BID #50-00131361

TWO YEAR CONTRACT TO CREATE MINUTE BOOKS FOR THE JEFFERSON PARISH COUNCIL

July 21, 2020 @ 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-Suite 4400
Gretna, LA 70053
Buyer II Name: SHANNA FOLSE
Buyer Email: SFOLSE@JEFFPARISH.NET
Buyer Phone: 504-364-2680

Jefferson Parish
Department of Purchasing

Cynthia Lee Sheng
Parish President

Renny Simno
Director

January 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

General Government Bldg. – 200 Derbigny St., Suite 4400, Gretna, LA 70053
Office 504.364.2678

Joseph S. Yenni Bldg. – 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123
Office 504.364.2678

Email: Purchasing@jeffparish.net Website: www.jeffparish.net

Jefferson Parish
Department of Purchasing

Cynthia Lee Sheng
Parish President

Renny Simno
Director

May 2020

PURCHASING DEPARTMENT ANNOUNCEMENT

Public Access to the General Government Building and Joseph S. Yenni Building:

Effective **Monday, May 18, 2020**, Jefferson Parish Government buildings will be open to the public. All visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

Bid Openings:

Due to COVID-19 safety precautions, all public bid openings have been suspended. Bid openings will continue and be made available via phone conference by calling the following:

Dial-in Number: (504) 323-1800
Meeting ID: 181357

Bids will be accepted through Central Bidding or manual submission. Manually-submitted bids can be delivered to either Purchasing office location; however, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location. Advertised bids will be received until 2 p.m. The bid opening teleconference will begin at 2:30 p.m. on each bid opening date.

If you have any questions, please contact the Purchasing Department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

General Government Bldg. – 200 Derbigny St., Suite 4400, Gretna, LA 70053
Office 504.364.2678

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Email: Purchasing@jeffparish.net Website: www.jeffparish.net

TWO (2) YEAR CONTRACT FOR THE CREATION OF COUNCIL MEETING MINUTE BOOKS FOR THE JEFFERSON PARISH COUNCIL CLERK'S OFFICE

BID #50-00131361

This contract is for two (2) years to create the Council Meeting Minute Books. The work will consist of the following:

1. Scan the pages of existing and future minutes of Council Meetings that need to be placed into a minute book.
2. Print the scanned images on 12" x 18" paper so that there are three (3) pages on each side of 12" x 18" page for a total of six (6) pages on each sheet.
3. Orient the printed images so both sides of the page can be read without turning the book.
4. Use a heavy off-white, acid-free paper.
5. Drill holes (approximately 0.75" diameter) in the pages so they can be put into new books. The books will be provided by the Council Clerk's Office. Pick up pages of containing minutes of Council Meetings from the Council Clerk's Office and return completed 12" x 18" pages to the same location.
6. Two (2) electronic copies in the form of a disk and/or flash drive is to be submitted to the Council Clerk's Office for each Council Meeting.

The awarded contract is to process approximately 25,000 pages of backlog minutes of Council Meetings and continue the process of creating and scanning minute books for each Council Meetings. Generally, there are 17 to 20 Council Meetings per year. This includes special meetings that may be called due to weather events or special issues.

1

Grand Isle, Louisiana
Wednesday, July 23, 2010

The Jefferson Parish Council of Jefferson Parish, Louisiana, met in regular session on Wednesday, July 23, 2010 at ten (10:00) o'clock a.m. in the Grand Isle Community Center, Grand Isle, Louisiana.

Mr. John F. Young, Jr., Chairman of the Jefferson Parish Council presided, called the meeting to order. Mr. Young read Matthew Ch. 7:24-25. Edgar Hansen and Jake Anderson from the TV Show Deadliest Catch were asked to lead everyone in the Pledge of Allegiance to the Flag of the United States of America.

The Chairman then requested the Parish Clerk to call the roll. The following members were present: John F. Young, Jr., Chairman, and Councilmembers: Chris Roberts, Elton M. Lagasse, Thomas J. Capella, Louis J. Congemi and Lee Sheng.

The following members were absent: (1) Councilman Lee

The following were in attendance: Mr. Steve Theriot, Acting Parish President; Mr. Jose' Gonzalez, Chief Administrative Assistant; Peggy Barton Acting Parish Attorney; Directors of the following Departments: Gwen Bolotte, Finance; Kazem Alikhani, Public Works; Alan Gandolfi, Research & Budget; Sonny Burmaster, Chief of Staff; and Eula A. Lopez, Parish Clerk.

The following members were absent: (1) Mr. Ed Durabb, Planning

The Chairman called upon the Parish President to address the Council at this time.

The next item of business was adoption of the consent agenda.

It was moved by joint motion of all Councilmembers present, that the Consent Agenda be adopted except Item 11.

Vote on the adoption of the foregoing motion resulted as follows:

YEAS: 6 NAYS: None ABSENT: (1) Lee

The motion was declared to be adopted on this the 23rd day July, 2010.

On joint motion of all Councilmembers present, the following resolution was offered:

RESOLUTION NO. 114942

A resolution selecting a firm to provide Grant/Project Management and program implantation services for the Jefferson Parish Department of Transit Administration, under RFP No. 0214. (Parishwide)

WHEREAS, Jefferson Parish wishes to retain the services of a firm to provide Grant/Project management and program implementation services for the Jefferson Parish Department of Transit Administration, under RFP No. 0214; and,

WHEREAS, The responses to the RFP were received on June 23, 2010; and,

WHEREAS, The evaluation committee met on July 9, 2010; and,

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Council of Jefferson Parish, Louisiana:

SECTION 1. That the Council does hereby select **GCR & Associates, Inc.** of 2021 Lakeshore Drive, Suite 500, New Orleans, LA 70122 to provide Grant/Project management and program implementation services for the Jefferson Parish Department of Transit Administration, under RFP No. 0214.

SECTION 2. That the Administration shall negotiate a contract with GCR & Associates, Inc., and said contract shall be submitted to the Council in complete form, including all terms and conditions, for ratification by Council Resolution prior to execution of said contract.

SECTION 3. That all costs associated with this agreement shall be charged to Account No. 21670-2000-7331.

The resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 6 NAYS: None ABSENT: (1) Lee

The resolution was declared to be adopted on this the 23rd day of July, 2010.

2

On joint motion of all Councilmembers present, the following resolution was offered:

RESOLUTION NO. 114943

A resolution selecting from individuals and/or agencies interested in providing the following evaluation services for the Department of Juvenile Services, to wit: psychological and psychiatric evaluations to at-risk juveniles and/or family members who are supervised by the Jefferson Parish Department of Juvenile Services. (Parishwide)

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Council of Jefferson Parish, Louisiana, acting as governing authority of said parish:

SECTION 1. That **Rafael F. Salcedo, Ph. D.** of 1581 Carol Sue Avenue, Suite **211, Gretna,** LA 70056 is hereby selected to provide psychological and psychiatric evaluations to at-risk juveniles and/or family members who are supervised by the Jefferson Parish Department of Juvenile Services.

SECTION 2. That in accordance with Ordinance No. 18571 adopted on August 5, 1992, the Administration shall negotiate a contract with the consultants selected herein and said contract shall be submitted to the Council in complete form, including all terms and conditions, for ratification by Council resolution prior to execution of said contract.

The resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 6 NAYS: None ABSENT: (1) Lee

The resolution was declared to be adopted on this the 23rd day of July, 2010.

On joint motion of all Councilmembers present, the following resolution was offered:

RESOLUTION NO. 114944

A resolution selecting from individuals or firms interested in contracting with Jefferson Parish to provide evidence-based treatment services to at-risk youth and families assigned to the Department of Juvenile Services. (Parishwide)

NOW, THEREFORE, BE IT RESOLVED by the Jefferson Parish Council of Jefferson Parish, Louisiana, acting as governing authority of said parish:

SECTION 1. That the following firms are hereby selected to provide evidence-based treatment services to at-risk youth and families assigned to the Department of Juvenile Services: **Asevedo & Associates, LLC; Boys Town Louisiana, Inc.; A Causeway Counseling Group; Children's Bureau of New Orleans; Family Service of Greater New Orleans; Jefferson Parish Human Services Authority; OPS Family Care, LLC; Renfro & Associates, LLC; Self-Enhancement Center, Inc.; T. Johnson & Associates, LLC; and Tracy Federici, LPC, LMFT.**

SECTION 2. That in accordance with Ordinance No. 18571 adopted on August 5, 1992, the Administration shall negotiate a contract with the consultants selected herein and said contract shall be submitted to the Council in complete form, including all terms and conditions, for ratification by Council resolution prior to execution of said contract.

The resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 6 NAYS: None ABSENT: (1) Lee

The resolution was declared to be adopted on this the 23rd day of July, 2010.

3

On joint motion of all Councilmembers present it was moved, that the reading of the minutes of the Jefferson Parish Council Meeting of Wednesday, June 30, 2010, be dispensed with and said minutes be approved and adopted as recorded in the Official Journal of the Parish of Jefferson and the Official Minute Book of the Jefferson Parish Council be corrected with notations of corrections of publication as follows:

APPROVAL OF MINUTES
JEFFERSON PARISH COUNCIL MEETING
WEDNESDAY, JUNE 30, 2010

Published In:
CITY BUSINESS, July 8, 2010
CORRECTIONS IN CITY BUSINESS

Under Ordinance No. 23847, the following was incorrect and should read as follows:

SECTION 2. That Section 22-78 of Chapter 22, Article III, Division 3 of the Jefferson Parish Code of Ordinances is hereby amended to read as follows:

Sec. 22-78. Other requirements.

(a) Excepting seafood vendors and mobile snowball vendors who do not sell and other food, any mobile food dispensing vehicle or mobile catering vehicle which sells or dispenses merchandise for consumption by the public shall not remain at a single location for more than one (1) hour within a twenty-four-hour period.

(b) No food, food products or seafood of any kind may be stored in the vehicle when the vehicle is not being utilized for the sale of merchandise; when the vehicle is not in use for the sale of merchandise all such food, food products or seafood of any kind must be properly stored in the depot and in such a manner as to prevent contamination, spoilage, adulteration, and to prevent such merchandise from becoming infested with vermin or pests or to otherwise becoming injurious to the health of humans.

The foregoing ordinance having been submitted to a vote, the vote thereon was as follows:

YEAS: 7 NAYS: None ABSENT: None

The ordinance was declared to be adopted on this 30th day of June, 2010, and shall become effective as follows: if signed forthwith by the Parish President, ten (10) days after adoption; thereafter, upon the signature by the Parish President, or, if not signed by the Parish President, upon expiration of the time for ordinances to be considered finally adopted without the signature of the Parish President, as provided in Section 2.07 of the Charter. If vetoed by the Parish President and subsequently approved by the Council, this ordinance shall become effective on the day of such approval

Under Resolution No. 114819 was incorrect and should read as follows:

On joint motion of all Councilmembers present, the following resolution was offered:

RESOLUTION NO. 114819

A resolution accepting the lowest responsible bid of DOCUMART, received on May 24, 2010 in the amount of $31,800.00, for the Public Information Office, for a 1 year contract to print a brochure called the Progressive Jefferson which will be distributed with the utility bill. Bid Proposal No. 50-97441 (Parishwide).

WHEREAS, Bids were received on May 24, 2010 for a 1 year contract for the printing of the Progressive Jefferson under Bid Proposal No. 50-97441; and,

WHEREAS, The Progressive Jefferson is a brochure that provides information to

SAMPLE PAGE 1

citizens about various parish government programs, services, initiative, policies and upcoming events.

WHEREAS, DOCUMART has submitted the lowest responsible bid in the amount of
$31,800.00; and,

WHEREAS, The bid includes the printing of approximately 120,000 copies of the Progressive Jefferson to be distributed with the utility bill. The total cost of the bid shall not exceed $31,800.00. This bid includes the printing of 6 issues in 2 colors at a cost of $14,700.00 with the option to print an additional 6 issues in 4 colors at a cost of $15,900.00. Additionally, it includes composition charges for 12 issues at a total cost of $1,200.00.

NOW THEREFORE, BE IT RESOLVED by the Jefferson Parish Council of Jefferson Parish, Louisiana acting as governing authority of said Parish:

SECTION 1. That the lowest responsible bid of DOCUMART, received on May 24, 2010 in the amount of $31,800.00, for the Public Information Office, for a 1 year contract to print a brochure called the Progressive Jefferson which will be distributed with the utility bill, under bid Proposal No. 50-97441 is hereby accepted.

SECTION 2. That the Purchasing Department be and is hereby authorized to issue a purchase order and/or contract for the printing of said publication in accordance with the terms of the bid proposal and this resolution.

SECTION 3. The cost of the project is to be charged to the account number 100-10-0080-7699.9.

SECTION 4. That the Council Chairman or in his absence the Vice-Chairman is hereby authorized to execute and sign and approve all documents necessary for this agreement.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 7 **NAYS: None** **ABSENT: None**

The resolution was declared to be adopted on this the 30th day of June, 2010.

Under Resoltuion No. 114820, the following was incorrect and should read as follows:

On joint motion of all Councilmembers present, the following resolution was offered:

RESOLUTION NO. 114820

A resolution accepting the lowest responsible overall bid of **AAA Trophies** for a three (3) year contract for a supply of **Award Plaques** with a not to exceed amount of $40,000.00, where total compensation shall not exceed this amount by a factor of more than ten percent (10%) without amendment to the contract authorized by resolution of the council, under bid 50-97236 for the Department of Parks and Recreation. (Parishwide)

Under Resolution No. 114863 was incorrect and should read as follows:

On joint motion of all Councilmembers present, the following resolution was offered:

RESOLUTION NO. 114863

A resolution ordering and calling a special election to be held in Fire Protection District No. 8 of the Parish of Jefferson, State of Lousiana (the "District") for authority to levy and collect tax for the purpose of acquiring, constructing, providing, maintaining or operating fire protection facilities and equipment for the District; and further authorizing the submission of an application to the Louisiana State Bond Commission in connection with the proposed election; and providing for other matters in connection with the aforesaid election.

BE IT RESOLVED by the Jefferson Parish Council, acting as the governing authority Fire Protection District No. 8 of the Parish of Jefferson, State of Louisiana, that:

SECTION 1. Subject to the approval of the Louisiana State Bond Commission, and under the authority conferred by Article VI, Section 32 of the Louisiana Constitution of 1974; the Louisiana Election Code (La. R.S. 18:1, *et seq.*), as amended, and in particular, Chapters 5 and 6-A thereof, and other constitutional and statutory authority supplemental thereto, a special election be and the same is hereby called and ordered to be held in the District, on Saturday, November 2, 2010, between the hours of six (6:00) o=clock a.m. and eight (8:00) o=clock p.m. in compliance with the provisions of Section 541 of the Title 18 of the Louisiana Revised Statutes of 1950, as amended, and that at said election there shall be submitted to all registered voters residing in the Parish and qualified and entitled to vote at the said election under the Constitution and laws of the State of Louisiana and the Constitution of the United States, the following proposition, to wit:

PROPOSITION
FIRE PROTECTION DISTRICT NO. 8

SUMMARY: TO AUTHORIZE THE CONTINUATION OF THE LEVY AND COLLECTION OF TWENTY-FIVE (25) MILLS PROPERTY TAX FOR 10 YEARS, BEGINNING IN 2011, FOR ACQUIRING, CONSTRUCTING, IMPROVING, PROVIDING, MAINTAINING OR OPERATING FIRE PROTECTION FACILITIES AND EQUIPMENT FOR THE DISTRICT, WITH THE ESTIMATED AMOUNT REASONABLY EXPECTED TO BE COLLECTED FROM THE LEVY OF THE TAX FOR ONE YEAR BEING $7,000,000.

Shall Fire Protection District No. 8 of the Parish of Jefferson, State of Louisiana (the "District") be authorized to continue the levy and collection of a tax of twenty-five (25) mills on the dollar on all property subject to taxation in the District, for a period of ten (10) years, beginning with the year 2011, with the estimated amount reasonably expected to be collected from the levy of the tax for one year being $7,000,000 , for the purpose of acquiring, constructing, improving, providing, maintaining or operating the District's fire protection facilities and equipment?

SECTION 2. There shall be published in *The Times-Picayune*, the official journal of the District, once a week for four consecutive weeks, with the first publication to be made not less than forty-five (45) days nor more than ninety (90) days prior to the date fixed for election, a Notice of Special Election (the ANotice of Elections@), which Notice of Election shall be substantially in the form which is annexed hereto as EXHIBIT AA@ and is incorporated herein by reference for all purposes, and which Notice of Election shall state that the Jefferson Parish Council, acting as the governing authority of the Parish, will meet in open and public session at the Jefferson Parish West Bank Council Chambers, 2nd Floor, New Courthouse Building, Gretna, Louisiana, on Wednesday, December 8, 2010 , at ten (10:00) o=clock a.m., and will then and there proceed to examine and canvass the returns and declare the result of said special election.

SECTION 3. The polling places which are identified and set forth in the Notice of Election and situated in the District, be and the same are hereby designated as the polling places where the special election will be held. As authorized pursuant to Section 1286(B) of Title 18 of the Louisiana Revised Statutes of 1950, as amended, the Commissioners-in-Charge and the Commissioners authorized to be selected by the Board of Election Supervisors of the Parish to serve at the special election are hereby designated as Commissioners-in-Charge and Commissioners to serve at the polling places designated for said special election.

SECTION 4. As provided in Section 1286(B) of Title 18 of the Louisiana Revised

Statutes of 1950, as amended, the officers designated to serve as Commissioners-in-Charge and Commissioners pursuant to Section 3 of this Resolution shall hold the special election as herein provided in compliance with the provisions of Parts II and V of Chapter 5 of Title 18 of the Louisiana Revised Statutes of 1950, as amended, and shall make due returns of the said special election in accordance with the aforesaid statute. Voting machines will be used and all qualified, registered voters in each precinct and residing in the Parish shall be entitled to vote in this election. The compensation of the said election officers shall be and the same is hereby fixed at the sum prescribed by law.

SECTION 5. The Clerk of the Jefferson Parish Council is hereby empowered, authorized and directed to arrange for and to furnish to the election officers in ample time for the holding of the said special election, the necessary equipment, forms and other election paraphernalia essential for the holding of the said special election.

SECTION 6. Certified copies of this Resolution shall be forwarded to the Secretary of State, the State Commissioner of Elections, the Clerk of Court and Ex-Officio Custodian of Voting Machines in and for the Parish of Jefferson, and the Registrar of Voters in and for the Parish of Jefferson as notification of the said special election herein called in order that each may prepare for said election and perform their respective functions as required by law.

SECTION 7. Application be and the same is hereby made to the Louisiana State Bond Commission for consent and authority to hold the aforesaid special election as herein provided, and in the event the aforesaid proposition is carried, for consent and authority to continue the levy and collection of the special operation and maintenance tax provided for by said proposition in the amount, for the purpose and for the number of years herein specified; and that a certified copy of this Resolution shall be forwarded to the Louisiana State Bond Commission on behalf of the Jefferson Parish Council, together with a letter requesting the prompt consideration and approval of the application.

The foregoing resolution having been submitted to a vote, the vote thereon was as follows:

YEAS: 7 **NAYS: None** **ABSENT: None**

The resolution was declared to be adopted on this the 30th day of June, 2010.

EXHIBIT A

NOTICE OF SPECIAL ELECTION

Pursuant to the provisions of a Resolution adopted on June 30, 2010, by the Jefferson Parish Council, acting as the governing authority of Fire Protection District No. 8 of the Parish of Jefferson, State of Louisiana (the "District"@), NOTICE IS HEREBY GIVEN that a special election will be held in the Parish of Jefferson on Saturday, November 2, 2010, and that at said election there will be submitted to all registered voters of the District, qualified in and entitled to vote at said election under the Constitution and laws of the State of Louisiana and the Constitution of the United States, the following Proposition, to wit:

PROPOSITION
FIRE PROTECTION DISTRICT NO. 8

SUMMARY: TO AUTHORIZE THE CONTINUATION OF THE LEVY AND COLLECTION OF TWENTY-FIVE (25) MILLS PROPERTY TAX FOR 10 YEARS, BEGINNING IN 2011, FOR ACQUIRING, CONSTRUCTING, IMPROVING, PROVIDING, MAINTAINING OR OPERATING FIRE PROTECTION FACILITIES AND EQUIPMENT FOR THE DISTRICT, WITH THE ESTIMATED AMOUNT REASONABLY EXPECTED TO BE COLLECTED FROM THE LEVY OF THE TAX FOR ONE YEAR BEING $7,000,000.

Shall Fire Protection District No. 8 of the Parish of Jefferson, State of Louisiana (the "District") be authorized to continue the

JEFFERSON PARISH

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

BUYER: SFOLSE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 7/21/2020 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from http://purchasing.jeffparish.net and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. 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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners 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 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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, 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).

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

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

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.

10, 12, 13, 15

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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.

11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.

13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

See Page 1 for Conflicts of Interest Statement

BID NO.: 50-00131361

BID FORM
Non Public Works

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.: 50-00131361

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT TO CREATE MINUTE BOOKS FOR THE JEFFERSON PARISH COUNCIL.		
1	2,500.00	PAGE	0001 Scan, Print, and Drill Holes to create minute books for backlogged Council Meeting Minutes. This is for the backlog of previous council meeting minute, which are to be placed in meeting book. There are approximately 25,000 pages that are backlogged. The Council Clerk's Office will supply the books.		
2	10,000.00	PAGE	0002 Scan, Print, and Drill Holes to create minute books for future Council Meetings. There are generally 17-20 Council Meetings per year. Council Clerk's Office will supply the books.		
3	80.00	EA	0003 Electronic copy of Council Meeting Minutes for each Council Meeting. The electronic file shall be submitted as a disk and/or flashdrive. Two (2) electronic copies are required per Council Meeting. ***PLEASE SEE ATTACHED SPECIFICATIONS***		

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 <u>or</u> 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 **<u>NO</u>** 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 _____.

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

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability 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 - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

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.