



TERREBONNE PARISH
CONSOLIDATED GOVERNMENT



P.O. BOX 2768 • HOUMA, LOUISIANA 70361
985-868-5050 • WWW.TPCG.ORG

INVITATION TO BIDDERS

Sealed bids will be received on **December 14, 2022**, by the Terrebonne Parish Consolidated Government, Purchasing Division, at the City of Houma Service Complex, 301 Plant Road, in Houma, Louisiana until 2:00 P.M as shown on the Purchasing Division Conference Room Clock at which time sealed bids shall be publicly opened and read aloud in the Purchasing Division Conference Room.

Bid documents are posted on <http://www.centralauctionhouse.com/rfp.php?cid=65>. To view these, download, and receive bid notices by e-mail, you must register with Central Auction House (CAH). Vendors/Contractors have the option to submit their bids electronically or by paper copy. For information about the electronic submittal process, contact Bobby Callender with Central Auction House at 1-225-810-4814.

Each bid shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or such bid shall be sent by United States Postal Service registered or certified mail with a return receipt requested, or shall be submitted electronically with Central Auction House (CAH). Bids shall not be accepted or taken, including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service.

**The mailing address for bids is: City of Houma Service Complex
301 Plant Road
Houma, Louisiana 70363**

No bid received after the scheduled time for opening will be considered. Failure of the U.S. Mail to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.

Bid No. 22-PEST-104 Pest Control Services for Various Parish Departments/Divisions

Specifications and proposal forms are on file at the City of Houma Service Complex, Purchasing Division, 301 Plant Road, in Houma, Louisiana, and may be obtained by prospective bidders at no cost. Please contact Gina Bergeron, Procurement Specialist III at 985-580-7272 or gbergeron@tpcg.org with regard to the specifications or clarifications/information about the bid documents.

The Terrebonne Parish Consolidated Government (TPCG) reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

_____/s/Gordon E. Dove
Gordon E. Dove, Parish President
Terrebonne Parish Consolidated Government

Publish: November 29th & December 6th 2022
To Courier: November 23, 2022

REQUIREMENTS AND INSTRUCTIONS FOR BIDDERS
FOR
Bid 22-PEST-104 Pest Control Services for Various Parish Departments/Divisions
Please Read Carefully

GENERAL: The Terrebonne Parish Consolidated Government (TPCG) is soliciting bid for the furnishing of all services, labor, materials, and equipment necessary for the positive control and extermination of all rats, mice, all types of roaches, all types of ants, wasps, silverfish, spiders, flies, fleas and earwigs for various departments/divisions of the TPCG in strict accordance with the specifications and conditions outlined herein.

COPIES OF BIDDING DOCUMENTS: A single complete set of Bidding Documents may be obtained as set forth in the Invitation to Bidders.

Complete sets of Bidding Documents shall be used in preparing Bids; Owner shall not assume any responsibility for errors or misinterpretations resulting from the use of incomplete sets of Bidding Documents.

Owner, in making copies of Bidding Documents available on the above terms do so only for the purpose of obtaining Bids on the work and do not confer a license or grant for any other use.

INTERPRETATIONS AND ADDENDA: All questions about the meaning or intent of the Bidding Documents are to be directed to Gina Bergeron, Procurement Specialist III as set forth herein. Interpretations, clarifications, or modifications considered necessary by Gina Bergeron, Procurement Specialist III in response to such questions will be issued by Addenda as set forth below.

Bidders shall promptly notify Gina Bergeron, Procurement Specialist III in writing of any ambiguity, inconsistency, or error that they may discover upon examination of the Bidding Documents. Bidders requiring clarification or interpretation of any of the Bidding Documents shall make a written request to Gina Bergeron, Procurement Specialist III at the address in the Bidding Documents or Contract Documents.

All requests pertaining to questions about the meaning or intent of the Bidding Documents received less than seven days prior to the date for opening of Bids may not be answered unless, in the opinion of Gina Bergeron, Procurement Specialist III, the ambiguity in the Bidding Documents is so significant that it may necessitate postponement of the Bid date and issuance of an addendum to respond to the Bidder's request.

Any interpretation, clarification, correction, or modification to the Bidding Documents shall be only by a written addendum. Interpretations, clarifications, corrections or modifications made by any other manner shall not be binding and shall not be relied upon by Bidders. Addenda shall be transmitted in accordance with Louisiana Bid Law.

Addenda may also be issued to modify the Bidding Documents as deemed advisable by OWNER. **Prior to submittal of bids, each Bidder shall ascertain that he has received all addenda issued. The Bidder shall acknowledge receipt of each Addendum by completing the acknowledgment space provided on the Official Bid Form Section "A". Failure by a Bidder to acknowledge each individual addendum shall render that Bidder's Bid proposal non-responsive.**

SUBSTITUTE MATERIAL AND EQUIPMENT OR "OR EQUAL" ITEMS: Any product or service bid shall conform to all applicable federal and state laws and regulations and the specifications contained in the solicitation.

Whenever materials or equipment are specified or described in the Bidding Documents by using the name of a certain brand, make, supplier, manufacturer, or definite specification; the naming or specification of the item is only intended to denote the quality standard of the item desired and to convey and establish the general style, type, character and quality of material, equipment or product desired and does not restrict bidders to the specific brand, make, manufacturer, or specification named; and that equivalent products may be acceptable.

Bidder must specify the brand and model number of the product offered in his / her bid. Bids not specifying brand and model numbers shall be considered as offering the exact products specified in the solicitation.

PROPOSAL DOCUMENT FORMS: Bid Forms are included with the Bidding Documents; additional copies may be obtained from the Terrebonne Parish Consolidated Government Purchasing Division.

Bids shall be submitted on the Bid Forms provided with the Bidding Documents. All blank spaces on the bid form required for Bid prices shall be properly filled in ink, or typed, in both words and figures as indicated.

PREPARATION AND SUBMISSION OF BIDS: Bids shall be submitted by the time and at the place indicated in the Invitation to Bidders and, unless submitted electronically, shall be enclosed in an opaque sealed envelope. **The envelope shall be marked with the Bid title and name and address of the Bidder.**

Each bid shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested, or shall be submitted electronically with Central Auction House (CAH) (<http://www.centralauctionhouse.com/rfp.php?cid=65>). Bids shall not be accepted or taken including receiving any hand delivered bids, on days which are recognized as holidays by the United States Postal Service.

The following items are to be included within each Bid:

- Completed Official Bid Form Section "A"
- Copy of License
- Signature Authorization **(Required By ALL Bidders)** **Written evidence of the person signing the bid shall be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5) as follows:**

(a) The signature on the bid is that of any corporate officer listed on the most current annual report on file with the secretary of state, or the signature on the bid is that of any member of a partnership, limited liability company, limited liability partnership, or other legal entity listed in the most current business records on file with the secretary of state.

(b) The signature on the bid is that of an authorized representative as documented by the legal entity certifying the authority of the person.

(c) The legal entity has filed in the appropriate records of the secretary of state of this state an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts. Such document on file with the secretary of state shall remain in effect and shall be binding upon the principal until specifically rescinded and canceled from the records of the office.

Failure to include the appropriate signature authorization shall result in rejection of the bid as non-responsive.

MODIFICATION AND WITHDRAWAL OF BIDS: Bids may be modified or withdrawn by an appropriate written document duly signed and authorized (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the deadline for submitting Bids. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn, modified, or explained except as provided for herein.

In accordance with Louisiana law, more particularly, R.S. 38:2214, as may be amended, bids containing patently obvious, unintentional, and substantial mechanical and clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the bidder if clear and convincing sworn, written evidence of such errors is furnished to the OWNER within 48 hours of the bid opening excluding Saturdays, Sundays and legal holidays.

Such errors must be clearly shown by objective evidence drawn from inspection of the original work papers, documents or materials used in the preparation of the bid sought to be withdrawn. If the OWNER determines that the error is a patently obvious mechanical, clerical or mathematical error, or unintentional omission of a substantial quantity of work, labor, material or services as opposed to a judgment error, and that the bid was submitted in good faith, it shall accept the withdrawal and return the bid security to the bidder. A bidder who attempts to withdraw a bid under these provisions of this section shall not be allowed to re-submit a bid on the contract. Any modifications or amendments to the above stated applicable State law shall supersede this procedure.

A bidder may alter or correct an entry on the bid form by crossing out the entry, entering the new figure above or below the deleted entry, and initialing on the line of change. The crossing out of an entry and the initials shall be legibly handwritten with ink or typed. Any ambiguity arising from entries altered or corrected on the Bid Form will cause the rejection of said Bid Proposal as non-responsive.

OPENING OF BIDS: All Bids received prior to the announced closing time for the receipt of Bids stipulated in the Invitation to Bidder will be opened publicly. Bids will be read aloud and a tabulation of the amounts of the Base Bids and alternates (if any) will be made available to Bidders after the opening of Bids.

Any Bid received after the announced closing time will be returned unopened. Any uncertainty as to whether a Bid was submitted in time will be resolved against the Bidder.

BIDS TO REMAIN OPEN: The OWNER shall act not later than forty-five (45) calendar days after the date of opening Bids to award such contract to the lowest responsible and responsive bidder or to reject all bids.

The OWNER and the lowest responsible and responsive bidder, by mutually written consent, may agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

AWARD OF CONTRACT: To the extent permitted by applicable local, state and federal laws and regulations, OWNER reserves the right to reject any and all Bids for just cause. The Terrebonne Parish Consolidated Government reserves the right to reject any and all bids in accordance with Louisiana State Bid Law.

In order to be responsive, the apparent low bidder must submit the additional information and documentation required by the OWNER within the time delays established by law.

CONTRACT TERM AND EXTENSION TERM: The initial contract term shall be for a one (1) year period from the date of the " Notice of Award" or the date noted within. Subject to the availability of funds appropriated, the contract may be extended, at TPCG's option, for two (2) additional one (1) year periods provided there is no change in the terms, conditions, specifications, and pricing structure. Such extension may be granted if Contractor has adequately performed the contract during the initial term.

DELIVERY: It is imperative that the services are delivered with regularity as stipulated in the "Frequency" column of the Official Bid Form Section "A" If delivery of services cannot be made in the time specified on the bid form, bidder must notify the Terrebonne Parish Consolidated Government Purchasing Division in writing of delay.

PRICES: Unless otherwise specified by TPCG in the solicitation, bid prices must be complete including transportation, materials and supplies associated with this service for acceptance of a minimum of 45 days. If accepted, prices must be firm for the contractual period. Prices quoted in the unit of each as specified in the solicitation.

NO GUARANTEE OF QUANTITIES: The quantities referenced are estimated. In the event a greater or lesser quantity is needed, the TPCG reserves the right to increase or decrease the amount, at the unit price stated in the bid. The TPCG does not obligate itself to contract for or accept more than their actual requirements during the period of this agreement, as determined by actual needs and availability of appropriated funds.

SAFETY DATA SHEETS: All applicable chemicals, herbicides, pesticides and hazardous materials must be registered for sale in Louisiana by the Department of Agriculture, State of Louisiana, registered with EPA and must meet all requirements of Louisiana State Laws. Bidders must submit product label, material safety data sheet and EPA registry number with the delivery of each applicable product. This information will be required on any subsequent deliveries if there is a change in chemical content or a different product is being supplied. Failure to submit this data may cause the contract to be cancelled.

SPECIAL ACCOMMODATION: Any "qualified individual with a disability" as defined by the Americans with Disabilities Act who has submitted a bid and desires to attend the bid opening, must notify this office in writing no later than seven (7) days prior to the bid opening date of the need for special accommodations. If the request cannot be reasonably provided, the individual will be informed prior to the bid opening.

CIVIL RIGHT COMPLIANCE: The Contractor agrees to abide by the requirements of the following as applicable: Title VI and Title VII of the Civil Rights Act of 1964, as amended by the Equal Opportunity Act of 1972, Federal Executive Order 11246, the Federal Rehabilitation Act of 1973, as amended, the Vietnam Era Veteran's Readjustment Assistance Act of 1974, Title IX of the Education Amendments of 1972, the Age Act of 1975, and Contractor agrees to abide by the requirements of the Americans with Disabilities Act of 1990. Contractor agrees not to discriminate in its employment practices and will render services under the contract without regard to race, color, religion, sex, national origin, veteran status, political affiliation, or disabilities. Any act of discrimination committed by Contractor, or failure to comply with these statutory obligations when applicable shall be grounds for termination of the contract.

CLEAN AIR ACT: Bidder acknowledges that the Clean Air Act (CAA) is the comprehensive federal law regulating air emissions from stationary and mobile sources. Among other things, this law authorizes EPA to establish National

Ambient Air Quality Standards (NAAQS) to protect public health and public welfare and to regulate emissions of hazardous air pollutants.

Contractor hereby agrees to adhere to the provisions which require compliance with all applicable standards, orders or requirements issued under Section 306 of the Clean Air Act which prohibits the use under non-exempt Federal contracts, grants or loans of facilities included on the EPA list of Violating Facilities.

The Contractor agrees to report each violation to the TPCG and understands and agrees that the TPCG will, in turn, report each violation as required to assure notification to the Federal Emergency Management Agency, and the appropriate Environmental Protection Agency Regional Office.

The Contractor agrees to include these requirements in each subcontract exceeding \$150,000 financed in whole or in part with Federal assistance provided by FEMA.

ENERGY CONSERVATION: The contractor agrees to comply with mandatory standards and policies relating to energy efficiency, which are contained in the state energy conservation plan issued in compliance with the Energy Policy and Conservation Act.

FEDERAL WATER POLLUTION CONTROL ACT: Bidder acknowledges that the Federal Water Pollution Control Act, popularly known as the Clean Water Act, is a comprehensive law aimed at restoring and maintaining the chemical, physical and biological integrity of the nation's waters. The Act authorizes water quality programs, requires federal effluent limitations and state water quality standards, requires permits for the discharge of pollutants into navigable waters, provides enforcement mechanisms, and authorizes funding for wastewater treatment construction grants and state revolving loan programs, as well as funding to states and tribes for their water quality programs.

DEFAULT OF VENDOR: Failure to deliver within the time specified in the bid will constitute a default and may cause cancellation of the contract. Where the TPCG has determined the Vendor to be in default, the TPCG reserves the right to purchase any and/or all products or services covered by the contract on the open market and to charge the Vendor with cost in excess of the contract price (liquidated damages). Until such assessed charges have been paid, no subsequent bid from the defaulting Vendor will be considered.

TERMINATION OF THE CONTRACT FOR CAUSE: The TPCG may terminate the contract for cause based upon the failure of the Contractor to comply with the terms and/or conditions of the contract, or failure to fulfill its performance obligations pursuant to the contract, provided that the TPCG shall give the Contractor written notice specifying the Contractor's failure. If within thirty (30) days after receipt of such notice, the Contractor shall not have corrected such failure or, in the case of failure which cannot be corrected in thirty (30) days, begun in good faith to correct such failure and thereafter proceeded diligently to complete such correction, then the TPCG may, at its option, place the Contractor in default and the contract shall terminate on the date specified in such notice.

The Contractor may exercise any rights available to it under Louisiana law to terminate for cause upon the failure of the TPCG to comply with the terms and conditions of the contract, provided that the Contractor shall give the TPCG written notice specifying the TPCG's failure and a reasonable opportunity for the TPCG to cure the defect.

TERMINATION OF THE CONTRACT FOR CONVENIENCE: The TPCG may terminate the contract at any time by giving thirty (30) days written notice to the Contractor of such termination or negotiating with the Contractor an effective date.

The Contractor shall be entitled to payment for deliverables in progress, to the extent work has been performed

satisfactorily.

TERMINATION FOR NON-APPROPRIATION OF FUNDS: Notwithstanding any provisions herein, in the event sufficient funds for the performance of this Agreement are not appropriated by TPCG in any fiscal year covered by this contract, this agreement may be terminated by the TPCG giving notice to the Contractor of such facts and the TPCG's intention to terminate its financial obligation.

DEBARMENT AND SUSPENSION: This contract is a covered transaction for purposes of 2 C.F.R. pt. 180 and 2 C.F.R. pt. 3000. As such, the contractor is required to verify that none of the contractor's principals (defined at 2 C.F.R. § 180.995) or its affiliates (defined at 2 C.F.R. § 180.905) are excluded (defined at 2 C.F.R. § 180.940) or disqualified (defined at 2 C.F.R. § 180.935).

The contractor must comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, and must include a requirement to comply with these regulations in any lower tier covered transaction it enters into.

This certification is a material representation of fact relied upon by TPCG. If it is later determined that the contractor did not comply with 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C, in addition to remedies available to TPCG the Federal Government may pursue available remedies, including but not limited to suspension and/or debarment.

The bidder or proposer agrees to comply with the requirements of 2 C.F.R. pt. 180, subpart C and 2 C.F.R. pt. 3000, subpart C while this offer is valid and throughout the period of any contract that may arise from this offer. The bidder or proposer further agrees to include a provision requiring such compliance in its lower tier covered transactions.

BYRD ANTI-LOBBYING AMENDMENT: Contractors who apply or bid for an award of \$100,000 or more shall file the required certification. Each tier certifies to the tier above that it will not and has not used Federal appropriated funds to pay any person or organization for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, officer or employee of Congress, or an employee of a Member of Congress in connection with obtaining any Federal contract, grant, or any other award covered by 31 U.S.C. § 1352. Each tier shall also disclose any lobbying with non-Federal funds that takes place in connection with obtaining any Federal award. Such disclosures are forwarded from tier to tier up to the recipient who in turn will forward the certification(s) to the awarding agency.

Contractors must sign and submit to the non-federal entity the Certification Regarding Lobbying Form, which is attached hereto.

PROCUREMENT OF RECOVERED MATERIALS: In the performance of this contract, the Contractor shall make maximum use of products containing recovered materials that are EPA-designated items unless the product cannot be acquired:

1. Competitively within a timeframe providing for compliance with the contract performance schedule;
2. Meeting contract performance requirements; or
3. At a reasonable price.

Information about this requirement, along with the list of EPA- designated items, is available at EPA's Comprehensive Procurement Guidelines web site, <https://www.epa.gov/smm/comprehensive-procurement-guideline-cpg-program>.

The Contractor also agrees to comply with all other applicable requirements of Section 6002 of the Solid Waste Disposal Act."

ACCESS TO RECORDS: The Contractor agrees to provide TPCG, the FEMA Administrator, the Comptroller General of the United States, or any of their authorized representatives access to any books, documents, papers, and

records of the Contractor which are directly pertinent to this contract for the purposes of making audits, examinations, excerpts, and transcriptions.

The Contractor agrees to permit any of the foregoing parties to reproduce by any means whatsoever or to copy excerpts and transcriptions as reasonably needed.

The Contractor agrees to provide the FEMA Administrator or his authorized representatives access to construction or other work sites pertaining to the work being completed under the contract.

In compliance with the Disaster Recovery Act of 2018, the TPCG and the Contractor acknowledge and agree that no language in this contract is intended to prohibit audits or internal reviews by the FEMA Administrator or the Comptroller General of the United States.

DHS SEAL, LOGO, AND FLAGS: The contractor shall not use the DHS seal(s), logos, crests, or reproductions of flags or likenesses of DHS agency officials without specific FEMA pre-approval.

COMPLIANCE WITH FEDERAL LAW, REGULATIONS, AND EXECUTIVE ORDERS: This is an acknowledgement that FEMA financial assistance will be used to fund all or a portion of the contract. The contractor will comply with all applicable Federal law, regulations, executive orders, FEMA policies, procedures, and directives.

NO OBLIGATION BY FEDERAL GOVERNMENT: The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract. The Federal Government is not a party to this contract and is not subject to any obligations or liabilities to the non-Federal entity, contractor, or any other party pertaining to any matter resulting from the contract.

PROGRAM FRAUD AND FALSE OR FRAUDULENT STATEMENTS OR RELATED ACTS: The Contractor acknowledges that 31 U.S.C. Chap. 38 (Administrative Remedies for False Claims and Statements) applies to the Contractor's actions pertaining to this contract.

APPLICABLE LAW: All contracts shall be construed in accordance with and governed by the laws of the State of Louisiana.

CLAIMS OR CONTROVERSIES: The venue of any suit filed in connection with any claim shall be the Thirty-Second Judicial Court, Parish of Terrebonne, State of Louisiana.

NON-COLLUSION AFFIDAVIT- In accordance with La. R.S. 38:2224, successful bidders must submit a fully executed Non-Collusion Affidavit within ten (10) days of receipt of Notice of Award.

AFFIDAVIT VERIFICATION OF CITIZENSHIP - bidders shall comply with the provisions of LA R.S. 38:2212.10 and federal law pertaining to E-verify

VENDOR REGISTRATION: The Terrebonne Parish Consolidated Government Purchasing Division requires vendors to register online at <https://secure.tpcg.org/vendor/>. This tool is part of our efforts to make it easier for you to do business with the Parish, as well as provide you with better business opportunities.

If you have already taken actions to complete this requirement, you do not have to complete this process again. However, if you have not already registered online as a vendor you will need to do so within ten (10) days notice of award of this bid.

CERTIFICATE OF INSURANCE: The successful bidder is required to submit an insurance certificate returned within 10 days from the date of the Notice of Award of the bid. All certificates must be approved by the TPCG Risk Manager to ensure that all insurance requirements have been met before a purchase order is issued. (Insurance requirements are set forth in “Terrebonne Parish Government’s Insurance Requirements”, attached hereto.) Failure of the successful bidder to comply with this requirement may result in the bid being declared non-responsive and cause for rejection.

PAYMENT STRUCTURE: Vendor / Contractor shall submit invoices for completed work to the TPCG Purchasing Division; attention: Sharon Ellis, Purchasing/Warehouse Manager. Invoices can be hand delivered or mailed to 301 Plant Road Houma, LA. 70363. Invoices must identify tasks accomplished.

Prices for each line item in the bid shall include all direct and indirect costs associated with that line item. Invoices must include the purchase order number (when applicable) and the name and address of the vendor / contractor. No items other than those included in the bid shall be billed; and unit prices shall prevail.

TAXES: It is acknowledged and understood that all applicable taxes are included in the contract price. Successful bidder must register with the Terrebonne Parish Sales and Use Tax Department.

OFFICIAL BID FORM
SECTION "A"

TO: TPCG Purchasing Division
Pest Control Services
Post Office Box 2768
Houma, LA 70361

FROM: _____

PHONE: _____
EMAIL: _____

Bid 22-PEST-104 Pest Control Services for Various Parish Departments/Divisions

In the event a greater or lesser quantity is needed, the TPCG reserves the right to increase or decrease the number of locations and frequency of service during the term of the contract.

The undersigned bidder hereby declares and represents that she/he; a) has carefully examined and understands the Bidding Documents, b) has not received, relied on, or based his bid on any verbal instructions contrary to the Bidding Documents or any addenda, c) is familiar with the sites, and hereby proposes to provide all labor, materials and supplies to accomplish the services required herein, all in strict accordance with the Bidding Documents prepared by: TPCG Purchasing Division and dated November 2022

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **Addenda:**
(Enter the number assigned to each of the addenda that the Bidder is acknowledging)

NAME OF BIDDER: _____

ADDRESS OF BIDDER: _____

NAME OF AUTHORIZED SIGNATORY BIDDER (type or print): _____

SIGNATURE OF AUTHORIZED SIGNATORY BIDDER _____

TITLE OF AUTHORIZED SIGNATORY BIDDER: _____

DATE: _____

Signature Authorization: (Required By ALL Bidders) Written evidence of the person signing the bid SHALL be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)

**OFFICIAL BID FORM
SECTION "A" (continued)**

LOCATIONS TO BE SERVICED

The locations and service frequency listed are estimated to be the amounts and /or locations needed. In the event a greater or lesser quantity is needed, the right is reserved by the TPCG to increase or decrease the amounts.

All Phone number have a "985" area code

Item No.	Location	Site Coordinator	Frequency of Service	Unit Cost
1	Houma Police Department (HPD) 500 Honduras Street Houma, LA 70360	Brook 873-6716	Entire Facility Monthly	
2	HPD Sub-Station Old South Houma Fire Station 879 Bayou Black Drive Houma, LA 70360	Karl Beattie 879-4246 or Brook 873-6716	Entire Facility Monthly	
3	HPD/Narcotic 112 Capital Blvd. Houma, LA 70364	Brook 873-6716	Entire Facility Monthly	
4	HPD/Detective Bureau 4800 Hwy. 311 Houma, LA 70360	Brook 873-6716		
5	Office of Emergency Preparedness 101 Government St. Gray, LA 70359	Earl Eues 873-6357	Entire Facility Monthly including New Safe House	
6	Purchasing Division / Warehouse Office 301 Plant Road Houma, LA 70363	Sharon Ellis 873-6819	Purchasing Dept./Whse. Offices Monthly ** Rat Bait as needed	
7	Criminal Justice Complex (Main Jail) 3211 Grand Caillou Road Houma, LA	Junius Portier 857-0367	Entire Facility Bi-weekly - including rodent maintenance and grounds for fleas & ants	
8	Jail - Building #2 3181 Grand Caillou Rd., Houma, LA	Junius Portier 857-0367	Entire Facility Bi-Weekly - including rodent maintenance and grounds for fleas & ants	
9	Old Jail Courthouse Annex (top floor) 7856 Main St. Houma, LA 70360	Junius Portier 857-0367	Entire Facility Bi-Weekly – including rodent maintenance	
10	Central Fire Station 600 Wood Street Houma, LA 70360	Chief Corey Henry 873-6391	Entire Facility Monthly	
11	Airbase Fire Station 120 James Road Houma, LA 70363	Chief Corey Henry 873-6391	Entire Facility Monthly (Temporary Building Pending)	

Item No.	Location	Site Coordinator	Frequency of Service	Unit Cost
12	North Houma Fire Station 600 Legion Ave. Houma, LA	Chief Corey Henry 873-6391	Entire Facility Monthly	
13	South Houma Fire Station 1430 St. Charles Street Houma, LA 70360	Chief Corey Henry 873-6391	Entire Facility Monthly	
14	East Houma Fire Station 2101 E. Tunnel Blvd. Houma, LA 70363	Chief Corey Henry 873-6391	Entire Facility Monthly Including Safe House in rear of Property	
15	East Park Fire Station 8547 Park Ave. Houma, LA 70363	Chief Corey Henry 873-6391	Entire Facility Monthly	
16	Recreation Department 1192 Barrow Street (Old V.F.W.)	Roddy Lerille 873-6586 (Call for access)	Entire Facility Monthly	
17	Old Courthouse 7856 Main St., Houma, LA	David Drury 873-6850	Entire Facility Monthly	
18	New Beginnings/Homeless Shelter 300 Bond St., Houma, LA	Toni Ledet 580-8105	Entire Facility Monthly (Pending restoration)	
19	Government Towers 8026 Main St, Houma, LA 1 st Floor 2 restrooms, 1 kitchen, lobby, hallway 2 nd Floor 2 restrooms, 2 kitchen, lobby, hallway 3 rd Floor 2 restrooms, 1 kitchen, lobby, hallway 4 th floor 2 restrooms, 2 kitchen, lobby, hallway 5 th Floor 2 restrooms, 2 kitchen, lobby, hallway 6 th Floor 2 restrooms, 2 kitchen, lobby, hallway 7 th Floor 3 restrooms, 1 kitchen, lobby, hallway Motor Branch building in parking garage	David Drury 873-6850 <u>Walk through appointment must be scheduled with David Drury to view the locations.</u>	See Listing All Monthly	
20	Civic Center 346 Civic Center Rd., Houma, LA	Peter Dominique 850-4657	Entire Facility Monthly	
21	Solid Waste 279 Ashland Landfill Rd. Houma, LA 70363 Buildings on Landfill Site: <ul style="list-style-type: none"> • Ashland Residential Drop-Off Shack • Ashland Old Scale Building • Ashland Office Building Ashland Office/Warehouse Building	Clay Naquin 873-6739	Interior and Exterior perimeter including around windows of All Buildings Monthly	

Item No.	Location	Site Coordinator	Frequency of Service	Unit Cost
22	Drainage 211 Government St. Gray, LA 70359	Rory Sons or Joey Cehan 873-6717 or 873-6718	Entire Facility Monthly	
23	Museum 7910 Park Ave., Houma, LA Waterlife Museum - Office	Anne Picou 580-7200	Office- Monthly	
24	Museum 317 Goode St. Houma, LA 70360 Folklife Museum	Anne Picou 580-7200	Entire Facility Monthly	
25	Public Transit – 137 Intracoastal Drive, Houma, LA 70363 Transit Office/Garage	Wendell Voisin 850-4616	Office/Garage Monthly	
26	Public Transit –Downtown Transit Terminal- 7617 Main St. Houma, LA Terminal office	Wendell Voisin 850-4616	Entire Facility Monthly	
27	Pollution Control - 2000 St. Louis Canal Rd., Houma, LA Pollution Control Collection Offices/ downstairs Pollution Control Treatment - control room/offices	Gregory Bush 873-6727	Entire Facility Monthly	
28	Federal Programs 4800 Hwy. 311 Houma, LA 70364	Kelli Cunningham 873-6865	Entire Facility Monthly	
29	Public Works 206 Government St. Gray, LA 70359 Administration Office	David Rome 873-6734	Entire Facility Monthly	
30	TPCG Schriever Residential Drop-Off Site 651 Isle of Cuba Road Schriever, LA 70395	Clay Naquin 873-6739	Interior and Exterior perimeter including around windows of Entire Building Monthly	
31	TPCG Montegut Residential Drop-Off Site 160 Crochetville Road, Montegut, Louisiana 70377	Clay Naquin 873-6739	Interior and Exterior perimeter including around windows of Entire Building Monthly	

32	Animal Shelter 100 Government St. Gray, LA 70359	Valerie Robinson 873-6709	Spray Entire Facility and treat grounds for fleas & ants and maintain rodent bait boxes monthly	
33	Road & Bridges 1860 Grand Caillou Rd., Houma, LA 70363	Alissia Brown-Smith 873-6712	Entire Facility Monthly	
34	Centralized Fleet Maintenance 235 Government Street Gray, LA 70359	Carl Ledet 873-6745	Entire Facility Monthly	
35	Centralized Fleet Maintenance 301 Plant Rd Houma, LA 70363 Garage in Back of lot	Randy Chiasson 873-6772	Entire Facility Monthly	
36	Information Systems 7868 Main St., Houma, LA 70360	Ben Smith 873-6465	Entire Office Monthly	
37	Courthouse Annex 7856 Main St., Houma, LA 70360 Judges Office- Monthly	David Drury 873-6850 <u>Walk through appointment must be scheduled with David Drury to view the locations.</u>	Entire Office Monthly	
38	Auditoriums: Dumas: 301 West Tunnel Houma, LA Municipal: 800 Verrett, Houma, LA	David Drury 873-6850	Entire Facility Monthly (both)	
39	Utilities Engineering 301 Plant Rd., Houma, LA 70363 Utilities Administration Offices	Ernest Brown 873-6750	All Offices Monthly	
40	Utility Crew Building – 299 Plant Rd. Houma, LA 70363 Gas & Electric Distribution	Robert Savoie 873-6762	Entire Facility Monthly	
41	Electric Generation – 1551 Barrow St. Houma, LA 70360 Power Plant	Cyr LeBoeuf 873-6776	Entire Facility Monthly	
42	Health Unit 600 Polk St. Houma, LA 70360	Tylisha McGuire 857-3601	Entire Facility Monthly	
43	Old Animal Shelter 131 Plant Road Houma, LA 70363 • Main Office • 3 out buildings	Brook 873-6716	Monthly rodent maintenance only	

Item No.	Location	Site Coordinator	Frequency of Service	Unit Cost
44	Juvenile Justice Complex 180 Government Street Gray, LA 70359	Joseph Harris, Jr. 853-1201	Entire Facility Monthly - include rodent maintenance	
45	Surveying & Telemetry Building 207 Government St. Gray, LA 70359	David Rome 873-6734	Entire Facility Monthly	
46	Classroom/Training Building 220 Government Street Gray, LA 70359	David Rome 873-6734	Entire Facility Monthly	
47	Head Start 1116 Church St., Houma, LA 70360	Pat Turner 876-5274	Entire Facility Monthly to be sprayed after 3:00 p.m.	
48	Holy Rosary Head Start 121 Rosary Street, Houma, LA 70363	Debra Diroin 580 7227	Entire Facility Monthly to be sprayed after 3:00 p.m.	
49	Gibson Head Start 5575 Bayou Black Drive Gibson, LA 70356	Sherry Price 575-8300	Entire Facility Monthly to be sprayed after 3:00 p.m.	
50	Schriever Head Start 162 Hwy 311 Schriever, LA 70395	Rachel Washington 446-2371	Entire Facility Monthly to be sprayed after 3:00 p.m.	
51	City Court/City Marshall's Office 8046 Main St. Houma, LA 70360	David Drury 873-6850	Entire Facility Monthly	
52	Grand Caillou Pontoon Bridge 299 Falgout Canal Rd. Houma, LA 70363	Alissia Brown-Smith 873-6734	Entire Facility Monthly	
53	Pellegrin Bridge 6000 Bayouside Drive Houma, LA 70363	Alissia Brown-Smith 873-6734	Entire Facility Monthly	
54	Bobtown Bridge 121 Bobtown Bridge Road Houma, LA 70363	Alissia Brown-Smith 873-6734	Entire Facility Monthly	
55	Combon Bridge 6300 Grand Caillou Road Dulac, LA 70353	Alissia Brown-Smith 873-6734	Entire Facility Monthly	

Item No.	Location	Site Coordinator	Frequency of Service	Unit Price
56	Buquet Bridge 7814 Grand Caillou Rd Dulac, LA 70353	Alissia Brown-Smith 873-6734	Entire Facility Monthly	
57	Brady Bridge 202 Brady Road Theriot, LA 70397	Alissia Brown-Smith 873-6734	Entire Facility Monthly	
58	Klondyke Bridge 100 Hwy 55 Bourg, LA 70343	Alissia Brown-Smith 873-6734	Entire Facility Monthly	
59	Chauvin Bridge 5700 Bayouside Drive Chauvin, LA 70344	Alissia Brown-Smith 873-6734	Entire Facility Monthly	
	TOTAL PRICE WRITTEN NUMERICALLY		\$	
TOTAL PRICE WRITTEN IN WORDS: <hr/> <hr/>				



SECTION I: GENERAL TERMS AND CONDITIONS

- 1.1 The intent of these specifications is to set forth and convey to prospective bidders the general type, character and quality of the pest control services as desired by the Terrebonne Parish Consolidated Government (TPCG).
- 1.2 The locations and service frequency listed are estimated. In the event a greater or lesser quantity is needed, TPCG reserves the right to increase or decrease the amounts.
- 1.3 Any deviations from these specifications shall be clearly noted. Adequate information must be provided to allow the TPCG to evaluate the exceptions.
- 1.4 No parts of these services are to be sub-contracted without the prior consent of TPCG.
- 1.5 Vendor's personnel must be readily identifiable when in TPCG facilities. This may be satisfied by uniforms, nametags, etc.

SECTION II: SPECIFIC TERMS AND CONDITIONS

- 2.0 IDENTIFICATION AGREEMENT: The vendor shall hold TPCG harmless for any loss due to personnel injured or property damage which any person may suffer from the performance of the services required by this contractual agreement.
- 2.1 INSURANCE: The vendor shall possess and maintain a policy or policies of insurance providing coverage per the attached insurance requirements. A copy of the vendor's insurance certificate must be on file with the TPCG Purchasing and Risk Management Departments before work commences.
- 2.2 SITE EXAMINATION: Each vendor shall thoroughly familiarize himself with each site listed herein. Personnel at each location will show the successful vendor the areas to be treated. It is the vendor's responsibility to fully understand the size and nature of the areas to be serviced.
- 2.3 All work shall be executed in a manner and in a time frame that will cause the least practical disturbance to the occupants of the building. Before any work is commenced, a plan of operation shall be presented to and approved by the various departments.
- 2.4 VENDOR SECURITY CLEARANCE PROCESS: Successful vendor shall be required to receive security clearance for all vendor personnel working on the Terrebonne Parish Criminal Justice Complex, Juvenile Detention, and Old Jail compound. Successful vendor will be required to furnish the full name, driver's license number, social security number, date of birth, race and sex of each employee who will be working in the above compounds. This information must be furnished in writing to the Purchasing Manager or her representative prior to commencing work on the above referenced locations. A criminal history check will be conducted on each employee and upon approval work may commence. **NO VENDOR PERSONNEL WILL BE ALLOWED TO WORK ON THE PRISON AND JUVENILE DETENTION COMPOUNDS UNTIL THE ABOVE CLEARANCE APPROVAL PROCESS IS COMPLETED.**

SECTION III: SCOPE OF WORK

- 3.1 This contract shall provide pest control for various locations/departments in strict accordance with the specifications and special conditions outlined herein.
- 3.2 This contract shall be effective upon "Notice of Award "or date noted within.
- 3.3 THIS SERVICE SHALL INCLUDE, BUT NOT LIMITED TO: All labor, materials, and equipment necessary for the positive control and extermination of **ALL** rats, mice, flies, all types roaches, all types ants, wasps, silverfish, spiders, earwigs and fleas.
- 3.4 SERVICES NOT COVERED BY CONTRACT: Any services for pest control and/or eradication not listed in Section 3.3 will be secured by soliciting for quotations for those services needed.
- 3.5 FREQUENCY: Treatment for the interior of the buildings to be accomplished once monthly, or as otherwise specified herein, on or about the same day of the month, unless otherwise stated in the bid. Treatment shall be executed in a manner and in a time frame that will cause the least practical disturbance to the occupants of the building. Before any work is commenced, a plan of operation shall be presented to and approved by the various departments.
- 3.6 EXTERIOR OF BUILDINGS AND GROUNDS: The treatment for the exterior of the buildings and grounds is to be accomplished as needed at no additional charge.
- 3.7 Before each respective treatment, contractor shall notify respective departmental contact persons of presence upon entering the building areas.
- 3.8 Upon completion of respective treatment, contractor shall notify departmental contact person(s) of completion of treatment and acquire the necessary signature for the service invoices.
- 3.9 After each month's service, contractor shall give a written report to the TPCG Purchasing Manager reporting unsanitary conditions. All using departments shall extend cooperation to insure effective pest control results. The TPCG will provide outlets for water and electricity when required by the vendor. Whenever conditions conducive to the breeding of harborage pests or insects dangerous to the health are reported in writing (by the vendor) to the TPCG Purchasing Manager, the TPCG staff shall, within practical limits, take the necessary steps to assist the vendor in controlling such conditions.
- 3.10 All chemicals and treatments used must be in compliance with the Louisiana Structural Pest Control Law – Rules and Regulations for Pest Control Work in Louisiana. As adopted by the Pest Control Operators Association, and must be odorless or low odor. The TPCG reserves the right to reject any chemical.
- 3.11 Insecticides selected for use in treatment shall be labeled for that use. The pesticides shall be applied at the rate recommended on the label. The pesticides used shall be alternated at least every other application and have a residual effect. All pest control work shall be performed in a safe manner and in accordance with the modern and scientific pest control procedures.
- 3.12 Prior to start of the contract, contractor shall furnish the Safety Data Sheets on all pesticides used to TPCG.
- 3.13 Every room in every building shall be thoroughly sprayed using a crack and crevice type treatment. Should there be any critical or persistent problem or unforeseen emergency such as infestation of nuisance animals such as rats or other pest covered under this contract, contractor must respond within twenty-

four (24) hours of being notified. Services shall be increased to whatever degree found necessary to bring the pest under control at no extra charge.

- 3.14 LICENSE REQUIREMENTS: Contractors must be licensed with the Department of Agriculture and should submit a copy of this license with bid.
- 3.15 Contractor shall be solely responsible for his supplies and equipment and the TPCG will not be liable for destruction or theft of the property of the vendor through vandalism or any other cause.
- 3.16 Contractor will be required to have on hand or immediately available to him, an adequate supply of pest control treatment material in order to meet the TPCG needs.
- 3.17 Service must be satisfactory and approved by the TPCG. The personnel assigned by contractor to perform services described within this contract shall be qualified to perform the assigned duties. Contractor assumes responsibility for its personnel providing services described herein. Contractor agrees to keep confidential all information and materials which will come into possession or knowledge of contractor in connection with this contract or the performance thereof, excepting only information as is already known to the public, and not to release, use, or disclose the same except with written permission of the TPCG.
- 3.18 COMPLAINTS: Complaints and service required between regularly scheduled visits must be handled within twenty-four (24) hours after notification at no charge.
- 3.19 CHANGES: The contractor will provide services at required times requested by each department outlined in this contract. Any changes to time/schedule must be approved by the department effected. At each department's request, times may be changed to suit their particular needs.
- 3.20 DAMAGE / INJURY: The contractor shall be responsible for any damage and/or injury incurred by the chemicals used. Any building damage or otherwise affected by the operations of the contractor shall be restored to a condition as good as existed before work commenced without cost to the TPCG.
- 3.21 Invoices should include the department/division's name, location of service, the date the service was performed and an employee signature. Individual tickets including an itemized statement shall be hand delivered to Gina Bergeron or emailed to gbergeron@tpcg.org or sent via U.S. mail to 301 Plant Road Houma, LA 70363.
- 3.22 NON-PERFORMANCE: Failure to meet any requirements as specified in this contract will result in the first occurrence – verbal warning, which requires the contractor to immediately perform the services in accordance with the contract. A note of first occurrence will be placed in the file for documentation.

Second Occurrence – The contractor shall receive written notification of any and/or all deficiencies and complaints. The contractor will have seven (7) days from the date of the notice, to respond to the reported performance issue(s) in writing to the Purchasing Manager. Contractor's failure to respond to the initial notice of deficiencies in performance issues within the required number of days specified in each notice may constitute grounds for termination.

This agreement shall be construed in accordance with and governed by the laws of the State of Louisiana.

The contractor shall not assign any interest in this contract and shall not transfer the same.

- 3.23 The quantities and/or locations listed are estimated to be the amount needed. In the event a greater or lesser quantity is needed, the right is reserved by the TPCG to increase or decrease the amount, at the unit price stated in the bid.
- 3.24 The continuation of this contract is contingent upon the continuation of an appropriation of funds to fulfill the requirements of the contract. If sufficient monies to provide for the continuation of a contract or if such appropriation is reduced by any means to prevent the total appropriations for the year or for any other lawful purpose and the effect of such reduction is to provide insufficient monies for the continuation of the contract, the contract shall terminate on the date of the beginning of the first fiscal year for which funds are not appropriated.

CONTRACTOR QUALIFICATIONS
(ATTACH ADDITIONAL PAGES AS NEEDED)
(Must be submitted upon request)

Name and Address of Office from which this contract will be administered

Name _____

Address _____

Phone _____ Fax _____ E-Mail Address _____

Project Manager _____

Years in Business: _____ **Number of Employees:** _____

Does your organization have employees certified to exterminate in food preparation areas?
_____ (Yes) _____ (No)

If yes, please list their names below along with the names of all other employees certified:

(Names of Employees)

REFERENCES

PEST CONTROL SERVICES

(Must be submitted upon request)

List below current/past customers and local governmental entities, for which you have provided Pest Control Services for a minimum of 5 years **and** extermination within a food serving facility:

Entity: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Date of Service ___/___/___ to ___/___/___

.....

Entity: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Date of Service ___/___/___ to ___/___/___

.....

Entity: _____

Address: _____

Telephone Number: _____

Contact Person: _____

Date of Service ___/___/___ to ___/___/___

.....

Company: _____ Signature: _____

Date: _____ Title: _____

Non-Collusion Affidavit (Regarding LSA - R.S. 38:2224)
(Must be submitted within (10) days after receipt of Notice of Award)

STATE OF LOUISIANA
PARISH OF TERREBONNE

PROJECT NAME: 22-PEST-104 Pest Control Services

LOCATION: Various

AFFIDAVIT

Before me, the undersigned authority, duly commissioned and qualified within and for the State and Parish aforesaid, personally came and appeared _____ representing _____ who, being by me first duly sworn deposed and said that he has read this affidavit and does hereby agree under oath to comply with all provisions herein as follows:

Section 2224 of Part II of Chapter 10 of Title 38 of the Louisiana Revised Statutes, as amended.

- (1) That affiant employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for affiant; and
- (2) That no part of the Contract price received by affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the Contract, other than the payment of their normal compensation to persons regularly employed by the affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for affiant.

THUS DONE AND SIGNED BEFORE ME, THE UNDERSIGNED Notary Public and subscribing witnesses on this ___ day of _____, 201__, at _____, Louisiana.

WITNESS

WITNESS

NOTARY PUBLIC

**AFFIDAVIT
VERIFICATION OF CITIZENSHIP**
(Must be submitted within (10) days after receipt of Notice of Award)

BEFORE ME, the undersigned Notary Public, duly qualified in and for the Parish and State aforesaid, personally came and appeared:

(name)

who after being first duly sworn, deposed and said that:

1. I am the _____ of _____.
(title) (company)

2. I swear that _____ is registered and participates in a status verification system
(company)
to verify that all employees in the state of Louisiana are legal citizens of the United States or are legal aliens.

3. I verify that if _____ is awarded the contract, it shall continue, during the
(company)
term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.

4. I acknowledge that _____ shall require all subcontractors to
(company)
Submit to _____ a sworn affidavit verifying compliance with Paragraphs (2) and (3) of
(company)
the Affidavit.

Name:
Title:
Company:

Sworn to and subscribed before me at Houma, Louisiana,
on this _____ day of _____ 20_____.

NOTARY PUBLIC

CERTIFICATION REGARDING LOBBYING

(To be submitted within 10 days from receipt of Notice of Award)

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of an agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.
2. If any funds other than Federal appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a Member of Congress, an officer or employee of Congress, or an employee of a Member of Congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, "Disclosure Form to Report Lobbying," in accordance with its instructions.
3. The undersigned shall require that the language of this certification be included in the award documents for all subawards at all tiers (including subcontracts, subgrants, and contracts under grants, loans, and cooperative agreements) and that all subrecipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than \$10,000 and not more than \$100,000 for each such failure.

The Contractor, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the Contractor understands and agrees that the provisions of 31 U.S.C. Chap. 38, Administrative Remedies for False Claims and Statements, apply to this certification and disclosure, if any.

Signature of Contractor's Authorized Official

Name and Title of Contractor's Authorized Official

Date

“B”

TERREBONNE PARISH CONSOLIDATED GOVERNMENT
MINIMUM INSURANCE REQUIREMENT FOR CONTRACTORS
(OTHER THAN NEW CONSTRUCTION OR RENOVATIONS)

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractors. The cost of such insurance shall be included in the bid. TPCG (Terrebonne Parish Consolidated Government)

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage (“occurrence form CG001). “Claims Made” form is unacceptable. The “occurrence form” shall not have a “sunset clause”.
2. Insurance Services Office form number CA0001 (Ed.1/78) covering Automobile Liability and endorsement CA0025 or CA0001 12 90. The policy shall provide coverage for any auto or owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers’ Compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability Insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General Liability: \$1,000,000 combined single limit per occurrence with a \$2,000,000 general aggregate for bodily injury, personal injury and property damage (or higher limits depending on size of contract).
2. Automobile Liability: \$500,000 combined single limit per accident, for bodily injury and property damage.
3. Contractors Pollution Liability: \$1,000,000 combined single limit per occurrence with a \$2,000,000 general aggregate for bodily injury and property damage.
4. Workers’ Compensation and Employers Liability: Workers’ Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers Liability limit is to be \$1,000,000 when work is to be over water and involves maritime exposure.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

ANY DEDUCTIBLES OR SELF-INSURED RETENTIONS MUST BE DECLARED TO AND APPROVED BY TPCG. At the option of TPCG, either: The insurer shall reduce or eliminate such deductibles or self-insured retention’s as respects TPCG, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions.

1. General Liability; Automobile; and Contractors Pollution Liability Coverage

- a. TPCG, its officers, officials, employees, Boards and Commissions and volunteers are to be added as “additional insured” as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to TPCG, its officers, officials, employees or volunteers. It is understood that the business auto policy under “Who is an insured” automatically provides liability coverage in favor of TPCG.
- b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to TPCG, its officers, officials, employees, Boards and commissions or volunteers.
- c. The Contractor’s insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer’s liability.

2. Workers’ Compensation and Employer’s Liability Coverage

The insurer shall agree to waive all rights of subrogation against TPCG, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for TPCG. Terrebonne Parish Consolidated Government and Contractor mutually agree that it is their intention to recognize Terrebonne Parish Consolidated Government as the statutory employer of the Contractor’s employees (whether direct employees or statutory employees of the contractor) when any of the contractor’s employees are doing work and/or providing service under this agreement.

3. All Coverage’s

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled thirty (30) days prior written notice by certified mail, return receipt requested, has been given to TPCG.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with A.M. BEST’S RATING OF NO LESS THAN A:VI. This requirement will be waived for workers’ compensation coverage only for those contractors whose workers’ compensation coverage is placed with companies who participate in the State of Louisiana Workers’ Assigned Risk Pool or Louisiana Workers’ Compensation Corporation.

F. VERIFICATION OF COVERAGE

Contractor shall furnish TPCG with certificates of insurance effecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. THE CERTIFICATES ARE TO BE RECEIVED AND APPROVED BY TPCG BEFORE WORK COMMENCES. TPCG reserves the right to require complete, certified copies of all required complete, certified copies of all required insurance policies, at any time.

G. SUBCONTRACTORS

Contractor shall include all subcontractors as insured’s under its policies or shall furnish separate certificates for each subcontractor. All coverage’s for subcontractors shall be subject to all of the requirements stated herein.

INDEMNIFICATION AGREEMENT

(Must be submitted within (10) days after receipt of Notice of Award)

The _____ agrees to defend, indemnify,
Contractor/Subcontractor/Lessee/Supplier

save and hold harmless the Parish of Terrebonne, all Parish Departments, Agencies, Boards and Commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of _____ its agents, servants and employees,
Contractor/Subcontractor/Lessee/Supplier

and any and all cost, expense and/or attorney fees incurred by TPCG, all Departments, Agencies, Boards, Commissions, its agents, representatives, and/or employees as a result of any such claim, demands, and/or causes of action arising out of the negligence of TPCG, all Department, Agencies, Boards, Commissions, its agents, representatives, and/or employees

Contractor, Subcontractor, Lessee, Supplier

agrees to investigate, handle, respond to, provide defense for and defend any such claim, demand, or suit at its sole expense related thereto, even if it (claims, etc.) is groundless, false or fraudulent.

Accepted by _____
Company _____
Signature _____
Title _____
Date Accepted _____

Is Certificate of Insurance Attached? _____ Yes _____ No

Bid No. 22-PEST-104 for Various
Parish Department

Purpose of Contract: Pest Control Services for Various Parish Departments/Divisions

Bidder's Check List

This checklist is for your guidance only and does not necessarily constitute each and every requirement of this bid. Please read the entire bid thoroughly to ensure that your submission is complete.

Please check the box if you have completed the following:

1. Bid documents are enclosed in a sealed envelope bearing the following:

- full bid name/number on the outside of the envelope
- bidder's name/company
- bidder's address

2. Official Bid Form Section "A"

- completely filled out
- acknowledging receipt of each addendum (if applicable)
- prices completed exactly as listed

3. Other documentation to be submitted at time of bidding:

- * Signature Authorization: **(Required By ALL Bidders)** Written evidence of the person signing the bid shall be submitted at the time of bidding, in accordance with LA R.S. 38:2212(B)(5)
 - Provide documentation stating that the person signing the bid is authorized to bind the company to the requirements of the bid/contract.
 - The documentation provided must be signed by a member of the company with authority as outlined on pages 3 and 4 of this document.
 - Failure to include the appropriate signature authorization shall result in rejection of the bid as non-responsive.
- License(s) required by the Department of Agriculture (MUST be submitted in with this bid)

4. Additional Requirements (must be submitted within (10) days after receipt of Notice of Award)

- Indemnification Agreement
- Non-Collusion Affidavit
- Affidavit Verification of Citizenship (E-Verify)
- Certification Regarding Lobbying
- Insurance Certificate

***If you are unclear about the "signature authorization" requirement or any other requirement, please do not hesitate to contact the Purchasing Office at 985-580-7272.**