

DATE: 7/02/2024

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00145600

## JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
RTRAN

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

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 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 is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. 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.

### DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2 weeks

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

2 weeks

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

2 weeks

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: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 55529

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: AHG Services, LLC	
SIGNATURE: (Must be signed here)	TITLE: Principal
PRINT OR TYPE NAME: Douglas A. Guthans	
ADDRESS: 2225 Piedmont Street	
CITY, STATE: Kenner, LA	ZIP: 70062
TELEPHONE: (504) 267-3800	FAX: (504) 267-3801
EMAIL ADDRESS: dguthans@ahgservicesllc.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 9,259.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145600

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT TO PROVIDE HVAC SYSTEMS MAINTENANCE AND REPAIR FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS		
1	6.00	JOB	0010- SCHEDULE AND SERVICE FOR FOUR (4) AIR CONDITIONING AND HEATING SYSTEMS	\$ 678.00	\$ 4,068.00
			FOUR (4) TIMES PER YEAR FOR A ROUTINE QUARTERLY MAINTENANCE AND INSPECTION TO INCLUDE, LABOR, MATERIALS CLEANERS AND PARTS IN COST FOR THE FOLLOWING, BUT NOT LIMITED TO: -INSPECT UNIT FOR PROPER REFRIGERANT LEVEL AND ADJUST ACCORDINGLY -CLEAN DRAIN LINES AND VACUUM DEBRIS IN CONDENSATE PANS -CLEAN EVAPORATOR COILS -INSPECT BELTS AND REPLACE AS NEEDED -CHECK DUCT WORK FOR AIR LEAKS AND SEAL IF NEEDED -REPLACE AIR FILTERS		
2	2.00	JOB	0020- SCHEDULE ANNUAL MAINTENANCE AND INSPECTIONS TO INCLUDE LABOR, MATERIALS, CLEANERS, AND PARTS IN COST ON TWO (2) SCHEDULE ANNUAL MAINTENANCE AND AIR CONDITIONING AND HEATING SYSTEMS FOR THE FOLLOWING BUT NOT LIMITED TO: -CLEAN DRAIN LINES AND VACUUM DEBRIS FROM CONDENSATE PANS -CLEANS CONDENSER COILS INSIDE AND OUTSIDE OF UNIT -CLEAN EVAPORATOR COILS -LUBRICATE MOTORS -INSPECT BELTS AND REPLACE IF NEEDED -CHECK DUCT WORK FOR AIR LEAKS AND SEAL IF NEEDED -CHECK REFRIGERANT LEVEL AND ADJUST IF NECESSARY -CHECK HEATER/AC OPERATION -CHECK SAFETY CONTROLS AND CONTROL BOX -CHECK THERMOSTATS AND RESET AS NEEDED -CHECK WIRING AND ELECTRICAL COMPONENTS AND REPAIR AS NECESSARY -REPLACE ALL AIR FILTERS -CLEAN DUCTS AND COVERS AS NEEDED	\$ 1,433.00	\$ 2,866.00
3	1.00	LB	0030- REFRIGERANT PER POUND	\$ 30.00	\$ 30.00
4	16.00	HR	0040- HOURLY RATE PER 1ST TECHNICIAN SERVICE/LABOR FOR ALL SERVICE WORK NOT INCLUDED IN THE MAINTENANCE.	\$ 135.00	\$ 135.00
5	1.00	HR	0050- HOURLY RATE FOR 2ND TECHNICIAN SERVICE/LABOR FOR ALL SERVICE WORK NOT	\$ 135.00	\$ 135.00

DATE: 7/02/2024

Page: 7

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145600

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	1.00	EA	<p>INCLUDED IN THE MAINTENANCE.</p> <p>0060- NON-BIDDABLE ITEM- PARTS, THIS IS FOR ANY PARTS REQUIRED TO REPAIR HVAC UNITS AS PART OF THIS CONTRACT WITH DEPARTMENT APPROVED QUOTE (UP TO \$3,000.00 EACH).</p> <p>SERVICE LOCATION: PUBLIC WORKS EASTBANK WAREHOUSE 4901 JEFFERSON HIGHWAY, SUITE C JEFFERSON, LA 70121</p> <p>SITE VISIT CONTACT: GERALD LOHNER - (504)731-4648 ROBERT FORTENBERRY - (504)731-4652</p> <p>****LOUISIANA STATE CONTRACTORS LICENSE IS REQUIRED FOR THIS CONTRACT**** TYPE: COMMERCIAL LICENSE CLASS: MECHANICAL WORK (STATEWIDE)</p> <p>UNITS TO BE SERVICE:</p> <p>MODEL TTA 0906400AA SIN 16335KHKTA W/AIR HANDLER MODEL TWE 060A400CA SIN N483KDJ5H W/AIR HANDLER MODEL TWE 180B400CA SIN N404J806H W/AIR HANDLER MODEL TTA 090G400AA SIN 16246WIHYA W/AIR HANDLER</p>	\$ 0.00	\$ 0.00



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/10/2024

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**  
Insurance Underwriters, Ltd.  
P. O. Box 6738  
Metairie LA 70009

**CONTACT NAME:** Jonathan Landry

**PHONE**  
(A/C, No, Ext): 504-620-1795

**FAX**  
(A/C, No): 504-620-1779

**E-MAIL**  
ADDRESS: jclandry@iulins.com

**INSURER(S) AFFORDING COVERAGE**

**NAIC #**

License#: 150655

AHGSERV-01

**INSURED**  
AHG Services, LLC  
2225 Piedmont Street  
Kenner LA 70062

**INSURER A:** Phoenix Insurance Company

25623

**INSURER B:** Charter Oak Fire Insurance Co.

25615

**INSURER C:** Travelers Property Casualty

25674

**INSURER D:** LUBA

12472

**INSURER E:** American Zurich Insurance Co

40142

**INSURER F:**

## COVERAGES

**CERTIFICATE NUMBER:** 646630145

**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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			4TC08293B742PHX24	4/10/2024	4/10/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			BA9M063347242SG	4/10/2024	4/10/2025	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"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			CUP3K417649242S	4/10/2024	4/10/2025	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ \$
D	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A	027000300871124	4/10/2024	4/10/2025	<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	Equipment			EC11501022	4/10/2024	4/10/2025	Rented/Leased Equip 250,000

**DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES** (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
Project: 5000145600 (See Page 2)

### General Liability:

Designated Project(s) General Aggregate Limit (CG D2 11 01 04).

Blanket Additional Insured as required by written contract (CG D2 46 04 19) (Includes Products-Completed Operations If Required By Contract).

Blanket Primary and Non-Contributory Insurance if Required by Written Contract (CG T1 00 02 19).

Blanket/Designated 30 Day Notice of Cancellation (IL T4 05 05 19).

XTend Endorsement for Contractors form CG D3 16 02 19 includes the following:

See Attached...

## CERTIFICATE HOLDER

## CANCELLATION

Jefferson Parish  
Purchasing Department  
200 Derbigny Street, Suite 4400  
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**

© 1988-2015 ACORD CORPORATION. All rights reserved.



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Insurance Underwriters, Ltd.		NAMED INSURED AHG Services, LLC 2225 Piedmont Street Kenner LA 70062	
POLICY NUMBER			
CARRIER	NAIC CODE	EFFECTIVE DATE:	

### ADDITIONAL REMARKS

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**

**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

Blanket Waiver of Subrogation as required by written contract.

Blanket Additional Insured Governmental Entities as required by written contract.

**Auto Liability:**

Business Auto Extension Endorsement Louisiana form CA F1 06 02 15 includes the following: Blanket Additional Insured as required by written contract.

Blanket Waiver of Subrogation as required by written contract.

Blanket Additional Insured-Primary and Non-Contributory as required by written contract (CA T4 99 02 16).

Blanket 30 Day Notice of Cancellation (IL T4 05).

**Worker's Compensation:**

Blanket Waiver of Subrogation Where Required by Written Contract (WC 00 03 13).

Blanket Alternate Employer Endorsement Where Required by Written Contract (WC 00 03 01 A).

Blanket 30 DNOC as per form (WC 99 03 02).

Officers Excluded: Douglas Guthans

**Excess Follow-Form and Umbrella Liability:**

Policy Follows Form on underlying policies.

Underlying Policies: General Liability, Auto Liability, Worker's Compensation

Project 5000145600: Two Year Contract to Provide HVAC System Maintenance and Repair for the Jefferson Parish Department of Public Works West Bank Warehouse



## State Licensing Board for Contractors

This is to Verify that:

AHG SERVICES, L.L.C.  
2225 Piedmont Street  
Kenner, LA 70062

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; HEAVY CONSTRUCTION; MECHANICAL WORK (STATEWIDE); MUNICIPAL  
AND PUBLIC WORKS CONSTRUCTION; PLUMBING (STATEWIDE); SPECIALTY: STEAM AND HOT WATER  
HEATING IN BUILDINGS OR PLANTS



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 2nd day of June 2022

Willis Macoy  
Director

Joe Madgett  
Chairman

Expiration Date: June 1, 2025  
License No: 55529

This License Is Not Transferrable

Andy Newman  
Treasurer