

**HOPKINS CONSTRUCTION & MAINTENANCE, LLC  
19197 COMMISSION ROAD  
LONG BEACH, MS 39560**

**CITY OF BATON ROUGE – PARISH OF EAST BATON ROUGE  
PURCHASING DIVISION  
CITY HALL, 8<sup>TH</sup> FLOOR, ROOM 826  
222 ST. LOUIS STREET  
BATON ROUGE, LA 70802**

**BID ENCLOSED FOR: #21-ASC-CP-1527, REGISTRAR OF VOTERS TENANT  
BUILD-OUT**

**TO BE OPENED: THURSDAY, NOVEMBER 7, 2024 AT 2:00 P.M.**

**LA CONTRACTOR'S LICENSE: #73164**



**CITY OF BATON ROUGE - PARISH OF EAST BATON ROUGE  
DEPARTMENT OF BUILDINGS & GROUNDS  
ARCHITECTURAL SERVICES DIVISION**

**PART 1**

**BID FORMS**

***DUE PRIOR TO***

**BID OPENING: 2:00 PM THURSDAY, NOVEMBER 7, 2024**

**FOR**

**REGISTRAR OF VOTERS TENANT BUILD-OUT**

**9050 AIRLINE HIGHWAY, STE 110, BATON ROUGE, LA 70815**

**CITY PARISH PROJECT NO. 21-ASC-CP-1527**

- (A) LOUISIANA UNIFORM PUBLIC WORK BID FORM.....LSQ 1 of 4
- (B) BIDDER'S ORGANIZATION.....LSQ 2 of 4
- (C) CORPORATE RESOLUTION.....LSQ 3 of 4
- (D) BID BOND.....LSQ 4 of 4

*Prior to Bid Opening, please complete these BID FORMS and related Documents constituting your bid, and submit online through [www.centralauctionhouse.com](http://www.centralauctionhouse.com) or in a separate envelope with the firm's name, address, bid opening date and time, project name and number, and Louisiana Contractor's license number, delivered to Purchasing Division Room 826 City Hall 222 St Louis St Baton Rouge, LA 70802.*

**LOUISIANA UNIFORM PUBLIC WORK BID FORM**

**TO:** City of Baton Rouge  
Parish of East Baton Rouge  
Purchasing Division Room 826  
City Hall 222 St Louis St  
Baton Rouge, LA 70802

**BID FOR:** Registrar of Voters Tenant Build-Out  
9050 Airline Highway, STE 110, Baton Rouge, LA  
70815

City-Parish Project No. 21-ASC-CP-1527

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) has personally inspected and is familiar with the project site, and hereby proposes to provide all labor, materials, tools, appliances and facilities as required to perform, in a workmanlike manner, all work and services for the construction and completion of the referenced project, all in strict accordance with the Bidding Documents prepared by: Department of Buildings & Grounds, Architectural Services Division and dated: October 11, 2024.

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:** (Enter the number the Designer has assigned to each of the addenda that the Bidder is acknowledging) #1 - 11/4/2024.

**TOTAL BASE BID:** For all work required by the Bidding Documents (including any and all unit prices designated "Base Bid" \* but not alternates), the sum of: One Million Seven Hundred Fifty-Nine Thousand, Four Hundred Forty-Five Dollars and Zero Cents Dollars (\$ 1,759,445.00 )

**ALTERNATES:** For any and all work required by the Bidding Documents for Alternates including any and all unit prices designated as alternates in the unit price description.

**Alternate No. 1:** Operable wall between Voting Room (101) and Tabulation (102) for the lump sum **ADD** of: One Hundred One Thousand, One Hundred Nine Dollars and Zero Cents Dollars (\$ 101,109.00 )

**Alternate No. 2:** N/A  
N/A Dollars (\$ N/A )

**Alternate No. 3:** N/A  
N/A Dollars (\$ N/A )

**NAME OF BIDDER:** HOPKINS CONSTRUCTION & MAINTENANCE, LLC

**ADDRESS OF BIDDER:** 19197 COMMISSION ROAD  
LONG BEACH, MS 39560

**LOUISIANA CONTRACTOR'S LICENSE NUMBER:** 73164

**NAME OF AUTHORIZED SIGNATORY OF BIDDER:** MARTY HOPKINS

**TITLE OF AUTHORIZED SIGNATORY OF BIDDER:** MEMBER

**SIGNATURE OF AUTHORIZED SIGNATORY OF BIDDER \*\*:** Marty Hopkins  
**DATE:** 11/7/2024

**THE FOLLOWING ITEMS ARE TO BE INCLUDED WITH THE SUBMISSION OF THIS LOUISIANA UNIFORM PUBLIC WORK BID FORM:**

\* The Unit Price Form shall be used if the contract includes unit prices. Otherwise it is not required and need not be included with the form. The number of unit prices that may be included is not limited and additional sheets may be included if needed.

\*\* A **CORPORATE RESOLUTION OR WRITTEN EVIDENCE** of the authority of the person signing the bid for the public work as prescribed by LA R.S. 38:2212(B)(5).

**BID SECURITY** in the form of a bid bond, certified check or cashier's check as prescribed by LA RS 38:2218(A) is attached to and made a part of this bid.

**BIDDER'S ORGANIZATION**

(If the bid is by a joint venture all parties to the bid must complete this form)

**BIDDER IS:**

**AN INDIVIDUAL**

Individual's Name: N/A

Doing business as: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**A PARTNERSHIP**

Firm Name: N/A

Address: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

**A LIMITED LIABILITY COMPANY**

Company Name: HOPKINS CONSTRUCTION & MAINTENANCE, LLC

Address: 19197 COMMISSION ROAD, LONG BEACH, MS 39560

Name of person authorized to sign: MARTY HOPKINS

Title: MEMBER

Telephone No.: (228) 206-6046 Fax No.: N/A Cell No.: (601) 940-2824

E-Mail Address: mhopkins@choosehopkins.com

**A CORPORATION (IF BID IS BY A CORPORATION, THE CORPORATE RESOLUTION MUST BE SUBMITTED WITH BID)**

Corporation Name: N/A

Address: \_\_\_\_\_

State of Incorporation: \_\_\_\_\_

Name of person authorized to sign: \_\_\_\_\_

Title: \_\_\_\_\_

Telephone No.: \_\_\_\_\_ Fax No.: \_\_\_\_\_ Cell No.: \_\_\_\_\_

E-Mail Address: \_\_\_\_\_

# NOT A CORPORATION - DOES NOT APPLY

## CORPORATE RESOLUTION

A meeting of the Board of Directors of \_\_\_\_\_, a Corporation organized under the laws of the State of \_\_\_\_\_ and domiciled in \_\_\_\_\_, was held this \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, and was attended by a quorum of the members of the Board of Directors.

The following resolution was offered, duly seconded and, after discussion, was unanimously adopted by said quorum:

**BE IT RESOLVED**, that \_\_\_\_\_ is hereby authorized to submit proposals and execute agreements on behalf of this corporation with the City of Baton Rouge, and Parish of East Baton Rouge.

**BE IT FURTHER RESOLVED**, that said authorization and appointment shall remain in full force and effect, unless revoked by resolution of this Board of Directors and that said revocation will not take effect until the Purchasing Director of the Parish of East Baton Rouge, shall have been furnished a copy of said resolution, duly certified.

I, \_\_\_\_\_, hereby certify that I am the Secretary of \_\_\_\_\_, a corporation created under the laws of the State of \_\_\_\_\_ domiciled in \_\_\_\_\_; that the foregoing is a true and exact copy of a resolution adopted by a quorum of the Board of Directors of said corporation at a meeting legally called and held on the \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_, as said resolution appears of record in the Official Minutes of the Board of Directors in my possession. This \_\_\_\_ day of \_\_\_\_\_, 20\_\_\_\_.

\_\_\_\_\_  
Secretary

**BID BOND**

(Required for Bids Over \$25,000)

That we, the undersigned, Hopkins Construction & Maintenance LLC

as Principal (Bidder), and SureTec Insurance Company as

Surety, are hereby held and firmly bound unto the City of Baton Rouge and Parish of East Baton Rouge as Owner, in the penal sum of five percent (5%) of the amount bid for the payment of which, well and truly to be made, we hereby jointly and severally bind ourselves, successors and assigns.

The Condition of the above obligation is such that whereas the Principal has submitted to the Owner a certain Bid, attached hereto and hereby made a part hereof to enter into an Agreement in writing, for:

**REGISTRAR OF VOTERS TENANT BUILD-OUT  
9050 AIRLINE HIGHWAY, STE 110, BATON ROUGE, LA 70815  
CITY PARISH PROJECT NO. 21-ASC-CP-1527**

**NOW THEREFORE,**

- (a) If said Bid shall be rejected, or in the alternative,
- (b) If said Bid shall be accepted and the Principal shall execute and deliver a Contract in the Form of Contract attached hereto (properly completed in accordance with said Bid) and shall furnish bonds for his faithful performance of said Contract and for furnishing materials in connection therewith and shall in all other respects perfect the Agreement created by the acceptance of said Bid,

then this obligation shall be void; otherwise the same shall remain in force and effect; it being expressly understood and agreed that the liability of the Surety for any and all claims hereunder shall, in no event, exceed the penal amount of this obligation as herein stated.

The Surety, for value received, hereby stipulates and agrees that the obligations of said Surety and its bond shall be in no way impaired or affected by any extension of the time within which the Owner may accept such Bid; and said Surety does hereby waive notice of any extension.

**IN WITNESS WHEREOF,** Said Principal and Surety have hereunto set their hands and seals,

this 7th day of November, 2024.

**PRINCIPAL (BIDDER)**

**SURETY**

Hopkins Construction & Maintenance LLC

SureTec Insurance Company

19197 Commission Rd

2103 CityWest Boulevard, Suite 1300

Long Beach, MS 39560

Houston, TX 77042

Address

Address

By Marty Hopkins

By Joshua T. Jones

Marty Hopkins, Member  
(Typed Name & Title)

Joshua T. Jones Attorney-In-Fact  
(Typed Name & Title)



# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

**Know All Men by These Presents**, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Charles F. Porter, Joshua Jones, Peyton Case

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for, providing the bond penalty does not exceed

Five Hundred Thousand and 00/100 Dollars (\$500,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

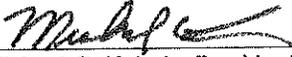
*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20<sup>th</sup> of April, 1999.)

**In Witness Whereof**, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 1st day of October, A.D. 2024.

SURETEC INSURANCE COMPANY

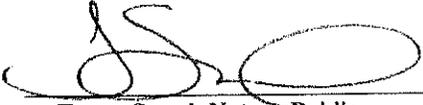
By:   
Michael C. Keimig, President



State of Texas                    ss:  
County of Harris

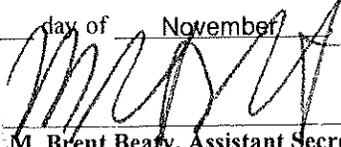
On this 1st day of October, A.D. 2024 before me personally came Michael C. Keimig, to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



  
Tanya Sneed, Notary Public  
My commission expires March 30, 2027

I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 7th day of November, 2024, A.D.

  
M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity. 2410017  
For verification of the authority of this power you may call (713) 812-0800 any business day between 8:30 am and 5:00 pm CST.

**STATE OF MISSISSIPPI**  
**PREFERENCE TO RESIDENT CONTRACTORS LAW**

**SECTION 59.** Section 31-7-47, Mississippi Code of 1972 (2023), is brought forward as follows:

31-7-47. In the letting of public contracts, preference shall be given to resident contractors, and a nonresident bidder domiciled in a state, city, county, parish, province, nation or political subdivision having laws granting preference to local contractors shall be awarded Mississippi public contracts only on the same basis as the nonresident bidder's state, city, county, parish, province, nation or political subdivision awards contracts to Mississippi contractors bidding under similar circumstances. Resident contractors actually domiciled in Mississippi, be they corporate, individuals or partnerships, are to be granted preference over nonresidents in awarding of contracts in the same manner and to the same extent as provided by the laws of the state, city, county, parish, province, nation or political subdivision of domicile of the nonresident.



# State Licensing Board for Contractors

HOPKINS CONSTRUCTION & MAINTENANCE, LLC  
19197 Commission Road  
Long Beach, MS 39560

This is to Certify that:  
  
is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 23rd day of April 2023

Will S. McCoy Director  
Lee Malott Chairman

Andrew R. ... Treasurer

Expiration Date: April 22, 2026

License No: 73164

This License Is Not Transferable



# Michael Watson

## SECRETARY OF STATE

This is not an official certificate of good standing.

### Name History

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Name	Name Type
Hopkins Construction & Maintenance LLC	Legal
Hopkins Construction of Mississippi, LLC	Previous Legal

### Business Information

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<b>Business Type:</b>	Limited Liability Company
<b>Business ID:</b>	889141
<b>Status:</b>	Good Standing
<b>Effective Date:</b>	03/23/2006
<b>State of Incorporation:</b>	Mississippi
<b>Principal Office Address:</b>	19197 Commission Rd Long Beach, MS 39560

### Registered Agent

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#### Name

Kelly Hopkins  
19197 Commission Rd  
Long Beach, MS 39560

### Officers & Directors

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Name	Title
Marty L Hopkins 19197 Commission Rd Long Beach, MS 39560	Member
Kelly Hopkins 19197 Commission Rd Long Beach, MS 39560	Member

