



**BID NUMBER- 50-00146640**

**Two (2) year contract for patron/public & staff copier maintenance  
and on-site managed print services for the Jefferson Parish  
Library Department**

**BID DUE: January 7, 2025 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received on the Purchasing  
Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date  
and time. Late bids will not be accepted.**

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

**Purchasing Specialist II Name: SHANNA FOLSE  
Purchasing Specialist III Email: [shanna.folse@jeffparish.gov](mailto:shanna.folse@jeffparish.gov)  
Purchasing Specialist III Phone: 504-364-2680**

**TWO YEAR (2) CONTRACT FOR PATRON/PUBLIC AND STAFF  
COPIER MAINTENACE AND ON-SITE MANAGED PRINT SERVICES  
FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT**

**BID NO.: 50-00146640**

**SECTION 1.0 SITE VISIT:**

To schedule a site visit for this bid, please contact Jefferson Parish Library IT Network Supervisor, **Ricardo Mesa**. He can be contacted at **838-1100** between the hours of 8:00 am and 5:00 pm; Monday through Thursday.

**SECTION 2.0 – SCOPE:**

We extend this proposal to cover all labor, materials and equipment necessary to provide for a two (2) year patron/public and staff copier maintenance and on-site managed print services contract for the Jefferson Parish Library Department.

This proposal will cover twenty-two (23) public/patron copiers and nine (9) staff copiers owned by the library.

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**PARTIAL BIDS SHALL NOT BE CONSIDERED AS AN ACCEPTABLE BID. BIDDER MUST BE CAPABLE OF ALL ASPECTS OF THIS BID TO INCLUDE MAINTENANCE – MULTIFUNCTIONAL COPIER//DEVICE (SECTION 4.0) AND SECTION 5.0 ON-SITE MANAGED PRINT SERVICES (SECTION 5.0 – 5.4).**  
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**SECTION 3.0- BONDS**

- **Bid Bond**-Only electronic bid bonds are acceptable to the owner in an amount equal to at least five (5%) percent of the total amount bid and payable without conditions to the Owner as guarantee that the bidder, if awarded the contract, will promptly execute a contract in accordance with this proposal and all terms and conditions of the contract documents
- **Performance bond**-The successful bidder will be required to furnish a 100% performance and payment Bond from a surety licensed to conduct business in the State of Louisiana and with a rating of “A” or better in the most current edition of the A.M. BEST INSURANCE REPORT. The bonds are due at the signing of the contract for 100% of the contract amount.
- **Fidelity Bond**-The successful bidder will be required to furnish a 100% fidelity bond of the bid total or contract amount at the signing of the contract.

**SECTION 4.0 MAINTENANCE – MULTI-FUNCTIONAL COPIER/DEVICE**

The library department is requiring a two (2) year maintenance service contract on twenty-three (23) public/patron copiers and nine (9) staff copier/device owned by the library under this contract. This maintenance contract provides for full coverage maintenance to include replacement parts, drums, etc., labor, and all service calls during normal business hours. It also provides all supplies required for copying and/or printing such as toner and staples, excluding paper.

The monthly maintenance cost for all multi-functional copier/devices will be based on the following pooled allowance:

Black & White Copies	400,000
Color Copies	100,000

**Note: Any black and white or color copy overages will be billed on a quarterly basis.**

**SECTION 5.0 ON-SITE MANAGED PRINT SERVICES**

The successful bidder will provide an on-site representative and vehicle to provide managed print services to seventeen (17) library facilities. These facilities are located on the east and west bank of Jefferson Parish.

- SECTION 5.1 FACILITIES

**EAST BANK FACILITIES (EIGHT FACILITIES)**

East Bank Regional Library  
4747 West Napoleon Avenue  
Metairie, Louisiana 70001

Harahan Library  
219 Soniat Avenue  
Harahan, Louisiana 70123

Lakeshore Library  
1000 W. Esplanade Avenue  
Metairie, Louisiana 70005

North Kenner Library  
630 W. Esplanade Avenue  
Kenner, Louisiana 70065

Old Metairie Library  
2350 Metairie Road  
Metairie, Louisiana 70001

Rosedale Library  
4036 Jefferson Highway  
Jefferson, Louisiana 70121

Wagner Library  
6646 Riverside Drive  
Metairie, Louisiana 70003

River Ridge Library  
8825 Jefferson Highway  
River Ridge, Louisiana 70123

**WEST BANK FACILITIES (NINE FACILITIES)**

West Bank Regional Library  
2751 Manhattan Boulevard  
Harvey, Louisiana 70058

Belle Terre Library  
5550 Belle Terre Road  
Marrero, Louisiana 70072

Gretna Library  
102 Willow Drive  
Gretna, Louisiana 70053

Lafitte Library  
4917 City Park Drive; Suite B  
Lafitte, Louisiana 70067

Live Oak Library  
125 Acadia Drive  
Waggaman, Louisiana 70094

Terrytown Library  
680 Heritage Avenue  
Terrytown, Louisiana 70056

Westwego Library  
635 Fourth Street  
Westwego, Louisiana 70094

Grand Isle Library\*  
143 Ludwig Lane  
Grand Isle, Louisiana 70358

Avondale Library \*\*  
558 Avondale Garden Road  
Avondale, Louisiana 70094

\*Grand Isle Library – Three (3) site visits per year for a total of six (6) for the two-year contract.

\*\*Avondale Library is in the final construction phase and should be open in approximately six (6) months.

- **SECTION 5.2 ON-SITE MANAGED SERVICES**

Will provide on-site manage services Monday-Friday, 8:30am through 5:30pm.

Will meet a quarterly average response time (via phone or email) of one (1) hour for all calls received within normal hours of operation.

During the above Hours of Operation, Vendor will perform level-one maintenance on multi-functional copiers/MFDs and Pharos Serviced Equipment identified in Attachment A. The vendor must provide service to copiers within 24 to 48 hours of the ticket being issued.

Will provide level-one support (troubleshoot, clear jams, check device connections) on Jamax Coin Towers and Value Add Stations. Customer agrees to maintain 3<sup>rd</sup> Party maintenance on all customer owned equipment. Vendor will escalate service calls as necessary on all customer owned equipment.

Will contact equipment provider to schedule all service calls during customer hours of operation.

Will document all service and supply calls on all equipment in an onsite service/supply log agreed to by both parties.

Will provide to Jefferson Parish monthly reports (MOR) supporting equipment. Report(s) will be mutually agreed to by Vendor and Jefferson Parish. Monthly reports will include device volume activity and trends as well as device uptime. In addition, Pharos will supply vendor with activity reports to include in Monthly Reports (MOR).

Will order all supplies for Ricoh copiers/MFDs located in library branches per Attachment A. Appropriate inventory par levels will be established by volume trends.

Will schedule preventative maintenance on all Ricoh copiers/MFDs consistent with manufacturers' recommendations.

Will work with equipment provider to train end-users to maximize equipment performance. If initial end user training cannot be provided by Vendor on site staff, Vendor will contact additional support to provide follow up training as necessary.

Will perform key operator functions on library copiers weekly. Load paper, toner, clean glass and exterior of machine.

- SECTION 5.3 COLLECTION OF FUNDS

The on-site full-time vendor employee will collect the funds from all library facilities. Collection of funds will be weekly with the exception of the Grand Isle Library which will be three times a year (Total 6 visits for the two-year contract). The on-site full-time vendor employee will collect the funds with a library facility representative present. The on-site full-time vendor employee will have one key and the library facility representative will have one key. Two keys are required to open the equipment. This collection will include all funds from coin towers and add value stations. The funds will be counted in front of a library facility representative. The library facility representative will sign off on the receipt of funds. The on-site full-time vendor employee will prepare the funds for deposit to be delivered to the business office weekly. Funds collected will be placed in a secure locked bag provided by the library and turned over to the library facility representative. Both the on-site full-time vendor employee and library facility representative will sign the fund-tracking log.

- SECTION 5.4 LIBRARY PROVIDED SERVICES

The Jefferson Parish Library Department will provide the on-site representative with an office space and telephone for in-library use only.

- SECTION 5.5 GENERAL CONDITIONS

On-site representative must be in compliance with all applicable regulations and laws.

## **SECTION 6.0 TRAINING**

The contractor will include twenty (20) hours for equipment and MFP software training. This training will include setting configurations and training for all library staff on the use of features and functions.

## **SECTION 7.0 PRICES**

The price quoted will include all items listed in this bid, such as vehicle needed for on-site representative, labor as required, bonding, permits, and miscellaneous things associated with this two (2) year copier maintenance public/patron and on-site managed print services contract.

## **SECTION 8.0 CLEANING AREA AND SAFETY**

The office space and equipment provided by the Jefferson Parish Library Department will be kept clean and free of equipment and debris at all times.

Precautions must be exercised at all times to safeguard the safety and welfare of the general public, the employees of Jefferson Parish, and Parish officials, and their property.

## **SECTION 9.0 SECURITY – LIMITED ACCESS**

The work for these projects is located at the Jefferson Parish Library facilities and access to and from the sites will be safeguarded as such. All contractors' personnel working on this contract shall possess an identification badge with the company name, and the individuals' name. Each identification badge shall be worn in a conspicuous area of the individual's shirtfront, left side.

The contractor's employees may use the public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment or tools in lavatories or any misuse of any kind in the restroom facilities will not be tolerated. Any damages incurred by contractor's personnel shall remain the sole responsibility of the bidder.

The Bidder must consider the security and integrity of the Library before, during and after daily work. Prevent access by the public to materials, tools, equipment, etc. during the course of this contract.

## **SECTION 10.0 CONTRACT AWARD AND RESERVATIONS**

The Contract will be awarded to the successful bidder complying with all provisions of this invitation, providing the bid price is reasonable and that it is in the best interest of the Department to accept. The Department reserves the right to reject any and all bids, when in its judgment, the public interest will be best served by rejection. The Department reserves the right to waive formalities or technicalities in bids as the interests of the Department may require.

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**PARTIAL BIDS SHALL NOT BE CONSIDERED AS AN ACCEPTABLE BID. BIDDER  
MUST BE CAPABLE OF ALL ASPECTS OF THIS BID TO INCLUDE MAINTENANCE  
– MULTIFUNCTIONAL COPIER//DEVICE (SECTION 4.0) AND SECTION 5.0 ON-  
SITE MANAGED PRINT SERVICES (SECTION 5.0 – 5.4).**  
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**SECTION 11.0 CONTRACT PERIOD**

This contract will be for a two (2) year period. The Jefferson Parish Library Department may extend this contract an additional six months if necessary.

**SECTION 12.0 SPECIAL INSTRUCTIONS**

Attachment A – List of Jefferson Parish Library owned copiers/equipment associated with this contract.

# ATTACHMENT A

## Jefferson Parish - Library Owned Equipment

LOCATION	Pharos/Omega	JAMAX S/N	AVSII S/N	Printer/Copier
Belle Terre Library	OMEGA01	J00021745	AVSII-2013-1172006	RICOH C2504ex
East Bank Regional – CHILD	OMEGA01	J00021750	AVSII-2013-1172002	RICOH C2504ex
East Bank Regional LHG	OMEGA02	J00021747	AVSII-2013-1172005	RICOH C3504ex
East Bank Regional - NONFIC	OMEGA03	J00021748	AVSII-2013-1172012	RICOH C3504ex
East Bank Regional – REF01	OMEGA04	J00021749	AVSII-2013-1172016	RICOH C3504ex
East Bank Regional – REF02	OMEGA05	J00021746		RICOH C3504
Grand Isle Library			AVSII-2013-1172003	RICOH IM 2500
Gretna Library	OMEGA01	J00021751	AVSII-2013-1172013	RICOH C2504ex
Harahan Library	OMEGA01	J00021752	AVSII-2013-1172014	RICOH C2504ex
Lafitte Library	OMEGA01	J00021781	AVSII-2013-1172010	RICOH C2504ex
Lakeshore Library	OMEGA01	J00021754	AVSII-2013-1172023	RICOH C2504ex
Live Oak Library	OMEGA01	J00021755	AVSII-2013-1172021	RICOH C2504ex
North Kenner Library	OMEGA01	J00021756	AVSII-2013-1172025	RICOH C3504ex
Old Metairie Library	OMEGA01	J00021757	AVSII-2013-1172001	RICOH C3504ex
River Ridge Library	OMEGA01	J00021830	AVSII-2013-1172004	RICOH C2504ex
Rosedale Library	OMEGA01	J00021829	AVSII-2013-1172008	RICOH C2504ex
Terrytown Library	OMEGA01	J00021759	AVSII-2013-1172015	RICOH C2504ex
Wagner Library	OMEGA01	J00021744	AVSII-2013-1172024	RICOH C2504ex
WBR-KM01-Child	OMEGA01	J00021783		RICOH C2504ex
WBR-KM02-CIRC	OMEGA02	J00021758		RICOH C3504ex
WBR-KM03-LHG	OMEGA03	J00021753	AVSII-2013-1172026	RICOH C2504
WBR-KM04-REF	OMEGA04	J00021784	AVSII-2013-1172020	RICOH C3504ex
Westwego Library	OMEGA01	J00021760	AVSII-2013-1172007	RICOH C3504ex
Unassigned	OMEGA01	J00021827	AVSII-2013-1172018	
Unassigned			AVSII-2013-1172022	
Unassigned			AVSII-2013-1172027	

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Ricoh Model #	Quantity
RICOH C2504	1
RICOH C2504ex	13
RICOH C3504ex	8
RICOH IM 2500	1
RICOH IM 7000	1
RICOH IM c2500	2
RICOH IM c300	1
RICOH IM c3500	3
RICOH IM c6000	1
RICOH - TBD - Avondale	1
<b>Total</b>	<b>32</b>



DATE: 11/27/2024

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00146640

**JEFFERSON PARISH**

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

PURCHASING SPECIALIST:  
shanna.folse@jeffparish.gov

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 1/07/2025 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://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**

**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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE AND MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.**

**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. 136353 and/or Resolution No. 141125 as amended.

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://www.jeffparish.gov/464/Purchasing> 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 Purchasing Specialist'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.

Visit our website at [HTTP://WWW.JEFFPARISH.GOV/464/PURCHASING](http://WWW.JEFFPARISH.GOV/464/PURCHASING)

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> 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 local 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).

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.

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 to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.**

**Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing> .**

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. 136353 or 141125 as amended. 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://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

**5, 6, 8, 10, 11, 12, 13, 15, - FIDELITY BOND**

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 Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. 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 municipality, 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
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. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Written approval for any deviation, must be submitted with your bid submission. 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. All sureties must be in original format (no copies) When 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

**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.**

**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 by placing the addendum number 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.: 50-00146640

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>TWO (2) YEAR CONTRACT FOR PATRON/PUBLIC &amp; STAFF COPIER MAINTENANCE AND ON-SITE MANAGED PRINT SERVICES FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p>		
1	24.00	MO	<p>0010 - Monthly Maintenance Fee (for 32 Patron/Public and staff Library owned copiers)</p>	<p>⌘</p>	<p>⌘</p>
2	24.00	MO	<p>0020 - On-site Managed Print Services (17 Locations as per the attached specifications)</p>	<p>⌘</p>	<p>⌘</p>
3	20.00	HR	<p>0030 - Training - twenty hours for equipment and MFP Software training. The training will include setting configurations and training for all library staff on the use of features and functions.</p>	<p>⌘</p>	<p>⌘</p>
4	1.00	EA	<p>0040 - Cost per black &amp; white copies over the monthly base allowance.</p>	<p>⌘</p>	<p>⌘</p>
5	1.00	EA	<p>0050 - Cost per color copy over the monthly base allowance.</p>	<p>⌘</p>	<p>⌘</p>
			<p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p>		

## **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 \_\_\_\_\_.

## 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. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her designee, may agree on a case-by- case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. **Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date.** Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. **Failure to comply will cause the 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 Parish of Jefferson, 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.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **WORKER'S COMPENSATION INSURANCE**

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it 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.

With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. 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**

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**BUSINESS AUTOMOBILE LIABILITY**

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. 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. Certificate of Insurance must state which coverage the Umbrella sits over.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required if selected below. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

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

**BUILDER'S RISK INSURANCE**

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