



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000139429 Three (3) Year Contract for Inspection of Vent Hood
Suppression Systems (Parishwide) for the Department of General
Services**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

12-Oct-2022 10:35:06 AM



Bid Number 50-00139429

Three (3) Year Contract for Inspection of Vent Hood Suppression Systems (Parishwide) for the Department of General Services

BID DUE: October 17, 2022 AT 11:00 AM

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 on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Mark Buttery
Buyer Email: MButtery@jeffparish.net
Buyer Phone: 504-364-2810**

DATE: 10/12/2022

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00139429

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

VENDOR:

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 10/17/2022 via online at www.jeffparishbids.net.

LATE BIDS WILL NOT BE ACCEPTED

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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 as amended. A copy of these resolutions 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 purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 local 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. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

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

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder by the bidder placing the Addendum number in the appropriate section. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1991).

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.

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 to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

4,5,6,10,12,13

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies). When 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 an as needed basis contract. 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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

DATE: 10/12/2022

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00139429

JEFFERSON PARISH

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

VENDOR:

BUYER: MBUTTERY

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

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

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

SIGNATURE:

(Must be signed here)

TITLE:

PRINT OR TYPE NAME:

ADDRESS:

CITY, STATE:

ZIP:

TELEPHONE:

()

FAX:

()

EMAIL ADDRESS:

TOTAL PRICE OF ALL BID ITEMS: \$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139429

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Three (3) Year Contract for Inspection of Vent Hood Suppression Systems (Parishwide) for the Department of General Services		
1	6.00	EA	0010 - HOOD SUPPRESSION INSPECTIONS EOCC/911 BUILDING 2ND FLOOR EMERGENCY MANAGEMENT 910 3RD STREET GRETNA, LA 70053	\$	\$
2	6.00	EA	0020 - JEFFERSON PARISH CORRECTIONAL CTR 100 DOLHONDE STREET GRETNA, LA 70053	\$	\$
3	6.00	EA	0030 - LOCAL HISTORY MUSEUM 519 HUEY P. LONG AVENUE GRETNA, LA 70053	\$	\$
4	6.00	EA	0040 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET MARRERO, LA 70072	\$	\$
5	6.00	EA	0050 - TERRYTOWN HEAD START 2315 PARK PLACE GRETNA, LA 70053	\$	\$
6	6.00	EA	0060 - JUTLAND HEAD START 1821 JUTLAND DRIVE HARVEY, LA 70058	\$	\$
7	6.00	EA	0070 - LAPALCO HEAD START 2001 LINCOLNSHIRE DRIVE MARRERO, LA 70072	\$	\$
8	6.00	EA	0080 - RIVARDE DETENTION CENTER 1550 GRETNA BOULEVARD HARVEY, LA 70058	\$	\$
9	6.00	EA	0090 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA 70001	\$	\$
10	6.00	EA	0100 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139429

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			METAIRIE, LA 70001		
11	6.00	EA	0110 - STATION 11 3525 JEFFERSON HIGHWAY JEFFERSON, LA 70121	\$	\$
12	6.00	EA	0120 - STATION 12 900 JEFFERSON HIGHWAY JEFFERSON, LA 70121	\$	\$
13	6.00	EA	0130 - STATION 13 4642 CALUMET STREET METAIRIE, LA 70001	\$	\$
14	6.00	EA	0140 - STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001	\$	\$
15	6.00	EA	0150 - STATION 15 1101 N. I-10 SERVICE ROAD METAIRIE, LA 70005	\$	\$
16	6.00	EA	0160 - STATION 16 5200 LAFRENIERE STREET METAIRIE, LA 70001	\$	\$
17	6.00	EA	0170 - STATION 17 6616 KAWANEE STREET METAIRIE, LA 70001	\$	\$
18	6.00	EA	0180 - STATION 18 3430 N. CAUSEWAY BOULEVARD METAIRIE, LA 70002	\$	\$
19	6.00	EA	0190 - STATION 19 455 EDWARDS AVENUE HARAHAN, LA 70123	\$	\$
20	6.00	EA	0200 - STATION 20 4110 HUDSON STREET METAIRIE, LA 70006	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139429

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	6.00	EA	0210 - FIRE TRAINING 3231 RIVER ROAD BRIDGE CITY, LA 70094	\$ _____	\$ _____
22	6.00	EA	0220 - FIRE HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123	\$ _____	\$ _____
23	6.00	EA	0230 - JEFFERSON HWY HEAD START 11312 JEFFERSON HIGHWAY RIVER RIDGE, LA 70123	\$ _____	\$ _____
24	6.00	EA	0240 - WEST METAIRIE HEAD START 917 N. ATLANTA STREET METAIRIE, LA 70003	\$ _____	\$ _____

THREE (3) YEAR CONTRACT TO PERFORM SEMI-ANNUAL VENT HOOD SUPPRESSION SYSTEM INSPECTIONS

Section 1.0 - Site Visits:

All prospective bidders can schedule a site visit through Eric Folse with the Department of General Services between 8:00 a.m. to 3:00 p.m., Monday Thru Friday. Eric Folse can be reached at 504-364-2675 or EFolse@jeffparish.net.

Section 2.0 - Scope:

We extend this bid to provide all labor, materials, tools, supplies, and equipment necessary to provide a three (3) year contract to perform semi-annual vent hood suppression system inspections at various locations for the Department of General Services.

Section 3.0 – License:

A copy of the front and, if applicable, a copy of the back of all licenses and endorsements listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

License required for this bid issued by the *Louisiana State Licensing Board for Contractors*:

- Commercial Contractor License
- Specialty License in Fire Alarms, Fire Sprinkler Work, and Fire Suppression Systems

And

License/Endorsement required for this bid issued by the *Louisiana State Fire Marshal's Office*:

- Life Safety and Property Protection
- Fixed Fire Suppression Systems

Section 4.0 – Quantities/Inspections:

Bidders must inspect all sites listed in section 7.0 and perform their measurements to determine the proper quantities of labor hours, equipment, supplies, materials, etc., required for this bid.

Section 5.0 Locations:

WESTBANK LOCATIONS	MONTH/YEAR FIRST TEST TO BE PERFORMED
EOCC/911 Building 2 nd Floor Emergency Management only 910 3 rd Street Gretna, LA 70053	April 2023
Jefferson Parish Correctional Center 100 Dolhonde Street Gretna, LA 70053	April 2023
Local History Museum 519 Huey P. Long Avenue Gretna, LA 70053	April 2023
Marrero/Harvey Senior Center 4420 7 th Street Marrero, LA 70072	April 2023
Terrytown Head Start 2315 Park Place Gretna, LA 70053	April 2023
Jutland Head Start 1821 Jutland Drive Harvey, LA 70058	April 2023
Lapalco Head Start 2001 Lincolnshire Drive Marrero, LA 70072	April 2023
Rivarde Detention Center 1550 Gretna Boulevard Harvey, LA 70058	April 2023
EASTBANK LOCATIONS	MONTH/YEAR FIRST TEST TO BE PERFORMED
Fire Training 3231 River Road Bridge City, LA 70094	April 2023
Fire HQ 834 S. Clearview Parkway Jefferson, LA 70123	April 2023
Jefferson Hwy Head Start 11312 Jefferson Highway River Ridge, LA 70123	April 2023
West Metairie Head Start 917 N. Atlanta Street Metairie, LA 70003	April 2023

Section 5.0 Locations: Continued

EASTBANK LOCATIONS	MONTH/YEAR FIRST TEST TO BE PERFORMED
East Bank Health Unit 111 N. Causeway Boulevard Metairie, LA 70001	April 2023
Metairie Senior Center 265 N. Causeway Boulevard Metairie, LA 70001	April 2023
Station 11 3525 Jefferson Highway Jefferson, LA 70121	April 2023
Station 12 900 Jefferson Highway Jefferson, LA 70121	April 2023
Station 13 4642 Calumet Street Metairie, LA 70001	April 2023
Station 14 1714 Edinburgh Street Metairie, LA 70001	April 2023
Station 15 1101 N. I-10 Service Road Metairie, LA 70005	April 2023
Station 16 5200 Lafreniere Street Metairie, LA 70001	April 2023
Station 17 6616 Kawanee Street Metairie, LA 70001	April 2023
Station 18 3430 N. Causeway Boulevard Metairie, LA 70002	April 2023
Station 19 455 Edwards Avenue Harahan, LA 70123	April 2023
Station 20 4110 Hudson Street Metairie, LA 70006	April 2023

Section 6.0 – Bid Specification:

6.1 General:

- Test shall be performed semi-annually beginning April of 2023
- After each test, the successful bidder shall submit to the requesting department Services designee a handwritten copy of the test and inspection results.
- Within five (5) working days after each test and inspection completion, a typewritten report shall be submitted to the requesting department listing the results of each test and inspection and providing a detailed list of all deficiencies found at the time of each test.
- Under a separate purchase order Jefferson Parish will be responsible for repairing all deficiencies found.
- Within ten (10) days of notification from Jefferson Parish, the successful bidder shall perform a follow-up inspection on all repaired devices.
- The second follow-up inspection shall be performed at no additional cost to Jefferson Parish.
- After all inspections are performed and all deficiencies repaired, the successful bidder shall properly tag the system as per NFPA guidelines.

6.2 Hood Suppression System Inspecting and Testing:

A. With a requesting department designee present, the following shall be performed before the start of each inspection and test:

- Notify fire alarm monitoring company and place system in test.
- Inspect cooling system for proper operation.

B. The following shall be performed during each vent hood suppression system inspection:

- Supply and install new appropriately sized heat sensors.
- Supply and install new properly sized fusible links.
- Replace protective blow-off caps as needed.
- Inspect appliance location and layout for nozzle coverage. Provide on the report if any discrepancies are found.
- Inspect all surfaces, ducts, and plenum nozzles. Provide on the report if any discrepancies are found.
- Check pressure gauges for proper PSI. Provide on the report if any discrepancies are found.
- Test the detection line by cutting a fusible link. Provide on the report if any discrepancies are found.
- Test operation of gas shutoff valve(s). Provide on the report if any discrepancies are found.
- Test operation of the micro switch(s). Provide on the report if any discrepancies are found.
- Test operation of all remote pull stations. Provide on the report if any discrepancies are found.

**B. The following shall be performed during each vent hood suppression system inspection:
Continued**

- Verify suppression system activates the existing building fire alarm system and sends a signal to the monitoring company. Provide on the report if any discrepancies are found.
- Verify all due dates on the system (Tank, 12-year test, etc.) Provide on the report if any discrepancies are found.

C. The following items shall be performed after all tests:

- Fire alarm system is placed back into regular operation and taken out of the test.
- A new laminated, properly marked tag shall be installed on each system.
- Verify cooking system is in proper working order.

Section 7.0 – Invoicing:

The Successful bidder shall submit an individual invoice for each location serviced under this contract to the requesting department.

Section 8.0 – Liquidated Damages:

Once the test and inspection start, liquidated damages will be 5% of the amount of the test for each day the test and inspection remain complete.

Section 9.0 – Start of Work Conference and Notice to Proceed:

A “Start of Work Conference” shall be held between the successful bidder and the owner before any work commences.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the Department of General Services to begin work.

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 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 - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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