



Bid Number 50-00150011

**JPRD West Bank Office and Warehouse Roof Replacement
Jefferson Parish Project No. 25-1130-0022**

BID DUE: June 11, 2026 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**

ADVERTISEMENT FOR BIDS
BID NO. 50-00150011

Sealed Bids will be received electronically through our E-Procurement site at www.jeffparishbids.net until 2:00 p.m., **June 11, 2026** and publicly opened thereafter. At no charge, bidders may submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site.

Bids will be accepted and received through Central Bidding until 2 p.m. The public bid opening will be held at the West Bank Purchasing Department at 200 Derbigny Street, Suite 4400, Gretna, LA 70053, beginning at 2:30 p.m. on each bid opening date for the following project:

JPRD West Bank Office and Warehouse Roof Replacement
Jefferson Parish Project No. 25-1130-0022

The project consists of the removal/replacement of existing metal roof system down to structure and replace it with a new pre-finished standing seam metal roof system. Removal/replacement of the existing mansard roof metal panel to match new roof system. Removal and replace existing metal gutters and downspouts where indicated. Remove existing roof batt insulation and replace with a new insulation liner system.

Purchases for this project shall be exempt from state sales and use tax according to La. R.S. 47:301(8)(c)(i). The successful bidder shall be granted the tax-exempt status of Jefferson Parish via Form R-1020, Designation of Construction Contractor as Agent of a Governmental Entity Sales Tax Exemption Certificate. Form R-1020 is distributed by the Louisiana Department of Revenue.

All bids must be in accordance with the contract documents on file with the Jefferson Parish Purchasing Department, Suite 4400, Jefferson Parish General Government Building, at 200 Derbigny Street, Gretna, Louisiana. **Late bids will not be accepted.**

Each Bid must be accompanied by an electronic bid surety bond in the amount equal to five percent (5%) of the total amount bid, and payable without condition to the owner. 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.

The drawings and specifications are on file and open for inspection in the Jefferson Parish Purchasing Department, Suite 4400, Jefferson Parish General Government Building, at 200 Derbigny Street, Gretna, Louisiana. Geotechnical information related to this project, if available, is also on file for review with the Jefferson Parish Purchasing Department. This geotechnical information is for reference **for bidding purposes only** and may not be representative of the total area of the project as soil characteristics may vary from one place to another. Contractor may be required to conduct their own geotechnical inspection and provide proof of said inspection prior to the start of work. A complete set of drawings and specifications may be secured from **Meyer Engineers, Ltd., 4937 Hearst Street, Suite 1B, Metairie, LA 70001 Phone: 504-885-9892 by licensed contractors upon receipt of non-refundable fee of \$25.00 for an electronic set on USB Flash-Drive, or hard copy set will be available upon request for a deposit of \$75.00 per set.** Deposit on the first set of documents furnished bona fide prime bidders will be fully refunded upon return of documents in good condition no later than ten (10) days after receipts of bids.

The successful bidder will be required to furnish a payment bond and a performance bond guaranteeing faithful performance of the contract. Companies providing the bonds shall comply with the requirements of LRS-R.S. 38:2218 and R.S. 38:2219 as applicable.

The Jefferson Parish Council reserves the right to reject all bids and to reject bids for just cause, pursuant to the law. 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 small businesses, minority businesses, women's business enterprises, and veteran-owned businesses to stimulate participation in procurement and assistance programs.

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held at 10:00 AM on May 18, 2026 at the JPRD Westbank Office in the conference room located at 7437 Lapalco Boulevard, Marrero, LA 70072.

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.

Renny Simno
Director
Purchasing Department

Misty A. Camardelle
Assistant Director
Purchasing Department

ADV: The New Orleans Advocate: April 29, May 6, and 13, 2026

For additional information, please visit the Purchasing Webpage at <https://www.jeffparish.gov/464/Purchasing> or you may call 504-364-2678.