DATE: 3/01/2010

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00096842
SOLICITATION #B2010000062

JEFFERSON PARISH

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

VENDOR:

BUYER: S. Vasquez

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 3/30/2010 AND PUBLICLY OPENED UPON COMPLETION OF ADMINISTRATIVE TASKS.

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 DISQUALIFY BID.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. THIS BID PACKAGE MUST BE RETURNED IN ITS ENTIRETY.

Questions on this bid are to be faxed to (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH will accept one bid only from each vendor. Items bid must meet or exceed 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.

If the bid exceeds $20,000.00 and the bidder is an agency, corporation, partnership, or other legal entity, the president, vice-president, secretary/treasurer, or an authorized agent, shall sign the proposal, and satisfactory evidence of the authority of the person signing for the agency, corporation, partnership, or other legal entity shall be attached to the proposal.

AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articlesoffered by competitorsoutside the state. "LSA-R.S.38:2251-2261"

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.

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

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

JEFFERSON PARISH requires a firm price. Quoted price will remain firm until _____

PRICES: Jefferson Parish is exempt from paying sales tax under LSA-RS 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. If a contractor is to act as Purchasing Agent for tax-exempt purposes, the Parish shall specifically state so within this bid specification. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department.

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

Bidders are not to exclude from particpation 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 A117.1-1961).

RESPONSE TO INVITATION: If your company is unable to bid on this request, please state your reason on bid form, and return to this office before bid opening date. Failure to do so may result in the removal of your company from Jefferson Parish's vendors list.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 105529 or 105530 dated 5/17/06. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053.

POSTING OF BIDS: Non-Advertised bids will be posted on bulletin board in Suite 4400, Jefferson Parish General Government Building, Gretna, LA, for a period of Five (5) working days after opening date.

Advertised bids will be tabulated and a copy forwarded to each responsive bidder.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

8,9,12,13,14,15,16

1. All bidders are invited to attend the pre-bid conference. Failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. This conference is held to allow questions to be answered and inspect the site with owner's representative, etc. 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).

2. 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.

3. A Louisiana state contractor's license may be required in accordance with LSA-R.S. 37:2150 et seq.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

5. 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. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

6. All awards in excess of $5,000.00 for the construction, alteration, or repair of any public works will b reduced to a formal contract which shall be recorded at the contractor's expense. 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 reduced to formal contract will require a performance bond.

7. 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. Performance bond shall be supplied at the signing of the contract.

8. Please indicate if you have insurance: YES _____ NO _____
   Successful bidder will be required to furnish proof of insurance to this office.
   Successful bidder will be required to furnish Federal I.D. Number.

9. Minimum insurance requirements for this bid are as indicated on the attached sheet.

10. Each bid must be accompanied by a cashier's check, certified check, money order, or surety bid bond in the amount of 5% of the bid.

11. Affidavit required to be submitted with bids on all solicitations for construction, alteration or demolition of public building or project. (LSA-R.S. 38:2224)

12. This is a requirements contract to be provided on an as needed basis.

13. All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be appled to purchases made after the request is made.

    Are you requesting an escalation provision?

    YES _____ NO _____

    MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

    INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

    For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

14. In the event that the successful bidder cannot furnish a specific item or material and labor in the required time, JEFFERSON PARISH may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the PARISH in writing that his stock or labor capability has been replenished. The difference in price will be charged against the successful bidder of this contract, and evidence of purchases and price will be provided.

15. Vendor will be required to submit to the chief buyer of the JEFFERSON PARISH Purchasing Department a quarterly usage report by item of all items listed on this proposal.

16. 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 disqualified if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK _____

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME:	
SIGNATURE: (Must be signed here)	TITLE:
PRINT OR TYPE NAME:	
ADDRESS:	
CITY, STATE:	ZIP:
TELEPHONE: ( )	FAX: ( )
EMAIL ADDRESS:	

TOTAL PRICE OF ALL BID ITEMS: $ _____

THIS BID MUST BE SIGNED BY AN AUTHORIZED REPRESENTATIVE OF THE COMPANY/FIRM FOR BID TO BE VALID. BID PACKAGE, INCLUDING INSTRUCTIONS AND SPECIFICATIONS, MUST BE RETURNED IN ITS ENTIRETY FOR BID TO BE VALID. SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the **bid number and bid opening date** indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096842

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT FOR LABOR, MATERIALS, AND EQUIPMENT NECESSARY FOR VEHICLE GLASS REMOVAL AND REPLACEMENT FOR THE JEFFERSON PARISH DEPARTMENT OF FLEET MANAGEMENT AS PER THE ATTACHED SPECIFICATIONS		
1	1	ONLY	0010 - 2000 FORD CROWN VICTORIA R/R WINDSHIELD		
2	1	ONLY	0020 - R/R REAR WINDSHIELD 2000 Ford Crown Victoria		
3	1	ONLY	0030 - R/R FRONT DOOR GLASS 2000 Ford Crown Victoria		
4	1	ONLY	0040 - R/R WINDOW REGULATOR 2000 Ford Crown Victoria		
5	4	ONLY	0050 - 2000 FORD 1/2 TON PICKUP R/R WINDSHIELD		
6	1	ONLY	0060 - R/R REAR WINDSHIELD 2000 Ford 1/2 Ton Pickup		
7	1	ONLY	0070 - R/R DOOR GLASS 2000 Ford 1/2 Ton Pickup		
8	1	ONLY	0080 - R/R DOOR GLASS FELT RUNNER 2000 Ford 1/2 Ton Pickup		
9	1	ONLY	0090 - R/R WINDOW REGULATOR 2000 Ford 1/2 Ton Pickup		
10	1	ONLY	0100 - 1991 CHEVROLET S10 PICKUP R/R		
11	1	ONLY	0110 - R/R REAR WINDSHIELD 1991 Chevrolet S10 Pickup		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096842

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	1	ONLY	0120 - R/R FRONT DOOR GLASS 1991 Chevrolet S10 Pickup		
13	1	ONLY	0130 - R/R WINDOW REGULATOR 1991 Chevrolet S10 Pickup		
14	13	ONLY	0140 - 1997 FORD 1/2 TON CARGO VAN		
15	5	ONLY	0150 - R/R REAR WINDSHIELD 1997 Ford 1/2 Ton Cargo Van		
16	3	ONLY	0160 - R/R DOOR GLASS 1997 Ford 1/2 Ton Cargo Van		
17	1	ONLY	0170 - R/R DOOR GLASS FELT RUNNER 1997 Ford 1/2 Ton Cargo Van		
18	1	ONLY	0180 - R/R WINDOW REGULATOR 1997 Ford 1/2 Ton Cargo Van		
19	2	ONLY	0190 - 1990 F350 FORD STAKEBODY		
20	1	ONLY	0200 - R/R DOOR GLASS 1990 F350 Ford Stakebody		
21	1	ONLY	0210 - R/R FELT RUNNER 1990 F350 Ford Stakebody		
22	1	ONLY	0220 - R/R WINDOW REGULATOR PARISH COST 1990 F350 Ford Stakebody		
23	6	ONLY	0230 - R/R REAR WINDSHIELD PARISH COST		
24	1	ONLY	0240 - 1996 FORD 1 TON PICKUP TRUCK R/R windshield cost		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096842

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	1	ONLY	0250 - R/R REAR WINDSHIELD 1996 Ford 1 Ton Pickup		
26	1	ONLY	0260 - R/R FRONT DOOR GLASS 1996 Ford 1 Ton Pickup		
27	1	ONLY	0270 - R/R WINDOW REGULATOR 1996 Ford 1 Ton Pickup		
28	3	ONLY	0280 - 1997 FORD EXPEDITION R/R WINDSHIELD -		
29	1	ONLY	0290 - R/R REAR WINDSHIELD 1997 Ford Expedition		
30	1	ONLY	0300 - R/R FRONT DOOR GLASS 1997 Ford Expedition		
31	1	ONLY	0310 - R/R WINDOW REGULATOR 1997 Ford Expedition		
32	1	ONLY	0320 - INTERNATIONAL HARVESTER 4900 DUMP R/R WINDSHIELD		
33	1	ONLY	0330 - R/R REAR WINDSHIELD International Harvester 4900 dump		
34	2	ONLY	0340 - R/R DOOR GLASS International Harvester 4900 Dump		
35	1	ONLY	0350 - R/R GLASS FELT RUNNER International Harvester 4900 Dump		
36	1	ONLY	0360 - R/R WINDOW REGULATOR International Harvester 4900 Dump		
37	2	ONLY	0370 - GRADALL INSTALL LEXAN ON OPERATOR'S CAB		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096842

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
38	1	ONLY	0380 - INSTALL LEXAN ON OPERATOR'S CAB 1/4 inch X 38 inches X 60 inches		
39	3	EA	0390 - R/R windshield 2000 Ford F-550		
40	1	EA	0400 - r/r 2002 crown victoria R/R WINDSHIELD		
41	10	EA	0410 - r/r Ford F250 pickup R/R WINDSHIELD YR. 2004		
42	7	EA	0420 - 2002 Ford Explorer R/R WINDSHIELD		
43	1	EA	0430 - r/r 2002 Freightliner Model FL70 R/R WINDSHIELD		
44	1	EA	0440 - 2001 Ford Windstar R/R Windshield		
45	1	EA	0460 - 2004 Ford Expedition R/R Windshield		
46	1	EA	0470 - 2005 F150 Pickup r/r windshield		
47	1	EA	0480 - 2005 Ford Crown Victoria r/r Windshield		
48	1	EA	0490 - 2006 Ford F250 Pickup r/r windshield		
49	1	EA	0500 - 2006 Ford F750 5 yard dump truck r/r windshield		
50	1	EA	0510 - 2007 Ford F450 4 door crew cab r/r windshield		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00096842

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
51	1	EA	0520 - 2007 Ford F550 r/r windshield		
52	2	EA	0530 - 2007 International 7400 10 yd dump r/r windshield		
53	3	EA	0540 - 2007 Sterling L7500 r/r windshield		
54	1	EA	0550 - 2001 Freightliner FL70 r/r windshield		
55	1	EA	0560 - 1991 Ford F150 r/r windshield		
56	7	EA	0570 - 2001 Ford F350 r/r windshield		
57	1	EA	0580 - 2004 Ford econoline r/r windshield		
58	1	EA	0590 - 2001 Isuzu NPR Washout truck r/r windshield		
59	1	EA	0600 - 1992 GMC Topkick Stakebody Truck r/r windshield		
60	1	EA	0610 2008 Ford F150 Pickup r/r windshield		
61	1	EA	0620 2009 Ford F350 Pickup r/r windshield		

INSURANCE REQUIREMENTS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647 dated 12/09/09.

The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and Resolution No. 113646 or No. 113647.

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.

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.

DEDUCTIBLES

No insurance required shall include a deductible not greater that $10,000.00. The cost of the deductible be borne by the contractor.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

CONSTRUCTION AND RENOVATION PROJECTS REQUIRE THE FOLLOWING:

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.

Special Instructions for Vehicle/Equipment Glass Removal and Replacement for the Department of Fleet Management

A two (2) year contract for labor, materials and equipment necessary for the removal and replacement of vehicle glass for the Department of Fleet Management is being requested.

Upon completion of the requested repair, the unit will be inspected by the Department of Fleet Management to insure that satisfactory repair has been performed, and that all contracted parts and labor charges are in compliance with the contract. The dealer will submit invoices for repair charges to: Fleet Management, Suite A, 4901 Jefferson Highway, Jefferson, LA 70121.

All repairs will be performed with good workmanship and in accordance with acceptable industry standards.
Invoices shall detail the following:
Labor operations performed
Description, quantity, and price of parts used
Labor hours charged in dollars
Unit number and description must be listed
Applicable Discounts must be listed
All replacement parts will be retained by the dealer for thirty days after the repairs are completed so they can be inspected by the Department of Fleet Management.

Vendor must be located within a one hour drive from the Department of Fleet management, located at 4901 Jefferson Highway, Jefferson LA 70121.

Vendor **must submit** verification of insurance and the limits of liability **with this bid proposal.**