

Metal Shapucci, Inc.  
1326 26th Street  
Kennesaw, LA 70062

Contractors Lic. # 49061

JEFFERSON PARISH  
200 Daubigny Street  
Suite 4400  
Gretna, LA 70053

Bid No.: 50-00120921  
Labor, Materials & Equipment to supply  
& install settling for the Jefferson  
Parish Performing Arts Center

W. J. D. D. D. D. 9/25/17 11:00 AM

**BID/RFP RECEIPT**

Receipt of Bid/RFP Proposal No. 50-120921

From: Metel Graphics

Company's Name

Person Received Bid: KG. Reyes

Number of Envelopes/Boxes Received: 1 - Envelope

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

RECEIVED  
2017 SEP 25 AM 10:20  
JEFFERSON PARISH  
PURCHASING



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000120921 LABOR, MATERIALS & EQUIPMENT TO SUPPLY & INSTALL  
LETTERING FOR THE JEFFERSON PARISH PERFORMING ARTS  
CENTER**  
Jefferson Parish Government

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Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
21-Sep-2017 09:53:50 AM

*Bid No 50-001-20921*

**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*

DATE: 9/06/2017

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00120921

**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, 9/25/2017 via online at [www.jeffparishbids.net](http://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](http://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](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>.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

1,3,4,5,6,8,10,11,13

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: 6800 AIRLINE DR, METAIRIE, LA 70003 @ 9:00  
A.M.  
ON 9/14/2017

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
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: 9/06/2017

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00120921

JEFFERSON PARISH

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

VENDOR: METAL GRAPHICS 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

5 days

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

42 days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

7 days

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

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

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

49061

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME:	METAL GRAPHICS, INC.
SIGNATURE:	PRESIDENT
(Must be signed here)	
PRINT OR TYPE NAME:	LESLI ALITO HAUGE
ADDRESS:	1326 26th STREET
CITY, STATE:	Kenner, LA
TELEPHONE:	504 467-2205
FAX:	504 469-5386
EMAIL ADDRESS:	metalgraphicsinc@gmail.com

TOTAL PRICE OF ALL BID ITEMS: \$ 37,000.00

F.O.B. DELIVERED





*Bid No. 5000120921*

**LABOR MATERIALS AND EQUIPMENT TO FURNISH AND  
INSTALL SIGNAGE AT THE JEFFERSON PERFORMING ARTS CENTER  
BID #50-120921**

**Section 1.0 – Pre-Bid Conference:**

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

Location: 6800 Airline Drive, Metairie, La 70003

Date: 9/14/2017

Time: 9:00 A.M. –Meet In Front Lobby

All prospective bidders are invited to attend the non-mandatory pre-bid conference. 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.

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**Section 2.0 Scope:**

We extend this bid to provide all labor, materials, equipment and any/all associated items needed to install letters on the east, west and north sides of the Jefferson Performing Arts Center building.

**Section 3.0 – Quantities/Inspection:**

For the purpose of obtaining bids, bidders shall provide a dollar amount for the quantity as identified and listed in these specifications. All bidders must inspect the site and perform their own measurements in order to determine proper quantity of-equipment, materials, etc. necessary.

**Section 4.0 –License Requirements:**

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

Louisiana State Commercial License.

Louisiana State Specialty License: Signs, scoreboards, displays, billboards (electrical & non-electrical).

**Section 5.0 – Performance Bond:**

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

**Section 6.0 – Bid Specifications:**

We extend this bid to provide all labor, materials, equipment and any/all associated items needed to install letters on the east, west and north sides of the Jefferson Performing Arts Center building.

Letters shall be manufactured and installed as follows:

- LETTERS:
  - Aluminum three (3) foot, zero (0) inches (3' 0") to two (2) feet, six (6) inches (2' 6") flat cut three-eighths inches (3/8") thick.
  - Non-illuminated.
  - Roman classic style, all caps font.
- COLOR:
  - Black, low gloss finish. Owner to approve final color before letters are installed.
- INSTALLATION :
  - Stud Mount display on existing aluminum fascia panels.
  - Apply LORD sign assembly adhesive or owner approved equal behind letters.
  - Letters shall be installed at eighty (80) feet above grade.

New letters shall be installed as indicated locations and read as follows:

- East Side (Babycakes Field)
  - JPAC
- West Side (LaSalle Park)
  - JPAC
- North Side (Airline Drive)
  - JEFFERSON PERFORMING ARTS CENTER

See "Attachment A" for approximate locations and measurements. Final location, height, etc. shall be approved by an owner's representative before any work can begin.

**Section 7.0 – Hours of Work:**

The work that is to be performed shall be scheduled during normal working hours (7:00 a.m. - 5:00 p.m., Monday through Friday) unless otherwise specified. The successful bidder shall contact the department requesting work to arrange his/her schedule. Alternate pricing for afterhours work shall be submitted with the proposers bid.

**Section 8.0 – Existing Structure:**

Should any cutting, patching, alteration, addition, or repairs to existing (items not part of the project) structure, walls floors, ceilings, or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish, and workmanship.

Precautions must be exercised at all times to safeguard and protect from damage, all Parish, public, and private properties. Any such damages shall remain the sole responsibility of the successful bidder.

**Section 9.0 – Cleaning Area and Safety:**

Job site must be clean and free of all litter and debris daily. Passageways must be kept clean and free of material, equipment, and debris at all times. Inflammable materials 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Trash and debris shall be removed daily and shall become the property of the successful bidder, and shall be placed in an appropriate dumpster and hauled away by the contractor. **TRASH AND DEBRIS SHALL NOT BE PUT IN PARISH DUMPSTERS OR COMPACTORS.**

Successful bidder employees may use public bathroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment in lavatories, storm drains, or any misuse of any kind of the bathroom facilities will not be tolerated. Any damages incurred will remain the sole responsibility of the successful bidder to repair or replace to original condition.

There must be a fire watch present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder to supply and maintain.

*Bid No. 50-00120921*

**Section 10.0 – Warranty:**

All workmanship and materials supplied by the successful bidder shall have at least a one (1) year guaranty, in writing, from the date of acceptance of the project, against defects. The successful bidder must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes, replacement, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period.

**Section 11.0 – Permits:**

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement and the City of Gretna (if applicable). The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

**Section 12.0 – 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 materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, or a purchase order number from the requesting department.

 CONTRACTOR SEARCH

 CONTRACTORS

 CONSUMERS

## Contractor Detail

 Start a new search

### Contractor Information

**Business Name** METAL GRAPHICS, INC.  
**Mailing Address** P. O. Box 969  
Kenner, LA 70063  
**Phone Number** (504) 467-2200  
**Fax Number** (504) 469-5386  
**Email Address** [mgraphics@bellsouth.net](mailto:mgraphics@bellsouth.net)  
**Website** <http://null>

### Active Licenses

**License Number** 49061  
**Type** Commercial License  
**Status** LICENSED  
**Effective** 04/06/2015  
**Expiration** 03/20/2018  
**First Issued** 03/20/2008

### Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	NONE	ALL
SPECIALTY: SIGNS, SCOREBOARDS, DISPLAYS, BILLBOARDS (ELECTRICAL & NON-ELECTRICAL)	NONE	ALL

 Start a new search

### Renew Online

Click [here](#) to access our online renewal application.

### Weathering the Storm

Don't be a victim twice. Learn the proper steps to take before your hire a contractor for your

### Newsletter

Type your email address below and receive our newsletter to stay in the know!

Translate 

Bid No. 50-00120921



**City of Kenner**

1801 Williams Blvd  
Kenner, LA 70062

METAL GRAPHICS  
1326 26TH STREET  
KENNER, LA 70062

**\*\* NOTICE \*\***

This license becomes null & void if ownership, business name or address is changed. Licensee must apply within 10 days of such change for transfer. Fee will apply. All applicable building & zoning regulations pertaining to business location must be followed.

METAL GRAPHICS INC  
P O BPX 969  
KENNER, LA 70063

**2017**

**Business  
License**

Business License ID

2890

Number

3069

Type

INCORPORATION

SIGNS

Issued

06/08/2017

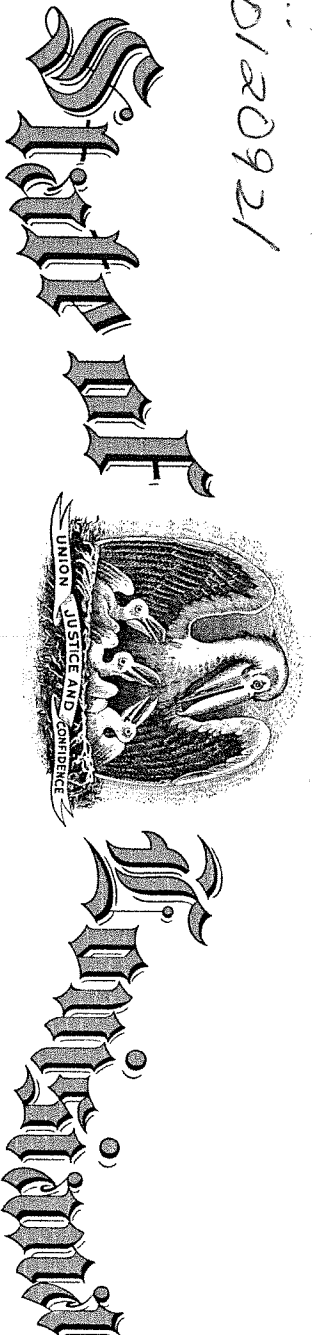
Valid thru

12/31/2017

*Stephen Pelt*  
Code Enforcement Director

\*\*\* POST THIS LICENSE IN A CONSPICUOUS PLACE \*\*\*

Rec'd No.  
50-00120921



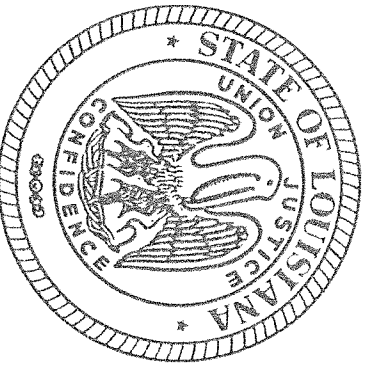
## State Licensing Board for Contractors

This is to Certify that:

METAL GRAPHICS, INC.  
P. O. Box 969  
Kenner, LA 70063

is duly licensed and entitled to practice the following classifications

SPECIALTY: SIGNS, SCOREBOARDS, DISPLAYS, BILLBOARDS (ELECTRICAL & NON-ELECTRICAL)



Expiration Date: March 20, 2018

License No: 49061

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 6th day of April 2015

*W. B. MacP*  
Director

*See exhibit*  
Chairman

This License Is Not Transferable

*Andy Denny*  
Secretary-Treasurer





Bid No. 50-00120921

METAL-1

OP ID: DL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/25/2017

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).

<b>PRODUCER</b> Harry Kelleher & Co., Inc. 5720 Salmen Ave Harahan, LA 70123 Donna C. Lowe	504-828-0400	<b>CONTACT NAME:</b> Donna Casadaban Lowe CPCU <b>PHONE (A/C, No, Ext):</b> 504-828-0400 <b>FAX (A/C, No):</b> 504-828-0300 <b>E-MAIL ADDRESS:</b> dlowe@hkelleher.com
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Atain Specialty Ins. Co. <b>INSURER B:</b> LA Workers' Compensation Corp. <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
<b>INSURED</b> Metal Graphics Inc. P.O. Box 969 Kenner, LA 70063		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			CIP319408	04/28/2017	04/28/2018	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
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$
B	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/A	153591-A	10/13/2016	10/13/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 500,000 E.L. DISEASE - EA EMPLOYEE \$ 500,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

Bid No.: 50-00120921 9/25/17

Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council are named additional insured on general liability on form CG2010.

## CERTIFICATE HOLDER

JEFFE24

Jefferson Parish Gen. Services  
 General Government Building  
 200 Derbigny St., Suite 3300  
 Gretna, LA 70053

## CANCELLATION

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

*Donna C. Lowe*



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

September 18, 2017

## ADDENDUM # 1

Bid No.: 50-00120921

Bid Opening Date: September 25, 2017

For: Labor, Materials & Equipment Necessary to Supply & Install Lettering for the Jefferson Performing Arts Center

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**ADDITIONS:** 1) All Lettering shall be coated in a Baked on Polyurethane Acrylic paint.

2) The Successful bidder shall take all precautions necessary to protect the roof of the building from any damage to the roof as a result of this work.

3) Any roof damage to the building and/or roof shall be repaired by the successful bidder at no additional cost to the owner.

4) Before any work is to begin, a Jefferson Parish Representative and the Successful Bidder shall inspect the roof and take photos of any existing building or roof conditions.

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.



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

September 21, 2017

### ADDENDUM # 2

Bid No.: 50-00120921

Bid Opening Date: September 25, 2017

For: Labor, materials & Equipment Necessary to Supply & Install lettering for the Jefferson  
Performing Arts Center

---

**ADDITION:** AN AFFIDAVIT PACKET HAS BEEN ADDED TO THE BID

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.**



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

September 21, 2017

### ADDENDUM # 3

Bid No.: 50-00120921

Bid Opening Date: September 25, 2017

**For: Labor, materials & Equipment Necessary to Supply & Install lettering for the Jefferson Performing Arts Center**

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**ADDITION:** Section 13.0 Fire Watch: A fire watch shall be present when any cutting, burning, or welding is taking place; and 2 hours thereafter. The fire watch and his equipment will be the sole responsibility of the successful bidder.

**Section 14.0 – SDS:** The bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at the workplace. The bidder shall provide SDS as per this requirement to the Director of the Jefferson Parish Department of General Services.

**Section 15.0 – Liquidated Damages:** This project will have a thirty day (30) completion time. The completion date will be 31 days from the date issued on the Notice to Proceed. Commencing on the thirty first (31) day liquidated damages in the amount of \$200.00 per day will be assessed until work is substantially completed.

Sincerely,

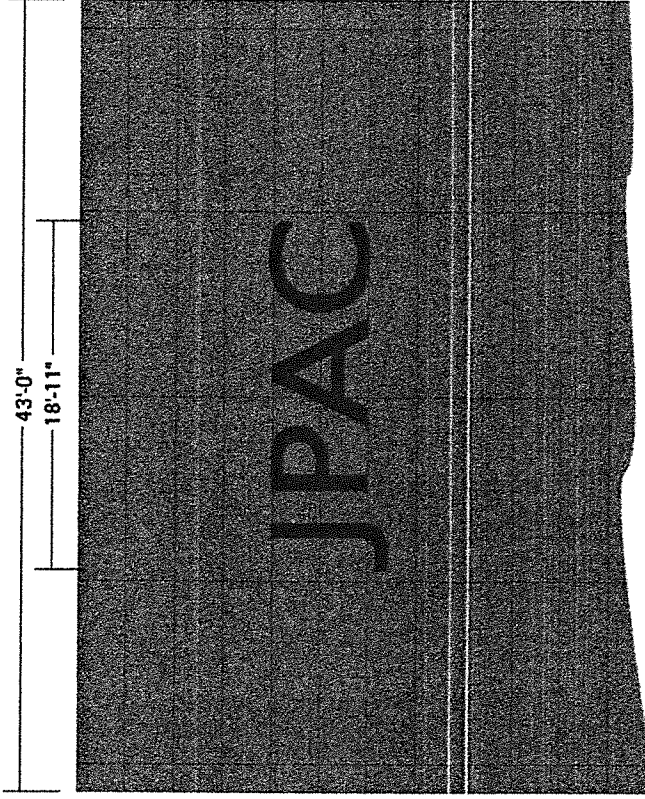
*Shanna Folse*

Shanna Folse, Buyer I  
Jefferson Parish Purchasing Department

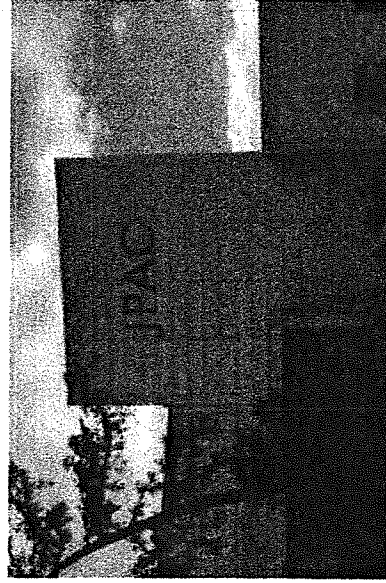
**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

**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.**

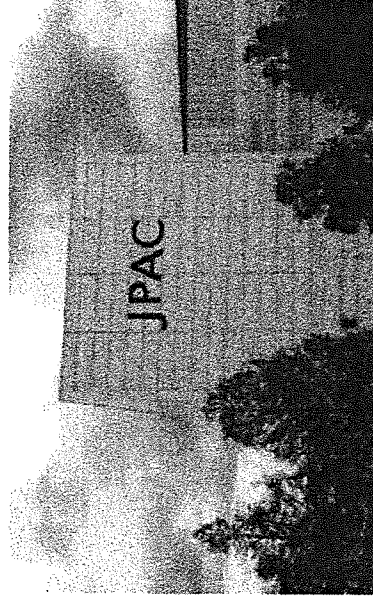
ATTACHMENT "A"



Eastside Elevation- Babycakes Baseball Field



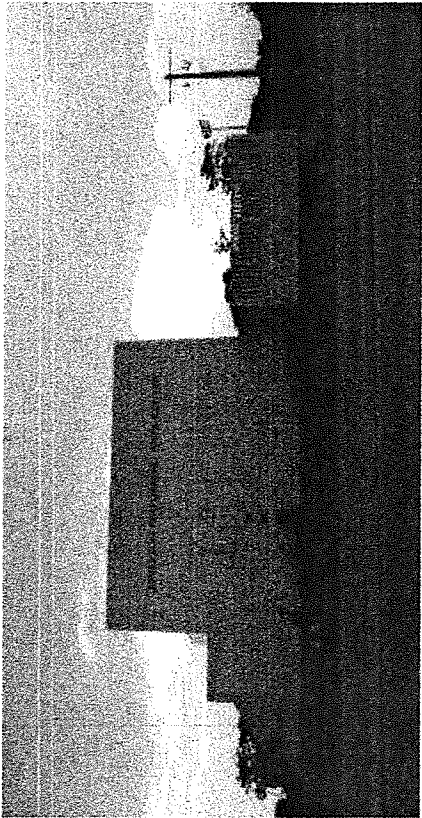
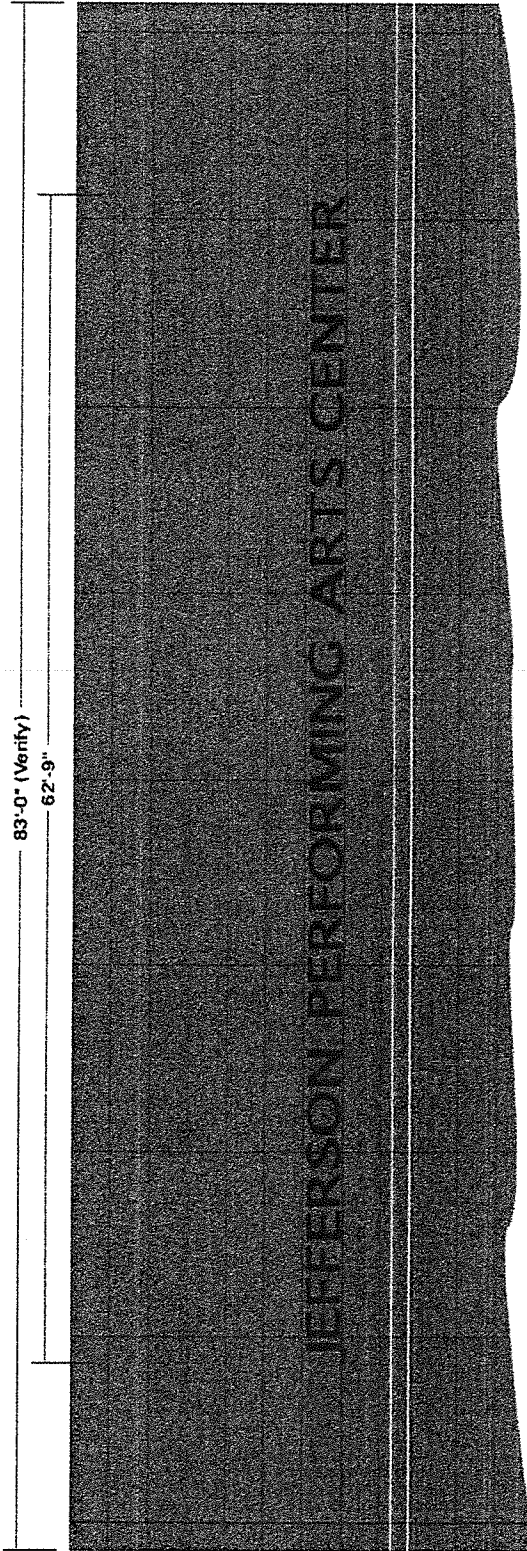
West Elevation- LaSalle Park



Note: photos are not to scale.

ATTACHMENT "A" continued

North Elevation- Airline Drive



Note: the photo is not to scale.

### **STANDARD INSURANCE REQUIREMENTS – BIDS UNDER \$30k**

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 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. However, if a bidder has on file with the Purchasing Department a current (valid) insurance certificate that fulfills the requirements in this document, then this will be accepted as evidence of same. Otherwise, failure to submit a current (valid) insurance certificate with bid submission or if no current (valid) insurance certificate is on file, then the bid will be rejected. Final certificates 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 No.: 50-00120921

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: LESLI  
AUTO HAUGE, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized PRESIDENT of METAL GRAPHICS INC (Entity),  
the party who submitted a bid in response to Bid Number 50-00120921, 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.

Bid No.: 50-00120921

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.]*

Bid No. : 50-00120921

Insurance Declaration Affidavit  
Automotive

AFFIDAVIT

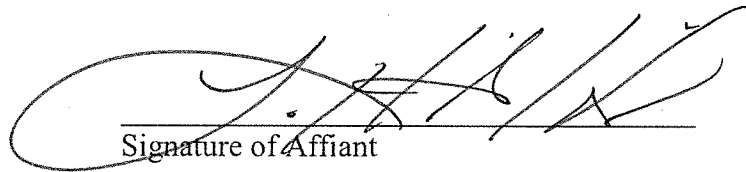
STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared,  
LESLI ALITO HAUGE, (Affiant) who after being duly sworn, deposed and said that he/she  
is the fully authorized PRESIDENT of METAL GRAPHICS, INC. (Entity), the  
party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00120921, to Jefferson Parish.

Affiant further said:

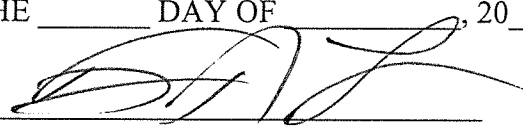
- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.

  
Signature of Affiant

LESLI ALITO HAUGE  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

  
Notary Public

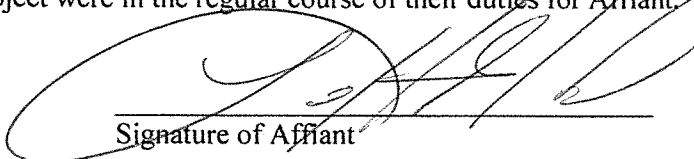
T. ROBERT LACOUR  
Notary Public 06077  
Printed Name of Notary Williams Boulevard, Metairie  
Jefferson Parish, Louisiana  
My Commission is issued for life

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

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

Bid No. : 50-001209.21

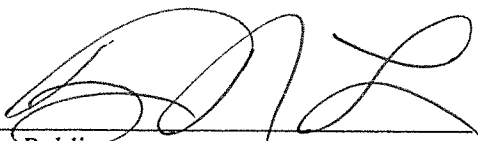
That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection 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

LESLIE AALTO HAUGE  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

  
Notary Public

T. ROBERT LACOUR  
Notary Public #8077  
Printed Name of Notary  
2100 Williams Boulevard, Kenner  
Jefferson Parish, Louisiana  
My Commission is issued for life

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

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

Bid No. 50-00120921

**BID BOND**  
(Percentage)

Bond No. 63360450

KNOW ALL PERSONS BY THESE PRESENTS, That we Metal Graphics Inc  
of 1326 26th St, Kenner, LA 70062

\_\_\_\_\_, hereinafter referred to as the Principal, and  
WESTERN SURETY COMPANY

as Surety, are held and firmly bound unto Parish of Jefferson Parish  
of \_\_\_\_\_

\_\_\_\_\_, hereinafter referred to as the Oblige, in the amount of  
Five Percent of the Amount Bid  
( 5% ), 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 Oblige on a contract for \_\_\_\_\_  
Jefferson Parish Performaing Arts Center signage letters and installation

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 Oblige; or if Principal shall fail to do so, pay to Oblige the  
damages which Oblige 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 25th day of September, 2017.

Principal

Metal Graphics Inc

BY: \_\_\_\_\_

Surety

LESLI ALITO HAUSE

WESTERN SURETY COMPANY

BY: \_\_\_\_\_

Donna C Lowe, Attorney-in-Fact



# Western Surety Company

## POWER OF ATTORNEY - CERTIFIED COPY

Bond No. 63360450

Know All Men By These Presents, that WESTERN SURETY COMPANY, a corporation duly organized and existing under the laws of the State of South Dakota, and having its principal office in Sioux Falls, South Dakota (the "Company"), does by these presents make, constitute and appoint Donna C Lowe

its true and lawful attorney(s)-in-fact, with full power and authority hereby conferred, to execute, acknowledge and deliver for and on its behalf as Surety, bonds for:

Principal: Metal Graphics Inc

Obligee: Parish of Jefferson Parish

Amount: \$1,000,000.00

and to bind the Company thereby as fully and to the same extent as if such bonds were signed by the Vice President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said attorney(s)-in-fact may do within the above stated limitations. Said appointment is made under and by authority of the following bylaw of Western Surety Company which remains in full force and effect.

"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, any 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."

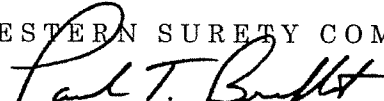
All authority hereby conferred shall expire and terminate, without notice, unless used before midnight of December 24th, 2017, but until such time shall be irrevocable and in full force and effect.

In Witness Whereof, Western Surety Company has caused these presents to be signed by its Vice President, Paul T. Bruflat, and its corporate seal to be affixed this 25th day of September, 2017.

STATE OF SOUTH DAKOTA  
COUNTY OF MINNEHAHA

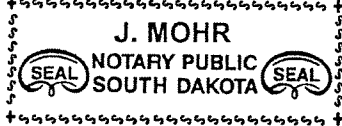
} ss

WESTERN SURETY COMPANY



Paul T. Bruflat, Vice President

On this 25th day of September, in the year 2017, before me, a notary public, personally appeared Paul T. Bruflat, who being to me duly sworn, acknowledged that he signed the above Power of Attorney as the aforesaid officer of WESTERN SURETY COMPANY and acknowledged said instrument to be the voluntary act and deed of said corporation.

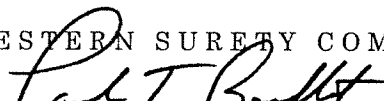


My Commission Expires June 23, 2021

I the undersigned officer of Western Surety Company, a stock corporation of the State of South Dakota, do hereby certify that the attached Power of Attorney is in full force and effect and is irrevocable, and furthermore, that Section 7 of the bylaws of the Company as set forth in the Power of Attorney is now in force.

In testimony whereof, I have hereunto set my hand and seal of Western Surety Company this 25th day of September, 2017.

WESTERN SURETY COMPANY



Paul T. Bruflat, Vice President

To validate bond authenticity, go to [www.cnasurety.com](http://www.cnasurety.com) > Owner/Obligee Services > Validate Bond Coverage.