



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000146034 - Two (2) Year Contract for Pest Control Services of Various
Buildings for the Jefferson Parish East Bank Consolidated Fire
Department
Jefferson Parish Government**

Project documents obtained from www.CentralBidding.com
02-Sep-2024 02:24:17 PM



Bid Number 5000146034

Two (2) Year Contract for Pest Control Services of Various Buildings for the Jefferson Parish East Bank Consolidated Fire Department

BID DUE: September 5, 2024 AT 11:00 AM

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.gov, 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 I Name: Brenda Bellow
Purchasing Specialist I Email: brenda.bellow@jeffparish.gov
Purchasing Specialist I Phone: 504-364-2683**

DATE: 8/26/2024

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00146034

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:
BBELLOW@jeffparish.net

Bids will be received until 11:00 AM, 9/05/2024 via online at www.jeffparishbids.net.

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 AND MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

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 as amended. A copy of these resolutions 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://www.jeffparish.gov/464/Purchasing> and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> 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.

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. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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.

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.)

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

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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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.

All formal Addenda require written acknowledgment on the bid form by the bidder by the bidder placing the Addendum number in the appropriate section. 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.

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.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 A1 17.1-1961).

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.

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://www.jeffparish.gov/464/Purchasing>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

3, 5, 6, 10, 12, 13

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 Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Written approval for any deviation, must be submitted with your bid submission. 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 an as needed basis contract. 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO (2) YEAR CONTRACT FOR PEST CONTROL SERVICES OF VARIOUS BUILDINGS FOR THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT</p> <p>0010 PEST CONTROL SERVICES AT FIRE DEPARTMENT HEADQUARTERS</p> <p>834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123 OFFICE: (504) 736-6200</p>	\$ 45.00	\$ 1080.00
2	24.00	MO	<p>TWO YEAR CONTRACT TO PROVIDE MONTHLY PEST CONTROL SERVICES FOR THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT</p> <p>0020 PEST CONTROL SERVICES AT FIRE STATION NO. 11</p> <p>3525 JEFFERSON HWY. JEFFERSON, LA 70121 CAPTAIN ON DUTY: (504) 838-4211</p>	\$ 45.00	\$ 1080.00
3	24.00	MO	<p>0030 PEST CONTROL SERVICES AT FIRE STATION NO. 12</p> <p>900 JEFFERSON HWY. JEFFERSON, LA 70121 CAPTAIN ON DUTY: (504) 838-4212</p>	\$ 45.00	\$ 1080.00
4	24.00	MO	<p>0040 PEST CONTROL SERVICES AT FIRE STATION NO. 13</p> <p>4642 CALUMET ST. METAIRIE, LA 70001 CAPTAIN ON DUTY: (504) 838-4213</p>	\$ 45.00	\$ 1080.00
5	24.00	MO	<p>0050 PEST CONTROL SERVICES AT FIRE STATION NO. 14</p> <p>1714 EDINBURGH ST. METAIRIE, LA 70001 CAPTAIN ON DUTY: (504) 838-4214</p>	\$ 45.00	\$ 1080.00
6	24.00	MO	<p>0060 PEST CONTROL SERVICES AT FIRE STATION NO. 15</p> <p>1101 N. I-10 SERVICE RD. METAIRIE, LA 70005 CAPTAIN ON DUTY: (504) 838-4215</p>	\$ 45.00	\$ 1080.00
7	24.00	MO	<p>0070 PEST CONTROL SERVICES AT FIRE STATION NO. 16</p>	\$ 45.00	\$ 1080

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	24.00	MO	5200 LAFRENIERE ST. METAIRIE, LA 70001 CAPTAIN ON DUTY: (504) 838-4216 0080 PEST CONTROL SERVICES AT FIRE STATION NO. 17	\$ 45.00	\$ 1080.00
9	24.00	MO	6616 KAWANEE ST. METAIRIE, LA 70003 CAPTAIN ON DUTY: (504) 736-6652 0090 PEST CONTROL SERVICES AT FIRE STATION NO. 18	\$ 45.00	\$ 1080.00
10	24.00	MO	3430 N. CAUSEWAY BLVD. METAIRIE, LA 70002 CAPTAIN ON DUTY: (504) 838-4218 0100 PEST CONTROL SERVICES AT FIRE STATION NO. 19	\$ 45.00	\$ 1080.00
11	24.00	MO	455 EDWARDS AVE. JEFFERSON, LA 70123 CAPTAIN ON DUTY: (504)736-6219 0110 PEST CONTROL SERVICES AT FIRE STATION NO. 20	\$ 45.00	\$ 1080.00
12	24.00	MO	4110 HUDSON ST. METAIRIE, LA 70006 CAPTAIN ON DUTY: (504) 838-4210 0120 PEST CONTROL SERVICES AT FIRE MAINTENANCE WAREHOUSE 5512 S. LAMBERT ST. JEFFERSON, LA 70123 OFFICE: (504) 838-4220 ***AS PER BID SPECIFICATIONS***	\$ 45.00	\$ 1080.00

**TWO (2) YEAR CONTRACT FOR PEST CONTROL SERVICES
OF VARIOUS BUILDINGS FOR THE JEFFERSON PARISH
EAST BANK CONSOLIDATED FIRE DEPARTMENT**

Two-year contract for pest control services to cover the furnishing of labor, materials, and equipment necessary for various buildings for the Jefferson Parish East Bank Consolidated Fire Department for the locations listed in Section 10.

Work must be performed on a monthly basis.

SECTION 1 – SITE VISITS:

All bidders can visit all building sites to familiarize themselves with the site and the required work. During each site visit, the bidder will be allowed to ask questions and inspect the site with the owner's representative. The inspection does not relieve the successful bidder from their necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specifications without cost to the owner. There will be no allowance for lack of knowledge of any existing conditions.

Please contact Fire Chief Charles Hudson at (504) 736-6200 to set up a site visit at each location.

SECTION 2 – SCOPE:

We extend this proposal to cover the furnishing of labor, materials, and equipment necessary to provide a contract for pest control services for the various buildings for the Jefferson Parish East Bank Consolidated Fire Department.

This contract shall also include the addition or subtraction of any building under the terms and conditions of this contract.

SECTION 3 – QUANTITIES/INSPECTION:

Bidders must inspect the sites prior to the submission of their bid in order to determine the square footage, configuration, etc., to be serviced.

This contract will cover all buildings and grounds, under the jurisdiction of the Jefferson Parish east Bank Consolidated Fire Department, within one hundred feet (100') of the scheduled buildings.

SECTION 4 – BID SPECIFICATIONS:

The contractor must determine and implement the most effective treatment for each building listed in Section 10, and their surrounding areas.

The contractor shall include a list of five (5) references with his/her bid.

The work under this contract shall conform to all pesticide application regulations of Federal, State, and Local government agencies, as well as all pesticide governing agencies, such as FIFRA, Louisiana Department of Agriculture, EPA, etc.

Bidders shall familiarize themselves with and shall be in compliance with all applicable Federal, State, and Municipal Ordinances, and the Rules and Regulations of all authorities having jurisdiction over the work of this contract, which may directly and/or indirectly affect the work or its performance. These laws and/or ordinances will be deemed to be included in the contract as though here in written form.

The contract will combat and control all pest problems, including but not limited to roaches, ants, waterbugs, silverfish, crickets, spiders, earwigs, firebrats, fleas, paper mites, book lice, body crabs, millipedes, gnats, fruit flies, beetles, mice, rats, rodents, wasps, bees, etc. This contract does not include termites or termite treatment.

Upon execution of the contract there shall be an initial clean out of all buildings under this contract. The areas serviced on the clean out are as follows: all offices and vending machine areas, all kitchens and kitchenettes, all lunch rooms, all kitchen equipment, all food storage areas, custodial closets, the apparatus bay areas, bunker gear locker area, bathroom locker area, all bedroom areas. This means the entire buildings and outside surfaces.

There shall be a seven (7) to ten (10) day follow-up treatment to ensure reduction of any active infestation. Following the initial clean out and follow-up treatment, a regular monthly service treatment shall be scheduled to cover all restrooms, corridor walls and thresholds, custodial closets, kitchens and lunch areas, locker rooms and vending machine areas, etc., where applicable.

In addition to regular monthly treatments, all buildings will be treated on a compliant basis. The contractor shall respond within twenty-four (24) hours of the complaint.

In addition to spraying or baiting for insects, the vendor shall provide and install snap traps, ketch-alls, glue boards, tracking powder, and rodenticides as necessary. The equipment will be placed approximately ten (10) to twenty (20) feet apart, or as necessary.

Vendor shall at all times comply with state and federal regulations.

With each service performed, a quality assurance log report will be completed listing what is found at the site and the service that was provided.

The report shall be sent to:

Jefferson Parish Fire Dept.
834 S. Clearview Pkwy.
Jefferson, LA 70123

SECTION 5 – REPORTS AND INVOICING:

A report shall be made on each building serviced under this contract and shall include the following information: problems discovered during inspection, chemicals (generic names) used, dilution/strengths, types of infestation found and their locations and activities inside and outside the building, any needed improvements in housekeeping practices as related to pest control programs, structural deficiencies, and other services rendered during the reporting period.

After the initial clean out and with each regular monthly treatment, a service report must be mailed to:

Jefferson Parish Fire Dept.
834 S. Clearview Pkwy.
Jefferson, LA 70123

The contractor shall submit an individual invoice for each location serviced under this contract on the first of each month. The invoices shall be mailed to:

Jefferson Parish Fire Dept.
834 S. Clearview Pkwy.
Jefferson, LA 70123

SECTION 6 – FREQUENCY OF SERVICE:

The contractor's personnel shall be required to provide a minimum of two (2) man hours per site, per month, to meet the service specifications, and shall be totally sprayed each month.

The contractor's personnel will be required to have a service ticket signed by occupant of each facility. This ticket must accompany the invoice for approval of payment.

In addition to scheduled visits, the contractor will be required, at no extra cost to the Jefferson Parish East Bank Consolidated Fire Department, to visit sites and perform necessary pesticide treatments, including rodent control, within twenty-four (24) hours after receiving notice from the Jefferson Parish East Bank Consolidated Fire Department that additional pest control is needed.

Additionally, the contractor's management and technical staff should be available for consultation on an as needed basis, via telephone and/or personal visit.

SECTION 7 – CLEANING AREA AND SAFETY:

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. Inflammable 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 and safety of the general public, employees of Jefferson Parish, and other Parish officials.

SECTION 8 – PERMITS:

The contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement (if applicable). The contractor shall also be responsible for payment of these permits. All permits must be obtained prior to the start the project.

SECTION 9 – CANCELLATION CLAUSE:

The Parish of Jefferson reserves the right to cancel the contract at any time and for any reason by issuing a thirty (30) day written notice to the contractor.

SECTION 10 – LOCATIONS

- **Headquarters**
834 S. Clearview Pkwy.
Jefferson, LA 70123

- **Station 11**
3525 Jefferson Hwy.
Jefferson, LA 70121
Captain on Duty: (504) 838-4211

- **Station 12**
900 Jefferson Hwy.
Jefferson, LA 70121
Captain on Duty: (504) 838-4212

- **Station 13**
4642 Calumet St.
Metairie, LA 70001
Captain on Duty: (504) 838-4213

BID SPECIFICATIONS FOR BID # 5000146034

- **Station 14**
1714 Edinburgh St.
Metairie, LA 70001
Captain on Duty: (504) 838-4214

- **Station 15**
1101 N. I-10 Service Rd.
Metairie, LA 70005
Captain on Duty: (504) 838-4215

- **Station 16**
5200 Lafreniere St.
Metairie, LA 70001
Captain on Duty: (504) 838-4216

- **Station 17**
6616 Kawanee St.
Metairie, LA 70003
Captain on Duty: (504) 736-6652

- **Station 18**
3430 N. Causeway Blvd.
Metairie, LA 70002
Captain on Duty: (504) 838-4218

- **Station 19**
455 Edwards Ave.
Jefferson, LA 70123
Captain on Duty: (504) 736-6219

- **Station 20**
4110 Hudson St.
Metairie, LA 70006
Captain on Duty: (504) 838-4210

- **Maintenance Warehouse**
5512 Lambert St.
Metairie, LA 70123
Technician on Duty: (504) 838-4220

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her 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 the 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 Parish of Jefferson, 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 Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it 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.

With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. 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

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

BUSINESS AUTOMOBILE LIABILITY

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. 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. Certificate of Insurance must state which coverage the Umbrella sits over.

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.