



Bid Number 50-00148628

Two (2) Year Contract for Preventive Maintenance and Repairs on Various Makes and Models of HVAC Heating, Ventilation, and Air Conditioning Systems for the Eastbank Consolidated Fire Department

BID DUE: October 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, 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: Sean Dumas
Email: Sean.Dumas@jeffparish.gov
Phone: 504-364-2808**

MAINTENANCE CONTRACT TO SERVICE VARIOUS TYPES OF (HVAC) HEATING, VENTILATION, AND AIR CONDITIONING EQUIPMENT

Section 1.0 – Site Visit:

Site visits will be offered for this bid. To set up a site visit, please contact Fire Chief Charles Hudson between 8:00 a.m. and 4:00 p.m. Monday through Friday at (504)736-6200.

Section 2.0 - Scope:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a three-year maintenance contract to service various makes and models of (HVAC) Heating, Ventilation, and Air Conditioning Systems and Ice Making Machines for the East Bank Consolidated Fire Department.

Section 3.0 – License:

A Louisiana State Contractor's License will be required by LSA R.S. 37-2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system.

3.1 License(s) issued by the Louisiana State Licensing Board for Contractors:

- Mechanical

Section 4.0 Specifications:

- The maintenance task below shall be performed on all facilities listed in section 7.0 of these specifications.
- After each visit, provide the owner with a written report listing all deficiencies found during the visit.
- Provide a typed maintenance report to the owner listing all work performed, no later than three days after servicing the equipment.

The following tasks shall be performed monthly:

- Inspect the unit casing for corrosion.
- Clean all fan wheels and shafts.
- Inspect and clean drain pans.
- Check damper linkages, set screws, and blade adjustment.
- Clean damper operators.
- Inspect electrical components and insulation.
- Inspect wiring for damage.
- Rotate the fan wheel and check for obstructions. The wheel should not rub. Adjust if necessary.
- Permanent filters located in outdoor air intake hoods shall be cleaned monthly.
- Belt-drive fans - lubricate fan bearings
- Belt-drive fans - check and adjust fan belt tension.
- Lubricate motor bearings in accordance with the motor manufacturer's recommendations

- Check the condition of gaskets and insulation around the unit, door, and dampers.
- Examine flex connections for cracks or leaks.

Section 4.0 Specifications: Continued

The following tasks shall be performed semi-annually:

- All applicable air filters shall be changed semi-annually (March and September).
- All air filters shall have a minimum MERV 8 rating.

The following tasks shall be performed annually:

- Clean all applicable evaporator and condenser coils annually using an environmentally friendly OEM coil cleaner.
- Air conditioning equipment cleaning and inspections shall be performed.
- Inspect and clean all gas and electric heating equipment, including all apparatus bay heaters.
- Heating equipment cleaning and inspections shall be performed each year in September.
- All ice makers shall be cleaned using an OEM cleaner.
- No work shall be performed outside of these specifications without approval by a Jefferson Parish representative.

Section 5.0 - Labor Only Price

- A properly licensed technician shall only troubleshoot, repair, and install equipment.
- The use of a helper will only be allowed upon approval from a Jefferson Parish representative.
- All work shall be provided on an “as-needed” basis. There is no guarantee of the amount of work given throughout this contract.
- There shall be no minimum call-out time, work time, service time, etc., in terms of hours charged under the terms of this contract.
- Time charged to the contract shall be from when the personnel signs in with a departmental representative.
- Hourly pricing for a Technician and a helper shall include the following:
 - Labor for estimator
 - Labor for repair work
 - Labor for software programming
 - Incidental equipment required to perform troubleshooting and repairs
 - Tools needed to perform troubleshooting and repairs
 - Software and computer equipment needed
 - Transportation/Travel time to and from the worksite and picking up parts, tools, equipment, etc.
- The technician and helper arriving at the worksite to perform services shall verify the start time by meeting with an owner’s representative and signing in (If available) on an owner-provided logbook.

NOTE: Failure to sign in with a parish representative may cause non-payment of an invoice for services.

Section 5.0 - Labor Only Price Continued

- The technician and helper departing from the work site shall verify departure time by meeting with an owner's representative and signing out (If available) on an owner-provided logbook.
NOTE: Failure to sign out with a parish representative may cause non-payment of an invoice for services.
- In case of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary part(s) to complete the repair work. Jefferson Parish will not allow any markup of the dealer's invoice cost.
- The project estimator departing from the work site shall verify the departure time by meeting with an owner's representative and signing out (If available) on an owner-provided logbook.
NOTE: Failure to sign out with a parish representative may cause non-payment of an invoice for services

Section 6.0 – Facilities List:

Fire Station 11 – Temporary Trailer
3600 Jefferson Highway – Building E
Jefferson, LA 70121

Fire Station 12
900 Jefferson Highway
Jefferson, LA 70121

Fire Station 13
4642 Calumet Street
Metairie, LA 70001

Fire Station 14
1714 Edinburgh Street
Metairie, LA 70001

Fire Station 15
1101 N. I-10 Service Road
Metairie, LA 70005

Fire Station 16
5200 Lafreniere Street

Metairie, LA 70001

Fire Station 17
6616 Kawanee Street
Metairie, LA 70003

Fire Station 18
3430 N. Causeway Blvd.
Metairie, LA 70002

Fire Station 19
455 Edwards Avenue
Harahan, LA 70123

Fire Station 20
4110 Hudson St.
Metairie, LA 70006

East Bank Consolidated Fire Department Headquarters
834 S. Clearview Pkwy.
Harahan, LA 70123

Lambert Street Warehouse
5512 S. Lambert Street
Harahan, LA 70123

Section 7.0 – Response Time:

Bidder must provide a workforce and the necessary equipment and tools to respond to multiple facilities simultaneously if needed.

The bidder must respond within four (4) hours of receiving a reference number on non-emergency calls and within two (2) hours for emergency calls. Jefferson Parish reserves the right to cancel this contract if the bidder fails to respond to the site/location.

Section 8.0 – Permits:

The bidder shall obtain any permits required by the Jefferson Parish Department of Inspection and Code Enforcement and any municipality where work is performed.

The bidder is responsible for paying for these permits, which must be obtained before any project requires them.

Section 9.0 – Warranty:

In the event Jefferson Parish approves the use of materials, the successful Bidder shall provide a minimum thirty (30) day warranty on all Labor and give a warranty letter from the manufacturer listing the material warranty.

Section 10.0 – Start of Work Conference and Notice to Proceed:

A “Start of Work Conference” shall be held between the successful bidder and the owner before any work commences.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the Department to begin work.

Section 11.0 Times work is to be performed:

The chart below indicates typical, weekend, and before/after hours. These times are to be used for pricing according to the identified times.

	MONDAY	TUESDAY	WEDNESDAY	THURSDAY	FRIDAY	SATURDAY	SUNDAY
12:00 AM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							
12:00 PM							
1:00							
2:00							
3:00							
4:00							
5:00							
6:00							
7:00							
8:00							
9:00							
10:00							
11:00							

WEEK END WORK HOURS
 BEFORE/AFTER WORK HOURS
 NORMAL WORK HOURS

ATTACHMENT "A" **Equipment List**

Station 11 – Temporary Trailer		
Make	Model	Serial
Condensing Unit		
Nortek	RSA1BE4M1SN48K	RSG2204069903
Air Handler Unit		
Nortek	E7EM-017H1	E7G2111016275
Station 12		
Make	Model	Serial
Condensing Units		
Trane	4TTR4036L10008A	221745003F
American Standard	4A7A7048B1000AA	212463XD5F
Air Handler Units		
Trane	4TXCB006DS3HCAA	21145MGC5G
Trane	4TXCB004DS3HCBV	2233454DCV
Station 13		
Make	Model	Serial
Condensing Units		
American Standard	4A7A7048B1000AA	202744YS2F
American Standard	4A7A7060A1000BA	161328XU2F
Carrier	38BRC018310	0803E06367
Carrier	24ANB760A300	2411E22255
Air Handler Units		
Trane	LPCAD03D1F0E6000000105DA4A000000000000	T08F40566
Carrier	58CTA070-16	0503A31000
Station 14		
Make	Model	Serial
Condensing Units		
Trane	TTA090300GA	1520115YYA
American Standard	4A7A4030L1000AA	17232XXG3F
American Standard	4A7A6048J1000AA	172422G32F
Air Handler Units		
American Standard	2TEC3F36B1000AA	7231THT6V
Trane	TWE090D300AB	152042S4BA
Station 15		
Make	Model	Serial
Condensing Units		
Trane	2TTA0048A3000AA	4442XSK3F

Trane	2TTA0042A3000AA	44426833F
Trane	2TTA0060A3000AA	444357N3F
Trane	2TTA0030A3000AA	5034WYB3F
Air Handler Units		
Magic Aire	48/60	W050235036
Magic Aire	90-BMW-6	W050440991
Station 16		
Make	Model	Serial
Condensing Units		
American Standard	2TTA0042A3000AA	7341N9W3F
Trane	2TTA0072A3000AA	83345L72F
Air Handler Units		
Trane	2TEC3F42C1000AA	8195J541V
Trane	LPCAD03D1F0E6000000105DA4A000000000000	T08F40566
Trane	2TEC3F3DB1000AA	8031TXA1V
Trane	MCCB006UA0B0UA	KO8F68152
Carrier	58CTA090 10120	1003A41782
Mini Split Systems		
TRANE	TTA12043DAB00AE000000000000000000000000	19322704YA
Station 17		
Make	Model	Serial
Condensing Units		
Dakin	RZQ18PVJU8	A005898
Trane	TTA120	161911D5YA
Trane	4TTA3042D3000CA	16413WU43F
Trane	4TTA3030A3000CA	16325RCJ3F
Trane	4TTA3060D3000CA	16314TFR5F
Trane	4TTA3060D3000CA	163125DA5F
Air Handler Units		
Trane	GAM5B0B30M21EAA	162411GCBV
Daikin	FTQ18PBVJU	A000367
Trane	TWE090E300AA	16031R8HBA
Trane	GAM5B0C60M51EAA	16205KL7AV
Trane	GAM5B0C60M51EAA	16225J4EAV
Station 18		
Make	Model	Serial
Condensing Units		
American Standard	4A7C4036A3000AA	18123G333F
Lennox	13ACX-060-230-17	1913A16875

Air Handler Units		
American Standard	B004DS3HCAA	1940451G5G
Lennox	C33-50/60C-2F-6	6013A24807
Station 19		
Condensing Units		
Trane	TTA120E3000AA	15105MMCYA
Trane	TTA120E3000AA	15105NFJYA
Trane	4TTR7024A1000AA	14072KEE2F
Trane	4TTR7024A1000AA	14136TCA2F
Air Handler Units		
Trane	TWE090E300AA	14274PS6BA
Trane	CSAA008UAL00	K15B07445
Trane	TAM7A0B30H21SDB	1506344EBV
Station 20		
Condensing Units		
Trane	4TTA3042A3000BA	10072U915F
Trane	4TTA3042A3000BA	10072W405F
Trane	4TTA3042A3000BA	10113WRY5F
Air Handler Units		
Trane	MCCB006UA0B0UB000	K10C27640
Trane	MCCB006UA0B0UA000	K10C27635
Trane	MCCB003UA0B0UA000	K10C27645
Trane	MCCB003UA0B0UB000	K10C2769
Fire Headquarters		
Condensing Units		
Lennox	TPA090S4SN1G	5615L03237
Lennox	TPA036S4N45G	5816M06129
Lennox	TPA090S4SN1G	5615L03238
Lennox	TPA090S4SN1G	5615M08053
Lennox	TPA060S4N44G	5815L02505
Lennox	TPA060S4M44G	5815 KOS732
Lennox	TPA090S4SN1G	5615M02948
Lennox	TPA090S4SN1G	5615L07307
Lennox	TPA090S4SN1G	201602-BNGT50287
Lennox	TPA090S4SN1G	5615L05192
Lennox	TPA090S4SN1G	5616A10184
Lennox	MAP036S4S	N/A
Lennox	TPA042H4N43G	5816E00527
Air Handler Units		

Lennox	TAA090S4D-1G	5616B02697
Lennox	TAA090S4D-1G	5615C05589
Lennox	TAA090S4D-1G	5616A02548
Lennox	TAA090S4D-1G	5515811237
Lennox	TAA090S4D-1G	5616B05015
Lennox	TAA090S4D-1G	5616A02550
Lennox	CBX27UH-060-460-6-02	1615D0340
Lennox	CBX27UH-060-460-6-02	1615J01614
Lennox	CBX32M-036-460-6-02	1616L09268
Lennox	CBX27UH-048-460-6-02	1617A21104
Package System		
AAON	RN-030-3-0-EBD9-344	201602-BNGT50287
Lambert Street Warehouse		
Mini Split		
Comfort Maker	DCLERAH24AAK	V211056147
Trane	4TTB3042D1000AA	11134X2M5F
Trane	4TTB3030D1000AA	110627U03F
Air Handler Units		
Trane	4TEC3F42C1000AA	11044R9B1V

ICE MACHINE INFO FOR JPFD

Station 11 – Not in service at this time

Station 12 – Make- Manitowoc, Model UDF0140A-161B, Ser# 310566094

Station 13 – Make-Manitowoc, Model IDT0450A-161, Ser# 1220443781

Station 14 – Make-Manitowoc, Model UD0140A-161B, Ser# 310407932

Station 15 – Make-Ice Maker (Welbilt Foodservice, Model KDF0150A-161B, Serial #310569952

Make-Indigo NX, Model IDT0450A-161, Ser# 1120958370, Capacity-358

Station 16 – Make-Manitowoc, Model D400, Ser# 1120949761, Dice Cube 0450 Air

Station 17 – Make-Manitowoc, Model ID0302A-161 B400, Ser #1120170673

Station 18 – Make-Ice Maker, Model UY0140A-161B, Ser# 310347444

Station 19 – Make-Manitowoc, Model IDT0450A, Ser# 1120943358

Station 20 – Make-Manitowoc, Model B400, Ser# 1101061689

JPFD HQ – Make-Manitowoc, Model UD0310A-161B, Ser# 310326629

**INVITATION TO BID
THIS IS NOT AN ORDER**

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DATE: 9/10/2025

BID NO: 50-00148628

JEFFERSON PARISH

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

**PURCHASING SPECIALIST:
SEAN.DUMAS@jeffparish.gov**

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 10/07/2025 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053. At no charge, bidders are to submit their bid via Jefferson Parish's electronic procurement page. 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 FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and in the terms and conditions of Resolution No. 136353 and/or Resolution No. 141125, all of which are made part of this bid proposal and ensuing contract by 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 ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for construction projects (141125) and the General Conditions for the purchase of materials, services and/or supplies (136353) are those adopted by the Jefferson Parish Council by Resolution No. 136353 and Resolution No. 141125, respectively. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. A copy of each may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretn, LA 70053. You may also obtain a copy of each by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. 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.
- D. 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.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to Public Works projects.
- F. 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 on the bid form with bid submission. Supporting documentation may be required upon request.

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

DATE: 9/10/2025

BID NO: 50-00148628

- G. 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 must 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. 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.
- H. 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.
- I. 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.
- J. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH WILL ACCEPT ONE PRICE FOR EACH ITEM UNLESS OTHERWISE INDICATED. Two or more prices for one item will result in bid rejection. 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.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. 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. 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.
- L. 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.
 - a. 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 day increments.
 - b. 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.)
 - c. 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"
- M. 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.
- N. 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 any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.
 - a. 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.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. 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 no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
 - a. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- P. **ANTI- DISCRIMINATION:** 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).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** 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.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

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.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**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 to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.

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.

3,4,5,6,10,12,13,14,17

1. **MANDATORY PRE-BID** - 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 LA.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. **NON-MANDATORY PRE-BID** - 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. **JP LICENSE** - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of 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/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such 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. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - 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.

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

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. **INSURANCE** - 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. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. **BID BOND** - 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. 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. **AS-NEEDED WORK** - This is a requirements-based 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** - 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. **AFFIDAVIT** - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 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 GENERIC 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. **FEDERAL FUNDING** - 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. **TAX EXEMPT** - 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.
17. **TECH AFFIDAVIT** - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 9/10/2025

Page: 6

BID NO: 50-00148628

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 throughout the entirety of the contract. However, bidders may request that an escalation provision be added to their contract by selecting "yes" below. The escalation provision in the contract will state that only one escalation will be allowed during the term of the contract, and the escalation shall take effect only after the initial 12 month period of the contract. A vendor with an escalation provision in their contract must submit a request in writing to activate the provision, but should not do so any sooner than the first day of the 13th month of their contract. The escalation percentage shall be limited to the most recently published CPI figure issued at the time an adjustment is requested by bidder based on the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure.

Are you requesting an escalation provision?

YES _____ NO _____

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: () _____

E-MAIL: _____

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.: 50-00148628

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>Two (2) Year Contract for Preventive Maintenance and Repairs on Various Makes and Models of HVAC Heating, Ventilation, and Air Conditioning Systems for the Eastbank Consolidated Fire Department</p> <p>0001 - MONTHLY MAINTENANCE</p> <p>FIRE STATION 11 TEMPORARY TRAILER 3600 JEFFERSON HIGHWAY BUILDING E JEFFERSON, LA 70121</p> <p>TWO (2) YEAR CONTRACT FOR PREVENTATIVE MAINTENANCE AND REPAIRS ON VARIOUS MAKES AND MODELS OF HVAC HEATING, VENTILATION AND AIR CONDITIONING SYSTEMS FOR THE EAST BANK CONSOLIDATED FIRE DEPARTMENT</p>	\$	\$
2	24.00	MO	<p>0002 - MONTHLY MAINTENANCE</p> <p>MAINTENANCE FACILITY LAMBERT STREET WAREHOUSE 5112 S. LAMBERT STREET HARAHAN, LA 70123</p>	\$	\$
3	24.00	MO	<p>0003 - MONTHLY MAINTENANCE</p> <p>FIRE STATION 12 968 JEFFERSON HIGHWAY JEFFERSON, LA 70121</p>	\$	\$
4	24.00	MO	<p>0004 - MONTHLY MAINTENANCE</p> <p>FIRE STATION 13 4642 CALUMET STREET METAIRIE, LA 70001</p>	\$	\$
5	24.00	MO	<p>0005 - MONTHLY MAINTENANCE</p> <p>FIRE STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001</p>	\$	\$
6	24.00	MO	<p>0006 - MONTHLY MAINTENANCE</p> <p>FIRE STATION 15 1101 N. I-10 SERVICE ROAD METAIRIE, LA 70005</p>	\$	\$
7	24.00	MO	<p>0007 - MONTHLY MAINTENANCE</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148628

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	24.00	MO	FIRE STATION 16 5200 LAFRENIERE STREET METAIRIE, LA 70001 0008 - MONTHLY MAINTENANCE	\$	\$
9	24.00	MO	FIRE STATION 17 6616 KAWANEE STREET METAIRIE, LA 70003 0009 - MONTHLY MAINTENANCE	\$	\$
10	24.00	MO	FIRE STATION 18 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002 0010 - MONTHLY MAINTENANCE	\$	\$
11	24.00	MO	FIRE STATION 19 455 EDWARDS AVENUE HARRAHAN, LA 70123 0011 - MONTHLY MAINTENANCE	\$	\$
12	24.00	MO	FIRE STATION 20 4110 HUDSON STREET METAIRIE, LA 70006 0012 - MONTHLY MAINTENANCE	\$	\$
13	4.00	EA	EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS 834 S. CLEARVIEW PARKWAY HARRAHAN, LA 70123 0013 - SEMI-ANNUAL MAINTENANCE (DUE IN MARCH & SEPTEMBER)	\$	\$
14	4.00	EA	STATION 11 TEMPORARY TRAILER 3600 JEFFERSON HIGHWAY BUILDING E JEFFERSON, LA 70121 0014 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER) MAINTENANCE FACILITY LAMBERT STREET WAREHOUSE	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148628

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	4.00	EA	5112 S. LAMBERT STREET HARAHAN, LA 70123 0015 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)	\$ _____	\$ _____
16	4.00	EA	FIRE STATION 12 968 JEFFERSON HIGHWAY JEFFERSON, LA 70121 0016 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)	\$ _____	\$ _____
17	4.00	EA	FIRE STATION 13 4642 CALUMET STREET METAIRIE, LA 70001 0017 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)	\$ _____	\$ _____
18	4.00	EA	FIRE STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001 0018 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)	\$ _____	\$ _____
19	4.00	EA	FIRE STATION 15 1101 N. I-10 SERVICE ROAD METAIRIE, LA 70005 0019 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)	\$ _____	\$ _____
20	4.00	EA	FIRE STATION 16 5200 LAFRENIERE STREET METAIRIE, LA 70001 0020 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)	\$ _____	\$ _____
21	4.00	EA	FIRE STATION 17 6616 KAWANEE STREET METAIRIE, LA 70003 0021 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148628

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	4.00	EA	<p>FIRE STATION 18 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002</p> <p>0022 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)</p>	\$ _____	\$ _____
23	4.00	EA	<p>FIRE STATION 19 455 EDWARDS AVENUE HARAHAN, LA 70123</p> <p>0023 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)</p>	\$ _____	\$ _____
24	4.00	EA	<p>FIRE STATION 20 4110 HUDSON STREET METAIRIE, LA 70006</p> <p>0024 - SEMI-ANNUAL MAINTENANCE (DUE MARCH & SEPTEMBER)</p>	\$ _____	\$ _____
25	2.00	EA	<p>EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS 834 S. CLEARVIEW PARKWAY HARAHAN, LA 70123</p> <p>0025 - ANNUAL MAINTENANCE (DUE IN APRIL)</p>	\$ _____	\$ _____
26	2.00	EA	<p>LAMBERT STREET WAREHOUSE 5112 S. LAMBERT STREET HARAHAN, LA 70123</p> <p>0026 - ANNUAL MAINTENANCE (DUE IN APRIL)</p>	\$ _____	\$ _____
27	2.00	EA	<p>FIRE STATION 11 TEMPORARY TRAILER 3600 JEFFERSON HIGHWAY BUILDING E JEFFERSON, LA 70121</p> <p>0027 - ANNUAL MAINTENANCE (DUE IN APRIL)</p>	\$ _____	\$ _____
28	2.00	EA	<p>FIRE STATION 12 968 JEFFERSON HIGHWAY JEFFERSON, LA 70121</p> <p>0028 - ANNUAL MAINTENANCE (DUE IN APRIL)</p>	\$ _____	\$ _____
			<p>FIRE STATION 13 4642 CALUMET STREET</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148628

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			METAIRIE, LA 70001		
29	2.00	EA	0029 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____
			FIRE STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001		
30	2.00	EA	0030 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____
			FIRE STATION 15 1101 N.I-10 SERVICE ROAD METAIRIE, LA 70005		
31	2.00	EA	0031 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____
			FIRE STATION 16 5200 LAFRENIERE STREET METAIRIE, LA 70001		
32	2.00	EA	0032 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____
			FIRE STATION 17 6616 KAWANNEE STREET METAIRIE, LA 70003		
33	2.00	EA	0033 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____
			FIRE STATION 18 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002		
34	2.00	EA	0034 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____
			FIRE STATION 19 455 EDWARDS AVENUE HARAHAN, LA 70123		
35	2.00	EA	0035 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____
			FIRE STATION 20 4110 HUDSON STREET METAIRIE, LA 70006		
36	2.00	EA	0036 - ANNUAL MAINTENANCE (DUE IN APRIL)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148628

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS 834 S. CLEARVIEW PARKWAY HARAHAN, LA 70123		
37	1.00	HR	0037 - TECHNICIAN NORMAL HOURLY RATE 7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY	\$ _____	\$ _____
38	1.00	HR	0038 - HELPER NORMAL HOURLY RATE 7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY	\$ _____	\$ _____
39	1.00	HR	0039 - TECHNICIAN BEFORE/AFTER HOURS WEEKDAY RATE 5:00 PM TO 12:00 AM MONDAY THRU THURSDAY & 12:00 AM TO 7:00 AM MONDAY THRU FRIDAY	\$ _____	\$ _____
40	1.00	HR	0040 - HELPER BEFORE/AFTER HOURS WEEKDAY RATE 5:00 PM TO 12:00 AM MONDAY THRU THURSDAY & 12:00 AM THRU 7:00 AM TUESDAY THRU FRIDAY	\$ _____	\$ _____
41	1.00	HR	0041 - TECHNICIAN AFTER HOURS WEEKEND RATE FRIDAY 5:00 PM TO 12:00 AM SATURDAY, SUNDAY ALL DAY, MONDAY 12:00 AM TO 7:00 AM (AUTHORIZATION REQUIRED)	\$ _____	\$ _____
42	1.00	HR	0042 - HELPER AFTER HOURS WEEKEND RATE FRIDAY 5:00 PM TO 12:00 AM SATURDAY, SUNDAY ALL DAY, MONDAY 12:00 AM TO 7:00 AM (AUTHORIZATION REQUIRED)	\$ _____	\$ _____
43	1.00	HR	0043 - TECHNICIAN - HOLIDAY RATE 12:00 AM TO 11:59 PM	\$ _____	\$ _____
44	1.00	HR	0044 - HELPER - HOLIDAY RATE 12:00 AM TO 11:59 PM	\$ _____	\$ _____
45	1.00	EA	0045 - PARTS/MATERIALS ** IN CASE OF EXCESSIVE DOWNTIME JEFFERSON PARISH MAY PROVIDE AN ADDITIONAL PURCHASE ORDER, NOT TO EXCEED \$10,000.00, TO THE SUCCESSFUL BIDDER TO OBTAIN THE NECESSARY PART(S) TO COMPLETE THE REPAIR WORK. JEFFERSON PARISH WILL NOT ALLOW ANY MARKUP OF THE DEALER'S INVOICE COST. **	\$ <u>XXXXXXXXXX</u>	\$ <u>XXXXXXXXXX</u>

Evidence of Authority Instructions

Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.

The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to ensure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>.

Instruction sheet may be omitted when submitting.

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

Generic Bid Affidavit Instructions

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

The Affidavit MUST comply with the following requirements to be accepted.

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

Affidavits with the following WILL NOT be accepted.

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

Instruction sheet may be omitted when submitting the affidavit.

Generic Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

_____ (Affiant) who after being duly sworn by me, deposed and
said that he/she is the fully authorized _____ of
_____ (Entity), who submitted a bid 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. 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.

Affiant further said:

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 of Jefferson 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

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.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) False accounting (R.S. 14:70)
- (d) Issuing worthless checks (R.S. 14:71)
- (e) Bank fraud (R.S. 14:71.1)
- (f) Forgery (R.S. 14:72)
- (g) Contractors; misapplication of payments prohibited (R.S. 14:202)
- (h) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract canceled, the awarded entity

3/25

making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2) above.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME,
NOTARY PUBLIC ON THE _____ DAY
OF _____, 20_____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

**TECHNOLOGY
AFFIDAVIT**

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared:

_____ (hereinafter "Affiant") who after being duly sworn by me,
deposed and said that he/she is the fully authorized _____ (Title) of
_____ (Entity), who is a contractor to the Parish of Jefferson.

Affiant further said:

The equipment and services to be provided by Affiant's Company, under the accompanying (bid/invoice) fully comply with Louisiana Revised Statutes 38:2237.1 and 39:1753.1. None of the equipment or services to be provided by Affiant's Company are "prohibited telecommunications or video surveillance equipment or services" as defined therein, and do not include any equipment or components from all of the following:

- Telecommunications equipment produced by Huawei Technologies Company or ZTE Corporation, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(A) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Video surveillance equipment or telecommunications equipment produced by Hytera Communications Corporation, Hangzhou Hikvision Digital Technology Company, Dahua Technology Company, or any subsidiary or affiliate of such entities, as described in Section 889(f)(3)(B) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Telecommunications or video surveillance equipment or services produced or provided by an entity found to be owned, controlled, or otherwise connected to the government of the People's Republic of China, as described in Section 889(f)(3)(D) of the John S. McCain National Defense Authorization Act for Fiscal Year 2019.
- Any product or equipment, regardless of manufacturer, containing as a component any equipment identified above. This may include but is not limited to the following:
 - Computers or other equipment containing a component which enables any form of network connectivity or telecommunications regardless of whether the equipment is regularly connected to a network.

- Building automation, environmental controls, access controls, or facility management and monitoring systems.
- Any voting machines, peripherals, and election systems that are a product, or a component thereof, that is identified as being produced by those entities listed above.

In addition, none of the services to be provided by _____(Entity) utilize any equipment or components as described above.

Signature of Affiant

Printed Name of Affiant
Title:
Company:

SWORN AND SUBSCRIBED TO BEFORE
ME, NOTARY PUBLIC ON THE _____
DAY OF _____, 20____.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

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.

Within ten (10) days of bid opening, the apparent 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 insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. **Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder.** 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 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 overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

Waiver of Subrogation endorsement in favor of **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.**

Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then bidders must request a

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) days of the bid opening. A scanned copy may be submitted initially; 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**

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others endorsement 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**

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement 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 within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; 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. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies 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.



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



May 2025

Changes to Jefferson Parish Bidding Information

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

➤ **Additional Requirements for Bid Instructions:**

The Additional Requirements for Bid Instructions have been revised. The numbers correlating with the instructions may not be the same number as past bids. **Please read ALL instructions and bid documents carefully and thoroughly prior to bid submission.**

➤ **Affidavits:**

There is a new affidavit for all bids named "Generic Bid Affidavit". The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid. **The "Generic Bid Affidavit" must be submitted with ALL bid submissions.**

➤ **Insurance Requirements:**

Within ten (10) days of bid opening, the apparent low bidder will be required to provide FINAL insurance certificates evidencing the insurance coverages of the subject bid (please refer to each individual bid specifications requirements) to Jefferson 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 insured on the Commercial General Liability and the Comprehensive Automobile Liability policies to protect against negligence by the contractor, as provided by contract.

Failure to provide your certificate of insurance within the ten (10) days of bid opening shall result in the Parish rejecting your bid as non-responsive and moving on to the next apparent lowest bidder.

You may still opt to send in your insurance certificates with your bid submission, however, if the provided certificates are not in FINAL form, if you are the apparent low bidder, then you will still be required to send in a FINAL certificate within 10 days of bid opening.