DATE: 4/07/2010

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00097222

B2010 000089

JEFFERSON PARISH

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

VENDOR: 27112 BLANK BID COPY VENDOR

BUYER: J. Lotz

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, 4/29/2010 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. All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. The provisions do not apply to public works projects

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 if someone other than a corporate officer signs for the Bidder/Contractor, a copy of a corporate~~ resolution or other signature authorization shall be required for submission of bid. Failure to include a copy of the appropriate signature authorization, if required, may result in the rejection of the bid unless bidder has complied with LSA-R.S. 38:2212(A)(1)(c) or LSA-R.S. 38:2212 (O).

A. 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 articles offered by competitor soutside the state. "LSA-R.S.38:2251-2261"

B. 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.

C. 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

D. PRICES: 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 measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes.

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

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 A117.1-1961).

E. 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.

F. 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.

IN ACCORDANCE WITH RECENT STATE LEGISLATION JEFFERSON PARISH IS NOW OFFERING ELECTRONIC PROCUREMENT TO ALL VENDORS

JEFFPro is the current Electronic Procurement System being used by the Parish. This system allows vendors the convenience of entering and submitting their pricing online. This is a secure site and no one has access to bid information.

Please follow the Purchasing Department link at purchasing.jeffparish.net to register and review Jefferson Parish solicitations.

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. 113646 or 113647 dated 12/09/09. 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.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1, 8, 12, 13

CONFERENCE TO BE HELD AT: Purchasing Dept GGB SUITE 4400

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).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. If providing information on the internet (JEFFPro) please enter license number in the vendor comment section of the bid form.**

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, including all alternates.

11. Affidavit required is to be submitted within 10 working days of the bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project. (LSA-RS 38:2224)

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

13. 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.

14. 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.

BID FORM

Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

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

FIRM NAME:_____

ADDRESS::_____

CITY, STATE:_____ZIP:_____

TELEPHONE:_(____)_____ FAX:_(____)_____

EMAIL ADDRESS: _____

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 applied 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.

TOTAL PRICE OF ALL BID ITEMS: $ _____

AUTHORIZED
SIGNATURE:_____

SGNING 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.: 50-00097222

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO YEAR CONTRACT FOR REMOVAL/TOWING AND STORAGE OF JUNKED, DERELICT AND ABANDONED VEHICLES, BOATS, OVERSIZED AND COMMERCIAL VEHICLES, TRAILERS AND/OR OTHER OVERSIZED OBJECTS FOR JEFFERSON PARISH DEPARTMENT OF INSPECTION AND CODE ENFORCEMENT		
1	750	EA	0010 Passenger vehicles, multipurpose vehicles, vans or trailers less than 2,000 pounds NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		
2	5	EA	0020 Motorcycles NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		
3	20	EA	0030 Boats NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		
4	50	EA	0040 Trucks, trailers, RV's with gross weight up to 15,000 pounds NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		
5	20	EA	0050 Trucks, trailers, RV's with gross weight over 15,000 pounds and up to 60,000 pounds NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		
6	20	EA	0060 Trucks, trailers, RV's with gross weight over 60,000 pounds NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00097222

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	20	EA	0070 Dumpsters/Containers (filled)		
			NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		
8	20	EA	0080 Dumpsters/Containers (empty)		
			NOTE: Amount of revenue Jefferson Parish will receive for each vehicle towed and/or cost to Jefferson Parish.		
			Pre-bid will be April 20, 2010 at 9:30 am in the Purchasing Department Conference Room at 200 Derbigny St. Suite 4400, Gretna, LA		

The Parish of Jefferson is seeking bids from qualified contractors for a Two (2) Year Contract for the Removal/Towing and Storage of Junked, Derelict and Abandoned Vehicles, Boats, Oversized and Commercial Vehicles, Trailers and/or Other Oversized Objects for the Jefferson Parish Department of Inspection and Code Enforcement.

During 2009, the current towing contractor towed in excess of 884 vehicles. Note: The Parish of Jefferson does not guarantee the quantities estimated. Actual quantities, whether lesser or greater than estimated, will not affect the prices as proposed and accepted for the term of the contract.

SPECIFICATIONS:

A. Provide all labor, materials and equipment necessary to remove all junked, derelict or abandoned motor vehicles, vessels, oversized and commercial vehicles or other oversized objects, on any vacant lot or in any unused portion of an occupied lot, neutral ground, sidewalk or roadway, within Jefferson Parish in accordance with Section 36-130 et. seq of the Code of Ordinance of Jefferson Parish as instructed by the Department of Inspection of Code Enforcement. (Hereinafter referred to as the "Department"). After proper determination and written instruction by the Department, contractor shall remove vehicles and dispose of or sell them, so long as vehicles are not sold as driveable vehicles, such vehicles shall be removed by contractor within twenty four (24) hours of receipt of written request.

B. Contractor shall be available to respond immediately to remove vehicles that are determined to be junked or abandoned and significantly hinder the movement of traffic or because of their location or condition jeopardize public safety. Upon notice of the foregoing from the department, the contractor shall immediately remove and store such vehicles at his usual place of business until receipt of written authorization by the Director or his designee to dispose of or sell such vehicles. Said vehicles must be removed and stored no later than eight (8) hours after receipt of authorization from the Department. Vehicles must be stored in a secure environment segregated from any other vehicles accessible to the public for purposes of salvaging parts therefrom.

C. Those vehicles which are missing more than 50 percent of their body parts (doors, hood, truck lid, fenders, and all glass), or the engine and transmission together, or either the engine or transmission and any one of the body parts listed above, shall not require payment to the Parish for removal of said vehicle.

D. During the storage period the owner may claim the vehicle by providing proof of ownership (Certificate of Title and proper identification) and by paying the contractor a towing fee and a storage fee in addition to any other fees applicable; all fees are not to exceed that which are regulated by the Public Service Commission for heavy duty, light duty, and medium weight vehicles, starting with the first day the vehicle was towed.

E. Contractor shall maintain business records including a list of all vehicles towed at the request of Jefferson Parish, the date towed and location towed from. When possible, the vehicle identification number, the license number, the make and the model shall be included.

   Contractor shall send the Department a complete list of all vehicles towed each month the dates towed, and an accounting of all charges collected each month for the towing and storage of vehicles which were redeemed.

F. Contractor shall provide the Department with the location of its usual place of business and all storage shall take place at that location only. Contractor shall also allow access to its premised and required records, for inspection at any time by any registered vehicle owner or Jefferson Parish Official at any time within normal business hours, without prior notice.

G. The successful bidder and all sub-contractors performing in accordance with these specifications shall provide proof of insurance in compliance with Jefferson Parish Resolution No. 113646 which entails that the vendor shall furnish the Parish of Jefferson, Department of Purchasing, Certificate(s) of Insurance that indicate insurance coverage has been obtained and it meets the requirements as outlined below:

1. Worker's Compensation insurance for all employees of the vendor as required by Louisiana State Statute.

2. Garage Keeper's legal insurance in an amount not less than $500,000 combined single limit per occurrence for property damage. Policy must be endorsed to include automobile service operations. The Parish of Jefferson must be shown as an additional insured with respect to this coverage.

3. Automotive Liability insurance covering all owned, non-owned and hired vehicles used in connection with the work, in an amount not less than $500,000 combined single limit per occurrence for bodily injury and property damage.

4. Commercial General Liability; $500,000 combined single limit per occurrence for bodily injury, personal injury and property damage.

   The insurance coverage required shall include those classifications as listed in standard liability insurance manuals, which most nearly reflect the operations of the vendors.

   All insurance policies required above shall be issued by companies authorized to do business under the laws of the State of Louisiana with the following qualifications:

   The company must enjoy a rating of "A" or better by the A.M. Best Company, Oldwick, New Jersey, or its equivalent subject to the approval of the Department of Risk Management; or

   The Company must hold a valid Louisiana Certificate of Authority as shown in the latest "List of All Insurance Companies authorized or approved to do business in Louisiana" issued by the State of Louisiana Department of Insurance and are members of the Louisiana Guaranty Fund.

   NOTE: The Parish of Jefferson bid number and title of bid must appear on each certificate.

   Compliance with the foregoing requirements shall not relieve the vendor of his liability and obligation under this section or under any other section of this agreement.

H. The successful bidder and all sub-contractors performing under the terms of these specifications shall provide a copy of an inspection certificate or its equivalent issued by the Louisiana State Police as verification that their vehicles satisfy the requirements for compliance with State law.

I. Failure to comply with any of the provisions in these specifications shall be cause for termination of this agreement upon thirty (30) days written notice by the Parish.

J. Nothing contained herein shall relieve the contractor from following all applicable state and local laws with regard to towing and/or dismantling automobiles or motor vehicles.

   With respect to any report submitted to a jurisdictional agency in compliance with Paragraph J above, a copy of such report will be submitted by Contractor to the Department of Inspection and Code Enforcement at the same time report is submitted to each agency.

K. The successful bidder shall be awarded the work for a period of two (2) years commencing with the date of the execution of the contract.

L. Award of the contract will be made to the bidder submitting the bid deemed to be in the best interest of the Parish of Jefferson, Department of Inspection and Code Enforcement, after considering prices quoted and equipment owned or leased by bidder.

M. The successful bidder shall execute a contract in accordance with Jefferson Parish Resolution No. 113646.

N. Emergency Response – Bidders must provide a per item rate including all tools, equipment, transportation, labor, and any other related items necessary for the towing of abandoned vehicles following a natural disaster, significant weather event, or terrorist attack.

Parish will contact the bidder within twenty-four (24) hours of landfall of a Hurricane/Tropical Storm to provide instructions (As Necessary). In the event that the Parish is unable to contact the Contractor, then it shall be the responsibility of the Contractor to contact appropriate Parish personnel (Director of the Department of Inspection and Code Enforcement) at the Emergency Operations Center (EOC), 1887 Ames Boulevard, Marrero, LA 70072, either by phone at (504) 349-5360 or in person within twenty-four (24) hours of landfall to determine if services are required).

In the event of a sudden natural disaster or other State of Emergency, appropriate Parish personnel will contact the Contractor if services are required. Contractor must be prepared to mobilize within twenty-four (24) hours of receiving notification from the Parish.

Contractors will be required to be completely self-sustaining (provide own food, shelter, food, etc.) during the work period for its personnel.

Upon award of the contract to the lowest responsible bidder, the parties will enter into a non-exclusive contract regarding the emergency work and the Parish retains the right to obtain similar services from additional providers, if necessary. The parties intend the Parish to procure other services from Contractors when to do so would result in services being obtained in a more prompt and economic manner due to the emergency nature of work.

The Parish is not restricted from utilizing its own personnel and equipment or the personnel and equipment of other governmental entities or of any other entities or Contractor when the emergency services performed by those entities can be performed with greater speed or less cost to Parish.

As a portion of this is an emergency response contract, the actual work to be performed may significantly vary from the estimated quantities. Therefore, Jefferson Parish reserves the right to eliminate items of work and increase or decrease the estimated quantities for items of work to meet existing conditions without allowing for any re-evaluation and adjustment to the unit prices for the individual items of work.

It is understood that portions of this contract will be utilized on an emergency basis only.

O. Special Issues

1. If vehicle cannot be retrieved from contractor at contractor's fault, fees must stop and may be waived for cause.

2. Contractor must comply with the Louisiana Towing Act and all State and local laws applicable to towing and storage.

3. Contractor must provide a list of equipment and must be equipped to remove dumpsters, containers, boats, 18-wheelers, trailers, etc.

4. Required equipment includes, but is not limited to, front end loader, bull dozer, crusher, excavator, dump truck, container trailer, 18-wheeler, flat bed trailer, forklift, bobcat, lowboy trailer, heavy duty tow truck, medium duty tow truck and light duty tow truck.

5. A minimum of 5000-car storage space is required.

6. Contractor requires Department of Transportation regulations and standards to be met.

7. Towing fees must be paid prior to vehicle owner gaining access to vehicle.

"Winning Bidder shall comply with all Public Service Commission regulations."

Jefferson Parish agrees to:

A. Transfer to contractor all rights, titles and interest it has, if any, in all junked, derelict or abandoned vehicles.

Storage Facility/Capacity

A. How many vehicles, etc., can your firm store at one time?

_____

B. Location/address of storage lot:

_____

_____

_____