CITY OF SHREVEPORT-PURCHASING DIVISION

P.O. BOX 31109 SHREVEPORT, LOUISIANA 71130-1109 Suite 610, 505 TRAVIS SHREVEPORT, LA 71101-3042
Phone 318/673-5450 web site: www.shreveportla.gov Fax 318/673-5408

To: All Prospective Bidders

The City of Shreveport welcomes you as a possible bidder for any goods and/or services that you can provide. Please fill in the enclosed Vendor's Application form and return it at your earliest convenience. If your firm is a small business owned by minority, woman or other disadvantaged person(s) you may wish to register with the Fair Share Office, phone 318/673-5060. The Fair Share office is located in Suite 260, 505 Travis Street, Shreveport, LA 71101. DBE certification is handled by Stacy Messina or Remy Graves in Baton Rouge. Phone 225/379-1382 OR 225/379-1363

Completing the enclosed Vendor's Application form gives us all the information that we need to activate your firm as a vendor, if you happen to be the lowest responsive and responsible bidder for a particular item/service. It is up to you to keep in touch with the Purchasing Division. VENDOR IS RESPONSIBLE FOR INFORMING THE PURCHASING DIVISION OF CHANGES IN THEIR NAME, TAX ID NUMBER, ADDRESS, TELEPHONE, FAX NUMBERS AND E-MAIL ADDRESS. By checking for our advertisements in the legal section of *The Times*, or by visiting BidSync.com you will know what bid/proposal documents are available. Vendors/Contractors have the option to submit their responses, electronically thru BidSync.com or by paper copy. Registration is free and you can sign up now. If you wish to submit electronic responses, you may do so for a small annual fee paid to BidSync. For electronic bidding a small annual fee for a digital signature is required. Contractors who plan to submit their bids electronically will have to make arrangements with their insurance company for electronic bid bonds.

The City of Shreveport's purchasing policies and procedures require that all purchases of goods and services have a purchase order issued. For those purchases of $1,000 or less, the initiating department may provide a verbal Direct Purchase Order number as authority to process an order. For purchases exceeding $1,000, a **written purchase order** must be issued by the Purchasing Division and forwarded to the vendor. In certain **emergency cases**, the Purchasing Division may authorize a Direct Purchase Order for purchases exceeding $1,000. This is a rare occasion and the vendor must have authority from the Purchasing Agent or designee to proceed with processing the order.

AN AFFIDAVIT ATTESTING THAT CONTRACTOR, LEGAL ENTITIES OF CONTRACTOR DO NOT OWN ADJUDICATED OR LIEN PROPERTY MUST BE MAILED TO THE PURCHASING OFFICE. PLEASE SEE APPENDIX 2, AS ENCLOSED.

The City does not fill out credit applications; however, the following information is furnished so that you may open an account for the City: In accordance with Act No. 1029 of the Louisiana Regular Legislative session, the City is exempt from all state and local sales and use taxes. Also, the City does not pay federal excise tax. Our registration number for tax-free transactions under Chapter 32 of the Internal Revenue Code is 72-790477-K. Our Federal I.D. number is 72-6001326.

1. The City will pay the contractor upon presentation of a properly executed invoice after goods have been received, inspected and accepted. Invoices will be paid within thirty (30) days of receipt of complete and satisfactory delivery, or receipt of a properly executed invoice, whichever is later. Payment will be made on the basis of unit price as listed in the contract; such price and payment will constitute full compensation of furnishing and delivering the contract commodities and/or services performed. Invoices should be mailed to: City of Shreveport, P.O. Box 31109, Shreveport, La 71130-1109, and Attn: Accounting Division.

2. References are:

(a)The Times	222 Lake Street, Shreveport, LA 71130	(318) 459-3410
(b)The Shreveport Sun	2224 Jewella Avenue, Shreveport, LA 71133	(318) 631-6222
(c)Bath Business Services	610 Market Street, Shreveport, LA 71101	(318) 221-7141
(d)Xerox Corporation	800 Carillon Parkway, St. Petersburg, Fl 33716	(800) 822-2200

We appreciate your business and it is important to us. It is also very important that you follow the City of Shreveport's policies and procedures. If the procedures are not followed, your payment may be delayed or you may not be paid because the purchase has not been authorized. Call (318) 673-5450 if you have any questions or concerns about bid specifications or the procurement process. You may also wish to contact us by FAX at (318) 673-5408 or my E-mail address is tom.mattox@shreveportla.gov.

Sincerely,

Tom Mattox, CPPO, C.P.M
Purchasing Agent

(Revised 10-17-11)

V E N D O R ' S A P P L I C A T I O N (Revised 12-15-08)

Please e-mail, mail or fax application to:
City of Shreveport □ Purchasing Division
PO Box 31109 □ Shreveport, LA 71130-1109
505 Travis Street □ Suite 610 □ Shreveport, LA 71101-3042
Phone: (318) 673-5450 □ Fax: (318) 673-5408
web site: www.shreveportla.gov

All information must be provided typed or printed. W-9 form at: http://www.irs.ustreas.gov/pub/irs-pdf/fw9.pdf?portlet=3

☐INITIAL APPLICATION ☐REVISION	Date of Application:	Copy of Current Business/Occupational License & W-9 Forms are Required. Are they attached? ☐ yes ☐ no ADJUDICATED PROPERTY AFFIDAVIT MAILED? ☐

Vendor Name:	Federal Identification or S.S. Number:
Sales (Order) Address (Street, City, State & Zip Code):	Phone Number:
Remittance Address (Street, City, State & Zip Code):	Fax Number:
Web Site Address:	E-Mail Address:

Type of Organization: ☐ Partnership ☐ Sole Proprietorship ☐ Corporation DBE Ownership ____%* ☐ Minority Ownership ____%

Type of Business or Service: (Check all that apply)
☐ Architect/Engineer ☐ Manufacturer or Producer ☐ Distributor ☐ MFGR'S Agent
☐ Retailer ☐ Service Establishment ☐ Wholesaler ☐ Construction

It is imperative that the five digit commodity codes are listed on your application. These codes can be accessed on the web at www.shreveportla.gov under Bids & RFPs, Section 900 or at BidSync.com. **Click on the three digit code and the five digit codes will be shown. All of the 900 range commodity codes are for services & construction.** Please list all commodity codes that apply. Use the back if more space is needed. **When working on City property see Section 600 on the web for Insurance Requirements.**

(1) _____ (2) _____ (3) _____ (4) _____ (5) _____ (6) _____ (7) _____ (8) _____

(9) _____ (10) _____ (11) _____ (12) _____ (13) _____ (14) _____ (15) _____ (16) _____

(16) _____ (17) _____ (18) _____ (19) _____ (20) _____ (21) _____ (22) _____ (23) _____

(24) _____ (25) _____ (26) _____ (27) _____ (28) _____ (29) _____ (30) _____ (31) _____

(32) _____ (33) _____ (34) _____ (35) _____ (36) _____ (37) _____ (38) _____ (39) _____

(40) _____ (41) _____ (42) _____ (43) _____ (44) _____ (45) _____ (46) _____ (47) _____

Please check all of the classifications below that apply. FSC requires certification by the Fair Share Office.

Small Business (SBE)	Large Business (LBE)	Fair Share Certified (FSC)	Disadvantaged Business (DBE)	Architect or Engineer (AEC)	Women Owned Business (WBE)
☐	☐	☐	☐	☐	☐

Persons Authorized to sign bids and Contracts in your name (If an agent, so specify)		Persons to contact on matters concerning bids and contracts	
Name	Official Capacity	Name	Official Capacity

I understand that I will need to watch for the City's ads in the legal section of *The Times* and/or on BidSync.com web site so that I will know when to contact the City for a copy of an Invitation for Bid (IFB), a Request for Proposal (RFP), or a Request for Statement of Qualification (RFS).

I certify that the information supplied herein (including attached pages) is correct and that neither the applicant nor any person (or concern) in any connection with the applicant as a principal officer, so far as is known, is in arrears on money owed to the City, is now debarred or otherwise declared ineligible by any public agency from bidding for furnishing materials, supplies or services to any agency thereof.

Signature of Person Authorized to Sign	Name and Title of Person Authorized to Sign for this Firm

*Defined as those who are socially disadvantaged by Small Business Administration that includes Black Americans, Hispanic Americans, Native Americans, Asian Pacific Americans and Subcontinent Asian Americans. Place actual percentage of ownership from 0% to 100%. **Women are not included in this definition of minority unless they fit into one of these categories.**

INSTRUCTIONS FOR OBTAINING A
VENDOR'S APPLICATION
AND COMMODITY CODES
FOR THE CITY OF SHREVEPORT

WEB SITE ADDRESS: WWW.SHREVEPORTLA.GOV

TO OBTAIN AN APPLICATION

You may download a Vendor Application on the City's web site:

www.shreveportla.gov

Click on Bids, then on Section 800. E-mail, fax or mail the application back to us**. The original affidavit in Section 400 must be mailed to us.** Scroll down and you will see all of our formal solicitations that are currently available. If have any questions, you can call 318/673-5450.

AND/OR:

It is up to you to download/view information about our bid documents at BidSync.com.

ELECTRONIC BIDS/BID NOTICES

Bid/Proposal notices will no longer be mailed to contractors/vendors by the Purchasing Office. The City of Shreveport's listing of current bids (IFB), requests for quotes (RFQ), requests for proposals (RFP), and statements of qualifications (RFS) (hereinafter "bids") will be posted on BidSync.com. To view the general bid information and **receive bid notices by e-mail**, you will have to register with BidSync. **Registration is free**. Vendors/Contractors (vendors) will now have the option to submit their bids & bid bonds, electronically or by paper copy [R.S. 38-2212(A) (1) (F) and R.S. 2212.1(B) (4)]. If you wish to view/download the entire bid package and submit electronic bids, you may do so for $100 per year. **The City will only be allowed to view the vendor's prices after the time has passed for the receipt of bids.** Vendors who decide to pay the annual fee to BidSync will be able to submit electronic bids to every agency in the State of Louisiana that signs up with BidSync. Submitting bids electronically can save thousands of dollars in express mail fees, plan fees/deposits, travel, postage, labor, and the cost of paper. To register please go to: https://www.bidsync.com/DPX?ac=subscribe&regonly=1&. If you need help registering or with training or completing an e-bid, please **call 800-990-9339 (M-F)** 8 AM to 7 PM (CST). Vendors/Contractors who decide to submit e-bids will also have to pay an annual fee for a digital signature as required by state law. Contractors who submit e-bonds will need to pay an annual fee to http://surety2000.com/ for electronic bid bonds.

Revised 8-19-10

CITY OF SHREVEPORT-QUICK REFERENCE TO PURCHASING REGULATIONS (revised 7-30-10)

All City purchases of goods and services are governed by R.S. 38:2212 et. seq., R.S. 39:1594 et seq., A/P 3-8. The Fair Share Ordinance (No. 105, 1999, 7-27-99) with a goal of 25% of certified Fair Share Vendors/Firms applies to construction projects. Accordingly, use of Fair Share Vendors/Firms is strongly encouraged. Fair Share vendors are only those with a DBE/FSC classification. MBE vendors are tracked separately. As an option, e-bids may be submitted though BidSync.com**. When a yellow contract requisition is initially required all change orders must follow on a yellow contract requisition form regardless of the dollar amount. All subcontractors are to be entered in contract tracking by Purchasing.**

Bid/Proposal notices will no longer be mailed to contractors/vendors by the Purchasing Office. The City of Shreveport's listing of current bids (IFB), requests for quotes (RFQ), requests for proposals (RFP), and statements of qualifications (RFS) (hereinafter "bids") will be posted on BidSync.com. To view the general bid information and **receive bid notices by e-mail**, you will have to register with BidSync. **Registration is free**. Vendors/Contractors (vendors) will now have the option to submit their bids & bid bonds, electronically or by paper copy [R.S. 38-2212(A) (1) (F) and R.S. 2212.1(B) (4)]. If you wish to view/download the entire bid package and submit electronic bids, you may do so for $100 per year. **The City will only be allowed to view the vendor's prices after the time has passed for the receipt of bids.** Vendors who decide to pay the annual fee to BidSync will be able to submit electronic bids to every agency in the State of Louisiana that signs up with BidSync. Submitting bids electronically can save thousands of dollars in express mail fees, plan fees/deposits, travel, postage, labor, and the cost of paper. To register please go to: https://www.bidsync.com/DPX?ac=subscribe&regonly=1&. If you need help registering or with training or completing an e-bid, please **call 800-990-9339 (M-F)** 8 AM to 7 PM (CST). Vendors/Contractors who decide to submit e-bids will also have to pay an annual fee for a digital signature as required by state law. Contractors who submit e-bonds will need to pay an annual fee to http://surety2000.com/ for electronic bid bonds.

1.0 **COMMODITIES**-Amounts must be based upon the aggregate total by Commodity that all City Departments need for one budget year. It is against the law to split purchases in order to avoid the requirement of receiving three quotes or advertising for public bidding.

1.1 Direct Purchases (DP)-$1,000 or less.

1.2 Non-recurring purchases, items not stocked in the storeroom or not on a contract. Department uses DP in ADPICS or Procurement Card.

1.3 $1,001 to $9,999-Requisition in ADPICS required. Purchasing issues written P.O. after ADPICS requisition approved.

1.4 *$10,000 to $24,999-Solicitation Request (Cityform) for RFQ required. Requisition in ADPICS required. Purchasing must issue RFQ with written specifications to obtain at least three telephone or facsimile quotations. Award other than to the lowest vendor must be approved by the Purchasing Agent. Yellow contract requisition (long form) required when $10,000+. Purchasing issues written P.O. after ADPICS & yellow contract requisitions are approved.

1.5 *$25,000 plus-Solicitation Request for IFB required. Purchasing must issue IFB with written specifications & advertise for minimum of 10 days (excluding holidays). Requisition in ADPICS & yellow contract requisition are required. Purchasing issues written P.O. after ADPICS & yellow contract requisitions (long form) are approved.

1.6 *Note: Exceptions to the public bid law for quotes ($10,000 to $24,999) & bid requirements ($25,000+) are: State Contract Items, State Contract Local match items as negotiated by Purchasing **(R.S. 39:1710).** Cooperative Purchasing Agreements & Check Request Items as listed on page four of the Purchasing Manual. For listing of State Contracts see: http://doa.louisiana.gov/osp/siteindex.htm The Purchasing Manual is located on the Intranet at: http://cos-web/.

2.0 **CONSTRUCTION**-Amounts must be based upon each site per budget year. It is against the law to split projects in order to avoid the requirement of a State Contractors License or to avoid public bidding. Any contractor working on City property must provide Insurance Certificate on our form for approval of the Risk Manager. State Contractors License required when cost per site for the budget year will be $50,000+. **For residential home improvement projects a state license is required when $7,500 or more.**

3.0 Direct Purchases (DP)-$1,000 or less. Department uses DP in ADPICS or Procurement Card.

3.1 $1,001to $4,999-Requisition in ADPICS required. Purchasing issues written P.O. after ADPICS requisition approved.

3.2 $5,000 to $24,999-Requisition in ADPICS, written (R.S. 38:2241) contract (if an emergency, written contract required when $50,000+) & yellow contract requisition (long form) are required. Purchasing issues written P.O. after ADPICS & yellow contract requisition-long form are approved.

3.3 **$25,000 to $149,999-Solicitation Request for RFQ required. Purchasing must issue Request for Quote (RFQ) with written specifications. Requisition in ADPICS, written recorded contract & yellow contract requisition (long form) required. 10% Two-Year Maintenance/Warranty Bond is required @ $20,000+ (when applicable). 50% Payment Bond required when in excess of $25,000 (R.S. 38:2241). State Contractors License & 100% Performance Bond Required @ $50,000+. Purchasing issues written P.O. after the ADPICS & yellow contract requisitions (long form) are approved. When amount is in excess of $25,000 the contractor is required to record the contract with the bonds at the Parish Courthouse.

3.4 $150,000 plus-Solicitation Request for IFB required. Purchasing must advertise for minimum of 25 days (excluding holidays) & issue Invitation for Bid (IFB) with written specifications. Requisition in ADPICS, written recorded contract & yellow contract requisition (long form) are required. State Contractors License, 5% Bid Bond, & all bonds listed above are required. Purchasing issues written P.O. after ADPICS & yellow contract requisitions are approved.

3.5 **Note: Exception to the quote requirements would be to use City employees for construction projects including for new buildings when the total cost, is less than $150,000 (including City employee labor, materials and rented equipment).

4.0 **ARCHITECTURAL/ENGINEERING SERVICES**-Architectural, engineering, interior design, construction management, land surveying & landscape architectural services.

4.1 Contracts less than $10,000- Requisition in ADPICS required. Must be approved by the Mayor. Purchasing issues written P.O. after ADPICS requisition approved.

4.2 $10,000 plus-Solicitation Request for RFS required. Requisition in ADPICS, written contract & yellow contract requisition (long form) are required. Purchasing must advertise for minimum of 25 days (excluding holidays) & issue Request for Statement of Qualifications (RFS). Purchasing issues written P.O. after ADPICS & yellow contract requisitions are approved.

5.0 **REQUEST FOR PROPOSALS**-can only be used as shown below & for services not covered in the Public Bid Law.

5.1 Services-$10,000 to $24,999-Solicitation Request (Cityform) for RFQ required same as Commodities. Services-$25,000 plus-Solicitation Request for RFP required. Purchasing normally advertises RFPs for minimum of 30 days (excluding holidays) & issues Request for Proposals (RFP) with written specifications. Requisition in ADPICS, written contract & yellow contract requisition (long form) are required. Purchasing issues written P.O. after ADPICS & yellow contract requisitions are approved.

5.2 For items listed below, when less than $25,000, same as Commodities.

5.3 TELECOMMUNICATIONS/D.P. EQUIPMENT-$25,000 plus-Solicitation Request for RFP required. Purchasing must advertise for minimum of 10 days (excluding holidays) & issue Request for Proposals (RFP) with written specifications. Requisition in ADPICS & yellow contract requisition (long form) required. Purchasing issues written P.O. after ADPICS & yellow contract requisitions are approved. Can also use IFB with 15 day advertisement for this equipment if note that RFP process is not applicable.

5.4 Used Fire & Emergency Response Vehicles $25,000 plus-Solicitation Request for RFP required. Purchasing must advertise for minimum of 25 days (excluding holidays) & issue Request for Proposals (RFP) with written specifications. Requisition in ADPICS & yellow contract requisition (long form) are required. Purchasing issues written P.O. after ADPICS & yellow contract requisitions are approved.

5.5 Shared Energy Savings (Contractors License Required)-Solicitation Request for RFP required. Purchasing must advertise for minimum of 42 days (excluding holidays) & issue Request for Proposals (RFP) with written specifications. Requisition in ADPICS, written recorded contract & yellow contract requisition (long form) are required. Purchasing issues written P.O. after ADPICS & yellow contract requisitions are approved.

INSTRUCTIONS FOR CONSTRUCTION INSURANCE REQUIREMENTS

YOUR COMPANY IS ONLY REQUIRED TO MEET THE CITY'S INSURANCE REQUIREMENTS IF AWARDED A CITY CONTRACT AND YOU WILL BE WORKING ON CITY PROPERTY, SEE SECTION 600 FOR INSURANCE REQUIREMENTS COVERING CONTRACTS OTHER THAN CONSTRUCTION. If you plan to bid on a project that requires you to meet the City's Insurance Requirements, you will need to be sure that you have included the cost of the appropriate insurance in your bid price.

1.0 The Contractor shall at its own expense provide and maintain certain insurance in full force and effect at all times during the term of this Agreement and any extensions thereto. Such insurance, at a minimum, must include the following coverage=s and limits of liability:

1.1 Commercial General Liability Insurance in an amount not less than a combined single limit of $1,000,000 per occurrence. **This policy should be endorsed to name the City as an additional insured.** It is the intent of the City that the policy coverage should not be limited by an annual aggregate limitation. If this policy is to be limited by an aggregate annual limitation, the aggregate limitation shall not be less than $2,000,000 otherwise the contractor must provide a $1,000,000 per project aggregate applicable for the project specified in this contract. This policy must be endorsed to include coverage for asbestos removal and pollution coverage=s.

1.2 Comprehensive Auto Liability Insurance, including hired, rented or non-owned automobiles, in an amount not less than $100,000 Per Person and/or $300,000 per occurrence or a combined single limit of $300,000 per occurrence. **This policy should be endorsed to name the City as an additional insured.**

1.3 Workers' Compensation Insurance as required by the laws of the State of Louisiana and Employer's Liability Insurance in a minimum amount of $1,000,000. This policy shall contain an Other States Coverage Endorsement. When required by the City, this policy shall also be endorsed to include coverage required by the United States Longshoreman and Harbor Workers' Compensation Act and Maritime Coverage. The certificate of insurance required herein, must have the following statement shown in the remark section: This policy for workers= compensation protects all members of the insured organization, including an employer, a sole proprietor, a partner or bona fide officer of the insured organization, and all employees.

1.4 Builders= Risk Insurance, for the mutual benefit of the Contractor and the City, to be provided in a reporting policy form or other form acceptable to the City. This policy shall be written on an Aall-risk@ basis providing coverage for the building structure and construction machinery and equipment. **This policy shall be endorsed to name the City as an additional insured.**

1.5 All coverage provided herein shall be effective under insurance policies issued by solvent insurance carriers qualified to do business in the State of Louisiana and having an A.M. Best Company rating of **B+VII** or better. This rating requirement is waived on workers compensation only. The City reserves the right to inspect any and all insurance policies required pursuant to this Agreement, prior to commencement of the services specified in the Agreement and anytime thereafter.

1.6 Proof that such insurance coverage exists shall be furnished to the City by means of a Certificate of Insurance form provided by the City before any part of the service specified by this Agreement are commenced. The said Certificate shall name the City as an additional insured as indicated herein and include a provision that in case of cancellation or any material change in the coverage stated above the City shall be notified thirty (30) days prior to any such change or cancellation. Said provision shall include cancellation for non-payment of premium. The Contractor shall be liable for its subcontractors' insurance coverage of the types and in the amounts stated above, and shall furnish the City with copies of such Certificates of Insurance.

1.7 The Contractor and all of its insurers shall, in regard to the above stated insurance, waive all right of recovery or subrogation against the City, its officers, agents or employees and its insurance companies.

1.8 The Contractor shall be responsible for compliance with all safety rules and regulations of the Federal Occupational Safety and Health Act of 1970 and those of all applicable State Acts, Laws or Regulations during the conduct of the Contractor's performance of the Agreement. The Contractor shall indemnify the City for fines, penalties and corrective measures that result from the acts of commission or omission of the Contractor, its subcontractors, if any, agents, employees and assigns and their failure to comply with such safety rules and regulations.

1.9 The City will give the Contractor prompt notice in writing if the institution of any suit or proceeding and permit the Contractor to defend same, and will give all needed information, assistance, and authority to enable the Contractor to do so. The Contractor shall similarly give the City immediate notice of any suit or action filed or prompt notice of any claim arising out of the performance of the Contract. The Contractor shall furnish immediately to the City copies of all pertinent papers received by the Contractor.

1.10 If any parts of the services specified by this agreement are sublet, similar insurance shall be provided by or on behalf of the subcontractor to cover their operations, and evidence of such insurance, satisfactory to the City, shall be furnished to the City by the Contractor.

BEFORE A CONTRACT WITH THE CITY IS SIGNED BY THE MAYOR OR THE PURCHASING AGENT, YOUR INSURANCE AGENT MUST VERIFY THE CORRECT COVERAGE ON THE ATTACHED INSURANCE CERTIFICATE.

Revised 11/14/00 -Construction Requirements

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
Month/Date/Year

PRODUCER

Insurnce Agent/Broker Name
Insurnce Agent/Broker Street Address or P.O. Box
Insurnce Agent/Broker City, State & Zip Code
Contact & Phone Number

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW.

INSURERS AFFORDING COVERAGE		NAIC #
INSURER A:	Name of Insurance Company	Enter NAIC#
INSURER B:	Name of Insurance Company (if applicable)	Enter NAIC#
INSURER C:	Name of Insurance Company (if applicable)	Enter NAIC#
INSURER D:	Name of Insurance Company (if applicable)	Enter NAIC#
INSURER E:	Name of Insurance Company (if applicable)	Enter NAIC#

INSURED

Vendor Name
Vendor Street Address or P.O. Box
Vendor City, State & Zip Code

COVERAGES

THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. AGGREGATE LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	ADD'L INSRD	TYPE OF INSURANCE	POLICY NUMBER	POLICY EFFECTIVE DATE (MM/DD/YY)	POLICY EXPIRATION DATE (MM/DD/YY)	LIMITS	
A	☐	**GENERAL LIABILITY** ☐ COMMERICAL GENERAL LIABILITY ☐ ☐ CLAIMS MADE ☐ OCCUR ☐ ____ ☐ ____ GEN'L AGGREGATE LIMIT APPLIES PER: ☐ POLICY ☐ PROJECT ☐ LOC	Enter Policy #	Enter Effective Date	Enter Expiration Date	EACH OCCURENCE	$
						DAMAGE TO RENTED PREMISES (Ea occurrence)	$
						MED EXP (Any one person)	$
						PERSONAL & ADV INJURY	$
						GENERAL AGGREGATE	$
						PRODUCTS - COMP/OP AGG	$
							$
A	☐	**AUTOMOBILE LIABILITY** ☐ ANY AUTO ☐ ALL OWNED AUTOS ☐ SCHEDULED AUTOS ☐ HIRED AUTOS ☐ NON-OWNED AUTOS ☐ ____ ☐ ____	Enter Policy #	Enter Effective Date	Enter Expiration Date	COMBINED SINGLE LIMIT (Each Occurrence)	$
						BODILY INJURY (Per person)	$
						BODILY INJURY (Per accident)	$
						PROPERTY DAMAGE (Per accident)	$
A	☐	**GARAGE LIABILITY** ☐ ANY AUTO ☐ ____	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	AUTO ONLY - EA ACCIDENT	$
						OTHER THAN AUTO ONLY: EA ACC	$
						AGG	$
A	☐	**EXCESS/UMBRELLA LIABILITY** ☐ OCCUR ☐ CLAIMS MADE ☐ DEDUCTIBLE ☐ RETENTION $	Enter Policy # (if required)	Enter Effective Date	Enter Expiration Date	EACH OCCURRENCE	$
						AGGREGATE	$
							$
							$
							$
A	☐	**WORKERS COMPENSATION AND EMPLOYERS' LIABILITY** ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? If yes, describe under SPECIAL PROVISIONS below	Enter Policy #	Enter Effective Date	Enter Expiration Date	☒ WC STATUTORY ☐ OTHER	
						E.L. EACH ACCIDENT	$
						E.L. DISEASE - EA EMPLOYEE	$
						E.L. DISEASE - POLICY LIMIT	$
	☐	**OTHER**					

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES / EXCLUSIONS ADDED BY ENDORSEMENT / SPECIAL PROVISIONS

The City of Shreveport is listed as Additional Insured with a Waiver of Subrogation.

CERTIFICATE HOLDER

CANCELLATION

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, THE INSURER AFFORDING COVERAGE WILL ENDEAVOR TO MAIL 30 DAYS WRITTEN NOTICE TO THE CERTIFICATE HOLDER NAMED TO THE LEFT, BUT FAILURE TO DO SO SHALL IMPOSE NO OBLIGATION OR LIABILITY OF ANY KIND UPON THE INSURER, ITS AGENTS OR REPRESENTATIVES.

AUTHORIZED REPRESENTATIVE

ACORD 25 (2001/08) © ACORD CORPORATION 1988

IMPORTANT

If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

DISCLAIMER

The Certificate of Insurance on the reverse side of this form does not constitute a contact between the issuing insurer(s), authorized representative or producer, and the certificate holder, nor does it affirmatively or negatively amend, extend or alter the coverage afforded by the policies listed thereon.

APPENDIX 2-AFFIDAVIT ATTESTING THAT CONTRACTOR, LEGAL ENTITIES OF CONTRACTOR DO NOT OWN ADJUDICATED OR LIEN PROPERTY

BEFORE ME, the undersigned Notary Public duly qualified and commissioned, came and appeared

_____ authorized representative of _____with a Federal I.D. Number of: _____and with a current e-mail address of:

_____ who does hereby state as follows, to-wit:

1.0 Contractor does not own any property which is adjudicated to the City of Shreveport or which has demolition liens, grass cutting liens, or any other property standards liens on it. For purposes of this subsection, the term "Own" shall mean to be the last record owner of the property prior to a tax sale or adjudication.

2.0 Contractor does not own more than 25% of a legal entity that owns any property which is adjudicated to the City or which has demolition liens, grass cutting liens, or any other property standards liens on it.

3.0 Contractor has paid all taxes, licenses, fees, and other charges which are outstanding and due to the City.

4.0 Contractor will provide written notification to the City's Purchasing Agent not later than the next work day after any of the above statements becomes invalid.

5.0 This affidavit shall expire one year from the date shown below unless renewed by the contractor.

THUS DONE AND PASSED before me, Notary, on this _____ day of _____, 20 ___.

Signature: _____ Title: _____

_____

NOTARY PUBLIC: _____ Seal:_____
Signature

IDENTIFICATION NUMBER: _____

_____

_____

_____

Note: The notary identification number is required. The City of Shreveport also requires an original seal.

This affidavit is required to document compliance with **City Ordinance 26-211.** If you have any questions, please call Mary Fuller at 318/673-5458 or call 318/673-5450. Please mail original affidavit with notary seal to: Purchasing Affidavit, P.O. Box 31109 or hand deliver to: 505 Travis St., Suite 610, Shreveport, LA 71101. Shreveport, LA 71130. Do not submit with your bid. **We will not be allowed to issue your firm a purchase order or payment until a properly executed original affidavit is returned**.

Revised 7-8-10