



Bid Number 50-00143237

Three Year Contract for Removal & Towing of Junked Derelict & Abandoned Vehicles, Boats, Oversized & Commercial Vehicles, trailers, and/or oversized objects for the Jefferson Parish department of Code Compliance and Enforcement.

BID DUE: October 31, 2023 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
Donna Reamey
Email: Dreamey@jeffparish.net
Phone: 504-364-2684**

INVITATION TO BID ON A REVENUE GENERATING CONTRACT

The Parish of Jefferson is seeking bids from qualified contractors for a Three (3) Year Contract for the Removal/Towing and Storage of Junked, Derelict and Abandoned Vehicles, Boats, Oversized and Commercial Vehicles, Trailers and/or Other Oversized Objects for the Jefferson Parish Department of Code Compliance & Enforcement.

During the previous contract (2020-2023), the towing contractor towed in excess of 1800 vehicles. Note: The Parish of Jefferson does not guarantee the quantities estimated. Actual quantities, whether lesser or greater than estimated, will not affect the prices as proposed and accepted for the term of the contract.

Pre-Bid Meeting:

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held at 10:00AM on October 12, 2023 at Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 4400, Gretna, La. 70053. 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.

SPECIFICATIONS:

- A. Provide all labor, materials and equipment necessary to remove all junked, derelict or abandoned motor vehicles, vessels, oversized and commercial vehicles or other oversized objects, on any vacant lot or in any unused portion of an occupied lot, neutral ground, sidewalk or roadway, within Jefferson Parish in accordance with Section 36-130 et. seq of the Code of Ordinance of Jefferson Parish as instructed by the Department of Code Compliance & Enforcement. (Hereinafter referred to as the "Department"). After proper determination and written instruction by the Department, contractor shall remove vehicles and dispose of or sell them. Such vehicles shall be removed by contractor within twenty-four (24) hours of receipt of written request.
- B. Contractor shall be available to respond immediately to remove vehicles that are determined to be junked or abandoned and significantly hinder the movement of traffic or because of their location or condition jeopardize public safety. Upon notice of the foregoing from the department, the contractor shall immediately remove and store such vehicles at his usual place of business until receipt of written authorization by the Director or his designee to dispose of or sell such vehicles. Said vehicles must be removed and stored no later than eight (8) hours

Bid Specifications for Bid # 50-00143237

after receipt of authorization from the Department. Vehicles must be stored in a secure environment segregated from any other vehicles accessible to the public for purposes of salvaging parts therefrom.

- C. Those vehicles which are missing more than 50 percent of their body parts (doors, hood, truck lid, fenders, and/or all glass), or the engine and transmission together, or either the engine or transmission and any one of the body parts listed above, shall not require payment to the Parish for removal of said vehicle. Said vehicles shall be documented by at least three (3) photographs along with a written declaration by the Contractor of the 50% threshold being met.
- D. During the storage period the vehicle owner may claim their vehicle by providing proof of ownership (Certificate of Title and proper identification) and by paying the contractor a towing fee and a storage fee in addition to any other fees applicable; all fees are not to exceed that which are regulated by the Louisiana Public Service Commission for heavy duty, light duty, and medium weight vehicles, starting with the first day the vehicle was towed.

Contractor shall provide the Parish a daily electronic report detailing the outcome of each attempt at towing a vehicle.

- 1) date towed; violation cleared; gone on arrival
- 2) address/location

Contractor shall provide to the Parish a report at the end of each month due to the Parish on or before the 5th day of the following month, which contains the following information:

- 1) A listing of all vehicles towed on behalf of the Parish including year, make, model, color, and vehicle identification number;
- 2) The date towed;
- 3) Address/location;
- 4) The current status (whether redeemed, including date of redemption, whether stored, or other).

Payment shall be submitted thirty (30) days after the end of each month following the monthly report.

Bid Specifications for Bid # 50-00143237

Contractor shall provide the Department with the location of its usual place of business and all storage shall take place at that location only. Contractor shall also allow access to its premises and required records, for inspection at any time by any registered owner of an impounded vehicle or Jefferson Parish Official at any time within normal business hours, without prior notice.

Contractor shall provide Jefferson Parish with a report including a list of vehicles and work orders in their possession within 30 days of the expiration of the contract. Payment of these work orders is expected within 30 days of the expiration of contract.

- E. The successful bidder and all sub-contractors performing in accordance with these specifications shall provide proof of insurance in compliance with Jefferson Parish Resolution No. 136353 which entails that the vendor shall furnish the Parish of Jefferson, Department of Purchasing, Certificate(s) of Insurance that indicate insurance coverage has been obtained and it meets the requirements as outlined below:
1. Worker's Compensation insurance for all employees of the vendor as required by Louisiana State Statute.
 2. Garage Keeper's legal insurance in an amount not less than \$500,000 combined single limit per occurrence for property damage. Policy must be endorsed to include automobile service operations. The Parish of Jefferson must be shown as an additional insured with respect to this coverage.
 3. Automotive Liability insurance covering all owned, leased and/or hired vehicles used in connection with the contracted work, in an amount not less than \$1,000,000 combined single limit per occurrence for bodily injury and property damage.
 4. Commercial General Liability; \$1,000,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

The insurance coverage(s) required shall include those classifications as listed in standard liability insurance manuals, which most nearly reflect the operations of the vendors.

All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Louisiana with the following qualifications:

Bid Specifications for Bid # 50-00143237

The company must enjoy a rating of "A" or better by the A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the Department of Risk Management; or

The Company must hold a valid Louisiana Certificate of Authority as shown in the latest "List of All Insurance Companies authorized or approved to do business in Louisiana" issued by the State of Louisiana Department of Insurance and are members of the Louisiana Guaranty Fund.

NOTE: The Parish of Jefferson must be a named insured and the bid number and title of bid must appear on each certificate prior to contract execution.

Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

- F. The successful bidder and all sub-contractors performing under the terms of these specifications shall provide a copy of an inspection certificate or its equivalent issued by the Louisiana State Police as verification that their vehicles satisfy the requirements for compliance with State law. Proof of insurance is required at the time of signing of contract.
- G. Failure to comply with any of the provisions in these specifications shall result in immediate termination of this agreement upon thirty (30) days written notice by the Parish.
- H. Nothing contained herein shall relieve the contractor from following all applicable state and local laws, including but not limited to the Department of Transportation and Development, Louisiana Public Service Commission and the Louisiana Storage and Towing Act with regard to towing and/or dismantling automobiles or motor vehicles.

With respect to any report submitted to a jurisdictional agency in compliance with Paragraph I above, a copy of such report shall be submitted by Contractor to the Department of Inspection and Code Enforcement at the same time report is submitted to each agency.

- I. The successful bidder shall be awarded the work for a period of three (3) years commencing with the date of the execution of the contract.
- J. Award of the contract will be made to the bidder submitting the bid deemed to be in the best interest of the Parish of Jefferson, Department of Inspection and Code Enforcement, after considering prices quoted and equipment owned or leased by bidder.

- K. The successful bidder shall execute a contract in accordance with Jefferson Parish Resolution No. 136353.

Miscellaneous Provisions

If vehicle cannot be retrieved from contractor because of contractor's fault, all accruing fees must immediately cease and may be waived for cause.

Contractor shall provide to the Parish a list of equipment and required equipment includes, but is not limited to, front-end loader, bull dozer, crusher, excavator, dump truck, container trailer, 18-wheeler, flatbed trailer, forklift, bobcat, lowboy trailer, heavy duty tow truck, medium duty tow truck and light duty tow truck.

The successful vendor shall have adequate space, size, and construction to maintain storage capabilities to meet Parish demand and scope of work.

Contractor will be required to be completely self-sustaining (provide own food, shelter, fuel, etc.) during the work period for its personnel.

Upon award of the contract to the highest responsible bidder, the parties will enter into a non-exclusive contract regarding the emergency work and the Parish retains the right to obtain similar services from additional providers, if necessary. The parties intend the Parish to procure other services from Contractors when to do so would result in services being obtained in a more prompt and economic manner due to the emergency and nature of the work.

Jefferson Parish agrees to transfer to contractor all rights, titles and interest it has, if any, in all vehicles towed under this contract.

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Storage Facility/Capacity

A. How many vehicles, etc., can your firm store at one time?

6,000

B. Location/address of storage lot:

3505 BERWICK STREET, JEFFERSON, LA 70121

9581 WESTBANK EXPRESSWAY, WESTWEGO, LA 70094

1500 SHREWSBURY, JEFFERSON, LA 70121

Bidders must complete this page and submit with their bid package. Failure to submit will result in rejection.

DATE: 9/20/2023

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00143237

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
DReamey@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 10/31/2023 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 via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS
THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 136353 and/or Resolution No. 141125 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> 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.

Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than five (5) working days prior to the bid opening.

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

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid as stated in LA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://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 HIGHEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

B. CANCELLATION OF CONTRACT: 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. The order must not be filled at a lower price than quoted.

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.

C. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

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

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

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

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://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 136353 or 141125 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

2, 3, 6, 10, 12, 15

PRE-BID CONFERENCE TO BE HELD AT: GGB 200 Derbigny Street, Suite 4400
Gretna, LA. 70053 @ 10:00 AM
ON 10/12/2023

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department 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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON-PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON-PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

See Page 1 for Conflicts of Interest Statement

DATE: 09/20/2023
BID NO.: 50-00143237

BID FORM
Revenue Generating

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

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: MOON'S TOWING SERVICE, INC.

ADDRESS: 3505 BERWICK STREET

CITY, STATE: JEFFERSON, LA ZIP: 70121

TELEPHONE: (504) 219-1895 FAX: (504) 835-4501

EMAIL ADDRESS: SCOTTM@MOONSTOWING.COM

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: #1 - OCTOBER 17, 2023

NUMBER: N/A

NUMBER: N/A

NUMBER: N/A

TOTAL PRICE OF ALL BID ITEMS: \$ 219,300.00

AUTHORIZED SIGNATURE: 

PRINTED NAME: SCOTT MULLEN

TITLE: OWNER/PRESIDENT

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 electronic envelope submitted to the Purchasing Department.

DATE: 9/20/2023

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00143237

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT FOR REMOVAL & TOWING OF JUNKED DERELICT & ABANDONED VEHICLES, BOATS, OVESIZED & COMMERCIAL VEHICLES, TRAILERS & OVERSIZED OBJECTS FOR JEFF PARISH DEPT OF CODE ENFORCEMENT.		
1	1,800.00	EA	0001 - Passenger vehicles, multipurpose vehicles, vans or trailers less than 2000 pounds.	\$ 35.50	\$ 63,900.00
2	10.00	EA	0002 - Motorcycles	\$ 500.00	\$ 5,000.00
3	60.00	EA	0003 - Boats	\$ 210.00	\$ 12,600.00
4	50.00	EA	0004 - Trucks, trailers,rv's with gross weight up to 15,000 pounds.	\$ 125.00	\$ 6,250.00
5	25.00	EA	0005 - Trucks, trailers, rv's with gross weight over 15,000 pounds and up to 60,000 pounds.	\$ 191.00	\$ 4,775.00
6	25.00	EA	0006 - Trucks, trailers, rv's with gross weight over 60,000 pounds.	\$ 191.00	\$ 4,775.00
7	10.00	EA	0007 - Dumpsters/Containers (filled)	\$ 6,100.00	\$ 61,000.00
8	10.00	EA	0008 - Dumpsters/Containers (Empty)	\$ 6,100.00	\$ 61,000.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
MOON'S TOWING SERVICE, INC.

INCORPORATED.

AT THE MEETING OF DIRECTORS OF MOON'S TOWING SERVICE, INC.
INCORPORATED, DULY NOTICED AND HELD ON OCTOBER 23, 2023,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT SCOTT MULLEN, 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

OCTOBER 23, 2023

DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: SCOTT
MULLEN, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized OWNER of MOON'S TOWING
SERVICE, INC. (Entity),
the party who submitted a bid in response to Bid Number 50-00143237, 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 X 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 X _____ 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 27 DAY OF October, 2023



Notary Public

Kim J. Lord

Printed Name of Notary

58462

Notary/Bar Roll Number

My commission expires AT MY DEATH



STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, 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 his designee, with the concurrence of the Director of Risk Management or his 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.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ 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.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **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.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

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.



MOONS-1

OP ID: MF

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/26/2023

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Morrison Insurance Agency, Inc 4444 York Street, Suite 201 Metairie, LA 70001 Morrison Insurance Agency	504-888-9393	CONTACT NAME: Morrison Insurance Agency PHONE (A/C, No, Ext): 504-888-9393 FAX (A/C, No): 504-888-9996 E-MAIL ADDRESS: info@morrison-ins.com
INSURER(S) AFFORDING COVERAGE		NAIC #
INSURER A: Timber Creek Casualty		17351
INSURER B: Bridgefield Casualty Ins. Co.		10335
INSURER C: Crum & Forster Specialty Ins C		44520
INSURER D: GuideOne National Ins Co		14167
INSURER E: Lloyds of London		10200
INSURER F:		

INSURED
Moon's Towing Service, Inc.
Moon's Wrecker Service, Inc.
3505 Berwick St.
Jefferson, LA 70121

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSD WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	BAK717631	11/02/2022	11/02/2023	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	X	TCC-LA00025423	07/01/2023	07/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$					EACH OCCURRENCE \$ AGGREGATE \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	19643468	06/25/2023	06/25/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000
D	Contractors Pollut		CPLMOL117510	06/01/2023	06/01/2024	1,000,000
E	Physical Damage		NA23EGLB	07/01/2023	07/01/2024	Phy Damag SCHEDULE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Bid number 50-00143237, Garagekeepers Liability with Colony Insurance Co, Policy #GP8563625, Effective 11/02/22-11/02/2023 Limit of Liability \$500,000. General Liability, Auto Liability and Garagekeepers Liability provide additional insured for the Parish of Jefferson as required by written contract.

CERTIFICATE HOLDER

JEFGRE1

JEFFERSON PARISH FLEET
MANAGEMENT/PURCHASING DEPT
200 DERBIGNY ST STE 4400
GRETN, LA 70053

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Facility Inspection Report

Inspection Report No.



Louisiana Department of Public Safety and Corrections
Office of State Police / Towing and Recovery
P.O. Box 66614, Baton Rouge, La. 70896
Phone: (225)925-6113, ext-205

LATR- 230658

Region 1	Troop B	Inspecting Trooper MT BRETT PIKE	Data No. 2250	Parish JEFFERSON	Code 26
Date 6-27-23	Start Time 900	Reason for Contact: <input type="checkbox"/> New Facility Opening Inspection <input type="checkbox"/> Troop Rotation Facility Inspection <input checked="" type="checkbox"/> Facility Inspection <input type="checkbox"/> Follow-up Inspection <input type="checkbox"/> Complaint			
Facility Name & Address : Mailing Address Yes <input checked="" type="checkbox"/> No <input type="checkbox"/> MOON'S TOWING SERVICE INC. 1500 SHREWSBERRY RD JEFFERSON, LA 70094		State License Number 23-26-00467892-02	Owner/Office Manager Name SCOTT MULLEN		Facility Phone Number (504)219-1895 () -

FACILITY CHECK INFORMATION

Current Storage License Properly Displayed? 055.1931 D.2 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Proper Charges Assessed Outside vs. Covered/Inside Storage? 055.1943 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Business Staffed During Normal Business Hours (8am-5pm) 055.1943 B N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Required Insurance 50k GLL / 50 k GL 055.1931 B.6 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	1 st Letter of Notification sent 055.1935 A N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Vehicles Stored At Facility? 055.1941 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Billing Invoices Required Information 055.1941 P 1-3 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Final Letter of Notification sent 055.1935 A N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Storage Facility Fence / Gate Adequate for Safeguarding Vehicles 055.1941 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Notified OMV within 3 days ORSV 055.1933 A 1-4 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Billing/Storage Records Available 055.1 931 / 1941 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Storage Facility Sign Posted With Required Information 055.1941 D N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>
Proper Fees Charged for ORSV (In/ Out of State) 055.1937 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>	Sharing Facility with Another Company 055.1941 H N/A <input type="checkbox"/> Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Relationship to Other Laws and Regulations 055.1909 N/A <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No <input type="checkbox"/>

No.	Regulation	Description of Violation	Status	Resp Party
1		NO VIOLATIONS		
2				
3				
4				
5				
6				
7				
8				
9				
10				

Supplemental Report Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Attachments Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Photographs: Yes <input type="checkbox"/> No <input checked="" type="checkbox"/>	Initial Review	Final Review
Title, Signature of Inspection Officer <i>MT Brett Pike</i>			Date 6-27-23	Time Completed 1100

This inspection violation notice will serve as evidence that the Storage Facility, Facility Owner/operator and /or responsible party listed above has been advised of any possible violation(s) of the Towing and Recovery Storage Act, law and/or department rule. I understand and acknowledge that the Louisiana Department of Public Safety and Corrections may notify the Storage Facility owner/operator, and /or other responsible party of this inspection and of possible and/or actual penalties and/or revocation or suspension of the storage license. Further, the Storage Facility owner/operator and/or other responsible party will have an opportunity to request a fair and impartial hearing in accordance with the Administrative Procedure Act, for any proposed Civil Penalty.

(PRINT)Name of Responsible Party DENICE PICOU	Signature of Responsible Party <i>Denise Picou</i>	Date 6-27-23	Phone Number (504)219-1895
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JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

October 17, 2023

ADDENDUM # 1

Bid Number: 50-00143237

Bid Opening Date: October 31, 2023

Description of Bid: Three year contract for removal & towing of junked derelict & abandoned vehicles, boats, oversized & commercial vehicles, trailers and/or oversized objects for the Jefferson Parish Department of Code Compliance and Enforcement.

Add additional requirements to specifications.

Under section I. Remove the sentence and use the following:

The successful bidder shall be awarded the work for a period of three years commencing with the date of the execution of the contract.

The Parish at its option shall have the right to extend this contract for an additional one year term, upon Council approval.

Sincerely,

Donna Reamey
Purchasing Specialist II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETN, LA 70053 - PO BOX 9 - GRETN - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET



Louisiana SECRETARY OF STATE

R. WILL ANDERSON

(https://www.sos.la.gov/Pages/default.aspx)

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Name	Type	City	Status
MOON'S TOWING SERVICE, INC.	Business Corporation	JEFFERSON	Active

Previous Names

Business: MOON'S TOWING SERVICE, INC.

Charter Number: 34551275D

Registration Date: 2/3/1997

Domicile Address

3505 BERWICK ST.
JEFFERSON, LA 70121

Mailing Address

C/O SCOTT MULLEN
3505 BERWICK ST.
JEFFERSON, LA 70121

Principal Office Address

3505 BERWICK ST.
JEFFERSON, LA 70121

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 2/3/1997

Last Report Filed: 2/20/2023

Type: Business Corporation

Registered Agent(s)

Agent: SCOTT MULLEN
Address 1: 3505 BERWICK ST.
City, State, Zip: JEFFERSON, LA 70121
Appointment Date: 2/3/1997

Officer(s)

Additional Officers: No

Officer: SCOTT MULLEN
Title: President, Secretary, Director
Address 1: 3505 BERWICK ST.
City, State, Zip: JEFFERSON, LA 70121