



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000143788 Three (3) Year Contract for Alarm Monitoring for the  
Jefferson Parish Department of Parks and Recreation  
Jefferson Parish Government**

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

09-Nov-2023 10:06:55 AM



**Bid Number 50-00143788**

**Three (3) Year Contract for Alarm Monitoring for the Jefferson Parish  
Department of Parks and Recreation**

**BID DUE: November 29, 2023 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.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 I: Jill Truelove  
Email: [Jill.Truelove@jeffparish.net](mailto:Jill.Truelove@jeffparish.net)  
Phone: 504-364-2682**

# **BID # 50-00143788**

## **THREE (3) YEAR CONTRACT FOR ALARM MONITORING**

### **FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION**

The following specifications apply to all of the items in this bid proposal.

- Provide 24-hour central station monitoring and full service, as listed.
- The Department of Parks and Recreation has no standard opening and closing time.
- Employees may go and come in the buildings at various times seven (7) days a week. Do not advise when employees enter the building with a code.
- The central station used to receive the signals must be capable of receiving both the digital signals as well as the radio frequency back up signals.
- The central stations must submit a print out of all activity on an as need basis, upon request.
- All employee-code additions, corrections, or deletions must be done by monitoring vendor at no additional charge to Jefferson Parish.
- Other monitoring locations/systems can be added to this contract as deemed necessary.
- Vendor monitoring bid price should include all cost necessary to ensure that the current systems are able to communicate with the vendor's monitoring systems at the start of the contract.

For a site visit to any/all alarm locations, please contact (Eastbank) Maverick Charles [MCCharles@jeffparish.net](mailto:MCCharles@jeffparish.net) 504-736-6999 and (Westbank) Brandon Collins [BCollins@jeffparish.net](mailto:BCollins@jeffparish.net) (504) 349-5000.

# **Alarm System Locations**

- 1. Ree Alario Center**  
**6900 Saints Drive**  
**Metairie, LA 70003**
  - a) Security**
  - b) Fire**
  
- 2. East Bank Recreation Main Office**  
**6921 Saints Drive**  
**Metairie, LA 70003**
  - a) Security**
  - b) Fire**
  
- 3. East Bank Recreation Maintenance Building**  
**6925 Saints Drive**  
**Metairie, LA 70003**
  - a) Security (Maintenance Bldg.)**
  - b) Security (Back Rooms)**
  
- 4. Little Farms Gym Building**  
**10301 South Park**  
**River Ridge, LA 70123**
  - a) Security**
  
- 5. Pontiff Playground Gym**  
**1521 Palm Street**  
**Metairie, LA 70005**
  - a) Security**
  - b) Fire**



**6. Pontiff Playground Golden Age Center  
1521 Palm Street  
Metairie, LA 70005**

- a) Security**
- b) Fire**

**7. Jefferson Playground Gym  
4100 South Street  
Jefferson, LA 70121**

- a) Security**
- b) Fire**

**8. Jefferson Playground Track Concession Stand  
4100 South Street  
Jefferson, LA 70121**

- a) Security**

**9. Jefferson Playground Golden Age Center  
4100 South Street  
Jefferson, LA 70121**

- a) Security**

**10. Delta Playground Field Concession/Pressbox  
8301 West Metairie Avenue  
Metairie, LA 70003**

- a) Security**

**11. West Bank Recreation Main Office  
7437 Lapalco Blvd  
Marrero, LA 70072**

- a) Security**
- b) Fire**

**12. Westbank Warehouse  
Laplaco Blvd.  
Marrero, LA 70072**

**a) Security**

**13. Bridge City Pressbox  
400 Eleventh Street  
Bridge City, LA 70094**

**a) Security**

**14. Avondale Playground  
709 S. Jamie Boulevard  
Avondale, LA 70094**

**a) Security  
b) Fire**

**15. Harvey Playground  
2240 Alamo Street  
Harvey, LA 70058**

**a) Security  
b) Fire**

**16. Estelle Senior Center  
5012 Ehret Road  
Marrero, LA 70072**

**a) Security  
b) Fire**

**17. Estelle Playground Gym  
5801 Leo Kerner Lafitte Parkway  
Marrero, LA 70072**

**a) Security  
b) Fire**

18. **Estelle Playground Concession Stand**  
**Marrero, LA 70072**
  - a) Security
  - b) Fire
19. **Woodmere Playground**  
**4100 Glenmere Drive**  
**Harvey, LA 70058**
  - a) Security
  - b) Fire
20. **Terrytown Playground Gym**  
**641 Heritage Avenue**  
**Terrytown, LA 70056**
  - a) Security
  - b) Fire
21. **Terrytown Playground Golden Age Center**  
**604 Heritage Avenue**  
**Terrytown, LA 70056**
  - a) Security
  - b) Fire
22. **Rose Thorne Playground Gymnasium**  
**865 Jean Lafitte Blvd.**  
**Lafitte, LA 70067**
  - a) Security
23. **Rose Thorne Playground Garage**  
**865 Jean Lafitte Blvd.**  
**Lafitte, LA 70067**
  - a) Security

**24. Johnny Jacobs Playground Gym  
5851 5<sup>th</sup> Avenue  
Marrero, LA 70072**

**a) Security**

**25. LaSalle Park  
6901 Stable Drive  
Metairie, LA 70003**

**a) Security**

**b) Security: 2<sup>nd</sup> Partition**

**26. Lafreniere Park  
3000 Downs Blvd  
Metairie, LA 70003**

**a) Security**

DATE: 11/08/2023

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00143788

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
JTRUELOVE@jeffparish.net

Bids will be received until 11:00 AM, 11/29/2023 via online at [www.jeffparishbids.net](http://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.

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. 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 [purchasing.jeffparish.net](http://purchasing.jeffparish.net) 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://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.

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](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>.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

3,5,6,10,13

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(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.

**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 stated 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 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.

DATE: 11/08/2023

BID NO.: 50-00143788

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## 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.



DATE: 11/08/2023

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00143788

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
JTRUELOVE

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

11/3/2024

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

30 days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

45 days

15 days  
of work

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: Addendum #1

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

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

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

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 36607

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME:

Interface Systems

SIGNATURE:

(Must be signed here)

Chris Waltz

TITLE:

Regional Sales Rep

PRINT OR TYPE NAME:

CHRIS WALTZ

ADDRESS:

5736 Citrus Blvd Suite 106

CITY, STATE:

Harahan, La

ZIP:

70123

TELEPHONE:

(504) 473-9256

FAX:

( )

EMAIL ADDRESS:

Chris.waltz@interfaceys.com

TOTAL PRICE OF ALL BID ITEMS: \$ 73,080.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143788

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>Three (3) Year Contract for Alarm Monitoring for the Jefferson Parish Department of Parks and Recreation</p> <p>0010 Security alarm monitoring Ree Alario Center</p> <p>6900 Saints Drive Metairie, LA 70003</p> <p>Alarm Monitoring Service for a Three (3) Year Period for the Jefferson Parish Department of Parks and Recreation</p> <p>Per attached specifications</p> <p>THE SYSTEMS ARE CURRENTLY IN PLACE.</p> <p>BID PRICE SHOULD INCLUDE COST TO HAVE MONITORING SYSTEMS ADAPTED AND CONNECTED TO EXISTING FACILITY SYSTEM.</p> <p>JPRD WILL NOT PAY ADDITIONAL EXPENSES TO ADAPT TO VENDOR'S MONITORING SYSTEM.</p> <p>INVOICING SHOULD BE SUBMITTED MONTHLY/ QUARTERLY AND COVER THE BEGINNING OF THE MONTH TO THE END.</p> <p>To arrange site visits, please contact Maverick Charles (Eastbank) MCCharles@jeffparish.net (504) 736-6999</p> <p>Brandon Collins (Westbank) BColins@jeffparish.net (504) 349-5000</p>	\$ 40.00	\$ 1,440.00
2	36.00	MO	<p>0020 Fire Alarm Monitoring Ree Alario Center</p> <p>6900 Saints Drive Metairie, LA 70003</p>	\$ 65.00	\$ 2,340.00
3	36.00	MO	<p>0030 Security Alarm Monitoring Eastbank Recreation Main Office</p> <p>6921 Saints Dr. Metairie, LA 70003</p>	\$ 40.00	\$ 1,440.00
4	36.00	MO	<p>0040 Fire Alarm Monitoring Eastbank Recreation Main Office</p> <p>6921 Saints Dr.</p>	\$ 65.00	\$ 2,340.00

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143788

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	36.00	MO	Metairie, La 70003 0050 Security Alarm Monitoring Eastbank Recreation Maintenance Bldg  6925 Saints Dr. Metairie, LA 70003	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
6	36.00	MO	0060 Security Alarm Monitoring Eastbank Recreation Maintenance Bldg.  (Back Rooms) 6925 Saints Dr. Metairie, LA 70003	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
7	36.00	MO	0070 Security Alarm Monitoring Little Farms Gym Building  10301 South Park River Ridge, LA 70123	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
8	36.00	MO	0080 Security Alarm Monitoring Pontiff Playground Gym  1521 Palm Street Metairie, LA 70005	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
9	36.00	MO	0090 Fire Alarm Monitoring Pontiff Playground Gym  1521 Palm Street Metairie, LA 70005	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
10	36.00	MO	0100 Security Alarm Monitoring Pontiff Playground Golden Age Center  1521 Palm Street Metairie, LA 70005	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
11	36.00	MO	0110 Fire Alarm Monitoring Pontiff Playground Golden Age Center  1521 Palm Street Metairie, LA 70005	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
12	36.00	MO	0120 Security Alarm Monitoring Jefferson Playground Gym  4100 South Street Jefferson, LA 70121	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
13	36.00	MO	0130 Fire Alarm Monitoring Jefferson Playground	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143788

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	36.00	MO	4100 South Street Jefferson, LA 70121  0140 Security Alarm Monitoring Jefferson Playground Track Concession  Stand 4100 South Street Jefferson, LA 70121	\$ 40 <sup>00</sup>	\$ 1,440 <sup>00</sup>
15	36.00	MO	0150 Security Alarm Monitoring Jefferson Playground Golden Age Center  4100 South Street Jefferson, LA 70121	\$ 40 <sup>00</sup>	\$ 1,440 <sup>00</sup>
16	36.00	MO	0160 Security Alarm Monitoring Delta Playground Field Concession/  Pressbox 8301 West Metairie Ave. Metairie, LA 70003	\$ 40 <sup>00</sup>	\$ 1,440 <sup>00</sup>
17	36.00	MO	0170 Security Alarm Monitoring Westbank Recreation Main Office  7437 LaPalco Blvd. Marrero, LA 70072	\$ 40 <sup>00</sup>	\$ 1,440 <sup>00</sup>
18	36.00	MO	0180 Fire Alarm Monitoring Westbank Recreation Main Office  7437 LaPalco Blvd. Marrero, LA 70072	\$ 65 <sup>00</sup>	\$ 2,340 <sup>00</sup>
19	36.00	MO	0190 Security Alarm Monitoring Westbank Warehouse  Lapalco Blvd. Marrero, LA 70072	\$ 40 <sup>00</sup>	\$ 1,440 <sup>00</sup>
20	36.00	MO	0200 Security Alarm Monitoring Bridge City Pressbox  400 Eleventh Street Bridge City, LA 70094	\$ 40 <sup>00</sup>	\$ 1,440 <sup>00</sup>
21	36.00	MO	0210 Security Alarm Monitoring Avondale Playground  709 S. Jamie Blvd Avondale, LA 70094	\$ 40 <sup>00</sup>	\$ 1,440 <sup>00</sup>
22	36.00	MO	0220 Fire Alarm Monitoring Avondale Playground	\$ 65 <sup>00</sup>	\$ 2,340 <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143788

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
23	36.00	MO	709 S. Jamie Blvd Avondale, LA 70094  0230 Security Alarm Monitoring Harvey Playground	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
24	36.00	MO	2240 Alamo street Harvey, LA 70058  0240 Fire Alarm Monitoring Harvey Playground	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
25	36.00	MO	2240 Alamo Street Harvey, LA 70058  0250 Security Alarm Monitoring Estelle Senior Center	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
26	36.00	MO	5012 Ehret Road Marrero, LA 70072  0260 Fire Alarm Monitoring Estelle Senior Center	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
27	36.00	MO	5012 Ehret Road Marrero, LA 70072  0270 Security Alarm Monitoring Estelle Playground Gym	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
28	36.00	MO	5801 Leo Kerner Lafitte Parkway Marrero, LA 70072  0280 Fire Alarm Monitoring Estelle Playground Gym	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
29	36.00	MO	5801 Leo Kerner Lafitte Parkway Marrero, LA 70072  0290 Security Alarm Monitoring Estelle Playground Concession Stand	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
30	36.00	MO	Marrero, LA 70072  0300 Fire Alarm Monitoring Estelle Playground Concession Stand	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
31	36.00	MO	Marrero, LA 70072  0310 Security Alarm Monitoring Woodmere Playground	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143788

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	36.00	MO	4100 Glenmere Drive Harvey, LA 70058  0320 Fire Alarm Monitoring Woodmere Playground	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
33	36.00	MO	4100 Glenmere Drive Harvey, LA 70058  0330 Security Alarm Monitoring Terrytown Playground Gym	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
34	36.00	MO	641 Heritage Avenue Terrytown, LA 70056  0340 Fire Alarm Monitoring Terrytown Playground Gym	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
35	36.00	MO	641 Heritage Ave. Terrytown, LA 70056  0350 Security Alarm Monitoring Terrytown Playground Golden Age Center	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
36	36.00	MO	604 Heritage Avenue Terrytown, LA 70056  0360 Fire Alarm Monitoring Terrytown Playground Golden Age Center	\$ 65. <sup>00</sup>	\$ 2,340. <sup>00</sup>
37	36.00	MO	604 Heritage Avenue Terrytown, LA 70056  0370 Security Alarm Monitoring Rose Thorne Playground Gymnasium	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
38	36.00	MO	865 Jean Lafitte Blvd. Lafitte, LA 70067  0380 Security Alarm Monitoring Rose Thorne Playground Garage	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
39	36.00	MO	865 Jean Lafitte Blvd. Lafitte, LA 70067  0390 Security Alarm Monitoring Johnny Jacobs Playground Gym	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
40	36.00	MO	5851 5th Avenue Marrero, LA 70072  0400 Security Alarm Monitoring LaSalle Park	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00143788

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	36.00	MO	6901 Stable Drive Metairie, LA 70003  0410 Security Alarm Monitoring LaSalle Park: 2nd Partition	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
42	36.00	MO	6901 Stable Drive Metairie, LA 70003  0420 Security Alarm Monitoring Lafreniere Park 3000 Downs Blvd. Metairie, LA 70003	\$ 40. <sup>00</sup>	\$ 1,440. <sup>00</sup>
<p>This bid includes maintenance of all security systems. It includes monitoring only for fire systems</p>					

## **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.



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

November 21, 2023

### ADDENDUM # 1

Bid Number: 50-00143788

Bid Opening Date: November 29, 2023 at 11:00 AM

## Three (3) Year Contract for Alarm Monitoring for the Jefferson Parish Department of Parks and Recreation

### ADDITION

In addition to Maverick Charles as a contact for the Eastbank locations, you may reach out to alternate contacts Ethan Landry ([ELandry@jeffparish.net](mailto:ELandry@jeffparish.net)) and Gary Schmidt ([GSchmidt@jeffparish.net](mailto:GSchmidt@jeffparish.net)). Both may be reached at 504-736-6999.

### CLARIFICATION

#### Vendor question:

I visited the WB locations today and see that we cannot simply takeover the systems and would need to swap the cell units. Will this be allowed, and would we be able to have an upfront cost with this bid or does it need to be factored into the monthly costs?

#### Answer:

Per Bid Specifications, Page 1 (SP-1), please refer to the last bullet point:

- "Vendor monitoring bid price should include all cost necessary to ensure that the current systems are able to communicate with the vendor's monitoring systems at the start of the contract."

Sincerely,

  
Jill Truelove  
Purchasing Specialist I

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

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

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

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

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



INTESEC-02

TORIK

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/2/2023

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

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

<b>PRODUCER</b> CIM Charles L. Crane Agency 400 Chesterfield Ctr, Ste 100 Chesterfield, MO 63017	<b>CONTACT NAME:</b> <b>Tori Ketcherside</b>	
	<b>PHONE (A/C, No, Ext):</b> <b>(636) 537-5042</b>	<b>FAX (A/C, No):</b> <b>(636) 537-5009</b>
<b>INSURED</b>  Interface Security Systems LLC etal 5736 Citrus Blvd., #106 New Orleans, LA 70123	<b>E-MAIL ADDRESS:</b> <b>ToriK@craneagency.com</b>	
	<b>INSURER(S) AFFORDING COVERAGE</b>	
	<b>INSURER A:</b> <b>Everest Indemnity Insurance Company</b>	<b>NAIC #</b> <b>10851</b>
	<b>INSURER B:</b> <b>Travelers Prop Cas Co of Amer</b>	<b>25674</b>
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
<b>INSURER E:</b>		
<b>INSURER F:</b>		

## 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	X		51GL002100231	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 500,000
	<input checked="" type="checkbox"/> Errors & Omissions						MED EXP (Any one person) \$ 10,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						PERSONAL & ADV INJURY \$ 1,000,000
	OTHER:						GENERAL AGGREGATE \$ 5,000,000
							PRODUCTS - COMP/OP AGG \$ 2,000,000
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY			8106N9127572343G	10/1/2023	10/1/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB			51E0004340231	10/1/2023	10/1/2024	EACH OCCURRENCE \$ 5,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 5,000,000
	DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	Y/N	N/A	UB9K0634482343G	10/1/2023	10/1/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

License #F460. Certificate holder is an additional insured on general liability as required by written contract. Re: burglar alarm and fire protection installation and service, life safety and property protections.

## Locations:

3007 Knight St., #105, Shreveport, LA  
814 West McNeese St., Suite 202, Lake Charles, LA  
2230 S. MacArthur Drive, Suite 207, Alexandria, LA

5736 Citrus Blvd., Suite 106, New Orleans, LA  
1651 Louisville Ave., Suite 127, Monroe, LA

## CERTIFICATE HOLDER

## CANCELLATION

State of Louisiana Office of State Fire Marshal  
8181 Independence Blvd.  
Baton Rouge, LA 70806

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