



**ST. JOHN THE BAPTIST PARISH
PURCHASING & PROCUREMENT DEPARTMENT
1811 W. Airline Highway
LaPlace, LA 70068**

INVITATION TO BID

FUEL REQUIREMENTS

Bid No. 2025.27

Closing Date: October 10, 2025 at 9:45 A.M. Local Time

BIDS

Bids are due on or before the exact closing date and time. Bids received after the exact closing date and time will NOT be considered. If hand delivering, please allow enough time for travel and parking to submit by the closing date and time. The response (including copies) must be submitted in a sealed envelope or package clearly marked with the Bidder's name and address, and "Bid 2025.27 Fuel Requirements".

Publish:

L'Observateur:

September 17, 2025

September 24, 2025

October 1, 2025

FOR FURTHER INFORMATION CONCERNING THIS BID, PLEASE CONTACT:

Peter Montz, Purchasing & Procurement Department

Phone: (985) 652-9569

E-mail: p.montz@stjohn-la.gov

QUESTIONS AND COMMENTS MUST BE SUBMITTED NO LATER THAN 10:00 A.M. OCTOBER 3, 2025.

SIGNATURE PAGE

This page, signed by an authorized officer of your Company, must accompany your Bid as the cover page.

Bidder Information Form

Date:_____

Name of Bid:_____

Company Name:_____

Authorized Signature:_____

E-Mail Address:_____

Mailing Address:_____

City:_____ **State:**_____ **Zip:**_____

Business Phone:_____

Primary Contact Person:_____

Primary Contact Cell Phone:_____

Invitation to Bid

FUEL REQUIREMENTS

BACKGROUND

St. John the Baptist Parish is accepting bids unleaded gasoline, low sulfur diesel and high sulfur diesel fuel. in LaPlace, LA. This bid will establish pricing for as-needed purchases. Purchase orders will be issued for each purchase.

The BID package includes the following:

1. Signature Page
2. General Terms and Conditions
3. Corporate Resolution – Must be submitted with the bid
4. Certificate of Authority - Must be submitted with the bid
5. Past Criminal Convictions of Bidders Attestation – 10 day document. See General Term no.11
6. Non-Solicitation and Unemployment Affidavit – 10 day document. See General Term no. 11
7. Certificate Regarding Debarment – 10 day document. See General Term no. 11
8. E-Verify Affidavit – 10 day document. See General Term no. 11
9. Exhibit A – Specifications
10. Exhibit B - Bid Form - Must be submitted with the bid
11. Exhibit C – Sample Award Letter

GENERAL TERMS AND CONDITIONS

1.0 BID Process

- 1.1 This BID is subject to all applicable state and local laws, including the Louisiana Code of Governmental Ethics.
- 1.2 BID package, associated documents and addenda may be obtained from the Department of Purchasing and Procurement at 1811 W. Airline Hwy., LaPlace, LA 70068 or by downloading from the Parish's website at www.sjbparish.com or Central Bidding at www.centralbidding.com. Electronic BIDS will be accepted only on www.centralbidding.com.
- 1.3 Written addenda to the BID may be issued to provide clarification, corrections, or to answer questions. It is the Company's responsibility to periodically check either Parish website, or Central Bidding for addenda that may be issued to implement changes or clarifications to the BID, prior to due date. **Checking the Parish website is HIGHLY recommended.**
- 1.4 Questions and comments regarding this BID must be submitted in writing to St. John the Baptist Parish, Purchasing & Procurement Department, **ATTN: Peter Montz, 1811 West Airline Highway, LaPlace, LA 70068** or via e-mail to p.montz@stjohn-la.gov no later than **10:00 A.M. on October 3, 2025.**

2.0 Submission of BID

- 2.1 BIDs shall be addressed to St. John the Baptist Parish and delivered to the receptionist located in the St. John the Baptist Parish Government Complex, 1811 West Airline Hwy., LaPlace, LA no later than **9:45 A.M. local time on October 10, 2025**

2.2 BID package must be submitted in a sealed envelope or package clearly marked with the **Bidder's name and address, and "BID 2025.27 FUEL REQUIREMENTS"**.

2.3 Company shall submit an original, and one electronic copy of BID by the date and time specified. Failure to submit the required number of copies may result in finding non-responsive. Original should be clearly marked.

2.4 The Parish will not be responsible for submissions forwarded through the U.S. Postal Service or any delivery service if lost in transit at any time before submission opening, or if hand-delivered to the incorrect location.

2.5 BIDs submitted by facsimile (FAX) or e-mail will not be accepted. Any BID received after **9:45 A.M. local time on October 10, 2025** will be deemed unresponsive and will be returned to Company unopened.

3.0 Pre-BID Conference

None

4.0 Opening

BIDs will be opened publicly at **10:00 A.M. local time on October 10, 2025** in the St. John the Baptist Parish Government Complex Council Chambers, 1811 W. Airline Highway, LaPlace, LA 70068.

5.0 Public Disclosure

It is understood and agreed upon by the Company in submitting a BID that the Parish has the right to withhold all information regarding this procurement until after contract award, including but not limited to: the number received; competitive technical information; competitive price information; and the Parish's evaluation concerns about competing BIDs. Information releasable after award is subject to the disclosure requirements of the Louisiana Public Records Act. Company specifically waives any claims against Parish related to the disclosure of any materials if made under a public records request.

6.0 Parish Commitment

6.1 Parish shall have the right to reject or accept any BID or offer) at its sole discretion.

6.2 The Parish reserves the right to terminate this BID at any time prior to contract execution.

6.3 No prior, current, or post-award verbal conversation or agreement(s) with any officer, agent, or employee of the Parish shall affect or modify any terms or obligations of this BID, or any contract resulting from this procurement.

6.4 The Parish reserves the right to revise any part of the BID by issuing an addendum to the BID at any time in accordance with relevant Louisiana Revised Statutes. Issuance of this BID in no way constitutes a commitment by the Parish to award a contract. The Parish reserves the right to accept or reject, in whole or part, all BIDs submitted, and/or cancel this announcement if it is determined to be in the Parish's best interest. All materials submitted in response to this announcement become the property of the Parish, and selection or rejection of a submittal does not affect this right.

7.0 Late, Modified, or Withdrawn BIDs

7.1 Any BID received after the exact time specified for receipt will not be accepted or opened.

7.2 No modification of a BID will be accepted.

7.3 No Company may withdraw his/her BID within forty-five (45) days after the actual date of opening thereof.

8.0 Evaluation and Selection

The Parish Administration will present its recommendation to St. John the Baptist Parish Council for award. This award will be made to the low responsive and responsible Bidder. The Parish also reserves the right to reject any and all BIDs.

9.0 Terms

The term shall be effective from January 1, 2026 to December 31, 2026. Upon written mutual agreement between the Parish and the Company, this contract may be extended one (1) additional time for one (1) year. **The Parish will not honor or consider any price increase, fuel surcharge, or add-on cost during the original term or extensions.**

10.0 Insurance

Bidder shall obtain, pay for and keep in force, at its own expense, minimum insurance effective in all localities where Consultant/Company may perform the work hereunder, with such carriers as shall be acceptable to Council:

- A. **Statutory Workman's Compensation** covering all state and local requirements and Employer's Liability Insurance covering all persons employed by Consultant/Company in connection with this agreement.

The limits for "A" above shall be not less than:

1. Employer's liability limits of \$1,000,000/\$1,000,000/\$1,000,000
2. Some contracts may require USL&H or maritime coverage. This should be verified with Insurance Department/Legal Dept.
3. No excluded classes of owners/officers or employees shall be allowed on Council's premises.

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

- B. **Commercial General Liability**, including:

1. Contractual liability assumed by this agreement
2. Owner's and Contractor's Protective Liability (if Contractor is a General Contractor) may be required.
3. Personal and advertising liability
4. Completed operations
5. Medical payments

The limits for "B" above shall not be less than:

1. \$1,000,000 each occurrence limit

2. \$2,000,000 general aggregate limit
3. \$1,000,000 products/completed operations aggregate limit
4. \$1,000,000 personal and advertising injury limit
5. \$50,000 fire damage limit
6. \$5,000 medical expense limit (desirable but not mandatory)

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be indicated on certificate.

Some contracts may require Protection and Indemnity coverage. This should be verified with Insurance Department/Legal Dept.

- C. **Comprehensive Automobile Liability** covering all owned, hired and other non-owned vehicles of the Company.

The limits for "C" above shall not be less than:

1. \$15,000/\$20,000BI/\$25,000 PD

St. John the Baptist Parish Council will be NAMED as additional insured and WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council should be included on certificate.

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Company shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

- D. **Professional Liability Insurance** covering the Wrongful Acts of those professional firms and individuals performing services for St. John the Baptist Parish. Certain classifications of service providers will be required to provide evidence of Professional Liability Insurance. Examples of these providers include but are not limited to: Professional Engineers, Architects, Land Surveyors, Attorneys, and IT Consultants.

The limits for "D" above shall not be less than:

1. \$1,000,000 CSL

WAIVER OF SUBROGATION in favor of St. John the Baptist Parish Council shall be included on the Certificate.

OTHER SPECIFIC COVERAGE RELATED TO THE TASK BEING PERFORMED MAY BE REQUIRED.

All required insurance certificates shall be submitted to the Director of Purchasing & Procurement prior to commencement of work. Bidder shall maintain insurance in full force and effect during the entire period of performance of work. All policies must have a thirty (30) day non-cancellation clause giving the Parish thirty (30) days prior written notice in the event a policy is changed or canceled.

11.0 Submittals Required After Bid Opening

Failure of the apparent low bidder to provide the following documentation any later than 10 days after the bid is opened shall be cause to declare the apparent low bidder non-responsive and award the bid to the next lowest bidder. (Pursuant to LA RS 38:2212)

- Past Criminal Convictions of Bidders Attestation
- Non-Solicitation and Unemployment Affidavit
- E-Verify Form
- Certification Regarding Debarment, Suspension and Other Responsibility Matters

12.0 Invoices

Itemized invoices for payment of these services shall be submitted to the Public Works Director for approval prior to routing to Accounts Payable.

13.0 Hold Harmless

To the fullest extent permitted by law, Company shall indemnify, hold harmless, and defend the Parish Council and all of its Agents and Employees, from and against all claims, damages, losses and expenses, including but not limited to attorney's fees, arising out of or resulting from performance of the work, provided that such claim, damage, loss or expense is attributable to bodily injury, sickness, disease or death, or to injury to or destruction of tangible property (other than the work itself) including loss of use resulting therefrom, but only to the extent caused in whole or in part by negligent acts or omissions of Company.

14.0 Non-Assignability

No Company shall assign any interest in this contract by assignment, transfer, or novation, without prior written consent of the Parish. This provision shall not be construed to prohibit the bidder from assigning his bank, trust company, or other financial institution any money due or to become due from approved contracts without such prior written consent. Notice of any such assignment or transfer shall be furnished promptly to the Parish.

15.0 Exclusions

Pursuant to Louisiana Revised Statute 38:2227, Bidder must certify that he has not been convicted of or has not entered into a plea of guilty or nolo contendere to public bribery, corrupt influencing, extortion, money laundering or their equivalent Federal crimes. Consultant must further certify that he has not been convicted of, or has not entered into a plea of guilty or nolo contendere to theft, identify theft, theft of a business record, false accounting, issuing worthless checks, bank fraud, forgery; bidders' misapplication of payments, malfeasance in office, or their equivalent Federal crimes within the five (5) years prior to submitting the BID.

16.0 Disclosure

Company must disclose whether it provides services or pays commissions to any employee or elected official of St. John the Baptist Parish. If so, company must disclose to whom services are provided and/or commissions are paid. Both positive and negative responses must be submitted.

17.0 Termination for Cause

The Parish may terminate this Agreement for cause based upon the failure of the Contractor to comply with the terms and/or conditions of this Agreement, provided that Parish shall give the Contractor written notice specifying the Contractor's failure to perform and provide thirty (30) calendar days' notice, from mailing of the notice, to cure and/or remedy the stated non-compliance. This Agreement shall terminate thirty (30) calendar days from the date the notice was mailed.

Notwithstanding the above, the Contractor will not be relieved of liability to Parish for damages sustained by Parish by virtue of any breach of this Agreement by the Contractor.

18.0 Termination for Cause and Convenience

Parish may terminate this Agreement at any time by giving thirty (30) days written notice to the Contractor of its intent to terminate this Agreement.

The Contractor, upon receipt of such notice, shall immediately discontinue all services in connection with the performance of this Agreement and shall proceed to cancel promptly all existing orders and contracts insofar as such orders or contracts are chargeable to this Agreement.

The Contractor shall, as soon as practicable after receipt of notice of termination, submit a statement showing in detail the services performed and payments received under this Agreement to the date of termination.

The Parish shall then pay the Contractor promptly that portion of the prescribed fee to which both parties agree.

Contractor fully acknowledges that no payment will be made for any work performed or expenses incurred after receipt of the termination by either party unless mutually agreed upon in writing.

Failure to meet agreed delivery dates or authorized extensions are considered substantial failures and breach of this contractual agreement by Contractor.

19.0 Force Majeure

Contractor's performance of its obligations hereunder shall be excused in the event and during the period that such performance is prevented or rendered unsafe by the following: acts of God; acts of war, riot, accident, flood or sabotage; pandemic, unavailability of adequate staff or fuel, power or materials; judicial or governmental laws, regulations, requirements, orders or actions; injunctions or restraining orders which are ultimately determined to have been wrongfully granted; the failure of any governmental body to issue or grant, or the suspension or revocation of, licenses, permits or other approvals or authorizations necessary for the performance of the services contemplated by this agreement; or national defense requirements.

20.0 Severability Clause

If any one or more of the provisions contained in this Agreement shall, for any reasons, be held to be invalid, illegal or unenforceable, in whole or in part, such invalidity, illegality, or unenforceability shall not affect any other provisions of this Agreement, and in such an event, this Agreement shall be construed as if such invalid, illegal, or unenforceable provisions had never been contained herein.

21.0 Venue

This Agreement shall be governed by the laws of the State of Louisiana. Proper venue for any lawsuit arising under the terms of this Agreement shall be the Fortieth Judicial District Court, St. John the Baptist Parish and any appropriate Appellate therefrom. Bidder hereby agrees and consents to personal and/or in rem jurisdiction of the trial and appropriate Appellate courts.

22.0 Discrimination Clause

The Bidder agrees to abide by the requirements of the following as applicable: Title VI of the Civil Rights Act of 1964 and Title VII of the Civil Rights Act of 1964, as amended by the Equal Employment Opportunity Act of 1972, Federal Executive Order 11246 as amended, the 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 Discrimination Act of 1975, the Fair Housing Act of 1968 as amended, and Bidder agrees to abide by the requirements of the Americans with Disabilities Act of 1990.

23.0 Licenses and Taxes

Bidder must be properly licensed and certified by any and all regulatory agencies (Federal, State, and Local) requiring licensing and/or certification with regard to this Bid.

CORPORATE RESOLUTION

(Corporations must insert their form here)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the Corporation's Secretary of State listing has certified the Corporate Resolution.
3. The corporate resolution shall not be more than one year old.
4. The company properly grants authority to a named individual to sign on behalf of the company (authority granted by a corporation is granted through its board of directors).
5. Document shall be submitted with the bid.

CERTIFICATE OF AUTHORITY

(LLC must insert their form here)

1. The named signatory is the same individual authorized to sign pursuant to the contract language in the appearance clause.
2. An officer listed on the LLC's Secretary of State listing has certified the Certificate of Authority.
3. The Certificate of Authority shall not be more than one year old.
4. The Certificate of Authority is notarized.
5. The company properly grants authority to a named individual to sign on behalf of the company.
6. Document shall be submitted with the bid.

Certificate of Authority

I attest that I am the _____ of _____ and
Company Name

that in my capacity, I _____ am authorized
Authorized Representative

under the state of Louisiana to conduct all negotiations, bidding, employees, or agents, including but not limited to the execution of all bids, proposals, papers, documents, affidavits, bonds, sureties, contracts, purchase orders, and notices issued pursuant to the provision of any such bid or contracts for said company.

_____ Signature of Authorized Signatory _____ Printed Name of Signatory _____ Title of Authorized Signatory	SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 20____. _____ Notary Signature Printed Notary Name: _____ Notary/Bar Roll Number: _____ My Commission is for/expires on: _____
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PAST CRIMINAL CONVICTIONS OF BIDDERS ATTESTATION (LA. R.S. 38:2227)

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, (Appeared) the owner/authorized representative of

Company / Individual / Legal Entity Name

Appeared, as a Bidder on the herein named Project, does hereby attest that:

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to, any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)

- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. For five years prior to the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named herein, including any silent or dormant owner or manager, has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of business record (R.S. 14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Contractor's misapplication of payments (R.S. 14:202)

- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Issuing worthless checks (R.S.14:71)
- (i) Malfeasance in office (R.S. 14:134)

Name of Bidder

Signature of Authorized Signatory of Bidder

Project Name/Number

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____, 20_____.

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

ST. JOHN THE BAPTIST PARISH
NON-SOLICITATION AND UNEMPLOYMENT AFFIDAVIT
(Pursuant to La. R.S. 38:2224 and La. R.S. 23:1726(B))

STATE OF _____

PARISH/COUNTY OF _____

Before me, the undersigned authority, came and appeared,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity Name

who, being first duly sworn, depose and state that I personally and as an authorized representative of the above identified legal person executes this continuing affidavit stating that neither the above named Contractor nor a person acting on its behalf, either directly or indirectly, employed, paid, nor promised any gift, consideration or commission to any person or legal entity to procure or assist in procuring this public contract, other than persons regularly employed by Contractor whose services were in the regular course of their duties for Contractor in connection with the construction, alteration or demolition of a public building or project.

The above named Contractor, if awarded, continually affirms that no part of the contract price received by Contractor 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 were in the regular course of their duties for Contractor.

The above named Contractor hereby attests and certifies that it does not have any unpaid assessment or penalty levied against it regarding unemployment compensation and currently does and will continue to properly classify each employee.

Contractor verifies that Contractor will collect an affidavit in this form from any approved subcontractor and forward a copy to: Saint John the Baptist Parish, 1811 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days after contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

_____ Signature of Authorized Signatory	SUBSCRIBED AND SWORN BEFORE ME ON THIS _____ DAY OF _____ 20____.
_____ Printed Name of Signatory	_____ Notary Signature
_____ Title of Authorized Signatory	Printed Notary Name: _____
_____ Project Name/Number	Notary/Bar Roll Number: _____
	My Commission is for/expires on: _____



**Certification Regarding
Debarment, Suspension, and Other Responsibility
Matters Primary Covered Transactions**

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 *Federal Register* (pages 19160-19211). Copies of the regulations are available from local offices of the U. S. Small Business Administration.

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or Voluntarily excluded from covered transactions by any Federal department or agency;
 - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
 - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
 - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) Terminated for cause of default.
- (2) Where the Prospective primary participant is unable to certify to any of the statements in this Certification, such prospective primary participant shall attach an explanation to this BID

Business Name: -

Date _____ By _____
Name and Title of Authorized Representative

Signature of Authorized Representative

INSTRUCTIONS FOR CERTIFICATION

1. By signing and submitting this BID, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the Prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this BID is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. The terms "covered transaction," "debarred," "suspended," "ineligible," "lower tier covered transaction," "participant," "person," "primary covered transaction," "principal," "BID," and "voluntarily excluded," as used in this clause, have the meanings set out in the Definitions and Coverage sections of the rules implementing Executive Order 12549. You may contact the department or agency to which this BID is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this BID that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency entering into this transaction.
7. The prospective primary participant further agrees by submitting this BID that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion--Lower Tier Covered transaction, provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to check the Non-Procurement List
9. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings
10. Except for transactions authorized under paragraph 6 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.

E-VERIFY AFFIDAVIT

STATE OF LOUISIANA

PARISH OF _____

BEFORE ME, the undersigned Notary Public PERSONALLY CAME AND APPEARED,

I, _____, the owner/authorized representative of

Company/Individual/Legal Entity
Name

who hereby personally and as the authorized representative of the above identified legal person executes this affidavit, as the undersigned Company verification of its current and future compliance with L.S.A. R.S. 38:2212.10, stating affirmatively that it and each individual, firm or corporation associated with it and engaged in the physical performance of services in the State of Louisiana, under a contract with St. John the Baptist Parish has registered with, is participating in, and shall continue to participate in a federal work authorization program designated as such under the Illegal Immigration Reform and Immigrant Responsibility Act of 1996, as amended, which is operated by the United States Department of Homeland Security, known as the "E-Verify" program. The Company hereby verifies the legal status of all existing and new employees in the State of Louisiana by attesting herein that each is a citizen of the United States or legal aliens as defined by now effective immigration laws of the United States of America.

Company shall not assign this Contract or any monies due or to become due hereunder, or subcontract any part of the Work without the prior written consent of St. John the Baptist Parish.

Company verifies that the Company will collect an affidavit in this form from any approved subcontractor and forward a copy to: St. John the Baptist Parish, 1801 West Airline Hwy, LaPlace, Louisiana 70068, no later than five business days of contracting with its subcontractor; however, in no instance shall the affidavit be received after commencement of work by the subcontractor.

Signature of Authorized Signatory

Date E-Verify ID Assigned

Printed Name of Signatory

E-Verify ID

Title of Authorized Signatory

SUBSCRIBED AND SWORN BEFORE ME ON THIS THE DAY OF _____, 20____

Notary Signature

Printed Notary Name: _____

Notary/Bar Roll Number: _____

My Commission is For/Expires: _____

EXHIBIT A Specifications

St. John the Baptist Parish is accepting bids for our fuel requirements. This bid will establish pricing for as-needed purchases. Purchase orders will be issued for each purchase.

GENERAL CONDITIONS:

1. This Bid shall be awarded in the best interest of St. John the Baptist Parish, all or none to one vendor based on the total lowest cost or by Sections. If a bidder does not bid on all items in a section, the bidder shall be declared non-responsive and the bid rejected.
2. Bid Price shall be a per gallon markup over New Orleans Daily rack price of un-branded fuel from supplier that includes all cost, fees, etc. to deliver bid item. Only La. State Tax and UST Fee surcharges will be allowed. Terminal location shall be indicated.
3. Fuel shall be delivered on a regular basis via supplier's truck, FOB delivery site to 1801 West Airline Hwy., LaPlace, LA or Hwy 18, Edgard, LA or St. John Airport, Reserve, LA and to other parish locations when required in a pre-emergency or emergency situation.
4. Fluid shall be delivered on a regular basis via supplier's truck, FOB delivery site to 1801 West Airline Hwy., LaPlace, LA or to other parish locations when required in a pre-emergency or emergency situation.
5. All corrections on the Bid Form shall be lined thru, initialed and dated.
6. Submission of bid indicates the supplier will maintain adequate inventory and can deliver fuel in needed quantities to ALL Parish locations in a pre-emergency or emergency situation and will fill orders at such times including nights, after hours, weekends and holidays.
7. Regular deliveries are to be made Monday through Friday between 7:00 AM and 3:00 PM
8. Purchase orders of various sizes, quantities, and amounts will be issued on an as needed basis throughout the term of this contract. The estimated yearly quantity on the bid form is for bidding purposes only. Vendors should not accept orders without first obtaining a hard copy of the purchase order.
9. The term shall be effective from January 1, 2026 to December 31, 2026. Upon written mutual agreement between the Parish and the Company, this contract may be extended one (1) additional time for one (1) year. **The Parish will not honor or consider any price increase, fuel surcharge, or add-on cost during the original term or extensions.**
10. St. John the Baptist Parish Council, being a government agency, is exempt from all sales tax.
11. Invoices not referencing a valid purchase order number and proof of delivery will be returned unpaid. Invoices are not paid until the entire order is received.
12. Evidence of actual rack price on day of delivery shall be furnished with each invoice.

Locations:

- 1 **Equipment at LaPlace Delivery Location**
 4000 Gallon – Regular gasoline tank (in ground tank)
 1000 Gallon – On Road diesel tank
 500 Gallon – Off Road diesel tank
 500 Gallon – Off Road diesel tank truck
- 2 **Equipment at Edgard Delivery Location**
 1000 Gallon – Regular gasoline tank
 500 Gallon – Off Road diesel tank

EXHIBIT B
Bid Form

TOTAL PRICE OF UN-BRANDED FUEL MARKUP ON THE BID FORM \$_____

TOTAL PRICE OF DEF ON THE BID FORM \$_____

I hereby certify that the Bid Price(s) listed have been carefully checked and are submitted as correct and final.

Name of Bidder_____

Address of Bidder_____

Printed Name of Authorized Signatory of Bidder_____

Title of Authorized Signatory of Bidder _____

****Signature of Authorized Signatory of Bidder**_____

****Corporate Resolution or Certificate of Authority or Written Evidence as prescribed by LA R.S.38:2212(B)(5) must be included with the bid submittal.**

Bidders must acknowledge all addenda. The Bidder acknowledges receipt of the following **ADDENDA:**

(enter the addenda number(s)) _____

St. John the Baptist Parish
 Bid Form - Continued
 Bid Name: Fuel Requirements
 Bid Number: 2025.27

				Est. Yearly	Unit Price Markup Over New Orleans Daily rack price
Item #	Description	U/M	Quantity		
Fuel					
1	Gasoline, Unleaded Regular	Gal	75,000		_____
2	Low Sulfur Diesel, On Road	Gal	40,000		_____
3	Low Sulfur Red Diesel, Off Road	Gal	55,000		_____
Fluid					
1	Diesel Exhaust Fluid 2.5 Gal	Each	300	Unit Cost	_____

All items delivered in St. John the Baptist Parish

Quantity is an annual estimated amount

1. Gasoline, Unleaded Regular
 - LaPlace 67,000 Gallons
 - Edgard 8,000 Gallons
2. Low Sulfur Diesel, On Road
 - LaPlace 40,000 Gallons
 - Edgard
3. High Sulfur Diesel, Off Road
 - LaPlace 48,000 Gallons
 - Edgard 7,000 Gallons

Your Terminal Location(s): _____

EXHIBIT C
SAMPLE AWARD LETTER

St. John the Baptist Parish, represented herein by Jaclyn Hotard, Parish President, and the successful bidder noted below, does hereby agree to this Award Letter for the expressed purpose of providing the following:

Bid 2025.27 Fuel Requirements

Term: January 1, 2026 to December 31, 2026

Total Bid Price: \$

All of Bid 2025.27 Fuel Requirements terms and conditions and bid prices shall become part of this Award Letter.

PARISH:

ST. JOHN THE BAPTIST PARISH

By: Jaclyn Hotard
Parish President

Date

BIDDER:

Company Name

By: XXXXXXX
Title

Date