DATE: 10/08/2014

BID NO.: 50-00111237

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: MCamardelle@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/23/2014 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Forms to register may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement by the bidder. If submitting bid online, vendor must acknowledge addendum prior to bid submission. Failure to acknowledge an Addendum shall cause the bid to be rejected whether placing bid electronically or manually. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection.

If the bid exceeds $30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). If the bid is in excess of $30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O). Failure to comply will cause bid

be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website http://purchasing.jeffparish.net or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website http://purchasing.jeffparish.net or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

E. RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

F. POSTING OF BIDS: A listing of bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA and will remain posted until close of respective bids.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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 entering and submitting their pricing online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at http://purchasing.jeffparish.net to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at http://purchasing.jeffparish.net and clicking on Vendor Forms and Manuals.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

10, 12, 13, 15

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.

2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.

3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of $5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of $25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.

8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.

9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.

10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, money order, or surety bid bond. If submitting bid online, vendors must submit bond through respective online clearinghouse bond management system as indicated in the Electronic Procurement system.

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

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

14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana , Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON-PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

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 Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: ( ) _____ FAX: ( ) _____

EMAIL ADDRESS: _____

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed,for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form.Bidder acknowledges receipt of an addendum on the bid form by entering the number that has been assigned to the addendum and entering date of receipt. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____ DATE: _____

NUMBER: _____ DATE: _____

NUMBER: _____ DATE: _____

NUMBER: _____ DATE: _____

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.: 50-00111237

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE (3) YEAR CONTRACT TO PROVIDE PLACARDS AND RENEWAL STICKERS FOR THE JEFFERSON PARISH DEPARTMENT OF EMERGENCY MANAGEMENT AND ALL JEFFERSON PARISH AGENCIES AND MUNICIPALITIES		
1	1.00	ONLY	0010 SET UP FEE		
			THREE YEAR CONTRACT TO PROVIDE PLACARDS AND RENEWAL STICKERS FOR YEARS 2015 - 2016, 2016 - 2017, AND 2017-2018 FOR JEFFERSON PARISH DEPARTMENT OF EMERGENCY MANAGEMENT AND ALL JEFFERSON PARISH AGENCIES AND MUNICIPALITIES IN ACCORDANCE WITH SPECIFICATIONS.		
2	100.00	EA	0020 A SUPPLY OF 2015 - 2016 PLACARDS		
			JP-ER		
3	100.00	EA	0030 A SUPPLY OF 2016 - 2017 PLACARDS		
			JP-ER		
4	100.00	EA	0040 A SUPPLY OF 2017 - 2018 PLACARDS		
			JP-ER		
5	100.00	EA	0050 A SUPPLY OF 2015 - 2016 PLACARDS		
			JP-1		
6	100.00	EA	0060 A SUPPLY OF 2016 - 2017 PLACARDS		
			JP-1		
7	100.00	EA	0070 A SUPPLY OF 2017 - 2018 PLACARDS		
			JP-1		
8	100.00	EA	0080 A SUPPLY OF 2015 - 2016 PLACARDS		
			JP-2		
9	100.00	EA	0090 A SUPPLY OF 2016 - 2017 PLACARDS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00111237

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			JP-2		
10	100.00	EA	0100 A SUPPLY OF 2017 - 2018 PLACARDS		
			JP-2		
11	100.00	EA	0110 A SUPPLY OF 2015 - 2016 PLACARDS		
			JP-1R		
12	100.00	EA	0120 A SUPPLY OF 2016 - 2017 PLACARDS		
			JP-1R		
13	100.00	EA	0130 A SUPPLY OF 2017 - 2018 PLACARDS		
			JP-1R		
14	100.00	EA	0140 A SUPPLY OF 2015 - 2016 PLACARDS		
			JP-2R		
15	100.00	EA	0150 A SUPPLY OF 2016 - 2017 PLACARDS		
			JP-2R		
16	100.00	EA	0160 A SUPPLY OF 2017 - 2018 PLACARDS		
			JP-2R		
17	100.00	EA	0170 A SUPPLY OF 2015 - 2016 RENEWAL STICKERS TO BE AFFIX TO PLACARD.		
18	100.00	EA	0180 A SUPPLY OF 2016 - 2017 RENEWAL STICKERS TO BE AFFIXED TO PLACARD.		
19	100.00	EA	0190 A SUPPLY OF 2017 - 2018 RENEWAL STICKERS TO BE AFFIX TO PLACARD.		
20	1.00	EA	0200 FEE FOR PLASTICIZED COATING FOR 2015 - 2016 PLACARDS.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00111237

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	1.00	EA	0210 FEE FOR PLASTICIZED COATING FOR 2016 - 2017 PLACARDS.		
22	1.00	EA	0220 FEE FOR PLASTICIZED COATING FOR 2017 - 2018 PLACARDS.		

SCOPE:

SECTION 1. PLACARD SPECIFICATIONS:

1.1 ALL PLACARDS ARE TO BE SERIALIZED. VENDOR WILL CONTACT EMERGENCY MANAGEMENT FOR PROPER SEQUENTIAL NUMBERING OF PLACARDS PRIOR TO PRODUCTION.

1.2 THE PERMIT NUMBER SHOULD BEGIN WITH JEFFERSON PARISH INITIAL FOLLOWED BY A 5 DIGIT NUMBER.

1.3 THE PAPER FOR THE PLACARD SHALL BE 65LB KAN'T KOPY K1 (SECURITY) BLUE COVER PROTECTIVE CLEAR KOTE, 6 X 11, OR APPROVED EQUAL.

1.4 FADE RESISTANT LITHO INKS.

1.5 PLACARD IS PRINTED AS FOLLOWS:

1.5.1 OPTIMA BOLD 48 PT WITH A 48 PT LEADING BETWEEN 2014 AND 2015.

1.5.2 NUMBERS ARE CENTERED.

1.5.3 NUMBER "2" MEASURES 1.5" TOP TO BOTTOM.

1.5.4 HORIZONTAL SPACE BETWEEN THE 2014 AND 2015 IS 3/8 OF AN INCH.

1.5.5 ACTUAL LENGTH OF THE FOUR DIGIT (EXAMPLE: 2012) YEAR IS 1-7/16 OF AN INCH.

1.5.6 PLACARDS WILL BE PLACED ON THE DASHBOARD OF THE DRIVER'S SIDE.

1.5.7 PLACARDS ARE PRINTED ALIKE EXCEPT FOR THE PERMIT NUMBERS

1.6 PLACARDS WILL HAVE PRINT ON BACK IN BLACK WITH "TERMS OF USE" INFORMATION IN LANDSCAPE FORMAT.

1.7 PLACARDS WILL BE NUMBERED, PRINTED, TRIMMED, BOXED AND DELIVERED TO ADDRESS PROVIDED.

1.8 QUANTITIES LISTED MAY BE MORE OR LESS.

1.9 PROOF MUST BE APPROVED BY THE EMERGENCY MANAGEMENT DEPARTMENT PRIOR TO PRODUCTION.

SECTION 2.

RENEWAL STICKER SPECIFICATIONS:

2.1 PRINT 2" X 2" SECURITY RENEWAL STICKER.

2.2 PRINT ONE (1) COLOR, GREEN, PLUS FOIL STAMP (SILVER "HOLOGRAM" FOIL).

2.3 PRINT ON WHITE MATTE PERMANENT ADHESIVE STICKER STOCK.

2.4 INCLUDE SEQUENTIAL PERMIT NUMBER ON BOTTOM OF EACH STICKER. SEQUENTIAL NUMBERING WILL BE PROVIDED BY THE EMERGENCY MANAGEMENT DEPARTMENT AT TIME OF ORDER.

2.5 STICKER WILL AFFIX TO PLACARD.

2.6 QUANTITIES LISTED MAY BE MORE OR LESS.

2.7 PROOF MUST BE APPROVED BY THE EMERGENCY MANAGEMENT DEPARTMENT PRIOR TO PRODUCTION.

OFFICIAL RE-ENTRY AUTHORIZATION

Bearer allowed temporary and controlled access to the affected area pursuant to all conditions and controls imposed by the Parish President/Mayor, the Chief Law Enforcement Officer of the affected area. Those permitted to enter the affected area do so willingly and knowingly assume any and all risks associated with access to a disaster area.

JP 1

2014
2015

PERMIT #

JP - 134055

Unauthorized duplication of this placard will result in penalties up to criminal prosecution.

STATE OF LOUISIANA
PARISH OF JEFFERSON

JOHN F. YOUNG, JR.
PARISH PRESIDENT

JEFFERSON PARISH RE-ENTRYAUTHORIZATION PLACARD - TERMS OF USE

Greetings: The user (the "Holder") of this Jefferson Parish Re-Entry Authorization Placard (the "REAP") understands and agrees that:

1. The REAP serves as a necessary designation and credential issued by Jefferson Parish and is a revocable privilege, and no vested interest or right, property or otherwise, attaches to it.

2. The terms of any emergency operations plan may change without notice by local, state or federal authorities as the circumstances of an emergency or disaster may warrant.

3. The Holder may re-enter Jefferson Parish after the official notice for re-entry is made for the Holder's specific REAP Tier Category (JP alpha/numeric designation). The Holder is subject to all orders, commands and directives of local, state and federal authorities during a declared emergency or disaster pursuant to Louisiana Homeland Security and Emergency Assistance and Disaster Act (the "Act"), notwithstanding any provision of the Jefferson Parish Evacuation Re-Entry Plan or any written provision contained on the REAP.

4. Whenever an emergency or disaster is declared pursuant to the Act and a mandatory evacuation is ordered, the Holder recognizes that danger is imminent, conditions exist that seriously imperil or endanger lives, and government officials strongly urge and order all persons in defined evacuation areas to relocate to safer locations for their own safety; and that all public services likely will be suspended and persons re-entering do so at their own risk and should not expect rescue or other lifesaving assistance.

5. The Parish of Jefferson and its special districts are not responsible for any injury or damages that the Holder may sustain by the use of the REAP and/or by travel to or re-entry into any defined evacuation area, and the Holder agrees to acquit and forever discharge the Parish of Jefferson, its special districts and the Jefferson Parish President, Jefferson Parish Council, and any Parish directors, employees, agents, servants, successors, individually and in their capacity as public officials, and all other persons, firms, corporations, associations or partnerships for whose acts and/or omissions of any said parties the Parish of Jefferson might be responsible, any and all claims, demands, actions, and causes of action, rights, damages, costs, compensation, medical payments, court costs, property damage, bodily and personal injuries, attorney's fees, penalties, interest, expenses and loss of any and every kind whatsoever, whether or not of the kind enumerated, whether or not directly or indirectly sustained or suffered by the Holder of the REAP on account of, or in any way growing out of, including any and all known and unknown, foreseen and unforeseen bodily and personal injuries and property damage and the consequences therefore which resulted or may result from an accident, casualty or event occurring from or in any way relating to the utilization of the REAP and/or travel to and re-entry into any defined evacuation area.

6. If the REAP is lost, stolen or otherwise rendered unusable, requirements and instructions for replacement can be found on the Jefferson Parish website at www.jeffparish.net. Questions concerning the REAP may be directed to the Department of Emergency Management at 504-349-5360, or by email to JPEOC@JeffParish.net.

Jefferson Parish Government	**www.jeffparish.net**
JP Sheriff's Office	**504-349-5322**
LA State Police	**225-925-6325 (*LSP from any cell phone)**
LA GOHSEP	**1-800-256-7036 or 225-925-7500**
LA Department of Transportation	**1-877-4LA-DOTD (877-452-3683)**
Entergy	**1-800-ENTERGY (800-368-3749)**
Power Outage	**1-800-9OUTAGE (800-968-8243)**
American Red Cross	**1-866-GET-INFO (866-438-4636)**
FEMA	**1-800-621-FEMA (800-621-3362)**

PERMIT # _____

PERMIT #

ACTUAL SIZE OF RENEWAL STICKER

BID NO.: 50-00111237

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be $1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than $500,000 per occurrence.

2. COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: $1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

3. COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability $1,000,000.00 each person; $1,000,000.00 each occurrence. Property Damage Liability $1,000,000.00 each occurrence.

DEDUCTIBLES

No insurance required shall include a deductible not greater than $10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

BID NO.: 50-00111237

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. 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.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

Non-Public Works Bid
Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

BID NO.: 50-00111237

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____ _____, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a bid in response to Bid Number _____, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[*The remainder of this page is intentionally left blank.*]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

_____
Signature of Affiant

_____
Printed Name of Affiant

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

_____
Notary Public

_____
Printed Name of Notary

_____
Notary/Bar Roll Number

My commission expires _____.

BID NO.: 50-00111237

CORPORATE RESOLUTION

EXCEPT FROM MINUTES OF MEETING OF THE BOARD OF THE BOARD OF DIRECTORES OF _____ INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____ INCORPORATED, DULY NOTICED AND HELD ON _____ 20_____, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED. THAT _____, BE AND IS HEREBY APPOINTED, CONSTITUED 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 ANYOF ITS AGENCIES, DEPARTMENT, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL BIDS, PAPER, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR 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 CERITFY 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 OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

_____
SECRETARY-TREASURER

_____
DATE