



Bid Number 50-00117309

**TWO (2) YEAR CONTRACT FOR THE REMOVAL/TOWING AND STORAGE
OF JUNKED, DERELICT AND ABANDONED VEHICLES, BOATS,
OVERSIZED AND COMMERCIAL VEHICLES, TRAILERS AND/OR OTHER
OVERSIZED OBJECTS FOR THE JEFFERSON PARISH DEPARTMENT OF
PROPERTY MAINTENANCE ZONING/QUALITY OF LIFE**

BID DUE DATE, TIME: AUGUST 25, 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

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

Bidders should carefully read and must respond accordingly per the requirements of the bid packages.

Effective August 1, 2016, please be advised:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission.*** While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged with bid submission.
- Current W9 Forms 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, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

INVITATION TO BID ON A REVENUE GENERATING CONTRACT

DATE: 8/10/2016

BID NO.: 50-00117309

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, 8/25/2016 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: 8/10/2016
BID NO.: 50-00117309

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.: 50-00117309

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO(2)YEAR CONTRACT FOR REMOVAL & TOWING OF JUNKED,DERELICT & ABANDONED VEHICLES BOAT, OVERSIZED & COMMERICAL VEHICLES, TRAILERS AND/OR OTHER OVERSIZED OBJECTS FOR DEPT.OF PROPERTY MAINTENANCE/ZONING.		
1	815.00	EA	0001 - PASSENGER VEHICLES, MULTIPURPOSE VEHICLES, VANS OR TRAILERS LESS THAN 2,000 POUNDS		
2	5.00	EA	0002 - MOTORCYCLES		
3	22.00	EA	0003 - BOATS		
4	25.00	EA	0004 - TRUCKS, TRAILERS, RVS WITH GROSS WEIGHT UP TO 15,000 POUNDS		
5	25.00	EA	0005 - TRUCKS, TRAILERS, RVS WITH GROSS WEIGHT OVER 15,000 POUNDS AND UP TO 60,000 POUNDS		
6	25.00	EA	0006 - TRUCKS, TRAILERS, RVS WITH GROSS WEIGHT OVER 60,000 POUNDS		
7	10.00	EA	0007 - DUMPSTER/CONTAINERS (FILLED)		
8	10.00	EA	0008 - DUMPSTERS/CONTAINERS (EMPTY)		

The Parish of Jefferson is seeking bids from qualified contractors for a Two (2) Year Contract for the Removal/Towing and Storage of Junked, Derelict and Abandoned Vehicles, Boats, Oversized and Commercial Vehicles, Trailers and/or Other Oversized Objects for the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

During the previous contract (2014-2016), the towing contractor towed in excess of 639 vehicles. Note: The Parish of Jefferson does not guarantee the quantities estimated. Actual quantities, whether lesser or greater than estimated, will not affect the prices as proposed and accepted for the term of the contract.

SPECIFICATIONS:

- A. Provide all labor, materials and equipment necessary to remove all junked, derelict or abandoned motor vehicles, vessels, oversized and commercial vehicles or other oversized objects, on any vacant lot or in any unused portion of an occupied lot, neutral ground, sidewalk or roadway, within Jefferson Parish in accordance with Section 36-130 et. seq of the Code of Ordinance of Jefferson Parish as instructed by the Department of Property Maintenance Zoning/Quality of Life. (Hereinafter referred to as the "Department"). After proper determination and written instruction by the Department, contractor shall remove vehicles and dispose of or sell them. Such vehicles shall be removed by contractor within twenty four (24) hours of receipt of written request.
- B. Contractor shall be available to respond immediately to remove vehicles that are determined to be junked or abandoned and significantly hinder the movement of traffic or because of their location or condition jeopardize public safety. Upon notice of the foregoing from the department, the contractor shall immediately remove and store such vehicles at his usual place of business until receipt of written authorization by the Director or his designee to dispose of or sell such vehicles. Said vehicles must be removed and stored no later than eight (8) hours after receipt of authorization from the Department. Vehicles must be stored in a secure environment segregated from any other vehicles accessible to the public for purposes of salvaging parts therefrom.
- C. Those vehicles which are missing more than 50 percent of their body parts (doors, hood, truck lid, fenders, and/or all glass), or the engine and transmission together, or either the engine or transmission and any one of the body parts listed above, shall not require payment to the Parish for removal of said vehicle. Said vehicles shall be documented by at least three (3) photographs along with a written declaration by the Contractor of the 50% threshold being met.

- D. During the storage period the vehicle owner may claim their vehicle by providing proof of ownership (Certificate of Title and proper identification) and by paying the contractor a towing fee and a storage fee in addition to any other fees applicable; all fees are not to exceed that which are regulated by the Louisiana Public Service Commission for heavy duty, light duty, and medium weight vehicles, starting with the first day the vehicle was towed.

Contractor shall provide the Parish a daily electronic report detailing the outcome of each attempt at towing a vehicle.

- 1) date towed; violation cleared; gone on arrival
- 2) address/location

Contractor shall provide to the Parish a report at the end of each month due to the Parish on or before the 5th day of the following month, which contains the following information:

- 1) A listing of all vehicles towed on behalf of the Parish including year, make, model, color, and vehicle identification number;
- 2) The date towed; violation cleared; gone on arrival
- 3) Address/location;
- 4) The current status (whether redeemed, including date of redemption, whether stored, or other).

Payment is expected thirty (30) days after the end of each month following the monthly report.

PARISH shall be entitled to audit the books, documents, papers and records of the contractor and any subcontractors which are reasonably related to this Agreement. The contractor and its subcontractors shall maintain all books, documents, papers, accounting records and other evidence pertaining to funds collected and shall make such materials available at their respective offices at all reasonable times during the Agreement period and for three years from date of final payment under this Agreement, for inspection by PARISH, and copies thereof shall be furnished if requested.

Contractor shall provide Jefferson Parish with a report including a list of vehicles and work orders in their possession within 30 days of the expiration of the contract. Payment of these work orders is expected within 30 days of the expiration of contract.

- E. The successful bidder and all sub-contractors performing in accordance with these specifications shall provide proof of insurance in compliance with Jefferson Parish Resolution No. 113646 which entails that the vendor shall furnish the Parish of Jefferson, Department of Purchasing, Certificate(s) of Insurance that indicate insurance coverage has been obtained and it meets the requirements as outlined below:
1. Worker's Compensation insurance for all employees of the vendor as required by Louisiana State Statute.
 2. Garage Keeper's legal insurance in an amount not less than \$500,000 combined single limit per occurrence for property damage. Policy must be endorsed to include automobile service operations. The Parish of Jefferson must be shown as an additional insured with respect to this coverage.
 3. Automotive Liability insurance covering all owned, leased and/or hired vehicles used in connection with the contracted work, in an amount not less than \$500,000 combined single limit per occurrence for bodily injury and property damage.
 4. Commercial General Liability; \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

The insurance coverage(s) required shall include those classifications as listed in standard liability insurance manuals, which most nearly reflect the operations of the vendors.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Louisiana with the following qualifications:

The company must enjoy a rating of "A" or better by the A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the Department of Risk Management; or

The Company must hold a valid Louisiana Certificate of Authority as shown in the latest "List of All Insurance Companies authorized or approved to do business in Louisiana" issued by the State of Louisiana Department of Insurance and are members of the Louisiana Guaranty Fund.

NOTE: The Parish of Jefferson must be a named insured and the bid number and title of bid must appear on each certificate.

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

- F. The successful bidder and all sub-contractors performing under the terms of these specifications shall provide a copy of an inspection certificate or its equivalent issued by the Louisiana State Police as verification that their vehicles satisfy the requirements for compliance with State law.
- G. Failure to comply with any of the provisions in these specifications shall result in immediate termination of this agreement upon thirty (30) days written notice by the Parish.
- H. Nothing contained herein shall relieve the contractor from following all applicable state and local laws, including but not limited to the Department of Transportation and Development, Louisiana Public Service Commission and the Louisiana Storage and Towing Act with regard to towing and/or dismantling automobiles or motor vehicles.

With respect to any report submitted to a jurisdictional agency in compliance with Paragraph I above, a copy of such report shall be submitted by Contractor to the Department of Inspection and Code Enforcement at the same time report is submitted to each agency.

- I. The successful bidder shall be awarded the work for a period of two (2) years commencing with the date of the execution of the contract.
- J. Award of the contract will be made to the bidder submitting the bid deemed to be in the best interest of the Parish of Jefferson, Department of Inspection and Code Enforcement, after considering prices quoted and equipment owned or leased by bidder.
- K. The successful bidder shall execute a contract in accordance with Jefferson Parish Resolution No. 113646.
- L. Miscellaneous Provisions
 - 1. If vehicle cannot be retrieved from contractor because of contractor's fault, all accruing fees must immediately cease and may be waived for cause.
 - 2. Contractor shall provide to the Parish a list of equipment and required equipment includes, but is not limited to, front-end loader, bull dozer,

crusher, excavator, dump truck, container trailer, 18-wheeler, flat bed trailer, forklift, bobcat, lowboy trailer, heavy duty tow truck, medium duty tow truck and light duty tow truck.

3. The successful vendor shall have adequate space to maintain storage capabilities to meet Parish demand and scope of work.

Contractor will be required to be completely self-sustaining (provide own food, shelter, fuel, etc.) during the work period for its personnel.

Upon award of the contract to the highest responsible and responsive bidder, the parties will enter into a non-exclusive contract regarding the emergency work and the Parish retains the right to obtain similar services from additional providers, if necessary.

Jefferson Parish agrees to:

- A. Transfer to contractor all rights, titles and interest it has, if any, in all vehicles towed under this contract.

Storage Facility/Capacity

A. How many vehicles, etc., can your firm store at one time?

B. Location/address of storage lot:

Bidders must complete this page and submit with their bid package. Failure to submit will result in rejection.

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.