



Bid Number 50 - 116830

Two year contract for pest control for various Jefferson Parish Buildings-General Services.

JULY 7, 2016 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

Two year contract to perform pest control services and inspections at various Jefferson Parish Buildings for the Department of General Services

Section 1.0 – Pre-Bid Conference:

A **MANDATORY** Pre-Bid Conference will be held:

Location: 200 Derbigny Street, Suite 4400, Jefferson Parish General Government Building, Gretna, La. 70053

Date: June 23, 2016

Time: 10:00 AM

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:

Provide a two (2) year contract for pest control services for various locations for the Jefferson Parish Department of General Services:

- All labor necessary to provide services.
- All materials, include but not limited to chemicals, traps, etc., needed to provide services.
- All equipment needed to provide services.

Section 3.0 – Performance Bond

A performance bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

Section 3.1 – Bid Bond

A bid bond will be required with bid submission in the amount of 5% of the total bid submitted. Acceptable forms shall be limited to cashier's check, certified check, money order, or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement System.

Section 4.0 - License Requirements:

As per Louisiana state statute RS 3:3242 and 3243 the following license issued by the Louisiana State Department of Agriculture and Forestry shall be required for this bid:

- Structural pest control operators license
- General pest control license
- Commercial Vertebrate license

NOTE: A copy of the front and back of all licenses and certifications cards listed above shall be submitted with bid. Failure to submit this information with bid will deem the bid non-responsive.

Section 5.0 – Submittals:

With bid proposal or within ten (10) days of bid opening date, all bidders shall provide the required submittals and other information listed below for owner review and approval. Failure to provide the requested information will result in the bid being deemed non-responsive.

- Five (5) references concerning projects of similar size, scope, and dollar value as described in these specifications. Include building names, addresses, telephone numbers, contact person(s), and dates of completion. Use the attached form titled “**Contractor’s Reference List**”. See **Attachment “A”**
- A pest control plan for each building identified in Section 7.0 shall be submitted to the owner for review and approval. The pest control plan shall consist of five parts:
 1. Proposed methods for control, including labels and Safety Data Sheets (MSDS) for all pesticides to be used. A list of brand names of rodent bait boxes, insect and rodent trapping devices, pest monitoring devices, and any other control devices or equipment should also be included.
 2. A proposed pest population level referred to as a predetermined tolerance threshold, if thresholds exist for the given pest.
 3. A service schedule for each building. Frequency of Contractor visits shall depend on the specific pest control needs of each premise.
 4. A description of any structural or operational changes that would facilitate the pest control effort.
 5. A copy of the commercial pesticide applicator license for every Contractor's representative who will be performing on-site service under contract.

Section 6.0 – Quantities/Inspection:

Bidders shall be allowed to inspect all sites prior to submitting a bid, in order to determine the square footage, configuration, etc., to be serviced. Bidders will be provided a schedule of inspection dates and times at the mandatory Pre-Bid Conference. These inspections are not mandatory. This contract shall cover the interior of all buildings and a minimum distance of one hundred feet (100') around the exterior of all buildings identified in Section 7.0 of these specifications.

Jefferson Parish reserves the right to add or delete any buildings for any reason under the terms and conditions of this contract. A five (5) day notice will be given to the successful bidder prior to the addition or reduction of services.

Section: 7.0 – Standards:

The work under this contract shall conform to all pesticide application regulations of Federal, State, and Local government agencies, as well as all pesticide governing agencies such as Federal Insecticide, Fungicide, and Rodenticide Act (FIFRA), Louisiana Department of Agriculture, EPA, etc.

Section 8.0 – Locations:

The following locations shall be included in this bid:

- Salvador A. Liberto Building
200 Huey P. Long Avenue
Gretna, LA

- Local History Museum
519 Huey P. Long Avenue
Gretna, LA

- Charles B. Odom, Sr., Service Center
5001 West Bank Expressway
Marrero, LA

- Jefferson Parish Correctional Center
100 Dolhonde Street
Gretna, LA

- Children's Advocacy Center
220 Lavoisier Street
Gretna, LA

Section 8.0 – Locations: continued

- Inspection and Code Enforcement
400 Maple Street
Harvey, LA
- West Bank Health Unit
1855 Ames Boulevard
Marrero, LA
- General Government Building
200 Derbigny Street
Gretna, LA
- Thomas F. Donelon Building
200 Derbigny Street
Gretna, LA
- District Attorney's Office Building
200 Derbigny Street
Gretna, LA
- Central Plant
960 1st Street
Gretna, LA
- Parking Garage
300 Derbigny Street
Gretna, LA
- Emergency Operations & Communication Center
910 3rd Street
Gretna, LA
- Second Parish Court
100 Huey P. Long Avenue
Gretna, LA
- Clerk of Court – Evidence Building
1128 4th Street
Gretna, LA

Section 8.0 – Locations: continued

- Marrero/Harvey Senior Center
4400 Seventh Street
Marrero, LA
- Joseph S. Yenni Building
1221 Elmwood Park Boulevard
Jefferson, LA
- First Parish Court
924 David Drive
Metairie, LA
- Jefferson Senior Center
4518 Jefferson Highway
Jefferson, LA
- Metairie Senior Center
265 N. Causeway Boulevard
Metairie, LA
- East Bank Health Unit
111 N. Causeway Boulevard
Metairie, LA
- East Bank Juvenile Services (Causeway Building)
3420 N. Causeway Boulevard
Metairie, LA
- Bridge City Senior Center
1601 Bridge City Avenue
Bridge City, LA
- Surplus Property
920 David Drive
Metairie, LA
- Juvenile Justice Complex (Includes Rivarde Detention)
1546-B Gretna Boulevard
Harvey, LA

Section 8.0 – Locations: continued

- Juvenile Services Warehouse
1651 Manhattan Boulevard
Harvey, LA
- Juvenile Justice Court
1546-A Gretna Boulevard
Harvey, LA

Section 9.0 – Bid Specifications:

The following work shall be performed:

- Combat and control all pest problems, inside and outside of buildings.
- All services shall include the extermination but is not limited to the following;
 - Roaches
 - Ants
 - Water bugs
 - Silverfish
 - Crickets
 - Spiders
 - Earwigs
 - Firebrats
 - Fleas
 - Paper mites
 - Book lice
 - Body crabs
 - Millipedes
 - Gnats
 - Fruit flies
 - Beetles
 - Mice
 - Rats
 - Rodents
 - Wasps
 - Bees

Section 9.0 – Bid Specifications: continued

- Upon execution of the contract, there shall be an initial clean out of all buildings listed in section 7.0. The areas services on the clean out are as follows: all offices, all courtrooms, snack bars and vending machine areas, all kitchens and kitchenettes, all lunch rooms, all kitchen equipment, all food storage areas, warehouse, custodial closets, the crosswalks, mechanical rooms, any room that has a floor drain, sink or water supply dispenser, and breezeways connecting all buildings. This means the entire buildings and structures.
- There shall be a seven (7) to ten (10) day follow-up treatment to ensure reduction of any active infestation. Following the initial clean out and follow-up treatment, a regular monthly service, inspection, and treatment, (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month), shall be scheduled to cover all restrooms, corridor walls and thresholds, custodial closets, kitchens and lunch areas, snack bars and vending machine areas, etc., where applicable.
- In addition to regular monthly treatments, (except for the Jefferson Parish Correctional Center dayrooms, which shall be treated twice per month), all offices will be treated on a complaint basis only. The contractor shall respond within twenty-four (24) hours of the complaint.
- A square foot cost for addition of square footage shall be provided for this bid.
- **Jefferson Parish Correctional Center:**

The Jefferson Parish Correctional Center will require additional treatment above the basic service for the control of mice, rats, and rodents. Areas include, but are not limited to the exterior of the building around the loading dock and trash compactor area, also both interior warehouse and dry food storage areas.

Due to the volume of warehouse turn-over and food disposal, the facility will require servicing on a bi-weekly basis. Any emergency visits will be done at no additional charge to owner. The response time for emergency visits shall be within twenty-four (24) hours. The Jefferson Parish Correctional Center must be serviced on Wednesday morning, or at the discretion of the Prison Administration.

The bidder shall provide and install snap traps, ketch alls, glue boards, tracking powder and rodenticides. The equipment will be placed approximately ten (10) to twenty (20) feet apart, or as necessary. Vendor shall at all times comply with state and federal regulations.

Section 10.0 – Pesticide Application:

The successful bidder shall not apply any pesticide product that has not been included in the pest control plan or approved in writing by the owner. Pesticide applications shall be according to need not by schedule. As general rule, application of pesticides in any area inside or outside the premises shall not occur unless visual inspections or monitoring devices indicate the presence of pests in that specific area.

Preventative pesticide treatments of areas determined to be at high risk for infestation by insects or rodents, through inspection at the onset of the program or as part of a maintenance program, are acceptable.

Section 11.0 – Reports:

A report shall be made on each building serviced under this contract and shall include the following information: problems discovered during inspection, action taken to correct problems, chemicals (generic names) used, dilution/strengths, types of infestations found and their locations and activities inside and outside of the building. Any needed improvements in housekeeping practices as related to pest control programs, structural deficiencies, and other services rendered during the reporting period should also be included in this report.

After the initial clean out and with each regular monthly treatment, a service report must be mailed to:

Jefferson Parish General Government Building
Department of General Services
200 Derbigny Street, Suite 3300
Gretna, LA 70053

Section 12.0 – Billing:

The successful bidder shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be mailed to:

Jefferson Parish General Government Building
Department of General Services
200 Derbigny Street, Suite 3300
Gretna, LA 70053

Section 13.0 – Frequency of Service:

The successful bidder and the Department of General Services will set a schedule for site visits at each building during the pre-construction meeting between the successful contractor and the Department of General Services. A representative from the Department of General Services shall be assigned to escort the contractor's and his employees while at all Jefferson Parish Buildings. All contractors and their employees will be required to sign in and out at all parish buildings.

In addition to the scheduled visits, the contractor will be required, at no extra costs to the Parish of Jefferson, to visit sites and perform necessary pesticide treatments within twenty-four (24) hours after receiving notice from the Department of General Services that additional pest control is needed. Additionally, the contractor's management and technical staff should be available for consultation on an as needed basis, via telephone and/or personal visit.

Section 14.0 – Hours of Work:

Work shall be performed during normal working hours Monday thru Friday 7:00 a.m. – 4:00 p.m.

Section 15.0 – Cleaning Area and Safety:

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. Inflammable 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

Section 16.0 – Existing Structure

Should any cutting, patching, alteration, addition, or repairs to existing structure, wall, floor, ceiling, 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.

Section 17.0 – Permits:

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

Certificate of Final Inspection must be submitted to the Department of General Services before final payment is rendered.

Section 18.0 – 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.

Attachment "A"

CONTRACTOR'S REFERENCE LIST	
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -
Building Name -	Square Footage -
Address -	
City & State -	ZIP -
Contact Person -	Title -
Telephone -	Fax -

The information listed is an approximate square footage and is being provided for reference use only. All bidders must visit the sites and perform their own measurements. If a location is not listed it is the responsibility of the bidder to visit the site and gather their own measurements.

BUILDING	ADDRESS	Approximate Square footage
911/EOC Building	910 3rd St.	75,000
Central Plant Building	960 1st St.	16,837
Children's Advocacy	220 Lavoisier St	1,450
Code Enforcement Building	400 Maple Ave.	7,525
Donelon Building	200 Derbigny St.	72,324
District Attorney's Building	100 Derbigny St.	72,488
E/B Juvenile Svcs. Bldg.	3420 N. Causeway Blvd	32,896
First Parish Court	920 David Drive	32,405
Evidence Building	1128 4th St.	6,768
General Gov't. Bldg.	200 Derbigny St.	136,200
E.B. Health Unit	111 N. Causeway Blvd.	24,647
W.B. Health Unit	1855 Ames Blvd.	50,000
JPCC Building	100 Dolhonde St.	107,954
Liberto Building	200 Huey P. Long Ave.	10,691
Local History Museum	519 Huey P. Long Ave.	42,000
Odom Building	5001 West bank Expwy	47,750
Gretna Parking Garage	300 Derbigny St.	1,500
Senior Center - Bridge City	1601 Bridge City Ave.	6,200
Senior Center - Marrero	4420 Seventh St.	5,641
Senior Center - Jefferson	4518 Jefferson Hwy.	6,000
Senior Center - Metairie	265 N. Causeway Blvd.	8,700
Second Parish Court	100 Huey P. Long Ave.	67,155
Surplus Property Building	920 David Drive	10,000
Yenni Building	1221 Elmwood Park Blvd	226,560

DATE: 6/14/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00116830

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 7/07/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

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

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

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

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

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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

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

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,5,6,8,10,11,12,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST. SUITE 4400 , GENERAL GOVERNMENT BUILDING GRETNA, AT 10:00 AM ON 6/23/2016

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 sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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 (in Original Format) required; Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding reimbursement. As such, the referenced attachment will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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

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

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

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

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

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED
SIGNATURE: _____

Printed Name

TITLE: _____

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PROVIDE A TWO (2) YEAR CONTRACT FOR PEST CONTROL SERVICES FOR VARIOUS JEFFERSON PARISH FACILITIES. FOR THE DEPARTMENT OF GENERAL SERVICES. AS PER ATTACHED SPECIFICATIONS:		
1	1.00	MO	0001 PROVIDE A COST 1ST MONTH OF SERVICE FOR THE INITIAL CLEAN OUT TREATMENT OF THE GENERAL GOVERNMENT BUILDING.		
2	23.00	MO	0020-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE GENERAL GOVERNMENT BUILDING.		
3	1.00	MO	0030-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF SURPLUS PROPERTY		
4	23.00	MO	0040-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR SURPLUS PROPERTY		
5	1.00	MO	0050-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE DONELON BUILDING		
6	23.00	MO	0060-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE DONELON BUILDING		
7	1.00	MO	0070-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF CENTRAL PLANT		
8	23.00	MO	0080-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CENTRAL PLANT		
9	1.00	MO	0090-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE DA BUILDING		
10	23.00	MO	0100-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE DA BUILDING		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1.00	MO	0110-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF SECOND PARISH COURT		
12	23.00	MO	0120-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE SECOND PARISH COURT		
13	1.00	MO	0130-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE LIBERTO BUILDING		
14	23.00	MO	0140-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE LIBERTO BUILDING		
15	1.00	MO	0150-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF LOCAL HISTORY MUSEUM		
16	23.00	MO	0160-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR LOCAL HISTORY MUSEUM		
17	1.00	MO	0170-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE ODOM BUILDING		
18	23.00	MO	0180-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE ODOM BUILDING		
19	1.00	MO	0190-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE CLERK OF COURT-EVIDENCE BUILDING		
20	23.00	MO	0200-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CLERK OF COURT-EVIDENCE BUILDING		
21	1.00	MO	0210-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TREATMENT OF THE MARRERO/HARVEY SENIOR CENTER		
22	23.00	MO	0220-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE MARRERO/HARVEY SENIOR CENTER		
23	1.00	MO	0230-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE BRIDGE CITY SENIOR CENTER		
24	23.00	MO	0240-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE BRIDGE CITY SENIOR CENTER		
25	1.00	MO	0250-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE JPCC		
26	23.00	MO	0260-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JPCC		
27	1.00	MO	0270-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE CHILDREN'S ADVOCACY CENTER		
28	23.00	MO	0280-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE CHILDREN'S ADVOCACY CENTER		
29	1.00	MO	0290-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF INSPECTION AND CODE ENFORCEMENT		
30	23.00	MO	0300-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR INSPECTION AND CODE ENFORCEMENT		
31	1.00	MO	0310-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	23.00	MO	TREATMENT OF THE EOCC 0320-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR EOCC		
33	1.00	MO	0330-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF JUVENILE JUSTICE COURT		
34	23.00	MO	0340-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR JUVENILE JUSTICE COURT		
35	1.00	MO	0350-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF JUVENILE JUSTICE COMPLEX		
36	23.00	MO	0360-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR JUVENILE JUSTICE COMPLEX		
37	1.00	MO	0370-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT FOR THE JUVENILE SERVICES WAREHOUSE		
38	23.00	MO	0380-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JUVENILE SERVICES WAREHOUSE		
39	1.00	MO	0390-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE YENNI BUILDING		
40	23.00	MO	0400-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE YENNI BUILDING		
41	1.00	MO	0410-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF FIRST PARISH COURT		
42	23.00	MO	0420-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR FIRST PARISH COURT		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
43	1.00	MO	0430-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF JEFFERSON SENIOR CENTER		
44	23.00	MO	0440-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE JEFFERSON SENIOR CENTER		
45	1.00	MO	0450-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE METAIRIRE SENIOR CENTER		
46	23.00	MO	0460-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE METAIRIE SENIOR CENTER		
47	1.00	MO	0470-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF EASTBANK JUVENILE SERVICES BUILDING		
48	23.00	MO	0480-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE EASTBANK JUVENILE SERVICES BUILDING		
49	1.00	MO	0490-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE WESTBANK HEALTH UNIT		
50	23.00	MO	0500-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR WESTBANK HEALTH UNIT		
51	1.00	MO	0510-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE EASTBANK HEALTH UNIT		
52	23.00	MO	0520-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE EASTBANK HEALTH UNIT		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116830

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
53	1.00	MO	0530-PROVIDE A COST (1ST MONTH OF SERVICE) FOR THE INITIAL CLEAN OUT TREATMENT OF THE PARKING GARAGE		
54	23.00	MO	0540-PROVIDE A MONTHLY COST FOR PEST CONTROL SERVICES FOR THE PARKING GARAGE		
55	1.00	SQFT	0550-PROVIDE A SQUARE FOOT COST FOR THE THE ADDITION OF BUILDINGS		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. 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.

2. 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.

3. 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.

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.

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

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

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

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

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

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

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.