



Bid Number 50-00117264

**TWO (2) YEAR CONTRACT FOR THE SALE OF SCRAP METAL FOR THE
JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS, STREETS AND
ALL JEFFERSON PARISH AGENCIES AND MUNICIPALITIES**

BID DUE DATE, TIME: AUGUST 18, 2016, AT 2:00 P.M.

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Daphne Nelson
Buyer Email: DNelson@jeffparish.net
Buyer Phone: (504) 364-2650**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

INVITATION TO BID ON A REVENUE GENERATING CONTRACT

DATE: 8/03/2016

BID NO.: 50-00117264

BUYER: DNelson@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, 8/18/2016 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

LATE BIDS WILL NOT BE ACCEPTED.

Unless submitting via online, 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.

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.

NOTE: MANUAL 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 SIGNATURE WILL REJECT THE BID.

THE FOLLOWING INSTRUCTIONS APPLY

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.

Bidders should submit all questions in writing and fax them to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned on all requests. Questions may also be emailed to the buyer for this bid at the email address listed above.

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.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

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. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website www.purchasing.jeffparish.net or you may provide your own document.

- 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. The award for Revenue Generating Bids will be made to the highest bidder.

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

- B. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel any contract at any time 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.

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 or, 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).

ADDITIONAL REQUIREMENTS FOR THIS BID

1. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted 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.

Please indicate if you have insurance: YES _____ NO _____

Successful bidder will be required to furnish proof of insurance to this office.

Successful bidder will be required to furnish Federal I.D. Number. _____

2. 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 highest responsive and responsible bidder in this event.

Date: 8/03/2016
BID NO.: 50-00117264

BID FORM

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: _____ FAX: _____

EMAIL ADDRESS: _____

Acknowledge Receipt of Addenda: NUMBER: _____

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.: 50-00117264

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	TN	<p>TWO (2) YEAR CONTRACT FOR THE SALE OF SCRAP METAL FOR JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS, STREETS & ALL JEFFERSON PARISH AGENCIES & MUNICIPALITIES</p> <p>0001 NO. 1 STEEL PREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>A. DELIVERED</p> <p>***** NO PRE-BID CONFERENCE WILL BE HELD FOR THIS BID. *****</p> <p>THE PARISH WILL LOAD THE MATERIAL IN THE VENDOR PROVIDED DUMPSTERS.</p>		
2	1.00	TN	<p>0002 NO. 1 STEEL PREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>B. AS IS, WHERE IS</p>		
3	1.00	TN	<p>0003 NO. 1 STEEL UNPREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>A. DELIVERED</p>		
4	1.00	TN	<p>0004 NO. 1 STEEL UNPREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>B. AS IS, WHERE IS</p>		
5	1.00	TN	<p>0005 NO. 2 STEEL PREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>A. DELIVERED</p>		
6	1.00	TN	<p>0006 NO. 2 STEEL PREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>B. AS IS, WHERE IS</p>		
7	1.00	TN	<p>0007 NO. 2 STEEL UNPREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>A. DELIVERED</p>		
8	1.00	TN	<p>0008 NO. 2 STEEL UNPREPARED I. ASSORTED MIXED SCRAP METAL</p> <p>B. AS IS, WHERE IS</p>		
9	1.00	TN	<p>0009 SHEET IRON I. ASSORTED MIXED SCRAP METAL</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117264

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1.00	TN	A. DELIVERED 0010 SHEET IRON I. ASSORTED MIXED SCRAP METAL		
11	1.00	LB	B. AS IS, WHERE IS 0011 CLEAN ALUMINUM II. ALUMINUM SCRAP		
12	1.00	LB	A. DELIVERED 0012 CLEAN ALUMINUM II. ALUMINUM SCRAP		
13	1.00	LB	B. AS IS, WHERE IS 0013 UNCLEAN ALUMINUM II. ALUMINUM SCRAP		
14	1.00	LB	A. DELIVERED 0014 UNCLEAN ALUMINUM II. ALUMINUM SCRAP		
15	1.00	LB	B. AS IS, WHERE IS 0015 NO. 1 COPPER III. BRASS, BRONZE AND COPPER		
16	1.00	LB	A. DELIVERED 0016 NO. 1 COPPER III. BRASS, BRONZE AND COPPER		
17	1.00	LB	B. AS IS, WHERE IS 0017 NO. 2 COPPER III. BRASS, BRONZE AND COPPER		
18	1.00	LB	A. DELIVERED 0018 NO. 2 COPPER III. BRASS, BRONZE AND COPPER		
19	1.00	LB	B. AS IS, WHERE IS 0019 LIGHT COPPER III. BRASS, BRONZE AND COPPER		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117264

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	1.00	LB	0020 LIGHT COPPER III. BRASS, BRONZE AND COPPER B. AS IS, WHERE IS		
21	1.00	LB	0021 RED BRASS III. BRASS, BRONZE AND COPPER A. DELIVERED		
22	1.00	LB	0022 RED BRASS III. BRASS, BRONZE AND COPPER B. AS IS, WHERE IS		
23	1.00	LB	0023 YELLOW BRASS III. BRASS, BRONZE AND COPPER A. DELIVERED		
24	1.00	LB	0024 YELLOW BRASS III. BRASS, BRONZE AND COPPER B. AS IS, WHERE IS		
25	1.00	LB	0025 MANGANESE BRONZE III. BRASS, BRONZE AND COPPER A. DELIVERED		
26	1.00	LB	0026 MANGANESE BRONZE III. BRASS, BRONZE AND COPPER B. AS IS, WHERE IS		
27	1.00	LB	0027 RADIATORS III. BRASS, BRONZE AND COPPER A. DELIVERED		
28	1.00	LB	0028 RADIATORS III. BRASS, BRONZE AND COPPER B. AS IS, WHERE IS		
29	1.00	LB	0029 METER BRASS III. BRASS, BRONZE AND COPPER A. DELIVERED		
30	1.00	LB	0030 METER BRASS III. BRASS, BRONZE AND COPPER		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117264

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
31	1.00	LB	B. AS IS, WHERE IS 0031 BREAKAGE - COPPER WITH IRON OR BRASS WITH IRON		
32	1.00	LB	III. BRASS, BRONZE AND COPPER A. DELIVERED 0032 BREAKAGE - COPPER WITH IRON OR BRASS WITH IRON		
33	1.00	TN	III. BRASS, BRONZE AND COPPER B. AS IS, WHERE IS 0033 NO. 1 CAST IRON IV. CAST IRON		
34	1.00	TN	A. DELIVERED 0034 NO. 1 CAST IRON IV. CAST IRON		
35	1.00	TN	B. AS IS, WHERE IS 0035 NO. 2 CAST IRON IV. CAST IRON		
36	1.00	TN	A. DELIVERED 0036 NO. 2 CAST IRON IV. CAST IRON		
37	1.00	TN	B. AS IS, WHERE IS 0037 NO. 3 CAST IRON IV. CAST IRON		
38	1.00	TN	A. DELIVERED 0038 NO. 3 CAST IRON IV. CAST IRON		
39	1.00	TN	B. AS IS, WHERE IS 0039 MOTOR BLOCKS IV. CAST IRON		
40	1.00	TN	A. DELIVERED 0040 MOTOR BLOCKS IV. CAST IRON		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117264

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	1.00	LB	B. AS IS, WHERE IS 0041 PIG IRON V. PIG IRON		
42	1.00	LB	A. DELIVERED 0042 PIG IRON V. PIG IRON		
43	1.00	LB	B. AS IS, WHERE IS 0043 CLEAN STAINLESS STEEL VI. STAINLESS STEEL		
44	1.00	LB	A. DELIVERED 0044 UNCLEAN STAINLESS STEEL VI. STAINLESS STEEL		
45	1.00	LB	B. AS IS, WHERE IS 0045 CLEAN STAINLESS STEEL VI. STAINLESS STEEL		
46	1.00	LB	B. AS IS, WHERE IS 0046 UNCLEAN STAINLESS STEEL VI. STAINLESS STEEL		
47	1.00	LB	A. DELIVERED 0047 FINISHED STEEL BASE VII. FINISHED STEEL BASE		
48	1.00	LB	B. AS IS, WHERE IS 0048 FINISHED STEEL BASE VII. FINISHED STEEL BASE		
49	1.00	TN	0049 WHOLE JUNKED CARS (PARISH OWNED VEHICLES ONLY) VIII. WHOLE JUNKED CARS A. DELIVERED		
50	1.00	TN	0050 WHOLE JUNKED CARS (PARISH OWNED VEHICLES ONLY) VIII. WHOLE JUNKED CARS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117264

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			B. AS IS, WHERE IS		

SCRAP METAL

Two (2) year contract for the sale of scrap metal for the Jefferson Parish Department of Public Works – Streets and all Jefferson Parish agencies and municipalities.

******THIS IS A REVENUE GENERATING CONTRACT******

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

**Approximately ten (10) roll off containers will be needed.

**Approximately twelve (12) stockpiling debris sites will be needed within the Public Works Departments.

SPECIFICATIONS:

A two (2) year contract for scrap metal relates only to those vehicles owned by and/or all Jefferson Parish Departments which have been scrapped and are no longer usable by these departments (not related to abandoned vehicles) and not sold by the parish at its annual auction.

Items not specified above

Successful bidder shall agree to purchase items of scrap metal not specified above at the price(s) listed for such items in the then current issue to the Publication "The Ironage Magazine".

Please Indicate:

WEIGHING: Successful bidder shall issue to the Parish's representative operating the truck, or at site of pickup, a certified weight certificate showing the weight, by hundred weight, of each delivery, for each type of metal.

DELIVERIES: Successful bidder shall agree to accept deliveries of scrap materials daily, Monday thru Friday, excluding holidays, between the hours of 8:00 AM and 4:00 PM.

PAYMENT: Payment to be made in the form of a check to the Parish of Jefferson (indicating department involved on check, i.e., Department of Streets, Department of Public Works, etc.) Weight certificates are to be attached to the check and forwarded to the department that sold the scrap metal. The department involved will then verify weight and price and forward check and weight certificates to Finance for credit to their department.

Location of the unnamed sites (the unnamed sites may be located at other sites throughout Jefferson Parish:

Surplus Property

920 David Drive
Metairie, LA 70003

Streets Department - East Bank Maintenance Facility

200 Shrewsbury Road
Jefferson, LA 70121

Streets Department – West Bank Maintenance Facility

5701 Belle Terre Road
Marrero, LA 70072

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 _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

WORKER'S COMPENSATION INSURANCE

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

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

COMMERCIAL GENERAL LIABILITY

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

COMPREHENSIVE AUTOMOBILE LIABILITY

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

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

DEDUCTIBLES

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.