

David Alexander
Superintendent

Taft Kleinpeter
Board President
District 5B

Troy Gautreau, Sr.
Vice President
District 7A



1100 Webster Street
Donaldsonville, LA 70346
(225) 391-7000 (Gonzales) | (225) 257-2000 (Donaldsonville)
www.apsb.org

Robyn Penn Delaney, District 1
Scott Duplechein, District 2
Julie Blouin, District 3
Marty J. Bourgeois, District 4A
John Murphy, District 4B
John DeFrances, District 5A
Jared Bercegeay, District 6A
Louis Lambert, District 6B
Patricia Russo., District 7B

March 11, 2019

ADDENDUM 3

SEALED BID NO.
SB-10725

LeBlanc Special Services
Parking Lot Renovations

I. PERTAINING TO THE CONTRACT BID DOCUMENTS:

- A. Issue attached revised Instruction to Bidders to include Liquidated Damages information.
- B. Issue attached revised Contract between Owner and Contractor to include correct project name and completion of work period.

II. End of Addendum No. 3.

I acknowledge receipt of Addendum No. 3

D. HONORE CONSTRUCTION, LLC

Company Name

Signature of Preparer

DWAYNE HONORE, PRESIDENT

Name of Preparer (Print)

(225) 751-3078 (O)
(225) 413-6999 (M)

Phone Number of Preparer

THIS DOCUMENT MUST BE INCLUDED WITH YOUR BID

SB-10725
LEBLANC SPECIAL SERVICES PARKING LOT RENOVATIONS

INSTRUCTIONS TO BIDDERS

Sealed bids will be received by the Ascension Parish School Board, **not later than 2:00 p.m., MARCH 14, 2019**; at the following address:

Ascension Parish School Board
Attention: Carl W. Fontenot, Purchasing Department
932 W. Orice Roth Road
Gonzales, LA 70737

Any Bids received **after 2:00 p.m.**, on given date will be returned unopened.

- Sealed Bids will ONLY be accepted from one of the following three (3) options:
 1. Electronic Submission via BidSync.com
 2. Hand Delivery – 932 W. Orice Roth Road, Gonzales, LA 70737
 3. Mail – 932 W. Orice Roth Road, Gonzales, LA 70737
- Sealed Bids will be received by the Owner until the time and date, and at the location specified in the Advertisement for Bids.
- Bidders submitting bids to the Owner's bid receipt location shall assume full responsibility for the timely delivery and Owner's receipt of bids at the specified location prior to the time and date specified for receipt of Bids.
- ALL Pricing should be submitted on Ascension Parish School Board Specification Form (if applicable).
- See Attachment D
- ALL Bids **MUST** be signed by an authorized company representative. Failure to do so shall result in Automatic Rejection. See Attachment C - Signature Page
- The quantities listed are estimates; we reserve the right to adjust these quantities as needed.
- We reserve the right to award items on an individual line-by-line basis, unless stated otherwise.
- This bid will be valid for six (6) months with an option to renew for six (6) months.
- Please indicate quickest delivery date possible.
- All items to be Bid FOB Destination, Freight Included.

- **NOTE: IF BIDDING OTHER THAN BRAND/MODEL SPECIFIED, VENDOR SHOULD ENTER "SUB" IN THE UNIT PRICE FIELD ON THE SPECIFICATION SHEET THEN FILL IN THE SUBSTITUTED ITEM ON ATTACHMENT E - SUBSTITUTED ITEMS FORM AND SUBMIT DESCRIPTIVE LITERATURE WITH BID.**
- The outside of the bid envelope (or outermost envelope if mailed by and delivered by United States Mail, Express Mail, Priority Mail, UPS, Federal Express, and all other similar types of carrier delivery,) **must be labeled with the following information:**
 - **Owner's Name**
 - **Company Name**
 - **Sealed Bid Number as follows: SB-10725 or Sealed Bid SB-10725**
 - **Louisiana Contractor's license number of the Bidder** (if applicable)
- **Failure to label all envelopes or boxes exactly as stated above shall result in a MANDATORY rejection of this bid. APSB does not have the right to waive informalities as dictated by public bid law. Sole responsibility for properly labeling, mailing and delivering of bids is that of the bidder.**
- **Below is a sample of a correctly worded label, this label can be cut out and used as your label(s) if desired.**

Preferred method is to label 2 sides of all envelopes/boxes.

SEALED BID SB-10725

Company Name: _____

Address 1: _____

Address 2: _____

LA License #: _____

**Ascension Parish School Board
 APSB Distribution Center
 932 W. Orice Roth Road
 Gonzales, LA 70737**

- See Attachment A – Contractor/Vendor Insurance Requirements for vendors. If a vendor performs any work on any Ascension Parish School Board property as part of this bid, vendor must provide a current Certificate of Insurance meeting our minimum requirements within ten (10) days of bid opening.
- See Attachment B - Definitions pertaining to this bid.

SPECIAL INSTRUCTIONS

- **In the event that this Bid is over \$50,000.00, and includes installation, only Louisiana licensed contractors may submit a bid. On any bid in excess of fifty thousand dollars (\$50,000.00), the Contractor shall certify that he is licensed under R. S. 37:2150-2163 and indicate his Louisiana Contractor’s License number on the outside of the bid envelope. Failure to put the Louisiana Contractor’s License number on the outside of the Sealed Envelope, on any Bid in excess of \$50,000.00, will result in the disqualification of the Bid. NOTE: If your company plans to hire a Louisiana licensed sub-contractor for installation, the vendor submitting the Bid is still required to have an authorized Louisiana Contractor’s License.**
- 120 days has been allocated for installation and completion of project prior to notice to proceed.
- Completion of the Contract shall be subject to such extensions as may be granted in the Basic Project Conditions, or the Contractor will be subject to pay to the Owner Liquidated Damages per the following schedule:

SCHEDULE OF LIQUIDATED DAMAGES

Contract Amount	L.D. per Day
Up to \$100,000	\$ 100
\$100,000 to \$300,000	\$ 175
\$300,000 to \$500,000	\$ 200
\$500,000 to \$600,000	\$ 250
\$600,000 to \$800,000	\$ 400
\$800,000 to \$1,000,000	\$ 600
\$1,000,000 to \$2,000,000	\$ 700
\$2,000,000 to \$4,000,000	\$ 800
\$4,000,000 to \$6,000,000	\$ 1200
\$6,000,000 to \$8,000,000	\$ 1600
\$8,000,000 to \$10,000,000	\$ 1800
\$10,000,000 to \$12,000,000	\$ 2000
\$12,000,000 to \$15,000,000	\$ 2300
Above \$15,000,000	To be determined

- No deliveries shall be made prior to notice to proceed; without the written consent of the Owner’s Representative. Vendors shall be responsible for all costs in association with storage, delivery, and installation of furniture.

- Deliveries and installation shall be during normal working hours, Monday through Friday, unless arrangements are made in advance with the Owner's Representative. Deliveries to be made to the following address:

**LeBlanc Special Services
611 N. Burnside Ave., Gonzales, LA 70737**

- The awarded vendor is to coordinate Delivery and Installation with the Owner's Representative below:

**Mr. Jeffrey J. Parent
Ascension Parish School Board Maintenance
Office: 225-391-7314
Cell: 225-717-8386**

If you have any questions concerning this Bid, contact Ascension Public Schools Purchasing Department, at 225/391-7134 or Purchasing@apsb.org

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Attachment A

CONTRACTOR/VENDOR INSURANCE REQUIREMENTS

GENERAL

- Insurance carrier to have Best rating of “A” or above or be a qualified self-insured with “A” rated reinsurance; preference will be given to admitted (LIGA) insurers.
- Certificate of Insurance must be provided and it must be issued by Agent or Insurer
- Ascension Parish School Board must be listed as Certificate Holder
- Operations to be performed by contract to be shown on Certificate
- 30 day notice required for cancellation (other than non-payment), non-renewal, material change
- 10 day notice required for cancellation due to non-payment
- Insurance carrier to have Best rating “A” or above or be qualified self-insured with “A” rated reinsurance; preference will be given to admitted (LIGA) insurers
- Contractor must provide required insurance documents within 5 business working days of notice

LIABILITY

- Commercial General Liability on Occurrence Form
- Include Contractual Liability to cover any hold harmless/indemnification agreement in favor of Ascension Parish School Board
- Include Ascension Parish School Board as Additional Insured
- Include a Waiver of Subrogation in favor of Ascension Parish School Board
- Include Primary and Non-contributory wording in favor of Ascension Parish School Board
- Limits:
 - \$2,000,000 General Aggregate of aggregate applies per policy or
 - \$2,000,000 General Aggregate if aggregate applies per project:
 - \$1,000,000 CSL Each Occurrence
 - \$1,000,000 Products/Completed Operations Aggregate \$1,000,000 Personal Injury
 - \$100,000; Fire Damage Legal (subject to review based on specific job and/or location)

AUTOMOBILE

- \$1,000,000 CSL for any Owned, Non-owned or Hired Automobiles
- Additional Insured and Waiver of Subrogation in favor of Ascension Parish School Board

WORKERS COMPENSATION

- \$1,000,000/1,000,000/1,000,000 Employers Liability
- Waiver of Subrogation in favor of Ascension Parish School Board

OTHER

Specific endorsements or coverage or removal of exclusion(s) as deemed necessary

Definitions

- A. **Shall** – The term “shall” denotes mandatory requirements
- B. **Must** – The term “must” denotes mandatory requirements
- C. **May** – The term “may” denotes an advisory or permissible action.
- D. **Should** – The term “should” denotes desirable
- E. **Allows** – The term “allows” denotes desirable
- F. **Contractor** – Any person having a contract with a governmental body.
- G. **APS** – Ascension Public Schools

SB-10725
Sealed Bid Title

SIGNATURE PAGE

**ALL BIDS MUST BE SIGNED BY AN AUTHORIZED
COMPANY REPRESENTATIVE. FAILURE TO DO SO
SHALL RESULT IN AUTOMATIC REJECTION.**

Name of Preparer (print): _____

Signature of Preparer: _____

Company Name: _____

Email Address: _____

Phone Number: _____

Fax Number: _____

It is the policy of the Ascension Public Schools to provide equal opportunities without regard to race, color, national origin, sex, age, disabilities, or veteran status in its educational programs and activities. This includes, but is not limited to admissions, educational services, financial aid, and employment.

CONTRACT BETWEEN OWNER AND CONTRACTOR

This agreement entered into this _____ day of _____, 2019 between

The Owner:

Ascension Parish School Board Maintenance
518 W. Oak Street
Gonzales, LA 70737
Contact: Mr. Jeffrey J. Parent
Phone: (225) 391-7314

and **the Contractor:**

Contractor
Address #1
Address #2
Contact: Name
Number: (XXX) XXX-XXX

for **the Project:**

LeBlanc Special Services-Parking Lot Renovations (see list of included sites below)

Sealed Bid No.: SB-10725

(See Construction Drawings for Various Physical Addresses)

...including work on portions of the following site:

LeBlanc Special Services Office – 611 N. Burnside Ave., Gonzales, LA 70737

The Owner and Contractor Agree as follows:

I. STATEMENT OF WORK:

- a. Provide labor, materials and equipment necessary for installation of security fencing and gates as shown in the contract documents.

II. CONTRACT VALUE:

- a. Subject to any Additions or Deletions in accordance with the Article 4, the contract sum shall be \$ XXX,XXX.XX.
- b. Unit Pricing included on the Bid Form. Payment shall be made on actual quantities only.

III. TIME / SCHEDULE OF WORK:

- a. Work on this project will begin on the XX day of Mmmm, 2019.
- b. Work shall be completed within One Hundred Twenty (120) calendar days ending on the XX day of Mmmm, 2019.
- c. The contract time may be extended by Change Order including inclement weather as set forth in Article 5 of the Basic Project Conditions.

IV. CONTRACT DOCUMENTS:

- a. The contract documents include:
 - i. this Agreement executed by the Owner and Contractor,
 - ii. the “Basic Project Conditions” attached and signed by the Owner and Contractor
 - iii. the Project Specifications including 96 pages
 - iv. the Project Drawings including 20 sheets

- v. the submitted Bid Form
- vi. all Addenda Issues and Acknowledged on the Bid Form
 - Addenda #1, pages total
 - Addenda #2, pages total
- vii. all Change Orders – Issued and Executed

Contractor's Signature

APSB Representative's Signature

Print Name

Print Name