

DATE: 5/18/2020

Page: 5

BID NO.: 50-00130804

BID FORM
Non Public Works

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

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO ☒

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF August 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

Upon Request

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

11875

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: American Crescent Elevator Corp.

ADDRESS: P.O. Box 1047

CITY, STATE: St. Rose, LA ZIP: 70087

TELEPHONE: (504) 833-2219 FAX: (504) 833-2487

EMAIL ADDRESS: joey@americancrescent.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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 59,360.00

AUTHORIZED SIGNATURE: Henry J. Loyacopo

TITLE: President

HENRY J. LOYACOPO
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.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130804

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO (2) YEAR ELEVATOR MAINTENANCE CONTRACT FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS, ALL WATER DISTRICTS.</p> <p>0010 ELEVATOR MAINT., EB (P-1 PLANT) WESTINGHOUSE (G.O. 20366)(P-1 PLANT)</p> <p>ITEMS 0010-0040 COVER THE LOCATION AT: EASTBANK TREATMENT PLANT 3600 JEFFERSON HWY JEFFERSON, LA 70121</p> <p>***** TWO YEAR CONTRACT FOR ELEVATOR MAINTENANCE FOR THE FOLLOWING LOCATIONS OF THE PUBLIC WORKS - WATER DISTRICTS *****</p>	265.00	6360.00
2	24.00	MO	<p>0020 ELEVATOR MAINT., EB (P-2 PLANT) ESCO OIL HYDRAULIC- (P-2 PLANT)</p> <p>EAST JEFFERSON WATER WORKS ELEVATOR MAINTENANCE COST PER MONTH.</p>	265.00	6360.00
3	24.00	MO	<p>0030 ELEVATOR MAINT., EB (FILTER BLDG) S. HELLER ELEVATOR (FILTER BLDG)</p> <p>S/N 7133 - (5/6/1931)</p> <p>EAST JEFFERSON WATER WORKS ELEVATOR MAINTENANCE COST PER MONTH.</p>	265.00	6360.00
4	24.00	MO	<p>0040 ELEVATOR MAINT., EB (P-3 PLANT) OTIS FREIGHT - S/N 232702 (P-3 PLANT)</p> <p>EAST JEFFERSON WATER WORKS ELEVATOR MAINTENANCE COST PER MONTH.</p>	265.00	6360.00
5	24.00	MO	<p>0050 ELEVATOR MAINT., WB (OLD PLANT) ESCO (OLD PLANT)</p> <p>ITEMS 0050 & 0060 COVER THE LOACTION AT: WESTBANK WATER DEPARTMENT 4500 WESTBANK EXPRESSWAY MARRERO, LA 70072</p>	265.00	6360.00
6	24.00	MO	<p>0060 ELEVATOR MAINT., WB (NEW PLANT) DOVER (NEW PLANT)</p> <p>WEST JEFFERSON WATERWORKS ELEVATOR</p>	265.00	6360.00

DATE: 5/18/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130804

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			MAINTENANCE COST PER MONTH		
7	40.00	HR	0070 TRAINED ELEVATOR PERSONNEL (REGULAR RATE)	212.00	8480.00
8	40.00	HR	0080 TRAINED ELEVATOR PERSONNEL (OVERTIME RATE--WILL BE 1.5 TIMES REGULAR RATE)	318.00	12,720.00
9	1.00	ONLY	9999 PARTS AND MATERIALS THIS IS A NON-BIDABLE ITEM. THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR UP TO \$5,000.00 PER JOB, WITH THE APPROVAL FROM THE REQUESTING DEPARTMENT. INVOICES SHALL BE SUBMITTED AT COST ONLY (WITH NO MARKUP) ***PLEASE SEE ATTACHED SPECIFICATIONS***	Actual cost	

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

Bond No.:

KNOW ALL MEN BY THESE PRESENTS, that we
AMERICAN CRESCENT ELEVATOR, CORP, 1009 HARIMAW COURT EAST, METAIRIE, LA 7 0001

as Principal, hereinafter call the Principal, and Merchants National Bonding, Inc.
P.O. Box 14498, Des Moines, IA 50306-3498

a corporation duly organized under the laws of the State of Iowa
as Surety, hereinafter called the Surety, are held and firmly bound unto
JEFFERSON PARISH DEPARTMENT OF PURCHASING, 200 DERBIGNY STREET, ST. 400,
GRETNNA, LA 70053
as Obligee, hereinafter called the Obligee, in the sum of

TWO THOUSAND, NINE HUNDRED SIXTY-EIGHT AND NO/100.----- Dollars (\$ 2,968.00-----+),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind
ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these
presents.

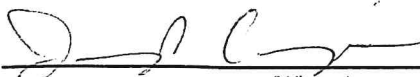
WHEREAS, the Principal has submitted a bid for

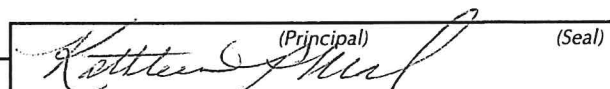
TWO YEAR ELEVATOR MAINTENANCE AND REPAIR FOR THE WATER DEPARTMENT.

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 materials 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.

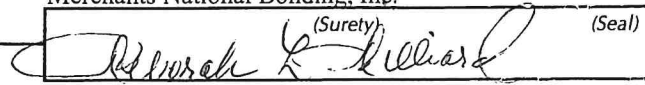
Signed and sealed this 12TH day of JUNE 2020 XXX

AMERICAN CRESCENT ELEVATOR, CORP.


(Witness)


(Principal) (Seal)
(Title) Sec/Treas.


(Witness)

Merchants National Bonding, Inc.

(Surety) (Seal)
(Title)

DEBORAH L. DILLIARD-ATTORNEY-IN-FACT

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually,

Ann Daron; Daran H Reeves; Deborah L Dilliard; H Morris Funderburg Jr; James V Wallace; Jeffrey B Coon; Melissa Sonnier; Reita Portman

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 11th day of February, 2020.



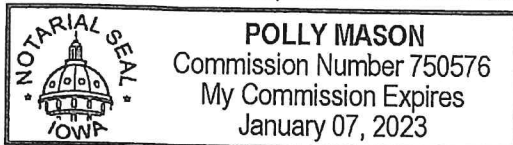
MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By

Larry Taylor
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this 11th day of February, 2020, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Polly Mason

Notary Public

(Expiration of notary's commission
does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 12th day of June, 2020.



William Warner Jr.
Secretary

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: HENRY J. LOYACONO, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of AMERICAN CRESCENT ELEVATOR CORP (Entity), the party who submitted a bid in response to Bid Number 50-00130804 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.

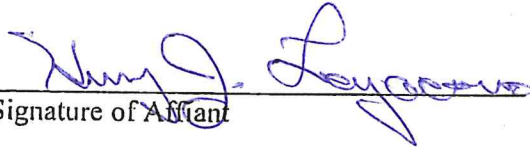
Choice B ☒ There are NO debts which would require disclosure under Choice A of this section.

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

HENRY J. LOYACONO
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 10TH DAY OF MARCH, 20 .


Notary Public

William P Tittle
Printed Name of Notary

12836
Notary/Bar Roll Number

My commission expires WITH DEATH.

William P. Tittle
Notary Public
LA Bar Roll Number: 12836
My Commission Expires with death

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

American Crescent Elevator Corp

INCORPORATED.

AT THE MEETING OF DIRECTORS OF American Crescent Elevator Corp.
INCORPORATED, DULY NOTICED AND HELD ON February 1, 2020,

A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT HENRY J. LOYACONO, 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.

Kathleen Spaul

SECRETARY-TREASURER

2/1/2020

DATE



AMERCRE-02

SBARDWELL

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/30/2020

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

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

PRODUCER Reeves, Coon & Funderburg 9445 Stevens Rd., Suite 210 Shreveport, LA 71106	CONTACT NAME: Salley Bardwell	
	PHONE (A/C, No, Ext): (318) 642-4300 FAX (A/C, No):	
	E-MAIL ADDRESS: salley@rcfinsurance.com	
INSURED American Crescent Elevator P O Box 1047 St. Rose, LA 70087	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A: Great American Insurance Co	16691
	INSURER B: Progressive Paloverde Insurance Company	44695
	INSURER C: Louisiana Workers Compensation Corporation	22350
	INSURER D:	
	INSURER E:	
	INSURER F:	

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			PL2666736	1/1/2020	1/1/2021	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 5,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 GENERAL AGGREGA \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			00777292	6/1/2020	12/1/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input checked="" type="checkbox"/> Y/N <input checked="" type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	150004	1/1/2020	1/1/2021	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish Purchasing Department
P. O. Box 9
Gretna, LA 70054

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000130804-TWO (2) YEAR ELEVATOR MAINTENANCE CONTRACT FOR
THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS, ALL
WATER DISTRICTS.**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

08-Jun-2020 10:13:46 AM



BID #50-00130804

**TWO (2) YEAR ELEVATOR MAINTENANCE CONTRACT FOR THE
JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS, ALL WATER
DISTRICTS**

June 18, 2020 @ 2:00 P.M.

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all
provisions in the technical specifications and Jefferson Parish Instructions
for Bidders and General Terms and Conditions. All bids must be received in
the Purchasing Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street-Suite 4400
Gretna, LA 70053
Buyer II Name: SHANNA FOLSE
Buyer Email: SFOLSE@JEFFPARISH.NET
Buyer Phone: 504-364-2680**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 2020

PURCHASING DEPARTMENT ANNOUNCEMENT

Public Access to the General Government Building and Joseph S. Yenni Building:

Effective **Monday, May 18, 2020**, Jefferson Parish Government buildings will be open to the public. All visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

Bid Openings:

Due to COVID-19 safety precautions, all public bid openings have been suspended. Bid openings will continue and be made available via phone conference by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

Bids will be accepted through Central Bidding or manual submission. Manually-submitted bids can be delivered to either Purchasing office location; however, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location. Advertised bids will be received until 2 p.m. The bid opening teleconference will begin at 2:30 p.m. on each bid opening date.

If you have any questions, please contact the Purchasing Department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

GENERAL GOVERNMENT BLDG. — 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: **All bidders** must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

TWO (2) YEAR CONTRACT FOR ELEVATOR MAINTENANCE FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS, ALL WATER DISTRICTS.

BID #50-00130804

SITE VISIT IS HIGHLY RECOMMENDED.

Please contact **Mervin Graves** at **838-4398** or mgraves@jeffparish.net to schedule a site visit at Eastbank Waterworks, 3600 Jefferson Highway Jefferson, LA

Please contact **David Mahner** at **349-5085** or dmahner@jeffparish.net to schedule a site visit at Westbank Waterworks, 4500 Westbank Expressway, Marrero, LA

1. SCOPE

This specification sets forth the requirements for labor, materials and equipment necessary to perform elevator maintenance for all Water Districts of the Department of Public Works for a period of two (2) years from the date of approved resolution.

Additional labor cost that may be needed for various repairs not covered in the specifications of elevator maintenance shall be paid to the contractor on an hourly basis. Estimated man-hours listed hereinafter are for bid purposes only. Contractor shall be paid for actual man-hours served during the contract only. Unit prices will be based on regular time rates. Overtime rate will be 1.5 times regular time rate.

2. LICENSE REQUIREMENT:

Bidder shall be required to possess a current Louisiana State Contractor's License in the Specialty Classification: Elevators, Dumbwaiters, and Escalators.

3. BONDS:

A 5% Surety Bond is required with Bid Submission

A 50% performance bond will be required at signing of the contract.

A 50% payment bond will be required upon Contract execution.

4. HOURS OF WORK:

The regular work day schedule shall be from 7:00 A.M. to 4:00 P.M., Monday through Friday. All hourly work during this time period shall be performed on a straight time basis. Overtime will apply only when work is performed on weekends, Jefferson Parish legal holidays or before 7:00 A.M. and after 4:00 P.M.

4A. Overtime:

Overtime repair work shall be authorized in the event of emergencies or other unforeseen problems as deemed necessary by Jefferson Parish. Under no circumstances shall the bidder assume overtime work without authorization.

Overtime rates shall be one and one-half (1-1/2) times the straight hourly rates for services rendered on Jefferson Parish legal holidays, weekends, or before or after normal business hours in order to expedite repair work.

5. PERSONNEL:

The successful bidder shall maintain an adequate number of trained personnel in the metropolitan area of Jefferson Parish at all times to perform major repair work, as well as routine maintenance work. These trained personnel shall be directly employed and supervised by the contractor (Sub-Contractors are NOT allowed for this contract).

6. WARRANTY

The contractor guarantees to replace or repair at his expense, all labor and materials found to be defective within one (1) year from the day of completion, where such defect is due to defective material and/or workmanship.

7. RESPONSE TIME

The successful bidder shall respond within two (2) hours per call for additional labor situations other than normal monthly maintenance. Travel time will not be paid.

Time on the job begins when the contractor receives verbal or written instructions from the respective superintendent at the facility.

7A. Liquidated Damages:

If the successful bidder fails to report with a qualified serviceman for a period in excess of two (2) hours from the time of the call of complaint, it is mutually agreed that the Parish may withhold, as liquidated damage for each one (1) hour period, including the initial period thereof, the sum of \$200.00 from the succeeding month's billing, for each failure to report in a timely manner to a request for

service. Further, it is mutually agreed that this sum is indicated, or is selected as a liquidated damage because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

If an elevator remains out of service for a period in excess of forty-eight (48) hours due to neglect or failure to comply with the provisions of these specifications, or should the contractor fail to report with a qualified serviceman within the stated time frame, it is mutually agreed that the Parish may withhold, as liquidated damage for each twenty-four (24) hour period, including the initial period thereof, the sum of \$1,000.00 from the succeeding month's billing. Further, it is mutually agreed that this sum is indicated, or is selected as liquidated damages, because of the impossibilities of determining the amount of actual damages the Parish may suffer as a result of the contractor's failure to comply with this provision.

8. INSPECTION

Jefferson Parish personnel or their appointee reserve the right to inspect any work in progress, at any time, for the duration of this contract.

9. PAYMENT TO CONTRACTOR:

The contractor shall submit all invoices to the Jefferson Parish Water Department, 1221 Elmwood Park Boulevard, Suite 909, Jefferson, La. 70123. Invoices will be checked and verified for accuracy and compliance with terms of this contract. Invoices for work covered under the hourly rate schedule shall have "Service call sheets" attached indicating employee's name, work performed, and must be signed by the Departmental Superintendent.

10. REPAIR MATERIALS

Repair materials which are used on the job shall be paid at the contractor's actual face value cost. These third party invoices shall be attached to the contractor's billing invoice for payment. This contract is a labor intensive contract. Therefore, the contractor should consider all matters of labor and overhead and build his necessary profit into his hourly rates for elevator repairs and maintenance.

11. ELEVATOR TYPES AND LOCATIONS

**East Jefferson Waterworks
3600 Jefferson Highway
Jefferson, LA 70123**

<u>Elevator Type</u>	<u>Location</u>
----------------------	-----------------

- | | |
|---|------------------|
| 1. Westinghouse Freight
G.O. 20366 | P-1 Plant |
| 2. Esco Oil- Hydraulic
Freight | P-2 Plant |
| 3. S. Heller Elevator
Freight S/N 7133
(5/6/1931) | P-1 Filter Bldg. |
| 4. Otis Freight #232702 | P-3 Plant |

**West Jefferson Waterworks
4500 Westbank Expressway
Marrero, LA 70072**

<u>Elevator Type</u>	<u>Location</u>
----------------------	-----------------

- | | |
|------------------|-----------|
| 1. Esco Freight | Old Plant |
| 2. Dover Freight | New Plant |

During the monthly inspection visits, the contractor shall clean, adjust, and lubricate the equipment as specified; determine the nature and extent of any trouble to restore the elevators to satisfactory service, and, if the conditions warrant, furnish labor to install parts.

12. ELECTRIC ELEVATORS

A. The contractor must maintain the efficiency, safety and speeds specified by the manufacturers of the equipment including acceleration, retardation, contact speed in feet per minute, with or without full load, floor to floor time and door opening and closing time.

B. The contractor must also regularly and systematically examine, adjust, lubricate as required; and if conditions warrant, repair or replace with original manufacturer replacement parts or equal: machine, worm gear, thrust bearings, drive sheave, drive sheave shaft bearing, brake pulley, brake

coil, brake contact, linings and component parts, motor and motor generator, motor windings, rotating element, commutator, brushes, brush holders and bearings, controller, selector and dispatching equipment, all relays, resistors, condensers, transformers, contacts, leads, dashpots, timing devices, computer devices, steel selector tape, and mechanical and electrical driving equipment; governor, governor sheave and shaft assembly, bearing contacts and governor jaws, deflector or secondary sheave, bearing, car and counterweight buffers, car and counterweight guide rails, top and bottom limit switches, governor tension and sheave assembly, compensation sheave assembly, counterweight and counterweight guide shoes including rollers or gibs; hoist way door interlocks, hoist ways door hangers, bottom door guides and auxiliary door closing devices, automatic power operated door operator, car door hanger, car door contact, door protective device, load weighing equipment, car frame safety mechanism.

C. The contractor shall keep the guide rails clean and properly lubricated, except when roller type guides are involved, no rail lubrication shall be used. The contractor shall regularly brush lint and dirt from the guide rails, overhead sheaves and beams, counterweight frames, car tops, bottom of platform and remove dirt and accumulated rubbish from pits and machine room floors.

D. The contractor shall lubricate all sheave bearing and hoist way ropes, repack machine stuffing box and refill gear cases when required. All oil reservoirs shall be kept properly sealed to prevent leakage.

E. The contractor shall renew wire rope as often as it is deemed necessary to maintain an adequate factor of safety, and repair or replace conductor cable in accordance with the A.N.S.I. Code A.17.1.

F. Inspections, test and reports. Examine periodically all safety devices and governors and conduct annual no-load test, and each fifth year perform a full-load, full speed test of safety mechanism, overhead speed governors, car and counterweight buffers. The car balance will be checked, and the governor set, and if required, the governor will be sealed for proper tripping speed. Reports shall be submitted in duplicate to the Jefferson Parish Water Department representative, within sixty (60) days of date test was made. Report shall include: machine number (as listed), manufacturer, type governor, governor condition, tripping speed, type safety, safety rope pull out, governor rope slide, pull through force of governor, name of mechanic performing test. All tests will be performed in accordance with the A.N.S.I. Code A.17.1.

G. The contractor shall keep the exterior of the machinery and other parts of the equipment subject to rust properly painted and presentable at all times. The motor windings and controller coils are to be periodically treated with proper insulating compound.

H. The contractor will also examine, lubricate, adjust, repair and/or replace the following accessory equipment: hall lanterns, starter indicator, and control panel, corridor position indicators, signal bell, hatch, and car door operators, car operating panels.

I. The contractor further agrees to lubricate, adjust, repair and/or replace all signal controls used in conjunction with the operation equipment.

13. HYDRAULIC ELEVATORS

A - All maintenance requirements of electrical elevators, which are applicable to the hydraulic elevators, shall apply herein.

B - Pressure Tanks

Pressure tanks shall be thoroughly cleaned internally, inspected and tested in accordance with the safety code standards and rules.

C - Piston Rods

Piston rods of roped hydraulic elevators shall be thoroughly cleaned, inspected, and tested in accordance with the safety code standards and rules.

D - Pressure Tank Water Level

The liquid level in pressure tanks should be maintained at about two thirds (2/3) of the capacity of the tank and/or in accordance with the manufacturer's recommendation.

E - All operating accessories of cab and hoistway doors and gates shall be maintained in good adjustment.

F - Valve and Cylinder Packings

Valves and cylinders shall be kept properly packed and packing glands tightened to prevent loss of fluid.

14. ITEMS NOT COVERED IN CONTRACT

The following items of equipment are not included in this contract:

- Elevator cabs.
- Power switches and feeders to all controllers.
- Shaftway enclosures.
- Shaftway door frames, sills and cab doors.

15. REPORTS

The successful bidder must submit a monthly report for each elevator which has been serviced. The contractor shall maintain a complete, orderly, and chronological file, including drawings, parts lists, specifications, and copies of all prepared reports. A record of all callbacks and repairs must be kept by the contractor, indicating any difficulties experienced and the corrective measures taken to eliminate these difficulties. A copy of all routine maintenance reports and trouble calls must be forwarded to the Jefferson Parish Water Department on a monthly basis. The reports, or trouble calls, must be verified and signed by a person designated by the Parish. The Parish designee must be given, and will retain, a copy of these reports.

16. CANCELLATION CLAUSE:

The Parish of Jefferson reserves the right to cancel the elevator maintenance contract at any time and for any reason by issuing a thirty (30) day written notice to the contractor, should the contractor fail to fulfill his responsibility as set forth in these specifications. The Jefferson Parish Water Department shall be the sole judge of the contract performance or non-performance.

17. END OF CONTRACT CHECK LIST:

At the completion of the contract period, all repairs and maintenance to the elevator specified in the proposal must be completed in accordance with the terms set forth in these specifications, and a check list of all completed repairs and maintenance must be submitted to Jefferson Parish Water Department for approval. Also, coinciding with the consummation of the original contract period, the warranty period stipulated in Section 6 of these specifications shall revert to the original manufacturer's warranty period unless the new contract is awarded to the same vendor.

All incomplete work will also be noted on the checklist and submitted to Jefferson Parish Water Department. All incomplete work listed on this checklist, and any other repairs or maintenance deems incomplete by the Water Department, must be performed and accomplished within a maximum of three (3) weeks after the duration of the contract period.

It is mutually agreed by the Parish and the successful bidder that he will complete the work noted by the Jefferson Parish Water Department, but related only to the contract period specified in this bid.

IN REFERENCE TO ITEM 0080 FOR THE TRAINED ELEVATOR PERSONNEL

ADDITIONAL LABOR COST (NOT COVERED UNDER MONTHLY MAINTENANCE CONTRACT)

ADDITIONAL LABOR COST THAT MAY BE NEEDED FOR VARIOUS REPAIRS NOT COVERED IN THE SPECIFICATIONS OF ELEVATOR MAINTENANCE SHALL BE PAID TO THE CONTRACTOR ON AN HOURLY BASIS. ESTIMATED MAN-HOURS LISTED HEREINAFTER ARE FOR BID PURPOSES ONLY. CONTRACTOR SHALL BE PAID FOR ACTUAL MAN-HOURS SERVED DURING THE CONTRACT ONLY. UNIT PRICES WILL BE BASED ON REGULAR TIME RATES. OVERTIME RATE WILL BE 1.5 TIMES REGULAR TIME RATE

DATE: 5/18/2020
BID NO.: 50-00130804

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: SFOLSE@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, 6/18/2020 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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

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.

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 submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

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

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.

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.

3,4,5,6,8,9,10,11,12,13,15

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.