



**Bid Number 50 - 125314**

Two (2) year contract for Life Safety Inspections for various Fire Stations under the jurisdiction of the Jefferson Parish Department of Fire Services.

**March 7,2019 at 2:00 pm**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department**

**Temporary Location:**

**Paul D. Connick Sr., Emergency Operations & Communications Center**

**910 3<sup>rd</sup> Street,**

**Gretna, LA 70053**

**Donna Reamey**

**Dreamey@jeffparish.net**

**504-364-2684**

SPECIFICATIONS FOR BID # 50-125314

**Specifications for life safety inspections  
for various fire stations  
under the jurisdiction of the  
Jefferson Parish Department of Fire Services**

**Scope:**

The contractor shall provide all labor, materials and equipment to perform life safety tests inspections as indicated below.

This shall be a two year contract.

**1.0 Pre bid conference:**

A pre bid conference will be held on 02/22/2019 at 10:00 am, at the Office of Fire Services located in the Emergency Operations Center at 910 3<sup>rd</sup> St., Gretna, LA 70053.

A pre-bid conference will be held to allow for questions concerning this bid and bid procedures. Failure to attend the Pre-Bid Conference shall not relieve the bidder of responsibility for information discussed at the conference.

**2.0 Bonds:**

**Bid Bond**

A bid bond will be required with bid submission in the amount of 5% of the total bid. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

**Performance Bond:**

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

**Payment Bond:**

A payment bond in the amount of 100% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

### 3.0 Licenses:

The following licenses from Louisiana State Fire Marshal will be required for this bid:

- Fire Alarm
- Fire Sprinkler
- Kitchen Suppression and/or Fixed Fire Suppression

**NOTE:** A copy of the Louisiana State Fire Marshal License shall be submitted with bid. Failure to submit this information with bid will deem the bid non-responsive.

### 4.0 Locations:

- A. **Fire Headquarters:** *834 S. Clearview Pkwy., Jefferson, LA 70123*
1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  3. Sprinkler system inspection: annually, as per NFPA 25.
  4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
- B. **Fire Station 11:** *3525 Jefferson Hwy., Jefferson, LA 70121*
1. Stove vent hood suppression system: semi-annually as per NFPA 17A.
  2. Fire alarm system: annually, as per NFPA 72, sensitivity testing 50% annually.
- C. **Fire Station 13:** *4642 Calumet St., Metairie, LA 70001*
1. Stove Vent Hood suppression system: semi-annually as per, NFPA 17A
  2. Sprinkler system inspection: annually, as per NFPA 25.
  3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract.
  4. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
- D. **Fire Station 14:** *1714 Edinburgh St., Metairie, LA 70001*
1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  3. Sprinkler system inspection: annually, as per NFPA 25.
  4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

SPECIFICATIONS FOR BID # 50-125314

- E. Fire Station 15: 1101 N. I-10 Service Rd., Metairie, LA 70005**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- F. Fire Station 16: 5200 Lafreniere St., Metairie, LA 70001**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- G. Fire Station 17: 6616 Kawanee St., Metairie, LA 70003**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- H. Fire Station 18: 3430 N. Causeway Blvd., Metairie, LA 70002**
  - 1. Stove vent hood suppression system: semi-annually as per NFPA 17A.
  
- I. Fire Station 19: 455 Edwards Ave., Jefferson, LA 70123**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- J. Fire Station 20: 4110 Hudson St., Metairie, LA 70006**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.

SPECIFICATIONS FOR BID # 50-125314

4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

**K. Fire Maintenance/Warehouse:**

*5512 S. Lambert St., Jefferson, LA 70123*

1. Residential type stove hood suppression system, semi-annually as per NFPA 17.
2. Sprinkler system inspection: annually, as per NFPA 25.
3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract

**L. Jefferson Parish Training Center:**

*3221 River Rd., Bridge City, LA 70094*

1. Residential type stove hood suppression system, semi-annually as per NFPA 17.
2. Sprinkler system inspection: annually, as per NFPA 25.
3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract.

**5.0 Quantities:**

Contractor shall visit each job site to determine exact quantities. Contractors shall check tags to see if flow, obstruction, or hydrostatic testing is needed within this contract and include it in the contract bid price. All parts and materials that need to be changed out at time of inspection required by NFPA shall be included in the bid price, I.E. NFPA 17 requires the fire links be changed in the vent hoods at time of inspection; these links shall be included in the contract bid price. Nozzle caps shall also be included in the contract bid price.

**6.0 Bid information**

The contractor shall give unit prices for each test and or inspection as it pertains to each Fire station.

**7.0 Communication:**

Immediately after conducting any test or inspection, the contractor shall inform the owner in writing the results of test or inspection. This report shall list all deficiencies and costs to make necessary repairs.

Contact Fire Services Director Joseph Greco at (504) 736-6201.

**8.0 Omitting and addition of fire stations:**

The owner reserves the right to omit any fire station from contract due to it being demolished.

The owner shall add new Fire stations to the two year contract as they come on line.

DATE: 2/06/2019  
BID NO.: 50-00125314

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: DREAMY@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, Paul D. Connick, Sr. Emergency Operations and Communications Center at - 910 3rd Street, Gretna, LA 70053 2:00 PM, 3/07/2019 AND PUBLICLY OPENED THEREAFTER. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.**

**At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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. 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 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 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**

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](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2,3,5,6,8,9,10,11,12,13,15**

PRE-BID CONFERENCE TO BE HELD AT: EOC CENTER 910 3RD STREET, GRETN A. LA. 70053 @ 10:00 AM ON 2/22/2019

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

See Page 1 for Conflicts of Interest Statement

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X \_\_\_\_\_

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

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

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 bid award

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 14156

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

FIRM NAME: Red Hawk Fire & Security

ADDRESS: 3303 Tulane Ave.

CITY, STATE: New Orleans ZIP: 70119

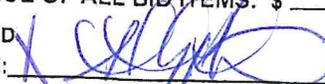
TELEPHONE: 504 ) 821-9725 FAX: 504 ) 827-1020

EMAIL ADDRESS: clay.fayard@redhawkus.com , anthony.peters@redhawkus.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: \$ 55,070

AUTHORIZED SIGNATURE: 

Anthony Peters  
Printed Name

TITLE: General Manager

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	EA	<p>TWO (2) YEAR CONTRACT FOR LIFE SAFETY INSPECTIONS FOR VARIOUS FIRE STATIONS UNDER THE JURISDICTION OF THE JEFFERSON PARISH DEPARTMENT OF FIRE SERVICES.</p> <p>0010 HEADQUARTERS - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY</p> <p>AS PER NFPA 17A.</p> <p>LOCATION OF HEADQUARTERS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123</p>	\$110.00	\$440.00
2	2.00	EA	<p>0020 HEADQUARTERS - SPRINKLER SYSTEM, ANNUALLY, AS PER NFPA 72. SENSITIVITY</p> <p>TESTING OF DETECTORS 50% ANNUALLY.</p>	\$295.00	\$590.00
3	2.00	EA	<p>0030 HEADQUARTERS - SPRINKLER SYSTEM, INSPECTION, ANNUALLY AS PER NFPA 25.</p>	\$305.00	\$610.00
4	1.00	EA	<p>0040 HEADQUARTERS - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW</p> <p>TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.</p>	\$300.00	\$600.00
5	8.00	EA	<p>0050 HEADQUARTERS - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.</p>	\$130.00	\$1,040.00
6	4.00	EA	<p>0060 STATION 11 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY</p> <p>AS PER NFPA 17A.</p> <p>LOCATION OF STATION 11: 3525 JEFFERSON HWY. JEFFERSON, LA 70121</p>	\$110.00	\$440.00
7	2.00	EA	<p>0070 STATION 11 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY</p> <p>TESTING OF DETECTORS 50% ANNUALLY.</p>	\$295.00	\$590.00
8	4.00	EA	<p>0080 STATION 13 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY</p> <p>AS PER NFPA 17A.</p>	\$110.00	\$440.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	2.00	EA	LOCATION OF STATION 13: 4642 CALUMET ST. METAIRIE, LA 70001  0090 STATION 13 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
10	1.00	EA	0100 STATION 13 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW  TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
11	8.00	EA	0110 STATION 13 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$130.00	\$1,040.00
12	4.00	EA	0120 STATION 14 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NFPA 17A.  LOCATION OF STATION 14: 1714 EDINBURGH ST. METAIRIE, LA 70001	\$110.00	\$440.00
13	2.00	EA	0130 STATION 14 - FIRE ALARM SYSTEM, ANNUALLY, AS PER NFPA 72. SENSITIVITY  TESTING OF DETECTORS 50% ANNUALLY.	\$295.00	\$590.00
14	2.00	EA	0140 STATION 14 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
15	1.00	EA	0150 STATION 14 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW  TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
16	8.00	EA	0160 STATION 14 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$130.00	\$1,040.00
17	4.00	EA	0170 STATION 15 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY	\$110.00	\$440.00

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	2.00	EA	AS PER NFPA 17A. LOCATION OF STATION 15: 1101 N. CAUSEWAY BLVD. METAIRIE, LA 70005 0180 STATION 15 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$295.00	\$590.00
19	2.00	EA	0190 STATION 15 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
20	1.00	EA	0200 STATION 15 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
21	8.00	EA	0210 STATION 15 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$130.00	\$1,040.00
22	4.00	EA	0220 STATION 16 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 16: 5200 LAFRENIERE ST. METAIRIE, LA 70001	\$110.00	\$440.00
23	2.00	EA	0230 STATION 16 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$295.00	\$590.00
24	2.00	EA	0240 STATION 16 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
25	1.00	EA	0250 STATION 16 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
26	8.00	EA	0260 STATION 16 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS	\$130.00	\$1,040.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	4.00	EA	PER NFPA 25. 0270 STATION 17 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY	\$110.00	\$440.00
28	2.00	EA	AS PER NFPA 17A. LOCATION OF STATION 17: 6616 KAWANEE ST. METAIRIE, LA 70003 0280 STATION 17 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$295.00	\$590.00
29	2.00	EA	0290 STATION 17 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
30	1.00	EA	0300 STATION 17 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
31	8.00	EA	0310 STATION 17 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$130.00	\$1,040.00
32	4.00	EA	0320 STATION 18 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALY AS PER NFPA 17A. LOCATION OF STATION 18: 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002	\$110.00	\$440.00
33	4.00	EA	0330 STATION 19 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 19: 455 EDWARDS AVE. JEFFERSON, LA 70123	\$110.00	\$440.00
34	2.00	EA	0340 STATION 19 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY	\$295.00	\$590.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	2.00	EA	TESTING OF DETECTORS 50% ANNUALLY. 0350 STATION 19 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
36	1.00	EA	0360 STATION 19 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
37	8.00	EA	0370 STATION 19 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$130.00	\$1,040.00
38	4.00	EA	0380 STATION 20 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 20: 4110 HUDSON ST. METAIRIE, LA 70006	\$110.00	\$440.00
39	2.00	EA	0390 STATION 20 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$295.00	\$590.00
40	2.00	EA	0400 STATION 20 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
41	1.00	EA	0410 STATION 20 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
42	8.00	EA	0420 STATION 20 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$130.00	\$1,040.00
43	4.00	EA	0430 MAINTENANCE/WAREHOUSE - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.	\$110.00	\$440.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
44	2.00	EA	LOCATION OF MAINTENANCE/WAREHOUSE: 5512 S. LAMBERT ST. JEFFERSON, LA 70123  0440 MAINTENANCE/WAREHOUSE - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$305.00	\$610.00
45	1.00	EA	0450 MAINTENANCE/WAREHOUSE - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$300.00	\$300.00
46	4.00	EA	0460 TRAINING CENTER - STOVE VENT SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.  LOCATION OF TRAINING CENTER: 3221 RIVER RD. BRIDGE CITY, LA 70094	0.00 Included	0.00
47	2.00	EA	0470 TRAINING CENTER - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	0.00 Included	0.00
48	1.00	EA	0480 TRAINING CENTER - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	0.00 Included	0.00
49	62.00	EA	0490 CLEANING OF STOVE VENT HOOD SYSTEM BEFORE SEMI-ANNUAL INSPECTIONS.  ALL STOVE VENT HOOD SYSTEMS SHALL BE CLEANED IN ACCORDANCE WITH NFPA 96.  THE ENTIRE EXHAUST SYSTEM SHALL BE CLEANED BY A PROPERLY TRAINED, QUALIFIED, AND CERTIFIED COMPANY OR PERSON(S).	\$467.00	\$28,954.00

**RED HAWK FIRE & SECURITY, LLC**

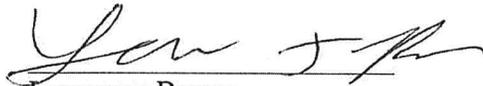
**SECRETARY'S CERTIFICATE**

The undersigned, Assistant Secretary of Red Hawk Fire & Security, LLC, a corporation organized under the laws of the State of Colorado (the "Corporation"), hereby certifies:

That, pursuant to a resolution duly adopted by written consent of the Sole Members of the Corporation on July 20, 2017, the following employee is duly authorized to sign any and all documents relating to contracts and licensing for the company.

Employee	Title
Anthony Peters	General Manager

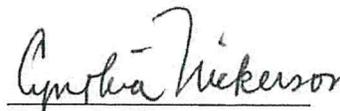
IN WITNESS WHEREOF, I have executed this certificate this 26<sup>th</sup> day of October, 2017.

  
Lawrence Barron  
Assistant Secretary

STATE OF NEW YORK            )  
  )  
  )     ss. Westchester County  
COUNTY OF WESTCHESTER    )

On this 26th day of July 2017, before me, the undersigned officer, personally appeared, Lawrence Barron who acknowledged himself to be the assistant secretary of Red Hawk Fire & Security, LLC a corporation and that he, as such assistant secretary, being authorized to do so, executed the foregoing instrument for the purposes therein contained, by signing the name of the corporation by himself as Assistant Secretary.

CYNTHIA NICKERSON  
Notary Public, State of New York  
No. 01NI5075367  
Qualified in Westchester County  
Commission Expires March 31, 2019

  
Notary Public  
My commission expires 3/30/19

# WillisTowersWatson

Telephone: 404-302-3869  
Fax: 404-224-5001  
Website: [www.willistowerswatson.com](http://www.willistowerswatson.com)  
E-mail: [Chaun.Wilson@WillisTowersWatson.com](mailto:Chaun.Wilson@WillisTowersWatson.com)

March 4, 2019

Pratt Landry Associates, Inc.  
Attn: Clay Fayard  
3303 Tulane Avenue, Suite #1  
New Orleans, LA 70119

RE: **Bid Bond for: Bid Number 50-125314 Two (2) year contract for Life Safety Inspections  
For various Fire Stations under the jurisdiction of the Jefferson Parish  
Department of Fire Services**  
**Principal: Pratt Landry Associates, Inc. dba Red Hawk Fire & Security, LLC**  
**Bid Date: 3/7/2019**

As you requested, we are pleased to provide the attached proposal documents. This bond has been executed based upon the information we received from Kristen Coleman at Red Hawk Fire & Security.

Please note the document must be signed by an authorized representative of your company and if applicable, sealed with the corporate seal. We urge you to check all documents, including signatures, dates, amounts, job description, Power of Attorney and any other attachments to avoid the possibility of having a low bid rejected. Additionally, please verify that the bid bond attached meets the required specifications.

The Proposal authorization is based upon your original estimate. If the amount exceeds this estimate by 10% or more, the bond must be reauthorized by the surety. Please contact us for additional authority.

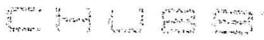
**Your proposal results are very important. Please send your proposal results to my email address shown above as soon as they are available.**

Thank you for the opportunity to service your surety needs. Should you have any questions, please do not hesitate to contact me or any member of your Willis surety team.

Sincerely,

*Chaun M. Wilson*

Chaun M. Wilson



Surety  
 202B Halls Mill Road, PO Box 1650  
 Whitehouse Station, NJ 08889-1650

O + 908.903.3485  
 F + 908.903.3656

**Federal Insurance Company**

**AIA Document A310™ - 2010 Bid Bond**

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

**CONTRACTOR**

*(Name, legal status and address):*

Pratt Landry Associates, Inc. dba Red Hawk Fire & Security, LLC  
 3303 Tulane Avenue, Suite #1  
 New Orleans, LA 70119  
 OWNER

**SURETY**

*(Name, legal status and principal place of business):*

**Federal Insurance Company**  
**202B Halls Mill Rd., PO Box 1650**  
**Whitehouse Station, NJ 08889-1650**

*(Name, legal status and address):*

Jefferson Parish  
 910 3rd Street  
 Gretna, LA 70053

BOND AMOUNT 5% of Amount Bid Five (5%) Percent of Amount Bid

**PROJECT**

*(Name, location or address, and Project number, if any)* Project Number 50-125314

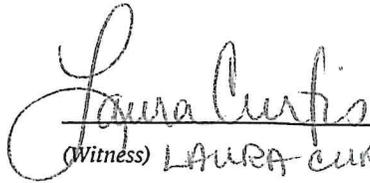
Bid Number 50-125314 Two (2) year contract for Life Safety Inspections for various Fire Stations under the jurisdiction of the Jefferson Parish Department of Fire Services

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

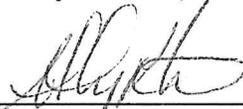
If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

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

Signed and sealed this 7th day of March, 2019

  
\_\_\_\_\_  
(Witness) LAURA CURTIS

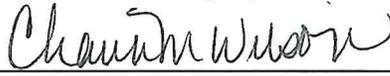
Pratt Landry Associates, Inc. dba Red Hawk Fire & Security, LLC

By:   
\_\_\_\_\_  
(Principal) Anthony Peters  
  
\_\_\_\_\_  
(Title)

(Corporate Seal)

  
\_\_\_\_\_  
(Witness) Lisa A. Pless

Federal Insurance Company

By:   
\_\_\_\_\_  
(Attorney-in-Fact) Chaun M. Wilson

(Corporate Seal)

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint Lisa A. Pless and Chaun M. Wilson of Atlanta, Georgia-----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this 1st day of November, 2018.

Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

Stephen M. Haney

Stephen M. Haney, Vice President



STATE OF NEW JERSEY

County of Hunterdon

ss.

On this 1st day of November, 2018, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



KATHERINE J. ADELAAR
NOTARY PUBLIC OF NEW JERSEY
No. 2318985
Commission Expires July 16, 2019

[Signature]

Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
(2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
(3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
(5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed by facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
(ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this 7th day of March, 2019.



Dawn M. Chloros

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

# FEDERAL INSURANCE COMPANY

## STATEMENT OF ASSETS, LIABILITIES AND SURPLUS TO POLICYHOLDERS

Statutory Basis

DECEMBER 31, 2017

(in thousands of dollars)

<i>ASSETS</i>		<i>LIABILITIES AND SURPLUS TO POLICYHOLDERS</i>	
Cash and Short Term Investments.....	\$ (78,340)	Outstanding Losses and Loss Expenses .....	\$ 10,545,326
United States Government, State and Municipal Bonds .....	7,063,387	Unearned Premiums.....	2,087,124
Other Bonds.....	5,366,068	Ceded Reinsurance Premiums Payable.....	739,431
Stocks .....	134,041	Provision for Reinsurance .....	57,140
Other Invested Assets.....	1,006,599	Other Liabilities.....	1,044,341
TOTAL INVESTMENTS .....	<u>13,491,755</u>	TOTAL LIABILITIES .....	<u>14,473,362</u>
Investments in Affiliates:		Capital Stock.....	20,980
Chubb Investment Holdings, Inc. ....	3,890,677	Paid-In Surplus.....	3,209,193
Great Northern Insurance Company .....	557,388	Unassigned Funds .....	4,066,505
Vigilant Insurance Company.....	327,316		
Chubb Indemnity Insurance Company.....	171,786	SURPLUS TO POLICYHOLDERS.....	<u>7,296,678</u>
Chubb National Insurance Company .....	171,493		
Chubb European Investment Holdings, SLP .	119,836		
Other Affiliates .....	76,806		
Premiums Receivable .....	1,594,780		
Other Assets .....	<u>1,368,203</u>		
TOTAL ADMITTED ASSETS .....	<u>\$ 21,770,040</u>	TOTAL LIABILITIES AND SURPLUS.....	<u>\$ 21,770,040</u>

Investments are valued in accordance with requirements of the National Association of Insurance Commissioners. At December 31, 2017, investments with a carrying value of \$558,430,596 were deposited with government authorities as required by law.

State, County & City of New York, — ss:

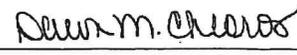
Dawn M. Chloros, Assistant Secretary \_\_\_\_\_ of the Federal Insurance Company

being duly sworn, deposes and says that the foregoing Statement of Assets, Liabilities and Surplus to Policyholders of said Federal Insurance Company on December 31, 2017 is true and correct and is a true abstract of the Annual Statement of said Company as filed with the Secretary of the Treasury of the United States for the 12 months ending December 31, 2017.

Subscribed and sworn to before me  
this March 1, 2018.

  
Notary Public

JEANETTE SHIPSEY  
Notary Public, State of New York  
No. 02SH5074142  
Qualified in Nassau County  
Commission Expires March 10, 2019

  
Assistant Secretary

## **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** Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Anthony Peters, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized General Manager of Red Hawk F&S (Entity), the party who submitted a bid in response to Bid Number 50-125314, 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** x 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** <sup>x</sup> \_\_\_\_\_ 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

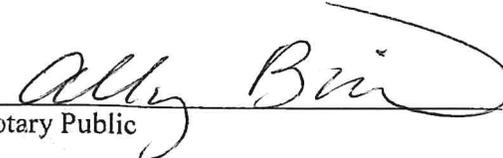
*[The remainder of this page is intentionally left blank.]*

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

ANTHONY PETERS  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 7<sup>th</sup> DAY OF MARCH, 20 19

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

\_\_\_\_\_  
Printed Name of Notary

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

My commission expires \_\_\_\_\_

ALYSON M. BILLEAUD  
Notary No. 155073  
Bar No. 37427  
State of Louisiana  
My Commission is for Life

## Louisiana Secretary of State R. Kyle Ardoin

### SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

#### Notary Search - Detail

**Name:** MS. ALLYSON BILLEAUD  
**Address:** 725 VOISIN STREET  
NEW ORLEANS, LA 70124  
**Phone:** (337) 852-0510  
**Phone 2:** (337) 852-0510  
**Notary ID Number:** 155073  
**Parish:** ORLEANS with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 37427  
**Status:** Active  
**Commission Date:** 07/02/2018  
**Oath Date:** 11/09/2017  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

[Back to Search Results](#)

[New Search](#)

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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 **Invitation to 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.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

**WORKER'S COMPENSATION INSURANCE**

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES**

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



# Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

**1** Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Pratt Landry Associates, Inc. d/b/a Red Hawk Fire & Security, LLC**

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

**3** Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC    
  C Corporation    
  S Corporation    
  Partnership    
  Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_  
**Note:** Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  
 Other (see instructions) ▶ \_\_\_\_\_

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

**5** Address (number, street, and apt. or suite no.) See instructions.  
**PO Box 530212**

**6** City, state, and ZIP code  
**Atlanta, GA 30353-0212**

**7** List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

**Social security number**

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

**or**

**Employer identification number**

7	2	-	0	8	0	2	7	9	4
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## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

**Sign Here**     Signature of U.S. person ▶     Date ▶ 1/4/19

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
  - Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
  - Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
  - Form 1099-S (proceeds from real estate transactions)
  - Form 1099-K (merchant card and third party network transactions)
  - Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
  - Form 1099-C (canceled debt)
  - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.*



Red Hawk Fire & Security  
3303 Tulane Ave., Ste #1  
New Orleans, LA 70119  
Tel 504.821.9725 Fax 504.827.1020  
[www.redhawkus.com](http://www.redhawkus.com)  
LA SFM #F311

Copies of Louisiana State Fire Marshall Licenses: Ours and our two subs.

Pratt Landry & Associates dba

Red Hawk Fire & Security

Fire & Safety Commodities

VFP Fire Systems

**Louisiana State Fire Marshal**  
**Life Safety and Property Protection Licensing & Registration Division**  
**Certificate of Firm Registration**

*The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems:*

**License Number:** F311

**Endorsements:** Fire Alarm, Security, Locksmith

**Firm Name:** PRATT LANDRY ASSOCIATES INC

**Doing Business As:** RED HAWK FIRE & SECURITY

**Mailing Address:** 3303 TULANE AVENUE, SUITE 1  
NEW ORLEANS, LA 70119

**Physical Location:** 3303 TULANE AVENUE, SUITE 1  
NEW ORLEANS, LA 70119

*This license is not transferable and may be revoked or suspended with cause.*

This license was issued on 11/1/2018 and will expire on 11/1/2019



**Louisiana State Fire Marshal**  
**Life Safety and Property Protection Licensing & Registration Division**  
**Certificate of Firm Registration**

*The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems.*

**License Number:** F58

**Endorsements:** Pre-Engineered, Fire Extinguishers & Hoses, DOT Hydrostatic Testing

**Firm Name:** FIRE & SAFETY COMMODITIES

**Doing Business As:**

**Mailing Address:** 922 INDUSTRY RD.

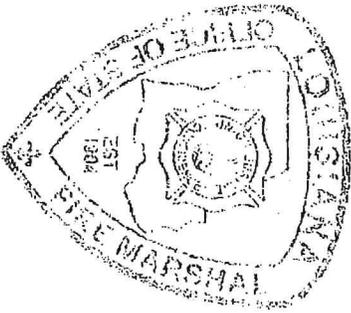
KENNER, LA 70062

**Physical Location:** 922 INDUSTRY RD.

KENNER, LA 70062

*This license is not transferable and may be revoked or suspended with cause.*

*This license was issued on 11/1/2017 and will expire on 11/1/2020*



**Louisiana State Fire Marshal**  
**Life Safety and Property Protection Licensing & Registration Division**  
**Certificate of Firm Registration**

*The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems:*

**License Number:** F658

**Endorsements:** Fire Sprinkler, Fire Alarm, Security

**Firm Name:** VIKING AUTOMATIC SPRINKLER COMPANY

**Doing Business As:** VFP FIRE SYSTEMS

**Mailing Address:** 301 YORK AVENUE  
ST PAUL, MN 55130

**Physical Location:** 623 DISTRIBUTOR'S ROW, STE. E  
NEW ORLEANS, LA 70123

*This license is not transferable and may be revoked or suspended with cause.*

**This License was issued on 6/1/2018 and will expire on 6/1/2019**





**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000125314 TWO (2) YEAR CONTRACT FOR LIFE SAFETY INSPECTIONS  
FOR VARIOUS FIRE STATIONS UNDER THE JURISDICTION OF THE  
JEFFERSON PARISH DEPARTMENT OF FIRE SERVICES**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

26-Feb-2019 01:49:20 PM



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

January 2019

### CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

- **As of January 9, 2019, due to water damage in our main office of 200 Derbigny Street, Suite 4400, Gretna, LA 70053 is closed. Westbank Purchasing Department has temporarily relocated to Paul D. Connick, Sr., Emergency Operations & Communications Center, 910 3<sup>rd</sup> Street, Gretna, LA 70053. All hand delivered bids and advertised bid openings will be held at this location at the set date and time on the individual Invitation to Bid.**

- **As of November 13, 2018, for all advertised (2:00 pm) bids, the bid tabulation will be released to the vendors 14 days from the bid opening date.**

Other continued changes:

- Bid submissions can be delivered to the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid submission to the East Bank 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.**
- 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.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission from all bidders.** Bidders must read the insurance requirement attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

**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.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123  
Office 504.364.2678  
General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053  
Office 504.364.2678  
Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)



**Bid Number 50 - 125314**

Two (2) year contract for Life Safety Inspections for various Fire Stations under the jurisdiction of the Jefferson Parish Department of Fire Services.

**March 7,2019 at 2:00 pm**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department**

**Temporary Location:**

**Paul D. Connick Sr., Emergency Operations & Communications Center**

**910 3<sup>rd</sup> Street,**

**Gretna, LA 70053**

**Donna Reamey**

**Dreamy@jeffparish.net**

**504-364-2684**

SPECIFICATIONS FOR BID # 50-125314

**Specifications for life safety inspections  
for various fire stations  
under the jurisdiction of the  
Jefferson Parish Department of Fire Services**

**Scope:**

The contractor shall provide all labor, materials and equipment to perform life safety tests inspections as indicated below.

This shall be a two year contract.

**1.0 Pre bid conference:**

A pre bid conference will be held on 02/22/2019 at 10:00 am, at the Office of Fire Services located in the Emergency Operations Center at 910 3<sup>rd</sup> St., Gretna, LA 70053.

A pre-bid conference will be held to allow for questions concerning this bid and bid procedures. Failure to attend the Pre-Bid Conference shall not relieve the bidder of responsibility for information discussed at the conference.

**2.0 Bonds:**

**Bid Bond**

A bid bond will be required with bid submission in the amount of 5% of the total bid. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

**Performance Bond:**

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

**Payment Bond:**

A payment bond in the amount of 100% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

### 3.0 Licenses:

The following licenses from Louisiana State Fire Marshal will be required for this bid:

- Fire Alarm
- Fire Sprinkler
- Kitchen Suppression and/or Fixed Fire Suppression

**NOTE:** A copy of the Louisiana State Fire Marshal License shall be submitted **with** bid. Failure to submit this information with bid will deem the bid non-responsive.

### 4.0 Locations:

**A. Fire Headquarters:** *834 S. Clearview Pkwy., Jefferson, LA 70123*

1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
3. Sprinkler system inspection: annually, as per NFPA 25.
4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

**B. Fire Station 11:** *3525 Jefferson Hwy., Jefferson, LA 70121*

1. Stove vent hood suppression system: semi-annually as per NFPA 17A.
2. Fire alarm system: annually, as per NFPA 72, sensitivity testing 50% annually.

**C. Fire Station 13:** *4642 Calumet St., Metairie, LA 70001*

1. Stove Vent Hood suppression system: semi-annually as per, NFPA 17A
2. Sprinkler system inspection: annually, as per NFPA 25.
3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract.
4. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

**D. Fire Station 14:** *1714 Edinburgh St., Metairie, LA 70001*

1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
3. Sprinkler system inspection: annually, as per NFPA 25.
4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

SPECIFICATIONS FOR BID # 50-125314

- E. Fire Station 15: 1101 N. I-10 Service Rd., Metairie, LA 70005**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- F. Fire Station 16: 5200 Lafreniere St., Metairie, LA 70001**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- G. Fire Station 17: 6616 Kawanee St., Metairie, LA 70003**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- H. Fire Station 18: 3430 N. Causeway Blvd., Metairie, LA 70002**
  - 1. Stove vent hood suppression system: semi-annually as per NFPA 17A.
  
- I. Fire Station 19: 455 Edwards Ave., Jefferson, LA 70123**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- J. Fire Station 20: 4110 Hudson St., Metairie, LA 70006**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.

SPECIFICATIONS FOR BID # 50-125314

4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

**K. Fire Maintenance/Warehouse:**

*5512 S. Lambert St., Jefferson, LA 70123*

1. Residential type stove hood suppression system, semi-annually as per NFPA 17.
2. Sprinkler system inspection: annually, as per NFPA 25.
3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract

**L. Jefferson Parish Training Center:**

3221 River Rd., Bridge City, LA 70094

1. Residential type stove hood suppression system, semi-annually as per NFPA 17.
2. Sprinkler system inspection: annually, as per NFPA 25.
3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract.

**5.0 Quantities:**

Contractor shall visit each job site to determine exact quantities. Contractors shall check tags to see if flow, obstruction, or hydrostatic testing is needed within this contract and include it in the contract bid price. All parts and materials that need to be changed out at time of inspection required by NFPA shall be included in the bid price, I.E. NFPA 17 requires the fire links be changed in the vent hoods at time of inspection; these links shall be included in the contract bid price. Nozzle caps shall also be included in the contract bid price.

**6.0 Bid information**

The contractor shall give unit prices for each test and or inspection as it pertains to each Fire station.

**7.0 Communication:**

Immediately after conducting any test or inspection, the contractor shall inform the owner in writing the results of test or inspection. This report shall list all deficiencies and costs to make necessary repairs.

Contact Fire Services Director Joseph Greco at (504) 736-6201.

**8.0 Omitting and addition of fire stations:**

The owner reserves the right to omit any fire station from contract due to it being demolished.

The owner shall add new Fire stations to the two year contract as they come on line.

DATE: 2/06/2019  
BID NO.: 50-00125314

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: DREAMY@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, Paul D. Connick, Sr. Emergency Operations and Communications Center at - 910 3rd Street, Gretna, LA 70053 2:00 PM, 3/07/2019 AND PUBLICLY OPENED THEREAFTER. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.**

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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. 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 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 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**

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](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2,3,5,6,8,9,10,11,12,13,15**

**PRE-BID CONFERENCE TO BE HELD AT: EOC CENTER 910 3RD STREET, GRETNA LA.  
70053 @ 10:00 AM  
ON 2/22/2019**

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

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

See Page 1 for Conflicts of Interest Statement

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

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

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

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

3-11-19

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

49892

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

FIRM NAME: LOUISIANA FIRE EXTINGUISHER INC

ADDRESS: 8339 ATHENS AVE.

CITY, STATE: BATON ROUGE, LA ZIP: 70814

TELEPHONE: (225) 924-2421 FAX: (225) 924-2420

EMAIL ADDRESS: emallary@louisianafire.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: \$ \_\_\_\_\_

AUTHORIZED SIGNATURE: *Sarah Grace Brooks*  
TITLE: VP

Sarah Grace Brooks  
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.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	EA	TWO (2) YEAR CONTRACT FOR LIFE SAFETY INSPECTIONS FOR VARIOUS FIRE STATIONS UNDER THE JURISDICTION OF THE JEFFERSON PARISH DEPARTMENT OF FIRE SERVICES.  0010 HEADQUARTERS - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NFPA 17A.  LOCATION OF HEADQUARTERS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123	100. <sup>00</sup>	400. <sup>00</sup>
2	2.00	EA	0020 HEADQUARTERS - SPRINKLER SYSTEM, ANNUALLY, AS PER NFPA 72. SENSITIVITY  TESTING OF DETECTORS 50% ANNUALLY.	250. <sup>00</sup>	500. <sup>00</sup>
3	2.00	EA	0030 HEADQUARTERS - SPRINKLER SYSTEM, INSPECTION, ANNUALLY AS PER NFPA 25.	300. <sup>00</sup>	600. <sup>00</sup>
4	1.00	EA	0040 HEADQUARTERS - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW  TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300. <sup>00</sup>	300. <sup>00</sup> <del>1000.<sup>00</sup></del>
5	8.00	EA	0050 HEADQUARTERS - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS  PER NFPA 25.	110. <sup>00</sup>	880. <sup>00</sup>
6	4.00	EA	0060 STATION 11 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NFPA 17A.  LOCATION OF STATION 11: 3525 JEFFERSON HWY. JEFFERSON, LA 70121	100. <sup>00</sup>	400. <sup>00</sup>
7	2.00	EA	0070 STATION 11 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY  TESTING OF DETECTORS 50% ANNUALLY.	250. <sup>00</sup>	500. <sup>00</sup>
8	4.00	EA	0080 STATION 13 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NFPA 17A.	100. <sup>00</sup>	400. <sup>00</sup>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			LOCATION OF STATION 13: 4642 CALUMET ST. METAIRIE, LA 70001		
9	2.00	EA	0090 STATION 13 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300.00	600.00
10	1.00	EA	0100 STATION 13 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300.00	300.00 <sup>5/14</sup>
11	8.00	EA	0110 STATION 13 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	110.00	880.00
12	4.00	EA	0120 STATION 14 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.	100.00	400.00
			LOCATION OF STATION 14: 1714 EDINBURGH ST. METAIRIE, LA 70001		
13	2.00	EA	0130 STATION 14 - FIRE ALARM SYSTEM, ANNUALLY, AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	250.00	500.00
14	2.00	EA	0140 STATION 14 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300.00	600.00
15	1.00	EA	0150 STATION 14 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300.00	300.00
16	8.00	EA	0160 STATION 14 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	110.00	880.00
17	4.00	EA	0170 STATION 15 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY	100.00	400.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			AS PER NFPA 17A. LOCATION OF STATION 15: 1101 N. CAUSEWAY BLVD. METAIRIE, LA 70005		
18	2.00	EA	0180 STATION 15 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	250. <sup>00</sup>	500. <sup>00</sup>
19	2.00	EA	0190 STATION 15 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300. <sup>00</sup>	600. <sup>00</sup>
20	1.00	EA	0200 STATION 15 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300. <sup>00</sup>	300. <sup>00</sup>
21	8.00	EA	0210 STATION 15 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	110. <sup>00</sup>	880. <sup>00</sup>
22	4.00	EA	0220 STATION 16 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 16: 5200 LAFRENIERE ST. METAIRIE, LA 70001	100. <sup>00</sup>	400. <sup>00</sup>
23	2.00	EA	0230 STATION 16 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	250. <sup>00</sup>	500. <sup>00</sup>
24	2.00	EA	0240 STATION 16 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300. <sup>00</sup>	600. <sup>00</sup>
25	1.00	EA	0250 STATION 16 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300. <sup>00</sup>	300. <sup>00</sup>
26	8.00	EA	0260 STATION 16 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS	110. <sup>00</sup>	880. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	4.00	EA	PER NFPA 25. 0270 STATION 17 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY	100. <sup>00</sup>	400. <sup>00</sup>
28	2.00	EA	AS PER NFPA 17A. LOCATION OF STATION 17: 6616 KAWANEE ST. METAIRIE, LA 70003 0280 STATION 17 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	250. <sup>00</sup>	500. <sup>00</sup>
29	2.00	EA	0290 STATION 17 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300. <sup>00</sup>	600. <sup>00</sup>
30	1.00	EA	0300 STATION 17 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300. <sup>00</sup>	300. <sup>00</sup>
31	8.00	EA	0310 STATION 17 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	110. <sup>00</sup>	880. <sup>00</sup>
32	4.00	EA	0320 STATION 18 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 18: 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002	100. <sup>00</sup>	400. <sup>00</sup>
33	4.00	EA	0330 STATION 19 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 19: 455 EDWARDS AVE. JEFFERSON, LA 70123	100. <sup>00</sup>	400. <sup>00</sup>
34	2.00	EA	0340 STATION 19 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY	250. <sup>00</sup>	500. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	2.00	EA	TESTING OF DETECTORS 50% ANNUALLY. 0350 STATION 19 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300. <sup>00</sup>	600. <sup>00</sup>
36	1.00	EA	0360 STATION 19 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300. <sup>00</sup>	300. <sup>00</sup>
37	8.00	EA	0370 STATION 19 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	110. <sup>00</sup>	880. <sup>00</sup>
38	4.00	EA	0380 STATION 20 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 20: 4110 HUDSON ST. METAIRIE, LA 70006	100. <sup>00</sup>	400. <sup>00</sup>
39	2.00	EA	0390 STATION 20 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	250. <sup>00</sup>	500. <sup>00</sup>
40	2.00	EA	0400 STATION 20 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300. <sup>00</sup>	600. <sup>00</sup>
41	1.00	EA	0410 STATION 20 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	300. <sup>00</sup>	300. <sup>00</sup>
42	8.00	EA	0420 STATION 20 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	110. <sup>00</sup>	880. <sup>00</sup>
43	4.00	EA	0430 MAINTENANCE/WAREHOUSE - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.	100. <sup>00</sup>	400. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
44	2.00	EA	<p>LOCATION OF MAINTENANCE/WAREHOUSE: 5512 S. LAMBERT ST. JEFFERSON, LA 70123</p> <p>0440 MAINTENANCE/WAREHOUSE - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.</p>	300.00	600.00
45	1.00	EA	<p>0450 MAINTENANCE/WAREHOUSE - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.</p>	300.00	300.00
46	4.00	EA	<p>0460 TRAINING CENTER - STOVE VENT SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.</p> <p>LOCATION OF TRAINING CENTER: 3221 RIVER RD. BRIDGE CITY, LA 70094</p>	100.00	400.00
47	2.00	EA	0470 TRAINING CENTER - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	300.00	600.00
48	1.00	EA	<p>0480 TRAINING CENTER - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.</p>	300.00	300.00
49	62.00	EA	<p>0490 CLEANING OF STOVE VENT HOOD SYSTEM BEFORE SEMI-ANNUAL INSPECTIONS.</p> <p>ALL STOVE VENT HOOD SYSTEMS SHALL BE CLEANED IN ACCORDANCE WITH NFPA 96.</p> <p>THE ENTIRE EXHAUST SYSTEM SHALL BE CLEANED BY A PROPERLY TRAINED, QUALIFIED, AND CERTIFIED COMPANY OR PERSON(S).</p>	550.00	34,100.00

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Louisiana Fire Extinguisher, INC  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Louisiana Fire Extinguisher  
INCORPORATED, DULY NOTICED AND HELD ON March 30, 2018,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Sarah Grace Brooks, 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.

Sarah Grace Brooks  
SECRETARY-TREASURER

3-6-19

DATE

**BID BOND**  
(Specified Amount)

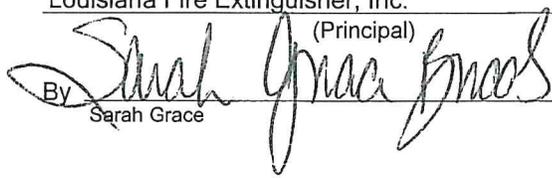
Bond Number: 72131449

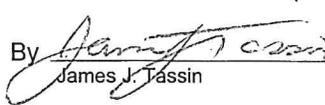
KNOW ALL PERSONS BY THESE PRESENTS, That we \_\_\_\_\_  
Louisiana Fire Extinguisher, Inc. of \_\_\_\_\_  
8339 Athens Ave., Baton Rouge, LA 70814, hereinafter  
referred to as the Principal, and Western Surety Company,  
as Surety, are held and firmly bound unto Jefferson Parish  
of 910 3rd Street, Gretna, LA 70053, hereinafter  
referred to as the Obligee, in the sum of Two Thousand nine hundred forty seven dollars  
Dollars (\$ 2,947.00 ), for the payment of which we bind ourselves, our legal representatives, successors  
and assigns, jointly and severally, firmly by these presents.

WHEREAS, Principal has submitted or is about to submit a proposal to Obligee on a contract for \_\_\_\_\_  
Life Safety Inspections for Various Fire Stations Under the Jurisdiction of Jefferson Parish Department of Fire  
Services

NOW, THEREFORE, if the said contract be awarded to Principal and Principal shall, within such time as may be  
specified, enter into the contract in writing and give such bond or bonds as may be specified in the bidding or  
contract documents with surety acceptable to Obligee; or if Principal shall fail to do so, pay to Obligee the  
damages which Obligee may suffer by reason of such failure not exceeding the penalty of this bond, then this  
obligation shall be void; otherwise to remain in full force and effect.

SIGNED, SEALED AND DATED this 1st day of March, 2019.

Louisiana Fire Extinguisher, Inc.  
(Principal)  
By  (Seal)  
Sarah Grace

Western Surety Company  
(Surety)  
By  (Seal)  
James J. Tassin Attorney-in-Fact

# Western Surety Company

## POWER OF ATTORNEY APPOINTING INDIVIDUAL ATTORNEY-IN-FACT

Know All Men By These Presents, That WESTERN SURETY COMPANY, a South Dakota corporation, is a duly organized and existing corporation having its principal office in the City of Sioux Falls, and State of South Dakota, and that it does by virtue of the signature and seal herein affixed hereby make, constitute and appoint

**Henry Luckett Marye Jr, Brenda Ann Riddle, David W Alligood, Thomas A LaPorte Jr, James J Tassin, Individually**

of Baton Rouge, LA, its true and lawful Attorney(s)-in-Fact with full power and authority hereby conferred to sign, seal and execute for and on its behalf bonds, undertakings and other obligatory instruments of similar nature

**- In Unlimited Amounts -**

and to bind it thereby as fully and to the same extent as if such instruments were signed by a duly authorized officer of the corporation and all the acts of said Attorney, pursuant to the authority hereby given, are hereby ratified and confirmed.

This Power of Attorney is made and executed pursuant to and by authority of the By-Law printed on the reverse hereof, duly adopted, as indicated, by the shareholders of the corporation.

In Witness Whereof, WESTERN SURETY COMPANY has caused these presents to be signed by its Vice President and its corporate seal to be hereto affixed on this 23rd day of February, 2016.



WESTERN SURETY COMPANY

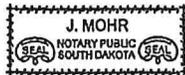
Paul T. Bruflat  
Paul T. Bruflat, Vice President

State of South Dakota }  
County of Minnehaha } ss

On this 23rd day of February, 2016, before me personally came Paul T. Bruflat, to me known, who, being by me duly sworn, did depose and say: that he resides in the City of Sioux Falls, State of South Dakota; that he is the Vice President of WESTERN SURETY COMPANY described in and which executed the above instrument; that he knows the seal of said corporation; that the seal affixed to the said instrument is such corporate seal; that it was so affixed pursuant to authority given by the Board of Directors of said corporation and that he signed his name thereto pursuant to like authority, and acknowledges same to be the act and deed of said corporation.

My commission expires

June 23, 2021



J. Mohr  
J. Mohr, Notary Public

### CERTIFICATE

I, L. Nelson, Assistant Secretary of WESTERN SURETY COMPANY do hereby certify that the Power of Attorney hereinabove set forth is still in force, and further certify that the By-Law of the corporation printed on the reverse hereof is still in force. In testimony whereof I have hereunto subscribed my name and affixed the seal of the said corporation this 1st day of March, 2019.



WESTERN SURETY COMPANY

L. Nelson  
L. Nelson, Assistant Secretary

**Authorizing By-Law**

**ADOPTED BY THE SHAREHOLDERS OF WESTERN SURETY COMPANY**

This Power of Attorney is made and executed pursuant to and by authority of the following By-Law duly adopted by the shareholders of the Company.

Section 7. All bonds, policies, undertakings, Powers of Attorney, or other obligations of the corporation shall be executed in the corporate name of the Company by the President, Secretary, and Assistant Secretary, Treasurer, or any Vice President, or by such other officers as the Board of Directors may authorize. The President, any Vice President, Secretary, any Assistant Secretary, or the Treasurer may appoint Attorneys in Fact or agents who shall have authority to issue bonds, policies, or undertakings in the name of the Company. The corporate seal is not necessary for the validity of any bonds, policies, undertakings, Powers of Attorney or other obligations of the corporation. The signature of any such officer and the corporate seal may be printed by facsimile.

## **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 EAST BATON ROUGE

BEFORE ME, the undersigned authority, personally came and appeared: Sarah Grace Brooks (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized VP of LOUISIANA FIRE EXTINGUISHER (Entity), the party who submitted a bid in response to Bid Number 50-125314, 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.]*

## Louisiana Secretary of State R. Kyle Ardoin

### SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

Print

#### Notary Search - Detail

**Name:** MR. THOMAS D. SNEAD  
**Address:** 23524 WALKER SOUTH RD.  
 DENHAM SPRINGS, LA 70726

**Phone:** (225) 355-9818  
**Phone 2:** (225) 937-5756

**Notary ID Number:** 42644

**Parish:** LIVINGSTON with authority in the following parishes:  
 ASCENSION, EAST BATON ROUGE, EAST FELICIANA, IBERVILLE, POINTE COUPEE, WEST  
 BATON ROUGE, WEST FELICIANA, ST. HELENA, TANGIPAHOA

**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active

**Commission Date:** 10/29/1982  
**Oath Date:** 10/26/1982  
**Surety Expiration Date:** 10/29/2022  
**Annual Report Current:** Yes

#### Notary Events

**Parish Change** Previous Parish: EAST BATON ROUGE Previous Commission Date: 09/29/1983

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)

[New Search](#)

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.

Sarah Grace Brooks  
Signature of Affiant

Sarah Grace Brooks  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 6<sup>TH</sup> DAY OF MAR, 2019

Thomas D Sward  
Notary Public

THOMAS D SWARD  
Printed Name of Notary

42644  
Notary/Bar Roll Number

My commission expires AT MY DEATH

**Louisiana State Fire Marshal**  
**Life Safety and Property Protection Licensing & Registration Division**  
**Certificate of Firm Registration**

*The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems:*

**License Number:** F935

**Endorsements:** *Fire Sprinkler, Fire Alarm, Fixed Fire Suppression, Fire Extinguishers & Hoses, DOT Hydrostatic Testing, Security*

**Firm Name:** LOUISIANA FIRE EXTINGUISHER, INC.

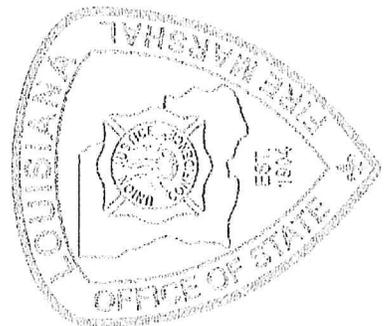
**Doing Business As:**

**Mailing Address:** 8339 ATHENS AVENUE  
BATON ROUGE, LA 70814

**Physical Location:** 8339 ATHENS AVENUE  
BATON ROUGE, LA 70814

*This license is not transferable and may be revoked or suspended with cause.*

This License was issued on 12/1/2016 and will expire on 12/1/2019



## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>Louisiana Fire Extinguisher, Inc.</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____  <input type="checkbox"/> Other (see instructions) ▶ _____	Exemptions (see instructions):  Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____
	Address (number, street, and apt. or suite no.) <b>8339 Athens Ave</b> City, state, and ZIP code <b>Baton Rouge, La 70814</b>	Requirer's name and address (optional)
List account number(s) here (optional)		

<b>Part I Taxpayer Identification Number (TIN)</b>																				
Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Social security number</th> </tr> <tr> <td style="width: 20px; height: 20px;"> </td> </tr> </table>	Social security number																		
Social security number																				
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <th colspan="9" style="text-align: center;">Employer identification number</th> </tr> <tr> <td style="width: 20px; height: 20px;">7</td> <td style="width: 20px; height: 20px;">2</td> <td style="width: 20px; height: 20px;">-</td> <td style="width: 20px; height: 20px;">0</td> <td style="width: 20px; height: 20px;">3</td> <td style="width: 20px; height: 20px;">9</td> <td style="width: 20px; height: 20px;">8</td> <td style="width: 20px; height: 20px;">7</td> <td style="width: 20px; height: 20px;">1</td> <td style="width: 20px; height: 20px;">4</td> </tr> </table>	Employer identification number									7	2	-	0	3	9	8	7	1	4
Employer identification number																				
7	2	-	0	3	9	8	7	1	4											

<b>Part II Certification</b>	
Under penalties of perjury, I certify that:	
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below), and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.	

Sign Here	Signature of U.S. person ▶ <b>K. Fleming</b>	Date ▶ <b>1/23/14</b>
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**General Instructions**

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

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

**Purpose of Form**

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, payments made to you in settlement of payment card and third party network transactions, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

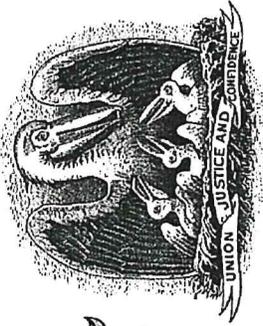
**Note.** If you are a U.S. person and a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

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

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

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

LOUISIANA FIRE EXTINGUISHER INCORPORATED  
8339 Athens Avenue  
Baton Rouge, LA 70814

is duly licensed and entitled to practice the following classifications

SPECIALTY: CARPENTRY; SPECIALTY: DETENTION LOCKS; SPECIALTY: FIRE ALARMS; SPECIALTY: FIRE SPRINKLER WORK; SPECIALTY: FIRE SUPPRESSION; SPECIALTY: FURNITURE, FIXTURES, AND INSTITUTIONAL & KITCHEN EQUIPMENT; SPECIALTY: KITCHEN FIRE SUPPRESSION; SPECIALTY: PRE-ENGINEERED FIRE SUPPRESSION SYSTEMS; SPECIALTY: SECURITY; SPECIALTY: TELECOMMUNICATIONS; SPECIALTY: TOWER CONSTRUCTION



Expiration Date: August 07, 2018

License No: 49892

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 8th day of August 2016

*Willis M. O'P*  
Director

*Lee Mallette*  
Chairman

*Andy D'Amico*  
Treasurer

This License Is Not Transferrable





## ADDITIONAL REMARKS SCHEDULE

AGENCY Hub International Gulf South		License # 231432	NAMED INSURED Louisiana Fire Extinguisher Inc and C & I Supply 8339 Athens Ave. Baton Rouge, LA 70814
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

## ADDITIONAL REMARKS

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

**General Liability Includes:**  
Blanket Additional Insured where required by written contract  
Blanket Waiver of Subrogation where required by written contract  
Primary and Non-Contributory  
30 Day Notice of Cancellation

**Automobile Coverage Includes:**  
Blanket Additional Insured where required by written contract  
Blanket Waiver of Subrogation where required by written contract  
Primary and Non-Contributory  
30 Day Notice of Cancellation

**Workers Compensation Coverage Includes:**  
Blanket Alternate Employer where required by written contract  
Blanket Waiver of Subrogation where required by written contract  
30 Day Notice of Cancellation

Excess Liability policy is follow form over the General Liability (Including Contractor's Pollution Liability), Automobile, and Employers Liability.

## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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 **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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

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### JEFFERSON PARISH REQUIRED STANDARD INSURANCE

**WORKER'S COMPENSATION INSURANCE**

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES**

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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

# BID REJECTION FORM

Bid number: 50-125314

Vendor Name: VFP FIRE SYSTEMS

Reasons for

Rejection: TURNED IN EXPIRED INSURANCE.

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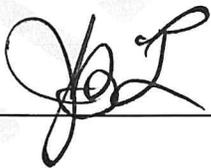
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REVIEWED BY:

Buyer Name: Donna Reamey

Date: 3/8/2019

Chief Buyer: 

Date: 3/8/19



**Bid Number 50 - 125314**

Two (2) year contract for Life Safety Inspections for various Fire Stations under the jurisdiction of the Jefferson Parish Department of Fire Services.

**March 7,2019 at 2:00 pm**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department**

**Temporary Location:**

**Paul D. Connick Sr., Emergency Operations & Communications Center**

**910 3<sup>rd</sup> Street,**

**Gretna, LA 70053**

**Donna Reamey**

**Dreamy@jeffparish.net**

**504-364-2684**

SPECIFICATIONS FOR BID # 50-125314

Specifications for life safety inspections  
for various fire stations  
under the jurisdiction of the  
Jefferson Parish Department of Fire Services

**Scope:**

The contractor shall provide all labor, materials and equipment to perform life safety tests inspections as indicated below.

This shall be a two year contract.

**1.0 Pre bid conference:**

A pre bid conference will be held on 02/22/2019 at 10:00 am, at the Office of Fire Services located in the Emergency Operations Center at 910 3<sup>rd</sup> St., Gretna, LA 70053.

A pre-bid conference will be held to allow for questions concerning this bid and bid procedures. Failure to attend the Pre-Bid Conference shall not relieve the bidder of responsibility for information discussed at the conference.

**2.0 Bonds:**

**Bid Bond**

A bid bond will be required **with** bid submission in the amount of 5% of the total bid. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

**Performance Bond:**

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

**Payment Bond:**

A payment bond in the amount of 100% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

### 3.0 Licenses:

The following licenses from Louisiana State Fire Marshal will be required for this bid:

- Fire Alarm
- Fire Sprinkler
- Kitchen Suppression and/or Fixed Fire Suppression

**NOTE:** A copy of the Louisiana State Fire Marshal License shall be submitted **with** bid.

Failure to submit this information with bid will deem the bid non-responsive.

### 4.0 Locations:

- A. Fire Headquarters: 834 S. Clearview Pkwy., Jefferson, LA 70123**
1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  3. Sprinkler system inspection: annually, as per NFPA 25.
  4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
- B. Fire Station 11: 3525 Jefferson Hwy., Jefferson, LA 70121**
1. Stove vent hood suppression system: semi-annually as per NFPA 17A.
  2. Fire alarm system: annually, as per NFPA 72, sensitivity testing 50% annually.
- C. Fire Station 13: 4642 Calumet St., Metairie, LA 70001**
1. Stove Vent Hood suppression system: semi-annually as per, NFPA 17A
  2. Sprinkler system inspection: annually, as per NFPA 25.
  3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract.
  4. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
- D. Fire Station 14: 1714 Edinburgh St., Metairie, LA 70001**
1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  3. Sprinkler system inspection: annually, as per NFPA 25.
  4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

SPECIFICATIONS FOR BID # 50-125314

- E. **Fire Station 15: 1101 N. I-10 Service Rd., Metairie, LA 70005**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- F. **Fire Station 16: 5200 Lafreniere St., Metairie, LA 70001**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- G. **Fire Station 17: 6616 Kawanee St., Metairie, LA 70003**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- H. **Fire Station 18: 3430 N. Causeway Blvd., Metairie, LA 70002**
  - 1. Stove vent hood suppression system: semi-annually as per NFPA 17A.
  
- I. **Fire Station 19: 455 Edwards Ave., Jefferson, LA 70123**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.
  - 4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
  - 5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.
  
- J. **Fire Station 20: 4110 Hudson St., Metairie, LA 70006**
  - 1. Stove vent hood suppression system: semi-annually, as per NFPA 17A
  - 2. Fire alarm system: annually as per NFPA 72, Sensitivity testing of detectors 50% annually.
  - 3. Sprinkler system inspection: annually, as per NFPA 25.

SPECIFICATIONS FOR BID # 50-125314

4. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed as needed within this contract, as per NFPA 25.
5. Sprinkler system alarm devices testing, quarterly as per NFPA 25.

**K. Fire Maintenance/Warehouse:**

*5512 S. Lambert St., Jefferson, LA 70123*

1. Residential type stove hood suppression system, semi-annually as per NFPA 17.
2. Sprinkler system inspection: annually, as per NFPA 25.
3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract

**L. Jefferson Parish Training Center:**

3221 River Rd., Bridge City, LA 70094

1. Residential type stove hood suppression system, semi-annually as per NFPA 17.
2. Sprinkler system inspection: annually, as per NFPA 25.
3. Sprinkler system flow test (internal pipe obstruction test) and stand pipe test shall be performed once with in this contract.

**5.0 Quantities:**

Contractor shall visit each job site to determine exact quantities. Contractors shall check tags to see if flow, obstruction, or hydrostatic testing is needed within this contract and include it in the contract bid price. All parts and materials that need to be changed out at time of inspection required by NFPA shall be included in the bid price, I.E. NFPA 17 requires the fire links be changed in the vent hoods at time of inspection; these links shall be included in the contract bid price. Nozzle caps shall also be included in the contract bid price.

**6.0 Bid information**

The contractor shall give unit prices for each test and or inspection as it pertains to each Fire station.

**7.0 Communication:**

Immediately after conducting any test or inspection, the contractor shall inform the owner in writing the results of test or inspection. This report shall list all deficiencies and costs to make necessary repairs.

Contact Fire Services Director Joseph Greco at (504) 736-6201.

**8.0 Omitting and addition of fire stations:**

The owner reserves the right to omit any fire station from contract due to it being demolished.

The owner shall add new Fire stations to the two year contract as they come on line.

DATE: 2/06/2019  
BID NO.: 50-00125314

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: DREAMY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, Paul D. Connick, Sr. Emergency Operations and Communications Center at - 910 3rd Street, Gretna, LA 70053 2:00 PM, 3/07/2019 AND PUBLICLY OPENED THEREAFTER. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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. 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 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.

DATE: 2/06/2019

BID NO.: 50-00125314

Page: 2

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 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

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](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2,3,5,6,8,9,10,11,12,13,15**

PRE-BID CONFERENCE TO BE HELD AT: EOC CENTER 910 3RD STREET, GRETNA LA.  
70053 @ 10:00 AM  
ON 2/22/2019

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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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

See Page 1 for Conflicts of Interest Statement

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 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 12-31-2021

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

As needed

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

67158

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: VFP Fire Systems

ADDRESS: 623 Distributors Row Suite "E"

CITY, STATE: New Orleans, LA. ZIP: 70123

TELEPHONE: (504) 934-6990 FAX: (504) 934-6992

EMAIL ADDRESS: Service.nola@VFPFire.us

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

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

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

AUTHORIZED SIGNATURE: [Signature]

Andrew Lejeune

Printed Name

TITLE: Area Manager

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	EA	TWO (2) YEAR CONTRACT FOR LIFE SAFETY INSPECTIONS FOR VARIOUS FIRE STATIONS UNDER THE JURISDICTION OF THE JEFFERSON PARISH DEPARTMENT OF FIRE SERVICES.  0010 HEADQUARTERS - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NFPA 17A.  LOCATION OF HEADQUARTERS: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123	\$250.00	\$1,000.00
2	2.00	EA	0020 HEADQUARTERS - SPRINKLER SYSTEM, ANNUALLY, AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$875.00	\$1,750.00
3	2.00	EA	0030 HEADQUARTERS - SPRINKLER SYSTEM, INSPECTION, ANNUALLY AS PER NFPA 25.	\$250.00	\$500.00
4	1.00	EA	0040 HEADQUARTERS - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
5	8.00	EA	0050 HEADQUARTERS - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$250.00	\$1,750.00
6	4.00	EA	0060 STATION 11 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NFPA 17A.  LOCATION OF STATION 11: 3525 JEFFERSON HWY. JEFFERSON, LA 70121	\$250.00	\$1,000.00
7	2.00	EA	0070 STATION 11 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$375.00	\$750.00
8	4.00	EA	0080 STATION 13 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NFPA 17A.	\$250.00	\$1,000.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
9	2.00	EA	LOCATION OF STATION 13: 4642 CALUMET ST. METAIRIE, LA 70001  0090 STATION 13 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NPFA 25.	\$250.00	\$500.00
10	1.00	EA	0100 STATION 13 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW  TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NPFA 25.	\$500.00	\$500.00
11	8.00	EA	0110 STATION 13 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS  PER NPFA 25.	\$250.00	\$1,750.00
12	4.00	EA	0120 STATION 14 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY  AS PER NPFA 17A.  LOCATION OF STATION 14: 1714 EDINBURGH ST. METAIRIE, LA 70001	\$250.00	\$1,000.00
13	2.00	EA	0130 STATION 14 - FIRE ALARM SYSTEM, ANNUALLY, AS PER NPFA 72. SENSITIVITY  TESTING OF DETECTORS 50% ANNUALLY.	\$800.00	\$1,600.00
14	2.00	EA	0140 STATION 14 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NPFA 25.	\$250.00	\$500.00
15	1.00	EA	0150 STATION 14 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW  TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NPFA 25.	\$500.00	\$500.00
16	8.00	EA	0160 STATION 14 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS  PER NPFA 25.	\$250.00	\$1,750.00
17	4.00	EA	0170 STATION 15 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY	\$250.00	\$1,000.00

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	2.00	EA	AS PER NFPA 17A. LOCATION OF STATION 15: 1101 N. CAUSEWAY BLVD. METAIRIE, LA 70005 0180 STATION 15 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$500.00	\$1,000.00
19	2.00	EA	0190 STATION 15 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$250.00	\$500.00
20	1.00	EA	0200 STATION 15 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
21	8.00	EA	0210 STATION 15 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$250.00	\$1,750.00
22	4.00	EA	0220 STATION 16 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 16: 5200 LAFRENIERE ST. METAIRIE, LA 70001	\$250.00	\$1,000.00
23	2.00	EA	0230 STATION 16 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$1,200.00	\$2,400.00
24	2.00	EA	0240 STATION 16 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$375.00	\$750.00
25	1.00	EA	0250 STATION 16 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
26	8.00	EA	0260 STATION 16 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS	\$375.00	\$2,250.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	4.00	EA	PER NFPA 25. 0270 STATION 17 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 17: 6616 KAWANEE ST. METAIRIE, LA 70003	\$250.00	\$1,000.00
28	2.00	EA	0280 STATION 17 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$375.00	\$750.00
29	2.00	EA	0290 STATION 17 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$300.00	\$600.00
30	1.00	EA	0300 STATION 17 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
31	8.00	EA	0310 STATION 17 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$300.00	\$1,800.00
32	4.00	EA	0320 STATION 18 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 18: 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002	\$250.00	\$1,000.00
33	4.00	EA	0330 STATION 19 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A. LOCATION OF STATION 19: 455 EDWARDS AVE. JEFFERSON, LA 70123	\$250.00	\$1,000.00
34	2.00	EA	0340 STATION 19 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY	\$400.00	\$800.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	2.00	EA	TESTING OF DETECTORS 50% ANNUALLY. 0350 STATION 19 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$300.00	\$600.00
36	1.00	EA	0360 STATION 19 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
37	8.00	EA	0370 STATION 19 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$300.00	\$1,800.00
38	4.00	EA	0380 STATION 20 - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.  LOCATION OF STATION 20: 4110 HUDSON ST. METAIRIE, LA 70006	\$250.00	\$1,000.00
39	2.00	EA	0390 STATION 20 - FIRE ALARM SYSTEM, ANNUALLY AS PER NFPA 72. SENSITIVITY TESTING OF DETECTORS 50% ANNUALLY.	\$300.00	\$600.00
40	2.00	EA	0400 STATION 20 - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$300.00	\$600.00
41	1.00	EA	0410 STATION 20 - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
42	8.00	EA	0420 STATION 20 - SPRINKLER SYSTEM ALARM DEVICES TESTING, QUARTERLY AS PER NFPA 25.	\$300.00	\$1,800.00
43	4.00	EA	0430 MAINTENANCE/WAREHOUSE - STOVE VENT HOOD SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.	\$250.00	\$1,000.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			LOCATION OF MAINTENANCE/WAREHOUSE: 5512 S. LAMBERT ST. JEFFERSON, LA 70123		
44	2.00	EA	0440 MAINTENANCE/WAREHOUSE - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$300.00	\$600.00
45	1.00	EA	0450 MAINTENANCE/WAREHOUSE - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
46	4.00	EA	0460 TRAINING CENTER - STOVE VENT SUPPRESSION SYSTEM, SEMI-ANNUALLY AS PER NFPA 17A.  LOCATION OF TRAINING CENTER: 3221 RIVER RD. BRIDGE CITY, LA 70094	\$250.00	\$1,000.00
47	2.00	EA	0470 TRAINING CENTER - SPRINKLER SYSTEM INSPECTION, ANNUALLY AS PER NFPA 25.	\$300.00	\$600.00
48	1.00	EA	0480 TRAINING CENTER - SPRINKLER SYSTEM FIRST INSPECTION SHALL INCLUDE FLOW TEST (INTERNAL PIPE OBSTRUCTION TEST) AND STAND PIPE TEST ON AN AS NEEDED BASIS AS PER NFPA 25.	\$500.00	\$500.00
49	62.00	EA	0490 CLEANING OF STOVE VENT HOOD SYSTEM BEFORE SEMI-ANNUAL INSPECTIONS.  ALL STOVE VENT HOOD SYSTEMS SHALL BE CLEANED IN ACCORDANCE WITH NFPA 96.  THE ENTIRE EXHAUST SYSTEM SHALL BE CLEANED BY A PROPERLY TRAINED, QUALIFIED, AND CERTIFIED COMPANY OR PERSON(S).	\$400.00	\$24,800.00

**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**

*See POA Attached*

**CORPORATE POWER OF ATTORNEY**

THIS POWER OF ATTORNEY is made this 1<sup>st</sup> day of November 2018, by Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems a corporation organized under the laws of the State of Minnesota.

Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems does hereby make, constitute and appoint Andrew LeJeune, Area Manager, to be its true and lawful Attorney-in-fact for the sole purpose of executing on behalf of Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems the following, and only the following, documents: 1) Contracts up to \$1,500,000.00; 2) Change orders up to \$1,500,000.00; 3) Lien Waivers 4) Bid Bonds 5) Performance and Payment Bonds 6) Bids and Proposals up to \$1,500,000; 7) Other Bid and Contract Documents; and 8) Leases and Rental Agreements, and to bind Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems thereby as fully and to the same extent as if such documents were signed by an Executive Officer of Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems.

This Power-of-Attorney is granted and executed under the authority of the Board of Directors of Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems, as evidenced by the following Resolution adopted by Said Board of Directors on the 1<sup>st</sup> day of November 2018, said Resolution not having been amended or repealed:

BE IT RESOLVED, that Andy McCleery, President of the corporation, is hereby authorized to execute a Power-of-Attorney appointing Andrew LeJeune, Area Manager, to act as the corporation's Attorney-in-Fact for those purposes specifically described in the Power-of-Attorney. Any such Power-of-Attorney or copy thereof which contains the signature of the above referenced officer and which has not been revoked in writing shall be valid and binding on the corporation and the corporation shall be bound by the Attorney-in-Fact upon the proper exercise of the power granted therein.

This Power-of-Attorney shall be effective until revoked in writing by an officer of Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems.

Viking Automatic Sprinkler Co. d/b/a VFP Fire Systems

By: \_\_\_\_\_

  
Andy McCleery, President

**Bid Bond**

**CONTRACTOR:**

(Name, legal status and address)  
VFP Fire Systems

623 Distributors Row, Suite E  
New Orleans, LA 70123

**OWNER:**

(Name, legal status and address)  
Jefferson Parish Purchasing Department

910 3rd Street  
Gretna, LA 70053

**BOND AMOUNT:**

Five Percent (5%) of Total Amount Bid

**PROJECT:**

(Name, location or address, and Project number, if any)  
Bid Number 50-125314, Two (2) Year Contract for Life Safety Inspections for Various Fire Stations

**SURETY:**

(Name, legal status and principal place of business)

Pacific Indemnity Company  
202B Hall's Mill Road  
Whitehouse Station, NJ 08889

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification. Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

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

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

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

Signed and sealed this 7th day of March, 2019.

*[Handwritten Signature]*  
\_\_\_\_\_  
(Witness)

VFP Fire Systems  
(Principal) \_\_\_\_\_ (Seal)

*[Handwritten Signature]*  
\_\_\_\_\_  
(Title) *Adrien LeJume, Area Manager*

Pacific Indemnity Company  
(Surety) \_\_\_\_\_ (Seal)

*[Handwritten Signature]*  
\_\_\_\_\_  
(Witness)

*[Handwritten Signature]*  
\_\_\_\_\_  
(Title) John E. Tauer, Attorney-in-Fact

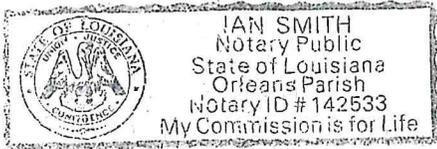


By arrangement with the American Institute of Architects, the National Association of Surety Bond Producers (NASBP) ([www.nasbp.org](http://www.nasbp.org)) makes this form document available to its members, affiliates, and associates in Microsoft Word format for use in the regular course of surety business. NASBP vouches that the original text of this document conforms exactly to the text in AIA Document A310-2010, Bid Bond.

CORPORATE ACKNOWLEDGMENT

State of Louisiana )  
 ) ss  
County of Jefferson )

On this 7th day of March 2019, before me appeared Andrew Louis Lejuna, to me personally known, who, being by me duly sworn, did say that he/she is the Area Manager of VFP Fire Systems, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation, and that said instrument was executed in behalf of said corporation by authority of its Board of Directors, and that said he acknowledged said instrument to be the free act and deed of said corporation.

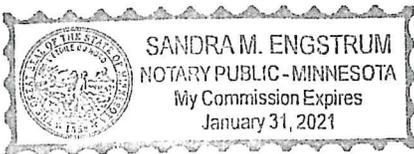


[Signature]  
Notary Public Ion Smith County, Jefferson  
My commission expires on death

SURETY ACKNOWLEDGMENT

State of Minnesota )  
 ) ss  
County of Hennepin )

On this 7th day of March 2019, before me appeared John E. Tauer, to me personally know, who being by me duly sworn, did say that (s)he is the Attorney-in-Fact of Pacific Indemnity Company, a corporation, that the seal affixed to the foregoing instrument is the corporate seal of said corporation and that said instrument was executed in behalf of said corporation by authority of its Board of Directors; and that said John E. Tauer acknowledged said instrument to be the free act and deed of said corporation.



[Signature]  
Notary Public Hennepin County, Minnesota  
My commission expires 1/31/2021

CHUBB

Power of Attorney

Federal Insurance Company | Vigilant Insurance Company | Pacific Indemnity Company

Know All by These Presents, That FEDERAL INSURANCE COMPANY, an Indiana corporation, VIGILANT INSURANCE COMPANY, a New York corporation, and PACIFIC INDEMNITY COMPANY, a Wisconsin corporation, do each hereby constitute and appoint Melinda C. Blodgett, R. C. Bowman, R. Scott Egginton, Sandra M. Engstrum, R. W. Frank, Ted Jorgensen, Joshua R. Loftis, Kurt C. Lundblad, Brian J. Oestreich, Jerome T. Ouimet, Nicole M. Stillings, John E. Tauer, Rachel A. Thomas, Lin Ulven, Colby D. White and Emily White of Minneapolis, Minnesota-----

each as their true and lawful Attorney-in-Fact to execute under such designation in their names and to affix their corporate seals to and deliver for and on their behalf as surety thereon or otherwise, bonds and undertakings and other writings obligatory in the nature thereof (other than bail bonds) given or executed in the course of business, and any instruments amending or altering the same, and consents to the modification or alteration of any instrument referred to in said bonds or obligations.

In Witness Whereof, said FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY have each executed and attested these presents and affixed their corporate seals on this 1st day of February, 2019.

*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

*Stephen M. Haney*

Stephen M. Haney, Vice President



STATE OF NEW JERSEY  
County of Hunterdon

ss.

On this 1st day of February, 2019, before me, a Notary Public of New Jersey, personally came Dawn M. Chloros, to me known to be Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY, the companies which executed the foregoing Power of Attorney, and the said Dawn M. Chloros, being by me duly sworn, did depose and say that she is Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY and knows the corporate seals thereof, that the seals affixed to the foregoing Power of Attorney are such corporate seals and were thereto affixed by authority of said Companies; and that she signed said Power of Attorney as Assistant Secretary of said Companies by like authority; and that she is acquainted with Stephen M. Haney, and knows him to be Vice President of said Companies; and that the signature of Stephen M. Haney, subscribed to said Power of Attorney is in the genuine handwriting of Stephen M. Haney, and was thereto subscribed by authority of said Companies and in deponent's presence.

Notarial Seal



ROSE CURTIS  
NOTARY PUBLIC OF NEW JERSEY  
No. 50072400  
Commission Expires November 22, 2022

*Rose Curtis*  
Notary Public

CERTIFICATION

Resolutions adopted by the Boards of Directors of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY on August 30, 2016:

"RESOLVED, that the following authorizations relate to the execution, for and on behalf of the Company, of bonds, undertakings, recognizances, contracts and other written commitments of the Company entered into in the ordinary course of business (each a "Written Commitment"):

- (1) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise.
- (2) Each duly appointed attorney-in-fact of the Company is hereby authorized to execute any Written Commitment for and on behalf of the Company, under the seal of the Company or otherwise, to the extent that such action is authorized by the grant of powers provided for in such person's written appointment as such attorney-in-fact.
- (3) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to appoint in writing any person the attorney-in-fact of the Company with full power and authority to execute, for and on behalf of the Company, under the seal of the Company or otherwise, such Written Commitments of the Company as may be specified in such written appointment, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (4) Each of the Chairman, the President and the Vice Presidents of the Company is hereby authorized, for and on behalf of the Company, to delegate in writing to any other officer of the Company the authority to execute, for and on behalf of the Company, under the Company's seal or otherwise, such Written Commitments of the Company as are specified in such written delegation, which specification may be by general type or class of Written Commitments or by specification of one or more particular Written Commitments.
- (5) The signature of any officer or other person executing any Written Commitment or appointment or delegation pursuant to this Resolution, and the seal of the Company, may be affixed facsimile on such Written Commitment or written appointment or delegation.

FURTHER RESOLVED, that the foregoing Resolution shall not be deemed to be an exclusive statement of the powers and authority of officers, employees and other persons to act for and on behalf of the Company, and such Resolution shall not limit or otherwise affect the exercise of any such power or authority otherwise validly granted or vested."

I, Dawn M. Chloros, Assistant Secretary of FEDERAL INSURANCE COMPANY, VIGILANT INSURANCE COMPANY, and PACIFIC INDEMNITY COMPANY (the "Companies") do hereby certify that

- (i) the foregoing Resolutions adopted by the Board of Directors of the Companies are true, correct and in full force and effect,
- (ii) the foregoing Power of Attorney is true, correct and in full force and effect.

Given under my hand and seals of said Companies at Whitehouse Station, NJ, this 7th of March, 2019



*Dawn M. Chloros*

Dawn M. Chloros, Assistant Secretary

IN THE EVENT YOU WISH TO VERIFY THE AUTHENTICITY OF THIS BOND OR NOTIFY US OF ANY OTHER MATTER, PLEASE CONTACT US AT:  
Telephone (908) 903-3493 Fax (908) 903-3656 e-mail: surety@chubb.com

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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 **Invitation to 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.



# CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)  
12/17/2016

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 Willis of Minnesota, Inc. c/o 26 Century Blvd. P. O. Box 305191 Nashville, TN 37230-5191	CONTACT NAME:		
	PHONE (A/C, NO, EXT):	877-945-7378	FAX (A/C, NO): 888-467-2378
	E-MAIL ADDRESS:	certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	NAIC#	
INSURED VFP Fire Systems, Inc. 5041 Spencer Highway Suite 803 Pasadena, TX 77505	INSURER A:	Insurance Company of the State of Pennsylv	19429-001
	INSURER B:	National Union Fire Insurance Company	19445-001
	INSURER C:	New Hampshire Insurance Company	23841-001
	INSURER D:	Steadfast Insurance Company	26387-000
	INSURER E:		
	INSURER F:		

### COVERAGES

CERTIFICATE NUMBER: 25099243

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 <input checked="" type="checkbox"/> Contractual Liability GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 337-23-18	12/31/2016	12/31/2017	EACH OCCURRENCE	\$ 2,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$ 10,000
							PERSONAL & ADV INJURY	\$ 2,000,000
							GENERAL AGGREGATE	\$ 4,000,000
							PRODUCTS - COMP/OP AGG	\$ 4,000,000
								\$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CA 319-44-30	12/31/2016	12/31/2017	COMBINED SINGLE LIMIT (Ea accident)	\$ 2,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED:      RETENTION \$			19452260	12/31/2016	12/31/2017	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC 014-26-8032	12/31/2016	12/31/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT	\$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE	\$ 1,000,000
							E.L. DISEASE - POLICY LIMIT	\$ 1,000,000
D	<input checked="" type="checkbox"/> Contr. Prof (CM) <input checked="" type="checkbox"/> Contr. Poll (Occ) Incl Mold			EOC 5819306-03	12/31/2016	12/31/2017	\$1,000,000 \$1,000,000 \$1,000,000	Each Claim/Agg Each Claim/Agg Policy Agg

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

### Evidence of Coverage

Stop Gap Employers Liability for the Monopolistic state of North Dakota, Ohio, Washington and Wyoming is provided under the Workers' Compensation policy, however, Statutory coverage for the Monopolistic states is not.

See attached:

### CERTIFICATE HOLDER

### CANCELLATION

Evidence of Coverage :	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 <i>Scott A. Howard</i>



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Willis of Minnesota, Inc.		NAMED INSURED VFP Fire Systems, Inc. 5041 Spencer Highway Suite 803 Pasadena, TX 77505	
POLICY NUMBER See First Page		EFFECTIVE DATE: See First Page	
CARRIER See First Page	NAIC CODE		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Coverage: Contractors Equipment  
 Policy #CPP0084169-01  
 Effective date and Expiration date: 3/31/2016 - 3/31/2017  
 Carrier Name: Zurich American Insurance Company  
 NAIC: 16535 - A+ g XV  
 Leased/Rented Equipment Limits: \$1,000,000

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Andrew  
Lejeune, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Area Manager of VFP Fire Systems (Entity),  
the party who submitted a bid in response to Bid Number SO-125314, 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 X 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.

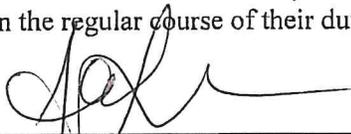
Choice B  There are **NO** debts which would require disclosure under Choice A of this section.

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

Andrew Lafosse  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 25 DAY OF February, 2019.

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

Louis Luscetta  
\_\_\_\_\_  
Printed Name of Notary

52499  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires For life



## Louisiana Secretary of State R. Kyle Ardoin

### SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

Print

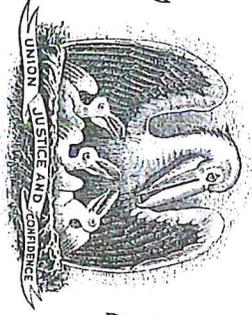
#### Notary Search - Detail

**Name:** MR. LOUIS L. LUSCO II  
**Address:** 823 ST. LOUIS ST.  
NEW ORLEANS, LA 70112  
**Phone:** (504) 522-0155  
**Notary ID Number:** 52499  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 24159  
**Status:** Active  
**Commission Date:** 05/03/1996  
**Oath Date:** 03/23/1996  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

[Back to Search Results](#)

[New Search](#)

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

VIKING AUTOMATIC SPRINKLER COMPANY  
301 York Avenue  
St. Paul, MN 55130

is duly licensed and entitled to practice the following classifications

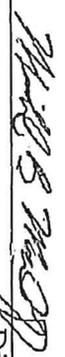
SPECIALTY: FIRE ALARMS; SPECIALTY: FIRE SPRINKLER WORK; SPECIALTY: FIRE SUPPRESSION;  
SPECIALTY: SECURITY



Expiration Date: September 12, 2019

License No: 67158

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 12th day of September 2018

  
Director

  
Chairman

This License Is Not Transferrable

  
Treasurer

**Louisiana State Fire Marshal**  
**Life Safety and Property Protection Licensing & Registration Division**  
**Certificate of Firm Registration**

*The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems:*

**License Number:** F658

**Endorsements:** Fire Sprinkler, Fire Alarm, Security

**Firm Name:** VIKING AUTOMATIC SPRINKLER COMPANY

**Doing Business As:** VFP FIRE SYSTEMS

**Mailing Address:** 301 YORK AVENUE  
ST PAUL, MN 55130

**Physical Location:** 623 DISTRIBUTOR'S ROW, STE. E  
NEW ORLEANS, LA 70123

*This license is not transferable and may be revoked or suspended with cause.*

*This license was issued on 6/1/2018 and will expire on 6/1/2019*



**Louisiana State Fire Marshal**  
**Life Safety and Property Protection Licensing & Registration Division**  
**Certificate of Firm Registration**

*The below named firm is hereby certified by and registered with the Office of State Fire Marshal pursuant to L.R.S. 40:1664 ET SEQ. of Life Safety & Property Protection systems:*

**License Number:**    **FI209**

**Endorsements:**    **Pre-Engineered, Fire Extinguishers & Hoses**

**Firm Name:**        **CLEAN RTE HOOD & PRESSURE WASHING**

**Doing Business As:**    **FIRE 1**

**Mailing Address:**    **PO BOX 2829  
GRETTNA, LA 70054**

**Physical Location:**    **101 FIELD ST  
BELLE CHASSE, LA 70037**

*This license is not transferable and may be revoked or suspended with cause.*

**This license was issued on 4/1/2018 and will expire on 4/1/2019**



313696

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.  
**Viking Automatic Sprinkler Company**

2 Business name/disregarded entity name, if different from above  
**dba VFP Fire Systems**

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.

Individual/sole proprietor or single-member LLC

C Corporation

S Corporation

Partnership

Trust/estate

Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ \_\_\_\_\_

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

Other (see Instructions) ▶ \_\_\_\_\_

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) 5

Exemption from FATCA reporting code (if any) \_\_\_\_\_

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.  
**301 York Avenue Remit to: PO Box 74008409**

6 City, state, and ZIP code  
**St. Paul, MN 55130 Chicago, IL 60674-8409**

7 List account number(s) here (optional)

Requester's name and address (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the Instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

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

or

Employer identification number

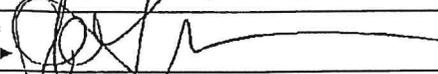
4	1	-	0	5	9	3	8	6	0
---	---	---	---	---	---	---	---	---	---

## Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

Sign Here Signature of U.S. person ▶ 

Date ▶ 1/1/2019

## General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

**Criminal penalty for falsifying information.** Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

**Misuse of TINs.** If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

## Specific Instructions

### Line 1

You must enter one of the following on this line; do not leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account (other than an account maintained by a foreign financial institution (FFI)), list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9. If you are providing Form W-9 to an FFI to document a joint account, each holder of the account that is a U.S. person must provide a Form W-9.

**a. Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

**Note: ITIN applicant:** Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

**b. Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

**c. Partnership, LLC that is not a single-member LLC, C corporation, or S corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

**d. Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

**e. Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

### Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

### Line 3

Check the appropriate box on line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box on line 3.

IF the entity/person on line 1 is a(n) . . .	THEN check the box for . . .
<ul style="list-style-type: none"> <li>Corporation</li> </ul>	Corporation
<ul style="list-style-type: none"> <li>Individual</li> <li>Sole proprietorship, or</li> <li>Single-member limited liability company (LLC) owned by an individual and disregarded for U.S. federal tax purposes.</li> </ul>	Individual/sole proprietor or single-member LLC
<ul style="list-style-type: none"> <li>LLC treated as a partnership for U.S. federal tax purposes,</li> <li>LLC that has filed Form 8832 or 2553 to be taxed as a corporation, or</li> <li>LLC that is disregarded as an entity separate from its owner but the owner is another LLC that is not disregarded for U.S. federal tax purposes.</li> </ul>	Limited liability company and enter the appropriate tax classification. (P= Partnership; C= C corporation; or S= S corporation)
<ul style="list-style-type: none"> <li>Partnership</li> </ul>	Partnership
<ul style="list-style-type: none"> <li>Trust/estate</li> </ul>	Trust/estate

### Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space on line 4 any code(s) that may apply to you.

#### Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

**1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983.** You must give your correct TIN, but you do not have to sign the certification.

**2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983.** You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

**3. Real estate transactions.** You must sign the certification. You may cross out item 2 of the certification.

**4. Other payments.** You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

**5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), ABLÉ accounts (under section 529A), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions.** You must give your correct TIN, but you do not have to sign the certification.

**What Name and Number To Give the Requester**

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account) other than an account maintained by an FFI	The actual owner of the account or, if combined funds, the first individual on the account <sup>1</sup>
3. Two or more U.S. persons (joint account maintained by an FFI)	Each holder of the account
4. Custodial account of a minor (Uniform Gift to Minors Act)	The minor <sup>2</sup>
5. a. The usual revocable savings trust (grantor is also trustee) b. So-called trust account that is not a legal or valid trust under state law	The grantor-trustee <sup>1</sup> The actual owner <sup>1</sup>
6. Sole proprietorship or disregarded entity owned by an individual	The owner <sup>3</sup>
7. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor <sup>4</sup>
For this type of account:	Give name and EIN of:
8. Disregarded entity not owned by an individual	The owner
9. A valid trust, estate, or pension trust	Legal entity <sup>4</sup>
10. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
11. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
12. Partnership or multi-member LLC	The partnership
13. A broker or registered nominee	The broker or nominee

For this type of account:	Give name and EIN of:
14. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
15. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

<sup>1</sup> List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

<sup>2</sup> Circle the minor's name and furnish the minor's SSN.

<sup>3</sup> You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

<sup>4</sup> List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships*, earlier.

**\*Note:** The grantor also must provide a Form W-9 to trustee of trust.

**Note:** If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

**Secure Your Tax Records From Identity Theft**

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Pub. 5027, Identity Theft Information for Taxpayers.

Victims of identity theft who are experiencing economic harm or a systemic problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

**Protect yourself from suspicious emails or phishing schemes.** Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.