

Hytech Roofing Services Inc.
10371 Airline Hwy
St. Rose, LA 70087

LA Contractor License Number 20572

Phone: 504-464-7467

Fax: 504-464-6011

Email: lhaydel@hytechroofing.net

Scaled Bid For 5000126591
Labor & Materials for the Roof Drain Installation &
Repairs for the Jefferson Parish Performing Arts
Center

To: Jefferson Parish Purchasing Department
200 Derbigny Street – Suite 4400
Gretna, La 70053

BID ENCLOSED

BID/RFP RECEIPT

Receipt of Bid/RFP Proposal No. 50-00126591

From: Hytech Roofing Services Inc

Company's Name

Person Received Bid: A. Cannon

Number of Envelopes/Boxes Received: 1 envelope

Jefferson Parish Purchasing Department
200 Derbigny Street
Suite 4400 – General Government Building
Gretna, LA 70053

RECEIVED

2019 MAY 29 AM 10:21

JEFFERSON PARISH
PURCHASING



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000126591 LABOR & MATERIALS FOR ROOF DRAIN INSTALLATION &
REPAIRS FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

16-May-2019 04:49:59 PM



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

April 24, 2019

CHANGES FOR THE JEFFERSON PARISH PURCHASING DEPARTMENT

- Purchasing will be moving back to the General Government Building the week of May 6, 2019.
- All Public Bid Openings (2 pm response time) after the week of May 6, 2019 will be held in Jefferson Parish Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA, 70053.
- All advertised bid submissions (2 pm) and all non-advertised bid submissions (11 am) are due at the 200 Derbigny Street, Suite 4400 address or via on-line through Central Bidding until the date and time the bid is to open. For convenience, the bid submission can be delivered to our satellite office in the Yenni Bldg, 1221 Elmwood Park Blvd, Suite 404, Jefferson, LA, 70123 until the day before the bid opening date and time.
- Always refer to the Invitation to Bid instructions for pre-bid information (if applicable). 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.
- 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.

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 Website: www.jeffparish.net



BID #50-126591

**LABOR & MATERIALS FOR ROOF DRAIN INSTALLATION &
REPAIRS FOR THE JEFFERSON PARISH PERFORMING ARTS
CENTER**

MAY 29, 2019 @ 11:00 A.M.

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street-Suite 4400
Gretna, LA 70053**

Buyer Name: SHANNA FOLSE

PLEASE "EMAIL" ANY QUESTIONS ABOUT THIS BID TO:

Buyer Email: SFOLSE@JEFFPARISH.NET

Buyer Phone: 504-364-2680

DATE: 5/15/2019

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00126591

JEFFERSON PARISH

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

VENDOR: ;

BUYER: SFOLSE@jeffparish.net

Bids will be received until 11:00 AM, 5/29/2019 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. 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 submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 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. 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.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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 as appropriate and a written response will be provided as soon as possible.

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. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

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

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A117.1-1961).

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

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,5,6,10,13

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: 6400 AIRLINE DR, METAIRIE, LA 70003 @
10:00 A.M.
ON 5/21/2019

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise 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.

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: 5/15/2019

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00126591

JEFFERSON PARISH

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

VENDOR: Hy-Tech Roofing Services, Inc.

BUYER: SFOLSE

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

30 DAYS

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

30 DAYS

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

60 DAYS

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

Acknowledge Receipt of Addenda: NUMBER: 1 5/23/19

NUMBER: _____

NUMBER: _____

NUMBER: _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 20572

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>Hy-Tech Roofing Services, Inc.</u>	
SIGNATURE: (Must be signed here) <u>[Signature]</u>	TITLE: <u>PRESIDENT</u>
PRINT OR TYPE NAME: <u>LESTER S. HAYDEL JR.</u>	
ADDRESS: <u>10371 AIRLINE HWY</u>	
CITY, STATE: <u>ST ROSE, LOUISIANA</u>	ZIP: <u>70087</u>
TELEPHONE: <u>(504) 464-7467</u>	FAX: <u>(504) 464-6011</u>
EMAIL ADDRESS: <u>LHAYDEL@HYTECHROOFING.NET</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 9,680⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00126591

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>LABOR & MATERIALS FOR DRAIN INSTALLATION & REPAIRS FOR THE JEFFERSON PERFORMING ARTS CENTER.</p> <p>0010-LABOR & MATERIALS NECESSARY TO PERFORM ROOF DRAIN INSTALLATION & REPAIRS AT THE:</p> <p>JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA 70003</p> <p>FURNISH AND INSTALL SEVEN (7) NEW RETRO FIT ROOF DRAINS AT SELECTED ROOF DRAINS. AT EACH DRAIN REMOVE THE EXISTING DRAIN RING AND DRAIN BASKET. FURNISH A NEW JOHNS MANVILLE RETRO FIT DRAIN ASSEMBLY AND STRIP IN WITH NEW JOHNS MANVILLE ROOF MEMBRANE. CLEAN OUT OVER THE 2ND FLOOR HALLWAY NEAR THE SOUTHWEST AREA PITCH POCKET AND REFILL WITH NEW PITCH POCKET FILLER. CLEAN THE PERIMETER OF THE EXISTING PITCH POCKET AND REPAIR WITH NEW JOHNS MANVILLE PERMA FLASH THREE COURSE LIQUID ROOF FLASHING. INSTALL MISSING DOWNSPOUT (OWNER WILL FURNISH DOWNSPOUT) FROM THE UPPER STAGE ROOF COLLECTOR HEAD. ADD AN ADDITIONAL PLY OF ROOF MEMBRANE UNDER ALL DOWNSPOUT AS A SACRIFICIAL MEMBRANE TO PROTECT THE EXISTING ROOF FROM RUN OFF AT EACH OF THE DOWNSPOUTS. PATCH THE HOLES IN THE PANELS FROM THE PREVIOUS FASTENERS AT THE MISSING DOWNSPOUTS WITH NEW 24 GA. SILVER KYNAR METAL. REMOVE ALL DEBRIS FROM JOBSITE AND LEAVE PREMISES BROOM CLEAN.</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p>	\$9,680 ⁰⁰	\$9,680 ⁰⁰

**LABOR & MATERIALS FOR ROOF DRAIN INSTALLATION & REPAIRS FOR
THE JEFFERSON PARISH PERFORMING ARTS CENTER**

BID #50-126591

SECTION 1.0 – PRE-BID CONFERENCE:

A Mandatory Pre-Bid Conference and inspection of the site shall be held:

Location: JEFFERSON PERFORMING ARTS CENTER
Date: 6400 AIRLINE DRIVE, METAIRIE, LA 70003
Time: 10:00 A.M.

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.

SECTION 2.0 – SCOPE:

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to repair roof leaks, re-install down spout, and install retro-fit roof drain kits at Jefferson Performing Arts Center located at 6400 Airline Drive, Metairie, LA.

SECTION 3.0 –LICENSE REQUIREMENTS:

The following Louisiana State licenses shall be required for this project:

- Commercial Contractors License with a Louisiana State Specialty License in roofing and Sheet Metal Siding

Section 3.1- Required Certification(s):

The following certification is required to perform this work:

- Contractor approval certification letter from Johns Manville Roofing Systems Incorporated.

**A COPY OF THE CERTIFICATION LETTER SHALL BE INCLUDED WITH THE PROPOSERS BID.
FAILURE TO INCLUDE THIS INFORMATION WILL BE DEEMED THE BID AS BEING NON-RESPONSIVE.**

SECTION 4.0 – QUANTITIES/INSPECTION:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project.

SECTION 5.0 – BID SPECIFICATIONS:

- All work shall be performed as per manufacturer recommendations and guidelines to ensure the existing warranty is not voided.
- Furnish and install seven (7) new Johns Manville retro-fit roof drains. Location of roof drains will be provided at the mandatory pre-bid meeting.
- Drains shall be properly sealed to prevent leaks.
- Clean, re-fill, and perma flash one (1) pitch pocket. Location of pitch pocket will be given at mandatory pre-bid meeting.
- Re-install one (1) downspout. Owner will provide downspout.
- Patch all holes in the exterior panels from the previous fasteners at the missing downspout with new 24 gauge silver kynar metal.
- Supply and install new 24 gauge silver kynar metal straps to mount gutter.
- Supply and install a single ply of roof membrane under each downspout.

SECTION 6.0 - HOURS OF WORK:

The work that is to be performed shall be scheduled during normal working hours, Monday thru Friday, 8:00 AM till 5:00 PM.

SECTION 7.0 – CLEANING AREA AND SAFETY:

Job site must be clean and free of all litter and debris caused by this work daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Storage of flammable materials will not be permitted on the premises. All flammable materials must be removed from the job site daily. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

SECTION 8.0 – PRE-CONSTRUCTION CONFERENCE AND NOTICE TO PROCEED:

A Pre-Construction 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" to begin work, from the Department of General Services.

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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

May 23, 2019

ADDENDUM # 1

Bid No.: 50-126591

Bid Opening Date: 5-29-2019

For: LABOR & MATERIALS FOR ROOF DRAIN INSTALLATION & REPAIRS FOR THE JEFFERSON PARISH PERFORMING ARTS CENTER

ADDITION: THE FOLLOWING INFORMATION IS TO BE ADDED TO SECTION 5.0-BID SPECIFICATIONS:

- REPLACE ALL MISSING CLAMPING RINGS ON EXISTING ROOF DRAINS
- CLAMPING RINGS SHALL MATCH EXISTING CLAMPING RINGS
- PERMA FLASH THE FOUR (4) EXISTING PITCH POCKETS FOR THE SUPPORTS OF EXISTING ROOFTOP UNIT #1

Sincerely,

Shanna Folse

Shanna Folse, Buyer I
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



Johns Manville Corporation
Roofing Systems Group
5722 Belle Grove Ave.
Baton Rouge, LA
Phone: 225-315-2828

May 28, 2019

Hy-Tech Roofing Services, Inc.
10371 Airline Highway
St. Rose, LA 70087

RE: Contractor Status

To Whom It May Concern:

Please be advised that a Johns Manville Approved Roofing Contractor Agreement (the "Agreement") presently exists between Johns Manville Roofing Systems Group and the above named contractor located at the above address. The Agreement stipulates that Johns Manville will issue Peak Advantage Guarantees for Johns Manville systems listed below. As such they are allowed to do repairs to existing JM warrantied roofs in accordance with the JM published details.

Should you have any questions or need any additional information please feel free to contact me. Thanks for choosing Johns Manville.

Glen St. Martin,

Glen St. Martin
Territory Sales Manager

Disclaimer

Johns Manville is a manufacturer of commercial roofing products and offers this general conceptual information to you as a courtesy. This complimentary assistance is not to be used or relied upon by anyone as a substitute for professional engineering design and documentation required by building code, contract or applicable law. By accepting these comments you agree they do not constitute any representations, endorsements of, or an assumption by Johns Manville of any liability for either the adequacy of the design of this building or any other material not supplied by Johns Manville.




RESOLUTION

At a meeting of the Board of Directors of Hy-Tech Roofing Services, Inc., held on the 30th day of September, 1988, it was

RESOLVED that Lester J. Haydel, Jr., President of Hy-Tech Roofing Services, Inc., is authorized to execute any and all bid documents and contracts for and on behalf of this corporation.

RESOLVED that Paula P. Haydel, Secretary-Treasurer of Hy-Tech Roofing Services, Inc., has the authority to execute all bids and contracts.

I hereby certify that the foregoing is a true and correct copy of a resolution adopted by the Board of Directors of Hy-Tech Roofing Services, Inc., held on the 30th day of September 1988.



PAULA P. HAYDEL
SECRETARY/TREASURER

10371 Airline Highway
St. Rose, Louisiana 70087
(504) 464-7467
FAX: 464-6011



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

05/28/2019

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	CONTACT NAME: Belinda Cosse
Stone Insurance, Inc.	PHONE (A/C, No, Ext): (504) 832-4161
111 Veterans Blvd, Suite 1420	FAX (A/C, No): (504) 835-6657
	E-MAIL ADDRESS: belinda.cosse@stone-insurance.com
Metairie	INSURER(S) AFFORDING COVERAGE
LA 70005-3055	INSURER A: Princeton Excess & Surplus Lines Insurance Co
	INSURER B: Travelers Casualty Ins Co of America
	INSURER C: Bridgefield Employers Ins Co
	INSURER D: StarStone Specialty Insurance Company
	INSURER E:
	INSURER F:

COVERAGES CERTIFICATE NUMBER: 19/20 REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			QYA3GL000000200	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA5E592803	05/01/2019	05/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Medical payments \$ 5,000
D	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			O85643190ALI	05/01/2019	05/01/2020	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) Y/N <input type="checkbox"/> If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		0196-40795	05/01/2019	05/01/2020	<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

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

The certificate holder is included as an additional insured on the above referenced general liability and auto liability policies, where required by written contract. A waiver of subrogation in favor of the certificate holder is included on the above referenced general liability, auto liability, and workers compensation policies, where required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish, its Districts Departments & Agencies under the President & the Parish Council
1221 Elmwood Park Blvd.
Harahan LA 70123

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

Jeff Schwaner



CERTIFICATE OF PROPERTY INSURANCE

DATE (MM/DD/YYYY)
05/28/2019

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.

PRODUCER Stone Insurance, Inc. 111 Veterans Blvd, Suite 1420 Metairie LA 70005-3055		CONTACT NAME: Belinda Cosse PHONE (A/C, No, Ext): (504) 832-4161 FAX (A/C, No): (504) 835-6657 E-MAIL ADDRESS: belinda.cosse@stone-insurance.com PRODUCER CUSTOMER ID: 00009699	
INSURED Hy-Tech Roofing Services Inc-Hy-Tech Roofing & Sheet Metal, LLC & Pelican Roll Forming, LLC 10371 Airline Highway St. Rose LA 70087		INSURER(S) AFFORDING COVERAGE INSURER A: AGCS Marine Insurance Co INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: 19/20

REVISION NUMBER:

LOCATION OF PREMISES / DESCRIPTION OF PROPERTY (Attach ACORD 101, Additional Remarks Schedule, if more space is required)


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	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YYYY)	POLICY EXPIRATION DATE (MM/DD/YYYY)	COVERED PROPERTY	LIMITS
A	<input checked="" type="checkbox"/> PROPERTY CAUSES OF LOSS				BUILDING	\$
	<input type="checkbox"/> BASIC	BUILDING			PERSONAL PROPERTY	\$
	<input type="checkbox"/> BROAD	CONTENTS			BUSINESS INCOME	\$
	<input type="checkbox"/> SPECIAL				EXTRA EXPENSE	\$
	<input type="checkbox"/> EARTHQUAKE				RENTAL VALUE	\$
	<input type="checkbox"/> WIND				BLANKET BUILDING	\$
	<input type="checkbox"/> FLOOD				BLANKET PERS PROP	\$
	<input type="checkbox"/>				BLANKET BLDG & PP	\$
	<input checked="" type="checkbox"/> Bld Risk/Ins	2,500			<input checked="" type="checkbox"/> Bld Risk/Inst Float	\$ 150,000
	A	<input type="checkbox"/> INLAND MARINE	TYPE OF POLICY			<input checked="" type="checkbox"/> Rented Equipment
<input type="checkbox"/> CAUSES OF LOSS		Inland Marine			<input checked="" type="checkbox"/> Deductible	\$ 1,000
<input type="checkbox"/> NAMED PERILS		POLICY NUMBER	05/01/2019	05/01/2020		\$
<input checked="" type="checkbox"/> All Risk		MXI930798240147				\$
	<input type="checkbox"/> CRIME					\$
	<input type="checkbox"/> TYPE OF POLICY					\$
	<input type="checkbox"/> BOILER & MACHINERY / EQUIPMENT BREAKDOWN					\$
						\$

SPECIAL CONDITIONS / OTHER COVERAGES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish, its Districts Departments & Agencies under the President & the Parish Council 1221 Elmwood Park Blvd. Harahan LA 70123	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 
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