



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000145666 Three (3) Year Contract to Provide All Labor, Materials and Equipment to Train, Troubleshoot, Repair and Program Alerton Compass Automated and Mechanical Systems at Various Buildings for the Department of General Services  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

17-Jul-2024 03:22:45 PM



**Bid Number 50-00145666**

**Three (3) Year Contract to Provide All Labor, Materials and Equipment to Train, Troubleshoot, Repair and Program Alerton Compass Automated and Mechanical Systems at Various Buildings for the Department of General Services**

**Bid Due: August 13, 2024 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](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist II, Mark Buttery  
Email: [MButtery@jeffparish.net](mailto:MButtery@jeffparish.net)  
Phone: 504-364-2810**

**TRAIN, TROUBLESHOOT, REPAIR, AND PROGRAM ALERTON COMPASS BUILDING  
AUTOMATION AND MECHANICAL SYSTEMS AT VARIOUS LOCATIONS**

**Section 1.0 – Scope:**

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a three (3) year labor only contract for troubleshooting, repairing, training, and programming Alerton Compass Building Automated Systems and Mechanical Systems equipment for various parish buildings.

**Section 2.0 – License:**

A Louisiana State Contractor’s License will be required by LSA R.S. 37-2150 et. seq., and such license number must be entered in the appropriate field in the electronic procurement system. Certifications will also be required for this bid and included in the bid submission. Failure to comply will cause the bid to be rejected.

**Section 2.1 – License(s) issued by the Louisiana State Licensing Board for Contractors:**

- Electrical  
**and/or**
- Electrical Controls, Instrumentation, and Calibration

**Section 3.0 – Quantities/Inspections:**

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

**Section 4.0 – Specifications:**

- A properly licensed technician shall only troubleshoot, repair, and install equipment. A copy of the Certifications shall be submitted with bid.
- The use of a helper will only be allowed upon approval from a Jefferson Parish representative.
- All work shall be provided on an “as-needed” basis. There is no guarantee of the amount of work given throughout this contract.
- There shall be no minimum call-out time, work time, service time, etc., in terms of hours charged under the terms of this contract.
- Time charged to the contract shall be from when personnel signs in with a departmental representative.

- Hourly pricing for a Technician and a helper shall include the following:
  - Labor for estimator
  - Labor for repair work
  - Labor for software programming
  - Incidental equipment required to perform troubleshooting and repairs
  - Tools needed to perform troubleshooting and repairs
  - Software and computer equipment needed
  - Transportation/Travel time to and from the worksite and picking up parts, tools, equipment, etc.
- The technician and helper arriving at the worksite to perform services shall verify the start time by meeting with an owner's representative and signing in (If available) on an owner-provided logbook.

NOTE- Failure to sign in with a parish representative may cause non-payment of an invoice for services.
- The technician and helper departing from the work site shall verify departure time by meeting with an owner's representative and signing out (If available) on an owner-provided logbook.

NOTE- Failure to sign out with a parish representative may cause non-payment of an invoice for services.
- In case of excessive downtime, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary part(s) to complete the repair work. Jefferson Parish will not allow any markup of the dealer's invoice cost.

**Section 5.0 – Response Time:**

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

The bidder must respond within forty-eight (48) hours after receiving a reference number on non-emergency calls and within four (4) hours for emergency calls. Jefferson Parish reserves the right to cancel this contract if the bidder fails to respond to the site/location.

**Section 6.0 – Permits:**

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

The bidder is responsible for paying for these permits. All permits must be obtained before the start of any project requiring them.

**Section 7.0 – Warranty:**

The successful Bidder shall provide a minimum thirty (30) day warranty on all Labor. All parts purchased by the successful bidder shall have a full manufacturer warranty.

**Section 8.0 – Second Opinion:**

Jefferson Parish reserves the right to call for a second opinion on all work before approving any repairs.

**Section 9.0 – Times work is to be performed:**

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

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



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

- A “Start of Work Conference” shall be held between the successful bidder and the owner before any work commences.
- No work shall be performed until the successful bidder receives a written “Notice to Proceed” from the requesting department before any work begins.

DATE: 7/17/2024

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00145666

## JEFFERSON PARISH

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

PURCHASING SPECIALIST:  
MBUTTERY@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 8/13/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://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. 9:2620(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.

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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.

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

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

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. 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 LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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.

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.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

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 local taxes. 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).

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. 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.

**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](http://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.

**4, 6, 10, 12, 13, 15**

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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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. Precaution 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.**

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

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  X

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.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES  N/A

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable)  50959

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME:  Synergy Building Solutions, LLC

ADDRESS:  2121 Airline Drive, Suite #550

CITY, STATE:  Metairie, Louisiana  ZIP:  70001

TELEPHONE:  ( 504 ) 309-6488  FAX:  ( 504 ) 309-6455

EMAIL ADDRESS:  patrick.torres@synergybldgsolutions.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.

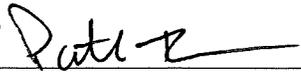
Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$  3,277.00

AUTHORIZED SIGNATURE:  

Patrick Torres

Printed Name

TITLE:  Sales Manager

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.: 50-00145666

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Three (3) Year Contract to Provide All Labor, Materials and Equipment to Train, Troubleshoot, Repair and Program Alerton Compass Automated and Mechanical Systems at Various Buildings		
1	1.00	HR	0010 - NORMAL HOURLY RATE PER TECHNICIAN PER HOUR	\$ 117.00	\$ 117.00
			7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY		
2	1.00	HR	0020 - NORMAL HOURLY RATE PER HELPER PER HOUR	\$ 75.00	\$ 75.00
			7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY		
3	1.00	HR	0030 - BEFORE/AFTER HOURS WEEKDAY RATE PER TECHNICIAN PER HOUR	\$ 176.00	\$ 176.00
			5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY		
4	1.00	HR	0040 - BEFORE/AFTER HOURS WEEKDAY RATE PER HELPER PER HOUR	\$ 113.00	\$ 113.00
			5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY		
5	1.00	HR	0050 - AFTER HOURS WEEKEND RATE PER TECHNICIAN PER HOUR	\$ 234.00	\$ 234.00
			FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM		
6	1.00	HR	0060 - AFTER HOURS WEEKEND RATE PER HELPER PER HOUR	\$ 150.00	\$ 150.00
			FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, MONDAY 12:00 AM TO 7:00 AM		
7	1.00	HR	0070 - HOLIDAY RATE PER TECHNICIAN PER HOUR	\$ 234.00	\$ 234.00
			12:00 AM TO 11:59 PM		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145666

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	1.00	HR	0080 - HOLIDAY RATE PER HELPER PER HOUR  12:00 AM TO 11:59 PM	\$ 150.00	\$ 150.00
9	1.00	HR	0090 - NORMAL HOURLY RATE PER INSTALLATION SPECIALISTS TO PERFORM  LOW VOLTAGE ELECTRICAL WORK PER HOUR  7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY	\$ 80.00	\$ 80.00
10	1.00	HR	0100 - BEFORE/AFTER HOURS WEEKDAY RATE PER INSTALLATION SPECIALIST TO PERFORM  LOW VOLTAGE ELECTRICAL WORK PER HOUR  5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY, AND 12:00 AM TO 7:00 AM TUESDAY THRU FRIDAY	\$ 120.00	\$ 120.00
11	1.00	HR	0110 - AFTER HOURS WEEKEND RATE PER INSTALLATION SPECIALIST TO PERFORM LOW  VOLTAGE ELECTRICAL WORK PER HOUR  FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM	\$ 160.00	\$ 160.00
12	1.00	HR	0120 - HOLIDAY RATE PER INSTALLATION SPECIALIST PER HOUR  12:00 AM TO 11:59 PM	\$ 160.00	\$ 160.00
13	1.00	HR	0130 - NORMAL HOUR RATE PER MECHANICAL EQUIPMENT INSTALLER PER HOUR  7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY	\$ 100.00	\$ 100.00
14	1.00	HR	0140 - BEFORE/AFTER HOURS WEEKDAY RATE PER MECHANICAL EQUIPMENT INSTALLER PER  HOUR  5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY, AND 12:00 AM TO 7:00 AM TUESDAY THRU FRIDAY	\$ 150.00	\$ 150.00
15	1.00	HR	0150 - AFTER HOURS WEEKEND RATE PER MECHANICAL EQUIPMENT INSTALLER PER	\$ 200.00	\$ 200.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145666

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	1.00	HR	HOUR FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM 0160 - HOLIDAY RATE PER MECHANICAL EQUIPMENT INSTALLER PER HOUR	\$ 200.00	\$ 200.00
17	1.00	HR	12:00 AM TO 11:59 PM 0170 - NORMAL HOURLY RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD NEW GRAPHICS PER HOUR 7:00 AM TO 5:00 PM, MONDAY THRU FRIDAY	\$ 132.00	\$ 132.00
18	1.00	HR	0180 - BEFORE/AFTER HOURS WEEKDAY RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD GRAPHICS PER HOUR 5:00 PM TO 12:00 AM, MONDAY THRU THURSDAY AND 12:00 AM TO 7:00 AM, TUESDAY THRU FRIDAY	\$ 198.00	\$ 198.00
19	1.00	HR	0190 - AFTER HOURS WEEKEND RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD NEW GRAPHICS FRIDAY 5:00 PM TO 12:00 AM, SATURDAY AND SUNDAY ALL DAY, AND MONDAY 12:00 AM TO 7:00 AM	\$ 264.00	\$ 264.00
20	1.00	HR	0200 - HOLIDAY RATE PER ENGINEER TO PROGRAM CONTROLLERS AND BUILD NEW GRAPHICS 12:00 AM TO 11:59 PM	\$ 264.00	\$ 264.00
21	1.00	HR	0210 - PARTS/MATERIALS THIS IS A NON-BIDABLE ITEM. THIS ITEM IS FOR PARTS NEEDED TO COMPLETE A REPAIR UP TO \$10,000 PER JOB, PER THE SPECIFICATIONS, WITH APPROVAL FROM THE REQUESTING DEPARTMENT.	\$ N/A	\$ N/A

## **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 Parish

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

Jody Torres, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Synergy Building Solutions, LLC(Entity), the party who submitted a bid in response to Bid Number 50-00145666, 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.

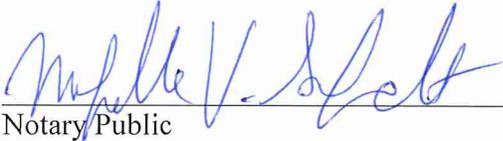


\_\_\_\_\_  
Signature of Affiant

Jody Torres  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 8 DAY OF August, 2024



\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.

**Michelle V. Schmidt**  
**Notary Public**  
**Notary ID # 144317**  
**Commission is for life**  
**State of Louisiana**

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

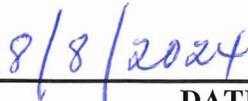
AT THE MEETING OF DIRECTORS OF Synergy Building Solutions, LLC  
INCORPORATED, DULY NOTICED AND HELD ON August 8, 2024,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Patrick Torres, BE AND IS HEREBY  
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-  
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON  
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS  
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE  
A TRUE AND CORRECT COPY OF AN  
EXCERPT OF THE MINUTES OF THE ABOVE  
DATED MEETING OF THE BOARD OF  
DIRECTORS OF SAID CORPORATION, AND  
THE SAME HAS NOT BEEN REVOKED OR  
RESCINDED.



\_\_\_\_\_  
**SECRETARY-TREASURER**



\_\_\_\_\_  
**DATE**

**Insurance Declaration Affidavit  
Automotive**

AFFIDAVIT

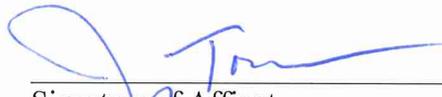
STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared, Jody Torres, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized President of Synergy Building Solutions, LLC (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00145666, to Jefferson Parish.

Affiant further said:

- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.



\_\_\_\_\_  
Signature of Affiant

Jody Torres

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 8 DAY OF August, 2024.



\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_

**Michelle V. Schmidt  
Notary Public  
Notary ID # 144317  
Commission is for life  
State of Louisiana**

## **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.

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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.

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### **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.



SYNEBUI-01

AAL

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/8/2024

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 Dwight Andrus Insurance a division of HUB International Gulf South 500 Dover Blvd. Ste. 110 Lafayette, LA 70503	CONTACT NAME:	
	PHONE (A/C, No, Ext): (337) 981-7300	FAX (A/C, No): (337) 984-2166
	E-MAIL ADDRESS: GUS.DAI.CustomerService@hubinternational.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : Ohio Security Ins Co	24082
INSURED  Synergy Building Solutions LLC 2121 Airline Drive, Suite 550 Metairie, LA 70001	INSURER B : Progressive Paloverde Ins Co	44695
	INSURER C : StarStone National Ins Co	25496
	INSURER D : LUBA Indemnity Insurance Company	16001
	INSURER E : Navigators Specialty Ins. Co.	36056
	INSURER F :	

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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR			BKS(25)55137355	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			964600560	7/1/2024	1/1/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
C	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			71317N249ALI	1/1/2024	1/1/2025	EACH OCCURRENCE \$ 4,000,000 AGGREGATE \$ 4,000,000
D	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/A	027000300511124	1/1/2024	1/1/2025	<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
E	Pollution			NY24ECPX00967NC	1/1/2024	1/1/2025	1,000,000 \$ 1,000,000

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

ACTUAL POLICY FORMS & ENDORSEMENTS ARE AVAILABLE UPON REQUEST FOR REVIEW

See page 2 - Addendum

SEE ATTACHED ACORD 101

CERTIFICATE HOLDER	CANCELLATION
Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council 200 Derbigny Street Gretna, LA 70053	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 



**ADDITIONAL REMARKS SCHEDULE**

AGENCY Dwight Andrus Insurance		NAMED INSURED Synergy Building Solutions LLC 2121 Airline Drive, Suite 550 Metairie, LA 70001	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

**Description of Operations/Locations/Vehicles:**

ADDENDUM TO CERTIFICATE OF INSURANCE: Any information contained in this Addendum is general and descriptive only. The Certificate of Insurance and this Addendum may not contain descriptions of any or all operations, locations, vehicles or exclusions. Please see policy forms and endorsements for specific coverages and exclusions.

\*\*\*\*\*

**Special Provisions/Operations:**

HVAC Automation Systems Installation/Service/Repair

**GL Includes:**

- CG8810 04/13 Commercial General Liability Extension, form Includes:
  - Additional Insureds - By Contract, Agreement or Permit - Who Is An Insured is amended to include as an insured any person or organization whom you have agreed to add as an additional insured in a written contract, written agreement or permit. Ongoing Operations
  - Primary and Non-Contributory Additional Insured Extension - This provision applies to any person or organization who qualifies as an additional insured under any form or endorsement under this policy.
  - Waiver of Transfer of Rights of Recovery Against Others to Us - When required in a contract or agreement with you - We waive any right of recovery we may have against a person or organization because of payments we make for injury or damage arising out of your ongoing operations or "your work" done under a contract with that person or organization and included in the "products-completed operations hazard"
- CG8611 10/16 - Additional Insured Automatic Status When Required in Construction Agreement With You – Contractors – Completed Operations
- CG8870 12/08 Construction Project(s) - General Aggregate Limit (Per Project)

**Auto Includes:**

- 2366 02/11 Blanket Additional Insured
- 2367 06/10 Blanket Waiver of Subrogation

**WC Includes:**

- WC000313 04/84 Blanket Waiver of Subrogation when required by written contract
- WC000308 04/84 Partners, Officers and Others Exclusion Endorsement (Jody Torres)

**Umbrella Includes:**

- SSNUMB0003CW 03/16 Schedule of Underlying Insurance: Business Auto, General Liability and Employers Liability listed on this COI
- SSNUMB0001CW 03/16 Follow Form per the terms and conditions of the policy

# Request for Taxpayer Identification Number and Certification

Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

**Give form to the  
 requester. Do not  
 send to the IRS.**

**Before you begin.** For guidance related to the purpose of Form W-9, see *Purpose of Form*, below.

Print or type.  
 See Specific Instructions on page 3.

1	Name of entity/individual. An entry is required. (For a sole proprietor or disregarded entity, enter the owner's name on line 1, and enter the business/disregarded entity's name on line 2.)  <b>Synergy Building Solutions, LLC</b>	
2	Business name/disregarded entity name, if different from above.	
3a	Check the appropriate box for federal tax classification of the entity/individual whose name is entered on line 1. Check only one of the following seven boxes.  <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C corporation <input type="checkbox"/> S corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> LLC. Enter the tax classification (C = C corporation, S = S corporation, P = Partnership) . . . . . <b>S</b> <i>Note:</i> Check the "LLC" box above and, in the entry space, enter the appropriate code (C, S, or P) for the tax classification of the LLC, unless it is a disregarded entity. A disregarded entity should instead check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from Foreign Account Tax Compliance Act (FATCA) reporting code (if any) _____  <i>(Applies to accounts maintained outside the United States.)</i>
3b	If on line 3a you checked "Partnership" or "Trust/estate," or checked "LLC" and entered "P" as its tax classification, and you are providing this form to a partnership, trust, or estate in which you have an ownership interest, check this box if you have any foreign partners, owners, or beneficiaries. See instructions . . . . . <input type="checkbox"/>	
5	Address (number, street, and apt. or suite no.). See instructions. <b>2121 Airline Dr., Suite 550</b>	Requester's name and address (optional)
6	City, state, and ZIP code <b>Metairie, LA 70001</b>	
7	List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. See also *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
or									
<b>Employer identification number</b>									
8	0	-	0	3	0	6	9	6	2

## Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
2. I am not subject to backup withholding because (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
3. I am a U.S. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and, generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions for Part II, later.

<b>Sign Here</b>	Signature of U.S. person 	Date <b>6/17/24</b>
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## General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.  
**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

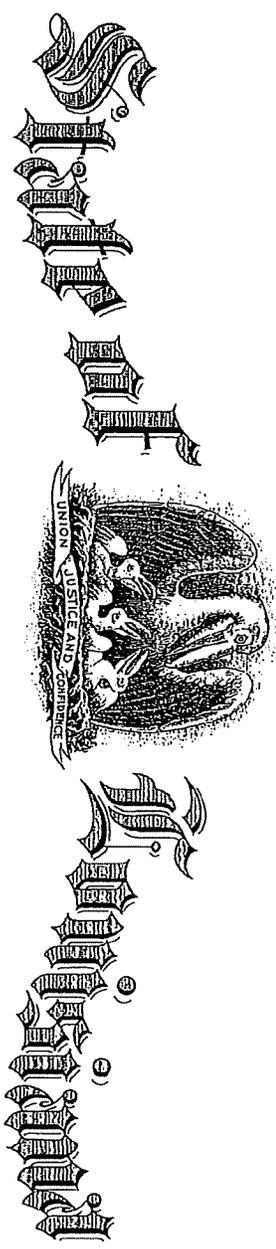
### What's New

Line 3a has been modified to clarify how a disregarded entity completes this line. An LLC that is a disregarded entity should check the appropriate box for the tax classification of its owner. Otherwise, it should check the "LLC" box and enter its appropriate tax classification.

New line 3b has been added to this form. A flow-through entity is required to complete this line to indicate that it has direct or indirect foreign partners, owners, or beneficiaries when it provides the Form W-9 to another flow-through entity in which it has an ownership interest. This change is intended to provide a flow-through entity with information regarding the status of its indirect foreign partners, owners, or beneficiaries, so that it can satisfy any applicable reporting requirements. For example, a partnership that has any indirect foreign partners may be required to complete Schedules K-2 and K-3. See the Partnership Instructions for Schedules K-2 and K-3 (Form 1065).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS is giving you this form because they



State Licensing Board for Contractors

This is to Certify that:  
SYNERGY BUILDING SOLUTIONS, LLC  
2121 Airline Dr., Suite 550  
Metairie, LA 70001

is duly licensed and entitled to practice the following classifications

ELECTRICAL; ELECTRICAL CONTROLS, INSTRUMENTATION AND CALIBRATION; HEAT, AIR  
CONDITIONING, VENTILATION DUCT WORK AND REFRIGERATION; TELECOMMUNICATIONS, LOW  
VOLTAGE



Expiration Date: February 19, 2025  
License No: 50959

This License Is Not Transferrable

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 20th day of February 2024

*[Signature]*  
Director

*[Signature]*  
Chairman

*[Signature]*  
Treasurer

# Certificate of Achievement

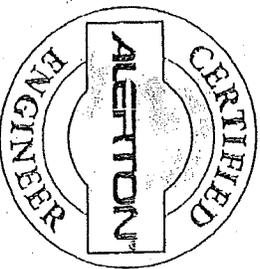
This certificate is awarded to

**Chad Torres**

Synergy Building Solutions

In recognition of completing all requirements to become an

**Alerton Certified Engineer — B2B Talk Systems**



*Kevin Devin*  
Kevin Devin — Manager User Education and Support

June 19, 2015

Date Issued

**ALERTON**<sup>®</sup>

*Certificate of Factory Training*

**HERBERT BEAN**

has successfully completed training and is hereby certified on

**ASCENT ENGINEERING & COMMISSIONING LAB**

Issued: Monday, September 19, 2022

Expires: Friday, September 19, 2025

Certificate #: CE/286-1831-5694-18075/181117

*Darin Sperry*

Training Leader

*P. D. Mukadam*

Peeran Mukadam

St. Director,

Global Learning & Enablement



**ALERTON**

Harry Barnes

Director, Technical Training

This certificate is valid in the name of the Recipient AND Company together and is rendered Invalid should the two separate OR the distributorship of the Company be revoked for any reason.

# Certificate of Achievement

This certificate is awarded to

**Leo DeJesus**

Synergy Building Solutions, LLC

In recognition of completing all requirements to become an

**Allerton Certified Engineer — BSA Talks Systems**



*Kevin Devin*  
Kevin Devin — Manager User Education and Support

April 24, 2015  
Date Issued

**ALLERTON**

# Certificate of Achievement

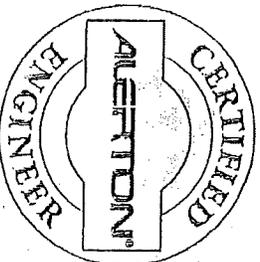
This certificate is awarded to

**Rafael J forest**

Synergy Building Solutions, LLC

In recognition of completing all requirements to become an

**Alerton Certified Engineer — BSA Talk Systems**



A handwritten signature in black ink, appearing to read "Kevin Devin".

Kevin Devin — Manager User Education and Support

May 24, 2013

Date Issued

**ALERTON**

# Certificate of Achievement

This certificate is awarded to

**Tommy Delbert**

Synergy Building Solutions

In recognition of completing all requirements to become an

**Alerton Certified Engineer — BACtalk Systems**



A handwritten signature in black ink, appearing to read "Kevin Devin".

Kevin Devin—Training Supervisor

January 20, 2012

Date

**ALERTON®**