive script, reading "Laniel L. Francis", is written over a horizontal line.

Laniel L. Francis, Buyer I.
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.



JEFFERSON PARISH DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.
PARISH PRESIDENT

BRENDA J. CAMPOS
DIRECTOR

September 30, 2015

ADDENDUM NO.3

Bid No.: 50- 00114372

Bid Opening Date: October 2, 2015

FOR: INSTALLATION OF NEW AUTOMATED GATE OPERATORS AT ALL STREETS' FACILITIES FOR
JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - STREETS

BID HAS BEEN POSTPONED FROM SEPTEMBER 30 TO OCTOBER 2, 2015

At this time we are having technical issues with receiving incoming faxes. Due to this issue we are extending the 11 am bids due on 9/30/2015. This bid is within that list and we will accept bid submission via email for this bid. If you have already responded to this bid via Central Bidding or fax you will need to resubmit your signature page acknowledging this and any other addendum that were issued.

Sincerely,

A handwritten signature in cursive script, appearing to read "Jennifer L. Lutz".

Chief Buyer
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.

Updated: September 30, 2015



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10/2/2015 9:05 AM

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333 KB

STANLEY.
Security

Facsimile transmittal

To: Jefferson Parish Purchasing
Department

Fax: 504-364-2693

From: Daniel Lackey

Date: 10/2/15

Re: Bid No: 50-00114372

Pages: 12

CC:

☐ Urgent

☒ For Review

☐ Please Comment

☐ Please Reply

☐ Please Recycle

Any questions please feel free to contact me.

Thanks. Dan-

504-799-0716

daniel.lackey@sbdinc.com

Stanley CSS
Phone 504-733-8700 Fax 504-733-0023
www.stanleycss.com

DATE: 9/04/2015

**INVITATION TO BID
THIS IS NOT AN ORDER**

Page: 1

BID NO.: 50-00114372

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA, 70064-0009
504-364-2678

VENDOR:

BUYER: LFRANCIS

Bids will be received until 11:00 AM, 9/15/2015 via fax: 504-364-2693 or via online at www.jeffparish.net

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. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbligny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at www.purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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

JEFFERSON PARISH 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 warranty, 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.

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.

All formal Addenda require written acknowledgment 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.

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.

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 A117.1-1981).

DATE: 9/04/2015

BID NO.: 50-00114372

Page: 2

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

2/5/10/13

PRE-BID CONFERENCE TO BE HELD AT: 1901 AMES BLVD, MARRERO, LA 70072
10:00AM
ON 9/10/2015

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37:2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

DATE: 9/04/2015

BID NO.: 50-00114372

Page: 3

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indioted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.8; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

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.