



Bid Number 50-00148943

Three (3) Year Contract to Supply Labor, Materials, Delivery, Equipment and all Incidentals Necessary to Perform the Required Annual Fire Alarm System Testing on Various Parish Buildings for the Department of General Services

BID DUE: November 13, 2025 AT 2:00 PM

ATTENTION VENDORS!!!

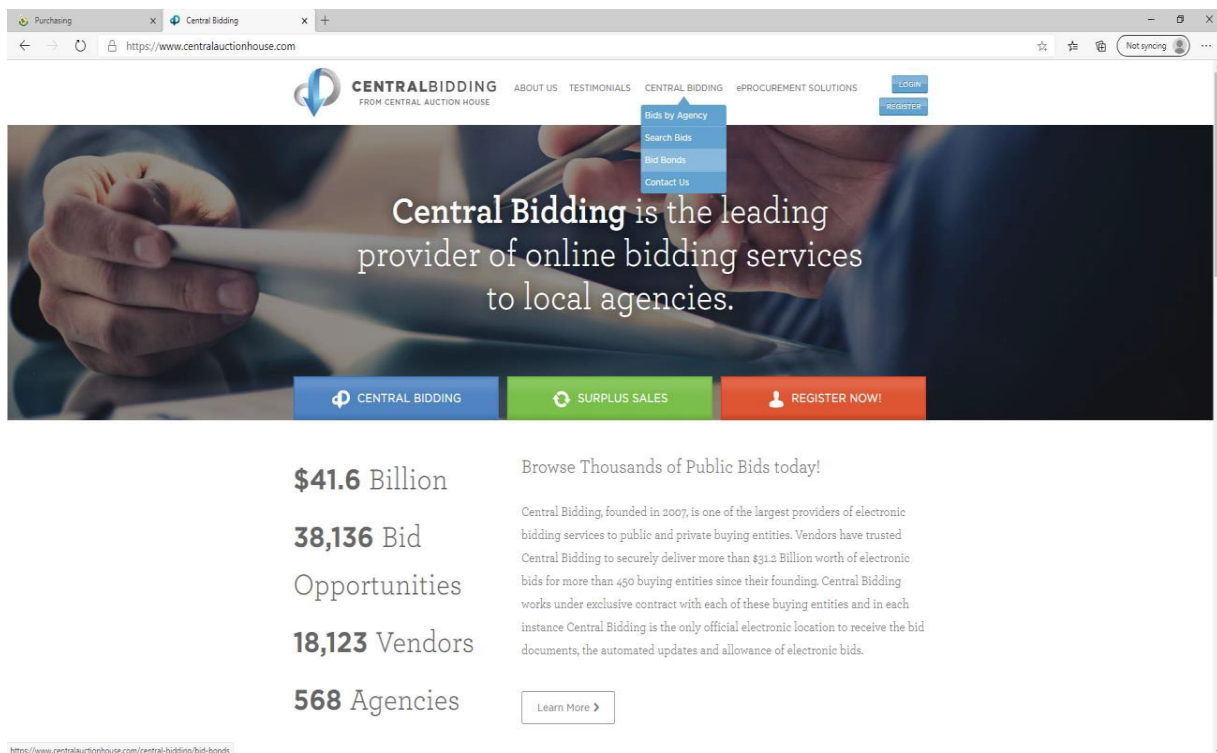
Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid 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**

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at <https://www.centralbidding.com/bid-bonds/> To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



The screenshot shows the Central Bidding website interface. The browser address bar displays <https://www.centralauctionhouse.com>. The website header includes the Central Bidding logo and navigation links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, and #PROCUREMENT SOLUTIONS. A dropdown menu is open under the CENTRAL BIDDING link, showing options: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. The main banner features the text: "Central Bidding is the leading provider of online bidding services to local agencies." Below the banner are three buttons: CENTRAL BIDDING, SURPLUS SALES, and REGISTER NOW!. The page content includes statistics: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. A text block states: "Browse Thousands of Public Bids today!" and "Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities. Vendors have trusted Central Bidding to securely deliver more than \$31.2 Billion worth of electronic bids for more than 450 buying entities since their founding. Central Bidding works under exclusive contract with each of these buying entities and in each instance Central Bidding is the only official electronic location to receive the bid documents, the automated updates and allowance of electronic bids." A "Learn More" button is also present.

\$41.6 Billion

38,136 Bid Opportunities

18,123 Vendors

568 Agencies

Browse Thousands of Public Bids today!

Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities. Vendors have trusted Central Bidding to securely deliver more than \$31.2 Billion worth of electronic bids for more than 450 buying entities since their founding. Central Bidding works under exclusive contract with each of these buying entities and in each instance Central Bidding is the only official electronic location to receive the bid documents, the automated updates and allowance of electronic bids.

[Learn More](#)

ANNUAL FUNCTIONAL AND SENSITIVITY FIRE ALARM SYSTEM TESTING

Section 1.0 – Site Visit:

All prospective bidders can schedule a site visit through Robert L. Brouillette with the Department of General Services between 8:00 a.m. and 3:00 p.m., Monday through Friday. He can be reached at (504) 364-3460.

Section 2.0 - Scope:

We extend this bid to provide labor, materials, delivery, equipment, and all other incidentals necessary to provide a three (3) year contract to perform the required annual fire alarm system testing on various Jefferson Parish Buildings. Parish Wide.

Section 3.0 – License:

License(s) issued by the Louisiana State Licensing Board for Contractors in accordance with existing state laws, and shall comply with the Licensing Requirements of LRS 37:2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will result in the bid being rejected.

3.1 License required for this bid issued by the Louisiana State Licensing Board for Contractors: A copy of this license will be required upon request.

- Telecommunication, Low Voltage

License required for this bid issued by the Louisiana State Fire Marshal's Office: A copy of this license will be required upon request.

- Life Safety and Property Protection

Section 4.0 - Bonds:

- **Surety Bond:** An Electronic bid bond in the amount of 5% of the total bid will be required with bid submission. The vendor shall indicate the electronic bid bond number in the location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
- **Performance Bond:** A performance bond in the amount of 50% of the total contract price will be required. The performance bond shall be produced upon contract execution.
- **Payment Bond:** A payment bond in the amount of 50% of the total contract price will be required. The payment bond shall be produced upon contract execution.

Section 5.0 – Quantities/Inspection:

Bidders must inspect the site and perform their measurements to determine the proper quantity of labor, materials, and equipment required to complete each test.

Section 6.0 – Codes and Standards:

All work must meet or exceed all local, state, and federal recommendations and guidelines.

Section 7.0 Locations:

EAST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
East Bank Health Unit 111 N. Causeway Boulevard Metairie, LA 70001	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
First Parish Court 924 David Drive Metairie, LA 70003	AFTER WORKING HOURS 5:00 p.m. on Friday through 6:00 a.m. on Monday
Jefferson Performing Arts Center 6400 Airline Drive Metairie, LA 70003	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Jefferson Senior Center 4518 Jefferson Highway Jefferson, LA 70121	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services Building 100 David Drive Metairie, LA 70003	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Metairie Senior Center 265 N. Causeway Boulevard Metairie, LA 70001	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Joseph S. Yenni Building 1221 Elmwood Park Blvd. Jefferson, LA 70123	AFTER WORKING HOURS 5:00 p.m. on Friday through 6:00 a.m. on Monday
Station 11 3525 Jefferson Highway Jefferson, LA 70121	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 12 900 Jefferson Highway Jefferson, LA 70121	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 13 4642 Calumet Street Metairie, LA 70001	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 14 1714 Edinburgh Street Metairie, LA 70001	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 15 1101 N. I-10 Service Road Metairie, LA 70005	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 16 5200 Lafreniere Street Metairie, LA 70001	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.

Section 7.0 Locations: Continued

EAST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
Station 17 6616 Kawanee Street Metairie, LA 70001	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 18 3430 N. Causeway Boulevard Metairie, LA 70002	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 19 455 Edwards Avenue Harahan, LA 70123	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Station 20 4110 Hudson Street Metairie, LA 70006	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Fire Headquarters 834 S. Clearview Parkway Jefferson, LA 70123	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Jefferson Highway Head Start 11312 Jefferson Highway River Ridge, LA 70123	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
West Metairie Head Start 917 North Atlanta Metairie, LA 70003	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Streets Department 200 Shrewsbury Road Jefferson, LA 70121	NORMAL WORKING HOURS Monday through Friday, 8:00 a.m. to 3:00 p.m.
Fleet Management – Rheem Building 4901 Jefferson Highway, Suite A Jefferson, LA 70121	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Transit Department 118 David Drive Metairie, LA 70003	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Transit Department 300 David Drive Metairie, LA 70003	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Drainage Department – Rheem Building 4901 Jefferson Highway, Suite D Jefferson, LA 70121	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m. (By Appointment Only)
Drainage Department Harahan Pump to River Pump Station 1088 Dickory Avenue Elmwood, LA 70123	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m. (By Appointment Only)

Section 7.0 Locations: Continued

WEST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
District Attorney's Office 100 Derbigny Street Gretna, LA 70053	AFTER WORKING HOURS 5:00 p.m. on Friday through 6:00 a.m. on Monday
Thomas F. Donelon Building 200 Derbigny Street Gretna, LA 70053	AFTER WORKING HOURS 5:00 p.m. on Friday through 6:00 a.m. on Monday
Emergency Operations & Communications Center 910 3 rd Street Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
General Government Building 200 Derbigny Street Gretna, LA 70053	AFTER WORKING HOURS 5:00 p.m. on Friday through 6:00 a.m. on Monday
Local History Museum 519 Huey P. Long Avenue Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Marrero/Harvey Senior Center 4420 7 th Street Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Old Inspection and Code Building 400 Maple Street Harvey, LA 70058	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Salvador A. Liberto Building 200 Huey P. Long Avenue Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Second Parish Court 100 Huey P. Long Avenue Gretna, LA 70053	AFTER WORKING HOURS 5:00 p.m. on Friday through 6:00 a.m. on Monday
Westbank Health Unit 1855 Ames Blvd. Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Bridge City Senior Center 1601 Bridge City Avenue Bridge City, LA 70094	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Central Plant 960 1 st Street Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Clerk of Court Evidence 1128 4 th Street Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Charles B. Odom Service Center 5001 West Bank Expressway Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.

Section 7.0 Locations: Continued

WEST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
JP Correctional Center 100 Dolhonde Street Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Fire Training 3221 River Road Bridge City, LA 70094	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Terrytown Head Start 2315 Park Place Drive Terrytown, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Jutland Head Start 1821 Jutland Drive Harvey, LA 70058	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Lapalco Head Start 2001 Lincolnshire Drive Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services 1546B Gretna Boulevard Harvey, LA 70058	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services – TASC Office 1425 Walkertown Way Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Westbank Fleet Management 1501 River Park Road Bridge City, LA 70094	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
IT Department - Ames Communication Tower 5700 Belle Terre Road Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Alario Center 2000 Segnette Boulevard Westwego, LA 70094	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
CAC 128 Wright Avenue Terrytown, LA 70056	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m. (By Appointment Only)
Streets Department 5698 Belle Terre Road Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 8:00 a.m. to 3:00 p.m.
Streets Department 1901 Ames Boulevard Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 8:00 a.m. to 3:00 p.m.

Section 7.0 Locations: Continued

WEST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
Streets Department (EOC) 1887 Ames Boulevard Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 8:00 a.m. to 3:00 p.m.
Transit Department 21 Westbank Expressway Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Transit Department 90 1 st Street Gretna, LA 70053	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m.
Drainage Department 1561 River Park Road Bridge City, LA 70094	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m. (By Appointment Only)
Drainage Department – Ames Warehouse 5100 Rochester Drive Marrero, LA 70072	NORMAL WORKING HOURS Monday through Friday, 7:00 a.m. to 5:00 p.m. (By Appointment Only)

Section 8.0 – Bid Specifications:

General:

- Perform one (1) functional fire alarm system tests per building listed in Section 7.0.
- Perform two (2) Sensitivity test per building listed in Section 7.0.
- A 100% sensitivity test shall be performed, in addition to the functional test, in the second year of the contract on all buildings listed in Section 7.0.
- Smoke/heat detectors shall be tested as per NFPA 72, 2019, or the latest edition.
- Smoke/heat detectors were found to have a sensitivity of 0.25 percent/ft. Obscuration or more outside the listed and marked sensitivity shall be cleaned and recalibrated.
- After each test, the successful bidder shall submit a handwritten or printed copy of each test's results to the requesting department's designee.
- Within five (5) working days after the completion of each test, a typewritten report shall be submitted to the requesting department listing the results of each test and a detailed list of all deficiencies found at the time of each test.
- Under a separate purchase order, Jefferson Parish will be responsible for repairing all deficiencies found.
- Within ten (10) days of notification from Jefferson Parish, the successful bidder shall perform an inspection on all repaired devices.
- The second inspection shall be performed at no additional cost to Jefferson Parish.
- After all inspections are performed and all deficiencies repaired, the successful bidder shall properly tag the system as per NFPA guidelines.

Section 8.0 Bid Specifications: Continued

- The successful bidder shall contact the requesting department representative thirty days before the next inspection due date to secure the purchase order and schedule the inspection.

Section 8.1 Functional Test: Each Year

- All devices shall be activated and tested during each functional test.
- A signal confirming the activation of each device shall be verified at each panel.
- The following items shall be inspected for proper operation during each test:
 - Supervisory circuits
 - All power sources – regular and emergency back-up
 - Elevator recall
 - Shut down of air handling units
 - Shut down the Supply and exhaust fans
 - Shut down of air conditioning units
 - Start of Fire pumps with activation of devices
 - Damper operation of smoke (air) purging systems, smoke hatches
 - Visual strobes
 - Audio Voice messages

Section 8.2 Sensitivity testing:

1st and 3rd Year of the Contract:

- All devices shall be activated and tested during each sensitivity test.
- A signal confirming the activation of each device shall be verified at all panels.
- Smoke/heat detectors shall be tested by NFPA 72- 2019 edition.
- If the system being tested is capable of providing a sensitivity report, this report can be used instead of the physical sensitivity test. A copy of the report shall be provided to Jefferson Parish each year of the contract.

Section 9.0 – Invoicing:

The Successful bidder shall submit an individual invoice for each location serviced under this contract to the requesting department.

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 requesting department to begin work.

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

DATE: 10/15/2025

BID NO: 50-00148943

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, 11/13/2025 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: 10/15/2025

BID NO: 50-00148943

- 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, 8, 9, 10, 11, 12, 13, 14

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: 10/15/2025

Page: 6

BID NO: 50-00148943

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.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Three(3)Year Contract to Supply Labor, Materials, Delivery, Equipment and all Incidentals Necessary to Perform the Required Annual Fire Alarm System Testing on Various Parish Buildings for Department of General Services		
1	3.00	JOB	0010 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BLVD. METAIRIE, LA 70001 ITEMS 0010 THRU 0580 ARE TO PERFORM THE ANNUAL SENSITIVITY FIRE ALARM TEST	\$ _____	\$ _____
2	3.00	JOB	0020 - FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA 70003	\$ _____	\$ _____
3	3.00	JOB	0030 - JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA 70003	\$ _____	\$ _____
4	3.00	JOB	0040 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY JEFFERSON, LA 70121	\$ _____	\$ _____
5	3.00	JOB	0050 - JUVENILE SERVICES BUILDING 100 DAVID DRIVE METAIRIE, LA 70003	\$ _____	\$ _____
6	3.00	JOB	0060 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BLVD. METAIRIE, LA 70001	\$ _____	\$ _____
7	3.00	JOB	0070 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD. JEFFERSON, LA 70123	\$ _____	\$ _____
8	3.00	JOB	0080 - FIRE STATION 11 3525 JEFFERSON HIGHWAY JEFFERSON, LA 70121	\$ _____	\$ _____
9	3.00	JOB	0090 - FIRE STATION 12 900 JEFFERSON HIGHWAY	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			JEFFERSON, LA 70121		
10	3.00	JOB	0100 - FIRE STATION 13 4642 CALUMET STREET METAIRIE, LA 70001	\$ _____	\$ _____
11	3.00	JOB	0110 - FIRE STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001	\$ _____	\$ _____
12	3.00	JOB	0120 - FIRE STATION 15 1101 N. I-10 SERVICE ROAD METAIRIE, LA 70005	\$ _____	\$ _____
13	3.00	JOB	0130 - FIRE STATION 16 52 LAFRENIERE STREET METAIRIE, LA 70001	\$ _____	\$ _____
14	3.00	JOB	0140 - FIRE STATION 17 6616 KAWANEE STREET METAIRIE, LA 70001	\$ _____	\$ _____
15	3.00	JOB	0150 - FIRE STATION 18 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002	\$ _____	\$ _____
16	3.00	JOB	0160 - FIRE STATION 19 455 EDWARDS AVENUE HARAHAN, LA 70123	\$ _____	\$ _____
17	3.00	JOB	0170 - FIRE STATION 20 4110 HUDSON STREET METAIRIE, LA 70006	\$ _____	\$ _____
18	3.00	JOB	0180 - FIRE HEADQUARTERS 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123	\$ _____	\$ _____
19	3.00	JOB	0190 - JEFFERSON HIGHWAY HEAD START 11312 JEFFERSON HIGHWAY RIVER RIDGE, LA 70123	\$ _____	\$ _____
20	3.00	JOB	0200 - WEST METAIRIE HEAD START 917 NORTH ATLANTA STREET	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			METAIRIE, LA 70003		
21	3.00	JOB	0210 - STREETS DEPARTMENT 200 SHREWSBURY ROAD JEFFERSON, LA 70121	\$ _____	\$ _____
22	3.00	JOB	0220 - FLEET MANAGEMENT - RHEEM BLDG. 1901 JEFFERSON HWY., SUITE A JEFFERSON, LA 70121	\$ _____	\$ _____
23	3.00	JOB	0230 - TRANSIT DEPARTMENT 118 DAVID DRIVE METAIRIE, LA 70003	\$ _____	\$ _____
24	3.00	JOB	0240 - TRANSIT DEPARTMENT 300 DAVID DRIVE METAIRIE, LA 70001	\$ _____	\$ _____
25	3.00	JOB	0250 - DRAINAGE DEPARTMENT - RHEEM BLDG. 4901 JEFFERSON HWY., SUITE D JEFFERSON, LA 70121	\$ _____	\$ _____
26	3.00	JOB	0260 - DRAINAGE DEPARTMENT HARAHAN PUMP TO RIVER PUMP STATION 1088 DICKORY AVENUE ELMWOOD, LA 70123	\$ _____	\$ _____
27	3.00	JOB	0270 - DISTRICT ATTORNEY'S OFFICE 100 DERBIGNY STREET GRETNA, LA 70053	\$ _____	\$ _____
28	3.00	JOB	0280 - THOMAS F. DONELON BLDG. 200 DERBIGNY STREET GRETNA, LA 70053	\$ _____	\$ _____
29	3.00	JOB	0290 - EMERGENCY OPERATIONS & COMMUNICATIONS CENTER 910 3RD STREET GRETNA, LA 70053	\$ _____	\$ _____
30	3.00	JOB	0300 - GENERAL GOVERNMENT BLDG. 200 DERBIGNY STREET	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
31	3.00	JOB	GRETNA, LA 70053 0310 - LOCAL HISTORY MUSEUM 519 HUEY P. LONG AVENUE GRETNA, LA 70053	\$	\$
32	3.00	JOB	0320 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET MARRERO, LA 70072	\$	\$
33	3.00	JOB	0330 - OLD INSPECTION & CODE BLDG. 400 MAPLE STREET HARVEY, LA 70058	\$	\$
34	3.00	JOB	0340 - SALVADOR A. LIBERTO BUILDING 200 HUEY P. LONG AVENUE GRETNA, LA 70053	\$	\$
35	3.00	JOB	0350 - SECOND PARISH COURT 100 HUEY P. LONG AVENUE GRETNA, LA 70053	\$	\$
36	3.00	JOB	0360 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD MARRERO, LA 70072	\$	\$
37	3.00	JOB	0370 - BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA 70094	\$	\$
38	3.00	JOB	0380 - CENTRAL PLANT 960 1ST STREET GRETNA, LA 70053	\$	\$
39	3.00	JOB	0390 - CLERK OF COURT EVIDENCE 1128 4TH STREET GRETNA, LA 70053	\$	\$
40	3.00	JOB	0400 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA 70072	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	3.00	JOB	0410 - J P CORRECTIONAL CENTER 100 DOLHONDE STREET GRETNA, LA 70053	\$	\$
42	3.00	JOB	0420 - FIRE TRAINING CENTER 3221 RIVER ROAD BRIDGE CITY, LA 70094	\$	\$
43	3.00	JOB	0430 - TERRYTOWN HEAD START 2315 PARK PLACE DRIVE TERRYTOWN, LA 70053	\$	\$
44	3.00	JOB	0440 - JUTLAND HEAD START 1821 JUTLAND DRIVE HARVEY, LA 70058	\$	\$
45	3.00	JOB	0450 - LAPALCO HEAD START 2001 LINCOLNSHIRE DRIVE MARRERO, LA 70072	\$	\$
46	3.00	JOB	0460 - JUVENILE SERVICES 1546B GRETNA BLVD. HARVEY, LA 70058	\$	\$
47	3.00	JOB	0470 - JUVENILE SERVICES - TASC OFFICE 1425 WALKERTOWN WAY MARRERO, LA 70072	\$	\$
48	3.00	JOB	0480 - WESTBANK FLEET MANAGEMENT 1501 RIVER PARK ROAD BRIDGE CITY, LA 70094	\$	\$
49	3.00	JOB	0490 - AMES COMMUNICATION TOWER - IT 5700 BELLE TERRE ROAD MARRERO, LA 70072	\$	\$
50	3.00	JOB	0500 - ALARIO CENTER 2000 SEGNETTE BLVD. WESTWEGO, LA 70094	\$	\$
51	3.00	JOB	0510 - CAC 128 WRIGHT AVE.	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TERRYTOWN, LA 70056		
52	3.00	JOB	0520 - STREETS DEPARTMENT 5698 BELLE TERRE ROAD MARRERO, LA 70072	\$ _____	\$ _____
53	3.00	JOB	0530 - STREETS DEPARTMENT 1901 AMES BOULEVARD MARRERO, LA 70072	\$ _____	\$ _____
54	3.00	JOB	0540 - STREETS DEPARTMENT 1887 AMES BOULEVARD MARRERO, LA 70072	\$ _____	\$ _____
55	3.00	JOB	0550 - TRANSIT DEPARTMENT 21 WESTBANK EXPRESSWAY GRETNA, LA 70053	\$ _____	\$ _____
56	3.00	JOB	0560 - TRANSIT DEPARTMENT 90 1ST STREET GRETNA, LA 70053	\$ _____	\$ _____
57	3.00	JOB	0570 - DRAINAGE DEPARTMENT 1561 RIVER PARK ROAD BRIDGE CITY, LA 70094	\$ _____	\$ _____
58	3.00	JOB	0580 - DRAINAGE DEPARTMENT - AMES WH 5100 ROCHESTER DRIVE MARRERO, LA 70072 ITEMS 0590 THRU 1160 ARE TO PERFORM THE ANNUAL FUNCTIONAL FIRE ALARM TEST	\$ _____	\$ _____
59	3.00	JOB	0590 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BLVD. METAIRIE, LA 70001	\$ _____	\$ _____
60	3.00	JOB	0600 - FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA 70003	\$ _____	\$ _____
61	3.00	JOB	0610 - JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			METAIRIE, LA 70003		
62	3.00	JOB	0620 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY JEFFERSON, LA 70121	\$	\$
63	3.00	JOB	0630 - JUVENILE SERVICES BUILDING 100 DAVID DRIVE METAIRIE, LA 70003	\$	\$
64	3.00	JOB	0640 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BLVD. METAIRIE, LA 70001	\$	\$
65	3.00	JOB	0650 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD. JEFFERSON, LA 70123	\$	\$
66	3.00	JOB	0660 - FIRE STATION 11 3525 JEFFERSON HWY. JEFFERSON, LA 70121	\$	\$
67	3.00	JOB	0670 - FIRE STATION 12 900 JEFFERSON HIGHWAY JEFFERSON, LA 70121	\$	\$
68	3.00	JOB	0680 - FIRE STATION 13 4642 CALUMET STREET METAIRIE, LA 70001	\$	\$
69	3.00	JOB	0690 - FIRE STATION 14 1714 EDINBURGH STREET METAIRIE, LA 70001	\$	\$
70	3.00	JOB	0700 - FIRE STATION 15 1101 N. I-10 SERVICE ROAD METAIRIE, LA 70005	\$	\$
71	3.00	JOB	0710 - FIRE STATION 16 5200 LAFRENIERE STREET METAIRIE, LA 70001	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
72	3.00	JOB	0720 - FIRE STATION 17 6616 KAWANEE STREET METAIRIE, LA 70001	\$	\$
73	3.00	JOB	0730 - FIRE STATION 18 3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002	\$	\$
74	3.00	JOB	0740 - FIRE STATION 19 455 EDWARDS AVENUE HARAHAN, LA 70123	\$	\$
75	3.00	JOB	0750 - FIRE STATION 20 4110 HUDSON STREET METAIRIE, LA 70006	\$	\$
76	3.00	JOB	0760 - FIRE HEADQUARTERS 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70121	\$	\$
77	3.00	JOB	0770 - JEFFERSON HIGHWAY HEAD START 11312 JEFFERSON HIGHWAY RIVER RIDGE, LA 70123	\$	\$
78	3.00	JOB	0780 - WEST METAIRIE HEAD START 917 NORTH ATLANTA STREET METAIRIE, LA 70003	\$	\$
79	3.00	JOB	0790 - STREETS DEPARTMENT 200 SHREWSBURY ROAD JEFFERSON, LA 70121	\$	\$
80	3.00	JOB	0800 - FLEET MANAGEMENT - RHEEM BLDG. 4901 JEFFERSON HWY., SUITE A JEFFERSON, LA 70121	\$	\$
81	3.00	JOB	0810 - TRANSIT DEPARTMENT 118 DAVID DRIVE METAIRIE, LA 70003	\$	\$
82	3.00	JOB	0820 - TRANSIT DEPARTMENT 300 DAVID DRIVE	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			METAIRIE, LA 70003		
83	3.00	JOB	0830 - DRAINAGE DEPARTMENT - RHEEM BLDG. 4901 JEFFERSON HWY., SUITE D JEFFERSON, LA 70121	\$ _____	\$ _____
84	3.00	JOB	0840 - DRAINAGE DEPARTMENT HARAHAN PUMP TO RIVER PUMP STATION 1088 DICKORY AVENUE ELMWOOD, LA 70123	\$ _____	\$ _____
85	3.00	JOB	0850 - DISTRICT ATTORNEY'S OFFICE 100 DERBIGNY STREET GRETNA, LA 70053	\$ _____	\$ _____
86	3.00	JOB	0860 - THOMAS F. DONELON BLDG. 200 DERBIGNY STREET GRETNA, LA 70053	\$ _____	\$ _____
87	3.00	JOB	0870 - EMERGENCY OPERATIONS & COMMUNICATIONS CENTER 910 3RD STREET GRETNA, LA 70053	\$ _____	\$ _____
88	3.00	JOB	0880 - GENERAL GOVERNMENT BLDG. 200 DERBIGNY STREET GRETNA, LA 70053	\$ _____	\$ _____
89	3.00	JOB	0890 - LOCAL HISTORY MUSEUM 519 HUEY P. LONG AVENUE GRETNA, LA 70053	\$ _____	\$ _____
90	3.00	JOB	0900 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET MARRERO, LA 70072	\$ _____	\$ _____
91	3.00	JOB	0910 - OLD INSPECTION & CODE BLDG. 400 MAPLE STREET HARVEY, LA 70058	\$ _____	\$ _____
92	3.00	JOB	0920 - SALVADOR A. LIBERTO BUILDING 200 HUEY P. LONG AVENUE	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			GRETNA, LA 70053		
93	3.00	JOB	0930 - SECOND PARISH COURT 100 HUEY P. LONG AVENUE GRETNA, LA 70053	\$	\$
94	3.00	JOB	0940 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD MARRERO, LA 70072	\$	\$
95	3.00	JOB	0950 - BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA 70094	\$	\$
96	3.00	JOB	0960 - CENTRAL PLANT 960 1ST STREET GRETNA, LA 70053	\$	\$
97	3.00	JOB	0970 - CLERK OF COURT EVIDENCE 1128 4TH STREET GRETNA, LA 70053	\$	\$
98	3.00	JOB	0980 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA 70072	\$	\$
99	3.00	JOB	0990 - J P CORRECTIONAL CENTER 100 DOLHONDE STREET GRETNA, LA 70053	\$	\$
100	3.00	JOB	1000 - FIRE TRAINING CENTER 3221 RIVER ROAD BRIDGE CITY, LA 70094	\$	\$
101	3.00	JOB	1010 - TERRYTOWN HEAD START 2315 PARK PLACE DRIVE TERRYTOWN, LA 70053	\$	\$
102	3.00	JOB	1020 - JUTLAND HEAD START 1821 JUTLAND DRIVE HARVEY, LA 70058	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
103	3.00	JOB	1030 - LAPALCO HEAD START 2001 LINCOLNSHIRE DRIVE MARRERO, LA 70072	\$	\$
104	3.00	JOB	1040 - JUVENILE SERVICES 1546B GRETNA BOULEVARD HARVEY, LA 70058	\$	\$
105	3.00	JOB	1050 - JUVENILE SERVICES - TASC OFFICE 1425 WALKERTOWN WAY MARRERO, LA 70072	\$	\$
106	3.00	JOB	1060 - WESTBANK FLEET MANAGEMENT 1501 RIVER PARK ROAD BRIDGE CITY, LA 70094	\$	\$
107	3.00	JOB	1070 - AMES COMMUNICATION TOWER - IT 5700 BELLE TERRE ROAD MARRERO, LA 70072	\$	\$
108	3.00	JOB	1080 - ALARIO CENTER 2000 SEGNETTE BOULEVARD WESTWEGO, LA 70094	\$	\$
109	2.00	JOB	1090 - CAC 128 WRIGHT AVENUE TERRYTOWN, LA 70056	\$	\$
110	3.00	JOB	1100 - STREETS DEPARTMENT 5698 BELLE TERRE ROAD MARRERO, LA 70072	\$	\$
111	3.00	JOB	1110 - STREETS DEPARTMENT 1901 AMES BOULEVARD MARRERO, LA 70072	\$	\$
112	3.00	JOB	1120 - STREETS DEPARTMENT (EOC) 1887 AMES BOULEVARD MARRERO, LA 70072	\$	\$
113	3.00	JOB	1130 - TRANSIT DEPARTMENT 21 WESTBANK EXPRESSWAY	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148943

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
114	3.00	JOB	GRETN, LA 70053 1140 - TRANSIT DEPARTMENT 90 1ST STREET GRETN, LA 70053	\$	\$
115	3.00	JOB	1150 - DRAINAGE DEPARTMENT 1561 RIVER PARK ROAD BRIDGE CITY, LA 70094	\$	\$
116	3.00	JOB	1160 - DRAINAGE DEPARTMENT - AMES WH 5100 ROCHESTER DRIVE MARRERO, LA 70072 *** SEE ATTACHED SPECS ***	\$	\$

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

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 _____.

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.