



ST. TAMMANY PARISH
DEPARTMENT OF FINANCE
PURCHASING DIVISION
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Kevin Davis
Parish President

NOTICE TO PROPOSERS

Sealed proposals will be received by the Department of Finance, Purchasing Division, until 2:00 p.m., **Wednesday, March 23, 2011** and then opened and the proposals evaluated by the Purchasing Staff for the following project:

RFP #425-48-11-03-3 Weatherization Assistance Plumber

RFP number must appear on the outside of the envelope in which your proposal is submitted. Proposals without these identification numbers will be subject to disqualification and non-consideration.

The successful Proposer must supply St. Tammany Parish with a current certificate of liability insurance that provides evidence of current coverage per the attached requirements. Said proposer must also be in Good Standing and licensed to do business in the State of Louisiana.

Specifications may be obtained from the St. Tammany Parish Department of Finance, Purchasing Division, 21454 Koop Dr, Suite 2F, Mandeville LA.70471 or at www.bidsync.com. Telephone number (985) 898-2539. Any questions concerning electronic responses, please contact BidSync at 800-990-9339 ext 1.

****Proposals will be received at 21454 Koop Dr, Suite 2F, Mandeville LA.70471 from each proposer or his agent and given a written receipt, by certified mail with return receipt requested, or electronically at www.bidsync.com.

Purchasing Department

Request for Proposal

**St. Tammany Parish Government
Department of Community Action**

**Department of Energy (DOE)
American Recovery & Reinvestment Act (ARRA)**

Weatherization Assistance Program

Materials & Labor

Plumber

RFP#425-48-11-03-3

**Response Due Date:
March 23, 2011**

Time Due: 2:00 PM

**Submit completed responses to the St. Tammany Parish, Department of Finance,
ATTN: Purchasing Department, 21454 Koop Dr. Suite 2-F,
Mandeville, LA 70471**

**St. Tammany Parish Government
Purchasing Department
(985) 898-2513**

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Weatherization Assistance Program

1. Summary

St. Tammany Parish Department of Community Action requires the contractual service of a qualified contractor to perform plumbing service and maintenance, and minor repairs to approximately 40 homes from Date of Notice to Proceed through February 29, 2012.

St. Tammany Parish Department of Community Action is a non-profit organization that operates/administers a Weatherization Program in St. Tammany, St. Bernard, and Plaquemines Parishes. The U.S. Department of Energy (DOE) Weatherization Assistance Program reduces energy cost for low-income households by increasing the energy efficiency of their homes, while ensuring their health and safety. The program prioritizes services to the elderly, people with disabilities, and families with children.

Overview

1.1 Issuing Agency-This Request for Proposal (RFP) is issued by the St. Tammany Parish Community Action Agency (CAA).

1.2 Purpose-The purpose of this RFP is to select a qualified contractor that will provide weatherization materials and labor to perform plumbing service and maintenance, and minor repairs for existing site-built homes and mobile homes to meet the goals of the St. Tammany Parish CAA Weatherization Program.

1.3 Availability of Funds-The total amount of funding available for this contract is estimated to be \$25000.00 during the funding period which begins on Date of Notice to Proceed and ends **February 29, 2012**.

1.4 Type of Agreement and Payment Schedule

This agreement will be on a fixed price basis. The effective date of the agreement shall begin on Date of Notice to Proceed until February 29, 2012. All work performed must be completed in 5-7 days unless approved by CAA. Payments will be made after completion of work, inspection, and acceptance by St. Tammany Parish Department of Community Action.

1.5 RFP Schedule

Following are the key dates in the schedule for this procurement:

February 24, March 3 and 10, 2011
March 23, 2011
March 28, 2011

Notice Published
Proposal Due
Proposal Evaluated

(Written questions should be submitted to: asmith@stpgov.org)
No later than 5 business days prior to proposals opening.

St. Tammany Parish Department of Community Action reserves the right to proceed under a modified version of this schedule.

1.6 Award

St. Tammany Parish Government reserves the right to reject any/or all proposals received as a result of this RFP. If a proposal is selected, it will be the most advantageous proposal to the Parish, considering the evaluation criteria as stated in this RFP.

2. Proposal Requirements

2.1 Scope of Work to be Performed/Requirements

The contractor will provide Weatherization materials and labor for Plumbing service and maintenance, and performs minor repairs on homes, and mobile homes in St. Tammany, St. Bernard, and Plaquemines Parishes.

Proposer must complete a Contractors Information/Application Form and Contractor Information Regarding Debarment and Suspension Form.

(Appendix A "Contractors Information/Application and Contractor Information Regarding Debarment and Suspension Forms)

All materials used in provision of services must meet or exceed 10CFR440.

(Appendix B "Standards for Weatherization Materials)

Contractor must provide materials and labor for Plumbing pricing quote. **(Appendix C "Plumbing Specifications and Pricing Quote")** No price changes will be allowed during the contract period.

Contractor will apply for and obtain permits with the parish for all work performed under this contract requiring a permit.

Contractor is responsible for leaving job site clean, hauling away job debris and existing equipment and for properly disposing of existing equipment or debris to meet EPA regulations.

Contractor will be notified of clients that require Plumbing services. It is the contractor's responsibility to contact the client to set up an appointment to perform the necessary work

Contractor will contact St. Tammany Parish Department of Community Action when all work is completed and ready for inspection by the Assessor/Auditor.

2.2 Training for Contractors

All training shall be provided through the LACAP training center utilizing LACAP approved training curriculum. Classes will be scheduled through St. Tammany Parish Department of Community Action. The contractor will be responsible for payment of training classes. The cost and availability of training classes can be found on LACAP's website (www.lacapinc.org).

1. Training for new Contractors without prior weatherization experience under LACAP must complete the following classes before entering a dwelling to work.
 - Basic Weatherization
 - Health & Safety
 - Building Envelope
 - Insulation
2. Training for new staff of contractor with prior experience that provide Basic Weatherization Services.
 - Contractors must have prior experience providing basic weatherization pursuant to a LACAP program
 - Within 60 days of employment, employees of contractor must receive Health & Safety Training.
 - Within 90 days of employment, employees of contractor must receive Basic Weatherization Training.
 - Within 180 days of employment, employees of contractor must receive an additional 24 hours of training.
 - Within 180 days of employment, employees of contractor who perform assessments must receive Field Assessment Training.
3. Training for existing staff of contractor with prior experience that provide Basic Weatherization Services.
 - Contractors must have prior experience providing basic weatherization pursuant to a LACAP program
 - Within 90 days of employment, employees of contractor must receive Health & Safety Training.
 - Within 180 days of employment, employees of contractor who perform assessments must receive Field Assessment Training.

2.3 Licenses

Contractor must have a current Louisiana Contractor License, which includes Commercial, Mechanical, or Plumbing License. Contractor must be in good standing with the State of Louisiana Secretary of State.

2.4 Prevailing Wages

1. Davis Bacon Act
Compliance with the Davis Bacon Act (40 U.S.C. 276a-7) as supplemented by Department of Labor regulations (29 CFR Part 5). (Construction contracts in excess of \$2000.00 awarded by grantees and sub grantees when required by Federal grant program legislation).
(Appendix D "Davis Bacon Wage Determination, Instructions for Certified Payroll and Certified Payroll WH-347 Form")
2. Copeland Act
Compliance with Copeland "Anti-Kickback" Act (18 U.S.C. 874) as supplemented in Department of Labor regulations (29 CFR Part 3). (All contracts and sub grants for construction or repair).
3. Compliance with Executive Order 11246 of September 24, 1965, entitled "Equal Employment Opportunity," as amended by Executive Order 11375 of October 13, 1967, and as supplemented in Department of Labor regulations (41 CFR chapter 60). (All construction contracts awarded in excess of \$10,000 by grantees and their contractors or sub grantees)

2.5 Bond

The successful proposer will be required to furnish a Performance Bond and Payment Bond in the amount of equal to 100 percent of the contract price guaranteeing faithful performance and payment of all bills and obligations arising from the performance of the contract. Bond submitted in accordance with requirements of this contract shall be provided by a company or companies having at least an "A" or better financial rating and an "A" Class or better General Policy holders rating according to the latest A.M. Best company rating.

2.6 Insurance Requirements

All certifications of insurance shall be furnished to St. Tammany Parish prior to the implementation date of an agreement and shall provide that insurance shall not be canceled without thirty (30) days prior notice of cancellation given to the Parish of St. Tammany, in writing, on all of the required coverage provided to St. Tammany Parish. Where possible, all policies and notices should name the Provider and St. Tammany Parish. St. Tammany Parish may examine insurance policies at any time.

(Appendix E "Insurance Requirements Wx-ARRA project)

3. Evaluation Specifications

All proposals submitted shall be evaluated in accordance with St. Tammany Parish Department of Community Action criteria. The proposal most advantageous to St. Tammany Parish Department of Community Action will be determined by taking into consideration the cost and other factors as set forth herein. This decision will be made, based on the proposals received, without any discussions or negotiations.

Criteria for Evaluation:

Cost	50 points
Background and Experience	30 points
References	15 points
<u>Preferences</u>	<u>5 points</u>
Total:	100 points

Appendix A

St. Tammany Parish Department of Community Action
Phone: 985-646-2493 Fax: 985-646-4174

Contractors Information/Application Form

Please Note: If applicable, copies of your Registrar of Contractor's License and local tax licenses must accompany this application. If qualified, also include a copy of your certificate from a minority/women business program. Please ask your insurance agent to submit a copy of your Certificate of Insurance and Bonding.

Please Print or Type

DATE: _____

Business Name: _____

Owner/Representative: _____

Business Address: _____

Number Street City/State Zip Code

Mailing Address: _____

Number Street City/State Zip Code

Area Code/Phone Numbers: _____

Office Fax Mobile

Federal I.D. #: _____

If not incorporated, Social Security #: _____

Privilege Tax #: _____ **Expiration Date:** _____

Registrar of Contractors #: _____ Expiration Date: _____

Classification Number: _____ Expiration Date: _____

Do you have a General Contractor's License in this area? Yes No

Are you registered with a minority/women's business enterprise program or LSA?

Yes No

If your answer is "YES," please submit a copy of certification.

Please check the type(s) of construction you have performed in the last year:

Home Remodeling Home Building Major Construction -

Specify: _____

Please list all education and training that you have had specific to Building Science and Weatherization.

Training

Date

Please list all Certifications that you have obtained related to Building Science or Weatherization.

Certification

Date

_____	_____
_____	_____
_____	_____
_____	_____

List two major supplies from whom you purchase most of your supplies:

Name

Address

City/State

Area Code/Phone

_____	_____	_____	_____
_____	_____	_____	_____

List two financial institutions (banks, savings and loan association, etc.) with whom you have established credit:

Name

Address

City/State

Area Code/Phone

_____	_____	_____	_____
_____	_____	_____	_____

How long have you been in the contracting business? _____
Years Months

List the names and addresses of the last three clients for whom you have completed construction:

<u>Name</u>	<u>Address</u>	<u>City/State</u>	<u>Area Code/Phone</u>
-------------	----------------	-------------------	------------------------

_____	_____	_____	_____
_____	_____	_____	_____
_____	_____	_____	_____

Approximately how many jobs have you completed as a general contractor? _____

What is the smallest/value job you have done? _____

What is the largest/value job you have done? _____

How many employees do you employ full-time? _____

Have you ever worked for the Department of Housing and Urban Development (HUD)? Circle One: Yes No

If Yes: when and where? _____

What type of job? _____

Please complete the following ethnic information, gathered by HUD for statistical purposes only:

Please check one: _____ **White**
 _____ **Black**
 _____ **American Indian/ Alaskan Native**
 _____ **Hispanic**
 _____ **Asian/ Pacific Islander**

THE UNDERSIGNED CONTRACTOR CETIFIES THAT ALL INFORMATION GIVEN HEREIN IS SUBSTANTIALLY CORRECT AND FURTHER AGREES:

- **Contractor License Class and bond are current, and the undersigned contractor agrees to maintain in current status all licenses and bonds as required by the contracting agency.**
- **That the work be performed in accordance with the property requirement standards.**
- **That if the work performed by the contractor is found to be unsatisfactory by the administering agency or if contract relations between the contractor, homeowner or other parties are found to be unsatisfactory, that the administering agency may remove the contractor's name from the approved list, with such accompanying publicity as it deems necessary.**
- **The contractor will abide by the federal regulations pertaining to equal employment opportunity.**
- **That the work will be done in conformance with all appliance codes and zoning regulations.**

- **Upon award of bid/contract, please request that a Certificate of Insurance and Worker's Compensation Certificate be sent to *St. Tammany Parish Purchasing Department.***

Contractor's Signature

Date

Contractor Information Regarding Debarment and Suspension

CONTRACTOR'S NAME: _____

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, 29 CFR Part 98, Section 98.510, Participants' responsibilities. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

(Before Signing Certification, Read Attached Instruction)

1. The prospective contractor certifies to the best of its knowledge and belief, that it and its principals:
 - a. Are not presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
 - b. Have not within a three-year period preceding this proposal been convicted of or had a civil judgment rendered against them for commission of fraud or 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 government entity (Federal, State, or local) with commission of any of the offense enumerated in paragraph (1)(b) of this certification; and
 - d. Have not within a three-year period preceding this application/proposal had one or more public transactions (Federal, State, or local) terminated for cause or default.
2. Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE

Name

Title

Signature

Date

Appendix B

APPENDIX A—STANDARDS FOR WEATHERIZATION MATERIALS

If the standards listed in this appendix conflict with those required by current local codes, the local code shall have precedence and a copy of the applicable section will be retained with procurement records.

The following Government standards are produced by the Consumer Product Safety Commission and are published in title 16, Code of Federal Regulations:

Thermal Insulating Materials for Building Elements Including Walls, Floors, Ceilings, Attics, and Roofs
Insulation—organic fiber—conformance to Interim Safety Standard in 16 CFR part 1209;

Fire Safety Requirements for Thermal Insulating Materials According to Insulation Use—Attic Floor—insulation materials intended for exposed use in attic floors shall be capable of meeting the same flammability requirements given for cellulose insulation in 16 CFR part 1209;

Enclosed spaces—insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting smoldering combustion requirements in 16 CFR part 1209.

The following standards which are not otherwise set forth in part 440 are incorporated by reference and made part of part 440. The following standards have been approved for incorporation by reference by the Director of the Federal Register in accordance with 5 U.S.C. 552(a) and 1 CFR part 51. These materials are incorporated as they exist on January 3, 2002 and a notice of any change in these materials will be published in the FEDERAL REGISTER. The standards incorporated by reference are available for inspection at the Office of the Federal Register Information Center, 800 North Capitol Street, Suite 700, Washington, DC 20001.

The standards incorporated by reference in part 440 can be obtained from the following sources:

- Air Conditioning and Refrigeration Institute, 4301 N. Fairfax Drive, Suite 425, Arlington, VA 22203; (703) 524-8800.
- American Architectural Manufacturers Association, 1827 Walden Office Square, Suite 104, Schaumburg, Illinois 60173-4268; (847) 303-5664.
- American Gas Association, 400 N. Capitol Street, NW, Washington, DC 20001; (202) 824-7000.
- American National Standards Institute, Inc., 11 West 42nd Street, New York, NY 10036; (212) 642-4900.
- American Society of Mechanical Engineers, Three Park Avenue, New York, NY 10016-5990; (212) 591-7722.

American Society for Testing and Materials, 100 Barr Harbor Drive, West Conshohocken, PA 19428-2959; (610) 832-9585.

Association of Home Appliance Manufacturers, 1111 19th Street, NW, Suite 402, Washington DC, 20036; (202) 872-5955.

Federal Specifications, General Services Administration, General Services Administration, Federal Supply Service, Office of the CIO and Marketing Division, Room 800, 1941 Jefferson Davis Hwy., Arlington, VA 22202; (703) 305-6288.

Gas Appliance Manufacturers Association, 2107 Wilson Boulevard, Suite 600, Arlington, Virginia 22201; (703) 525-7060.

National Electrical Manufacturers Association, 1300 North 17th Street, Suite 1847, Rosslyn, VA 22209; (703) 841-3200.

National Fire Protection Association, 1 Batterymarch Park, P.O. Box 9101, Quincy, MA 02269-9101; (617) 770-3000.

Sheet Metal and Air Conditioning Contractors Association, 4201 Lafayette Center Drive, Chantilly, Virginia 20151-1209; (703) 803-2980.

Solar Rating and Certification Corporation, c/o FSEC, 1679 Clearlake Road, Cocoa, FL 32922-5703; (321) 638-1537.

Steel Door Institute, 30200 Detroit Road, Cleveland, OH 44145-1967; (440) 899-0010.

Steel Window Institute, 1300 Sumner Avenue, Cleveland, OH 44115-2851; (216) 241-7333.

Tubular Exchanger Manufacturers Association, 25 North Broadway, Tarrytown, NY 10591; (914) 322-0040.

Underwriters Laboratories, Inc., 333 Pfingsten Road, Northbrook, IL 60062-2096; (847) 272-8800.

Window & Door Manufacturers Association, 1400 East Touhy Avenue, Suite 470, Des Plaines, IL 60018; (800) 223-2301.

More information regarding the standards in this reference can be obtained from the following sources:
Environmental Protection Agency, 401 M Street, NW, Washington, DC 20006; (202) 554-1080.

National Institute of Standards and Technology, U.S. Department of Commerce, Gaithersburg, MD 20899; (301) 975-2000.

Weatherization Assistance Program, Office of Building Technology Assistance, Energy Efficiency and Renewable Energy, 1000 Independence Avenue, SW, EE-42, Washington, DC 20585-0121; (202) 586-4074.

**THERMAL INSULATING MATERIALS FOR
BUILDING ELEMENTS INCLUDING WALLS,
FLOORS, CEILINGS, ATTICS, AND ROOFS**

[Standards for conformance]

Insulation--mineral fiber:	
Blanket insulation	ASTM ¹ C665-98.
Roof insulation board	ASTM C726-00a.
Loose-fill insulation	ASTM C764-99.
Insulation--mineral cellular:	
Vermiculite loose-fill insulation	ASTM C516-80 (1996)e1.
Perlite loose-fill insulation .	ASTM C549-81 (1995)e1.
Cellular glass insulation block	ASTM C552-00.
Perlite insulation board . . .	ASTM C728-97.
Insulation--organic fiber:	
Cellulosic fiber insulating board	ASTM C208-95.
Cellulose loose-fill insulation	ASTM C739-00.
Cellulose wet-spray insulation	ASTM C1149-97.
Insulation--organic cellular:	
Preformed block-type polystyrene insulation	ASTM C578-95.
Rigid preformed poly- urethane insulation board	ASTM C591-00.
Polyurethane or polyiso- cyanurate insulation board face with aluminum foil on both sides	FS ² HH-I-1972/1 (1981).
Polyurethane or polyiso- cyanurate insulation board face with felt on both sides	FS HH-I-1972/2 (1981) and Amendment 1, October 3, 1985).
Insulation--composite boards:	
Mineral fiber insulation board	ASTM C726-00a.
Perlite board	ASTM C728-97.
Gypsum board and poly- urethane or polyiso- cyanurate composite board	FS HH-I-1972/4 (1981).

¹ ASTM indicates American Society for Testing and Materials.

² FS indicates Federal Specifications.

**THERMAL INSULATING MATERIALS FOR
BUILDING ELEMENTS INCLUDING WALLS,
FLOORS, CEILINGS, ATTICS, AND
ROOFS--Continued**

[Standards for conformance]

Materials used as a patch to reduce infiltration through the building envelope	Commercially available.
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**THERMAL INSULATING MATERIALS FOR PIPES,
DUCTS, AND EQUIPMENT SUCH AS BOILERS
AND FURNACES**

[Standards for conformance]

Insulation--mineral fiber:	
Preformed pipe insulation .	ASTM ¹ C547-00.
Blanket and felt insulation (industrial type)	ASTM C553-00.
Blanket insulation and blanket type pipe insulation (metal-mesh covered, industrial type)	ASTM C592-00.
Block and board insulation	ASTM C612-00.
Spray applied mineral fiber thermal and sound absorbing insulation	ASTM C1014- 99ae1.
High-temperature fiber blanket insulation	ASTM C892-00.
Duct work insulation	ASTM C1290-00.
Insulation--mineral cellular:	
Calcium silicate block and pipe insulation	ASTM C533-95.
Cellular glass insulation . .	ASTM C552-00.
Expanded perlite block and pipe insulation	ASTM C610-99.
Insulation--organic cellular:	
Preformed flexible elastomeric cellular insulation in sheet and tubular form	ASTM C534-99.
Unfaced preformed rigid cellular polyurethane insulation	ASTM C591-00.
Insulation skirting	Commercially available.

¹ ASTM indicates American Society for Testing and Materials.

FIRE SAFETY REQUIREMENTS FOR INSULATING MATERIALS ACCORDING TO INSULATION USE

[Standards for conformance]

Attic floor	Insulation materials intended for exposed use in attic floors shall be capable of meeting the same smoldering combustion requirements given for cellulose insulation in ASTM ¹ C739-00.
Enclosed space	Insulation materials intended for use within enclosed stud or joist spaces shall be capable of meeting the same smoldering combustion requirements given for cellulose insulation in ASTM C739-00.
Exposed interior walls and ceilings	Insulation materials, including those with combustible facings, which remain exposed and serve as wall or ceiling interior finish, shall have a flame spread classification not to exceed 150 (per ASTM E84-00a).
Exterior envelope walls and roofs	Exterior envelope walls and roofs containing thermal insulation shall meet applicable local government building code requirements for the complete wall or roof assembly.
Pipes, ducts, and equipment	Insulation materials intended for use on pipes, ducts, and equipment shall be capable of meeting a flame spread classification not to exceed 150 (per ASTM E84-00a).

¹ ASTM indicates American Society for Testing and Materials.

STORM WINDOWS

[Standards for conformance]

Storm windows:	
All storm windows . .	AAMA/NWWDA ¹ 101/I.S. 2-97.
Aluminum frame storm windows	AAMA ² 1002.10-93.
Rigid vinyl frame storm windows	ASTM ³ D4726-00.
Frameless plastic glazing storm	Required minimum thickness for windows is 6 mil (0.006 inches). Commercially available.
Movable insulation systems for windows	

¹ AAMA/NWWDA indicates American Architectural Manufacturers Association/National Wood Window & Door Association (now the Window & Door Manufacturers Association).

² AAMA indicates American Architectural Manufacturers Association.

³ ASTM indicates American Society for Testing and Materials.

REPLACEMENT WINDOWS

[Standards for conformance]

Replacement windows:	
All windows	AAMA/NWWDA ¹ 101/I.S. 2-97.
Steel frame windows	Steel Window Institute recommended specifications for steel windows, 1990.
Rigid vinyl frame windows	ASTM ² D4726-00.

¹ AAMA/NWWDA indicates American Architectural Manufacturers Association/National Wood Window & Door Association (now the Window & Door Manufacturers Association).

² ASTM indicates American Society for Testing and Materials.

STORM DOORS

[Standards for conformance]

Storm doors:	
All storm (glass) doors	AAMA/NWWDA ¹ 101/I.S. 2-97.
Aluminum frame storm doors	AAMA ² 1102.7-89.
Sliding glass storm doors	AAMA 1002.10-93.
Rigid vinyl storm doors	ASTM ³ D3678-97 and D4726-00..
Vestibules:	
Materials to construct vestibules	Commercially available.

¹ AAMA/NWWDA indicates American Architectural Manufacturers Association/National Wood Window & Door Association (now the Window & Door Manufacturers Association).

² AAMA indicates American Architectural Manufacturers Association.

³ ASTM indicates American Society for Testing and Materials.

REPLACEMENT DOORS

[Standards for conformance]

Replacement doors:	
All replacement doors	AAMA/NWWDA ¹ 101/I.S. 2-97.
Steel doors	ANSI ² A250.8-98.
Wood doors:	
Flush doors	ANSI/NWWDA ³ I.S. 1-97 (Amendment, exterior door provisions).
Stile and rail doors	NWWDA ⁴ I.S. 6-97.

¹ AAMA/NWWDA indicates American Architectural Manufacturers Association/National Wood Window & Door Association (now the Window & Door Manufacturers Association).

² ANSI indicates American National Standards Institute.

³ ANSI/NWWDA indicates American National Standards Institute/National Wood Window & Door Association (now the Window & Door Manufacturers Association).

⁴ NWWDA indicates National Wood Window & Door Association (now the Window & Door Manufacturers Association).

CAULKS AND SEALANTS

[Standards for conformance]

Caulks and sealants:	
Glazing compounds for metal sash	ASTM ¹ C669-00.
Oil and resin base caulks	ASTM C570-00.
Acrylic (solvent types) sealants	ASTM C920-98e1.
Butyl rubber sealants	FS ² Commercial Item Description A-A-272 (6/7/95).
Chlorosulfonated polyethylene sealants	ASTM C920-98e1.
Latex sealing compounds	ASTM C834-00e1.
Elastomeric joint sealants (normally considered to include polysulfide, polyurethane, and silicone)	ASTM C920-98e1.
Preformed gaskets and sealing materials	ASTM C509-00.
Duct sealing mastic	UL ³ 181A-M, Second Edition, 1994 and UL 181B-M, First Edition, 1995.

¹ ASTM indicates American Society for Testing and Materials.

² FS indicates Federal Specifications.

³ UL indicates Underwriters Laboratories.

WEATHERSTRIPPING
[Standards for conformance]

Weatherstripping	Commercially available. Selected according to the provisions cited in ASTM ¹ C755-97. Permeance not greater than 1 perm when determined according to the desiccant method described in ASTM E96-00.
Vapor retarders	
Items to improve attic ventilation	Commercially available.

¹ ASTM indicates American Society for Testing and Materials.

HEAT EXCHANGERS
[Standards for conformance]

Heat exchangers, water-to-water and steam-to-water	ASME ¹ Boiler and Pressure Vessel Code, 1998, Sections II, V, VIII, IX, and X, as applicable to pressure vessels. Standards of Tubular Exchanger Manufacturers Association, Eighth Edition, 1999.
Heat exchangers with gas-fired appliances ²	ANSI/UL ³ 462, Ninth Edition, approved by ANSI February 28, 1997.

¹ ASME indicates American Society for Mechanical Engineers.

² The heat reclaimer is for installation in a section of the vent connector from appliances equipped with draft hoods or appliances equipped with powered burners or induced draft and not equipped with a draft hood.

³ ANSI/UL indicates American National Standards Institute/Underwriters Laboratories.

BOILER/FURNACE CONTROL SYSTEMS
[Standards for conformance]

Automatic set back thermostats	Listed by UL ¹ . Conformance to NEMA ² DC3-1989 (R1996).
Line voltage or low voltage room thermostats	Listed by UL. Conformance to NEMA DC3-1989 (R1996).
Clock thermostats	Listed by UL. Conformance to NEMA DC3-1989 (R1996).
Automatic gas ignition systems	ANSI ³ Z21.21-2000. AGA ⁴ Laboratories Certification Seal.
Energy management systems	Listed by UL.
Hydronic boiler controls	Listed by UL.
Other burner controls . . .	Listed by UL.

¹ UL indicates Underwriters Laboratories.

² NEMA indicates National Electrical Manufacturers Association.

³ ANSI indicates American National Standards Institute.

⁴ AGA indicates American Gas Association.

WATER HEATER MODIFICATIONS

[Standards for conformance]

Insulate tank and distribution piping	(See insulation section of this appendix) Applicable local plumbing code. Listed by UL ¹ .
Install heat traps on inlet and outlet piping	
Install/replace water heater heating elements	Listed by UL.
Electric, freeze-prevention tape for pipes	
Install stack damper, gas-fueled	ANSI ² Z21.66-1996, including Exhibits A & B, and ANSI Z223.1-1999 (same as NFPA ³ 54-1999).
Install stack damper, oil-fueled	UL 17, Third Edition, 1994, NFPA 31-2001, NFPA 211-2000 (same as ANSI A52.1), and ANSI/NFPA 70-1999 (same as IEEE ⁴ National Electrical Code).
Install water flow modifiers	Commercially available.

¹ UL indicates Underwriters Laboratories.

² ANSI indicates American National Standards Institute.

³ NFPA indicates National Fire Prevention Association.

⁴ IEEE indicates Institute of Electrical and Electronics Engineers.

REPLACEMENT WATER HEATERS

[Standards for conformance]

Electric (resistance) water heaters	10 CFR ¹ 430 and UL ² 174.
Heat pump water heaters	UL 1995, Second Edition, 1995. Electrical components to be listed by UL.
Gas water heaters: Rated ≤ 75 kBtu/hr . . .	10 CFR 430 and ANSI ³ Z21.10.1-1998.
Rated ≥ 75 kBtu/hr . . .	ANSI Z21.10.3-1998.
Oil water heaters	UL 732, Fifth Edition, 1995.

¹ CFR indicates Code of Federal Regulations.

² UL indicates Underwriters Laboratories.

³ ANSI indicates American National Standards Institute.

SOLAR WATER HEATING SYSTEMS

[Standards for conformance]

Solar water heating systems including forced circulation, integral collector storage, thermosyphon, and self-pumping systems	System must be certified per SRCC ¹ OG 300, July 16, 1998.
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¹ SRCC indicates Solar Rating and Certification Corporation.

WASTE HEAT RECOVERY DEVICES

[Standards for conformance]

Desuperheater/water heaters	ARI ¹ 470-1995 and UL 1995, Second Edition, 1995.
Condensing heat exchangers	Commercially available components installed per manufacturers' specifications. NFPA ² 211-2000 (same as ANSI A52.1) may apply in certain instances. See also the Heat Exchangers section of this appendix.
Heat pump water heating heat recovery systems	UL 1995, Second Edition, 1995. Electrical components to be listed by UL.
Energy recovery equipment	Energy Systems Analysis and Management, 1997 (SMACNA ³).

¹ ARI indicates Air Conditioning and Refrigeration Institute.

² NFPA indicates National Fire Prevention Association.

³ SMACNA denotes Sheet Metal and Air Conditioning Contractors' National Association.

BOILER REPAIR AND

**BOILER REPAIR AND
MODIFICATIONS/EFFICIENCY
IMPROVEMENTS—Continued**

[Standards for conformance]

Install gas conversion burners	ANSI ¹ Z21.8-1994 (for gas- or oil-fired systems), ANSI Z21.17-1998, and ANSI Z223.1-1999 (same as NFPA 54-1999). AGA ² Laboratories Certification Seal.	Replace heat exchangers, tubes	Protection from flame contact with conversion burners by refractory shield.
Replace oil burner	UL ³ 296, Ninth Edition, 1994 and NFPA 31-2001.	Install/replace thermostatic radiator valves	Commercially available. One-pipe steam systems require air vents on each radiator; see manufacturers' requirements.
Install burners (oil/gas)	ANSI Z223.1-1999 for gas equipment and NFPA ⁴ 31-2001 for oil equipment.	Install boiler duty cycle control system	Commercially available. ANSI/NFPA 70-1999 (same as IEEE National Electrical Code) and local electrical code provisions for wiring.
Re-adjust boiler water temperature or install automatic boiler temperature reset control	ASME ⁵ CSD-1-1998, ANSI Z223.1-1999, and NFPA 31-2001.		
Replace/modify boilers	ASME Boiler and Pressure Vessel Code, 1998, Section II, IV, V, VI, VIII, IX, and X. Boilers must be Hydronics Institute Division of GAMA equipment.		
Clean heat exchanger, adjust burner air shutter(s), check smoke no. on oil-fueled equipment. Check operation of pump(s) and replacement filters.	Per manufacturers' instructions.		
Replace combustion chambers	Refractory linings may be required for conversions.		

¹ ANSI indicates American National Standards Institute.
² AGA indicates American Gas Association.
³ UL indicates Underwriters Laboratories.
⁴ NFPA indicates National Fire Prevention Association.
⁵ ASME indicates American Society for Mechanical Engineers.

HEATING AND COOLING SYSTEM REPAIRS AND
TUNE-UPS/EFFICIENCY IMPROVEMENTS
[Standards for conformance]

Install duct insulation . .	ASTM ¹ C612-00 (see insulation sections of this appendix).
Reduce input of burner; derate gas-fueled equipment	Local utility company and procedures if applicable for gas-fueled furnaces and ANSI ² Z223.1-1999 (same as NFPA ³ 54-1999) including Appendix H.
Repair/replace oil-fired equipment	NFPA 31-2001.
Replace combustion chamber in oil-fired furnaces or boilers	NFPA 31-2001.
Clean heat exchanger and adjust burner; adjust air shutter and check CO ₂ and stack temperature. Clean or replace air filter on forced air furnace	ANSI Z223.1-1999 (same as NFPA 54-1999) including Appendix H.
Install vent dampers for gas-fueled heating systems	Applicable sections of ANSI Z223.1-1999 (same as NFPA 54-1999) including Appendix H, I, J, and K. ANSI Z21.66-1996 and Exhibits A&B for electrically operated dampers.
Install vent dampers for oil-fueled heating systems	Applicable sections of NFPA 31-2001 for installation and in conformance with UL ⁴ 17, Third Edition, 1994.

HEATING AND COOLING SYSTEM REPAIRS AND
TUNE-UPS/EFFICIENCY IMPROVEMENTS—Continued
[Standards for conformance]

Reduce excess combustion air:	
A: Reduce vent connector size of gas-fueled appliances	ANSI Z223.1-1999 (same as NFPA 54-1999) part 9 and Appendices G & H.
B: Adjust barometric draft regulator for oil fuels	NFPA 31-2001 and per furnace and boiler manufacturers' instructions.
Replace constant burning pilot with electric ignition device on gas-fueled furnaces or boilers	ANSI Z21.71-1993.
Readjust fan switch on forced air gas-or oil-fueled furnaces	Applicable sections and Appendix H of ANSI Z223.1-1999 (same as NFPA 54-1999) for gas furnaces and NFPA 31-2001 for oil furnaces.
Replace burners	See install burners (oil/gas).
Install/replace duct furnaces (gas)	ANSI Z223.1-1999 (same as NFPA 54-1999).
Install/replace heat pumps	ARI ⁵ 210/240-1994. UL 1995, Second Edition, 1995.
Replace air diffusers, intakes, registers, and grilles	Commercially available.
Install/replace warm air heating metal ducts	UL 181, Ninth Edition 1996, including UL 181A, Second Edition 1994 and 181B, First Edition, 1995.
Filter alarm units	Commercially available.

¹ ASTM indicates American Society for Testing and Materials.

² ANSI indicates American National Standards Institute.

³ NFPA indicates National Fire Prevention Association.

⁴ UL indicates Underwriters Laboratories.

⁵ ARI indicates Air Conditioning and Refrigeration Institute.

REPLACEMENT FURNACES, BOILERS, AND WOOD STOVES

[Standards for conformance]

Chimneys, fireplaces, vents and solid fuel burning appliances	NFPA ¹ 211-2000 (same as ANSI ² A52.1).
Gas-fired furnaces	ANSI Z21.47-1998 and ANSI Z223.1-1999 (same as NFPA 54-1999).
Oil-fired furnaces	UL ³ 727, Eighth Edition, 1994 and NFPA 31-2001.
Liquefied petroleum gas storage	NFPA 58-2001.
Ventilation fans: Including electric attic, ceiling, and whole-house fans	UL 507, Ninth Edition, 1999.

¹ NFPA indicates National Fire Prevention Association.
² ANSI indicates American National Standards Institute.
³ UL indicates Underwriters Laboratories.

AIR CONDITIONERS AND COOLING EQUIPMENT

[Standards for conformance]

Air conditioners: Central air conditioners Room size units	ARI ¹ 210/240-1994. ANSI/AHAM ² RAC 1-1992.
Other cooling equipment: Including evaporative coolers, heat pumps, and other equipment	UL ³ 1995, Second Edition, 1995.

¹ ARI indicates Air Conditioning and Refrigeration Institute.
² ANSI/AHAM indicates American National Standards Institute/Association of Home Appliance Manufacturers.
³ UL indicates Underwriters Laboratories.

SCREENS, WINDOW FILMS, AND REFLECTIVE MATERIALS

[Standards for conformance]

Insect screens	Commercially available.
Window films	Commercially available.
Shade screens:	
Fiberglass shade screens	Commercially available.
Polyester shade screens	Commercially available.
Rigid awnings:	
Wood rigid awnings	Commercially available.
Metal rigid awnings .	Commercially available.
Louver systems:	
Wood louver awnings	Commercially available.
Metal louver awnings	Commercially available.
Industrial-grade white paint used as a heat-reflective measure on roofs, awnings, window louvers, doors, and exterior duct work (exposed)	Commercially available.

REFRIGERATORS

[Standards for conformance]

Refrigerator/freezers (does not include freezer-only units)	UL ¹ 250. Replaced units must be disposed of properly per Clean Air Act 1990, Section 608, as amended by 40 CFR ² 82, May 14, 1993.
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¹ UL indicates Underwriters Laboratories.
² CFR indicates Code of Federal Regulations.

FLUORESCENT LAMPS AND FIXTURES

[Standards for conformance]

Compact fluorescent lamps	ANSI/UL ¹ 542, Seventh Edition, February 6, 1997 and UL 1993, First Edition, 1993.
Fluorescent lighting fixtures	UL 1570, Fourth Edition, 1995.

¹ ANSI/UL indicates American National Standards Institute/Underwriters Laboratories.

Appendix C

PLUMBING SPECIFICATIONS AND PRICING QUOTE

All materials used in provision of services must meet or exceed 10 CFR
440

Appendix A: "Standards for Weatherization Services"

All work performed or equipment installed must meet or exceed DOE standards and adhere to local codes.

The Contractor shall be responsible for ensuring properly sized gas lines and water lines are supplied and installed on direct vented space heaters and hot water heaters lines. Contractors shall inform agency in the event that existing lines are improperly sized. Replace gas lines and water lines that are improperly sized and any other materials necessary to complete job upon approval by Agency.

All Direct Vented Space Heaters and Hot Water Heaters will be supplied by St. Tammany Parish Department of Community Action.

Scope of Work

- Install direct vented space heaters
- Install hot water heaters (gas /electric)
- Repair or replace any drain lines, water lines, or gas lines as needed for direct vented space heaters, and hot water heaters.
- Perform any minor plumbing service as may be required

Hourly Rate: _____

Signature

Date

Appendix D

Wage and Hour Division (WHD)

Louisiana Residential Weatherization Wage Determination

S2009-LA-001

Issue Date: 12/11/2009

Exp. Date: 02/27/2010

This project wage determination is issued in response to a request from the Department of Energy (DOE) for prevailing wage rates specific to weatherization of residential structures as those structures are defined in the All Agency Memorandum 130 and 131. This wage determination has application only to weatherization construction projects on existing residential structures as described in the SF 308 submitted by DOE. The primary purpose of the project for which this wage determination is being issued is weatherization and is not for the renovation, repair, or new construction of residential structures. All other types of residential construction projects are subject to the published general residential wage determinations for the State of Louisiana found on www.wdol.gov.

General weatherization work for purposes of this wage determination is defined as minor

repairs, batt insulation, blown insulation, window and door repair, and weather stripping, solar film installation, air sealing, caulking, minor or incidental structural repairs, duct sealing, air sealing, installation of light bulbs, and installation of smoke detectors. In Louisiana, the Department's recent survey determined as a matter of prevailing practice that these duties are performed by a weatherization worker classification.

Additionally, specialty weatherization work is defined as the (1) replacement of doors and windows; (2) installation and repair of furnace/cooling (HVAC) systems and all associated work involved with the installation of the HVAC system including electrical, pipe, and duct work. In Louisiana, the Department's recent survey determined that the duties described by (1) above are performed by a Window and Door Replacement Worker, and by (2) above are performed by an HVAC worker.

Wage payment data submitted for the State of Louisiana included wage data information for a weatherization crew chief classification. This classification of worker is essentially a working foreman who performs the same tasks as the weatherization worker, but who is responsible for supervision, job oversight, forms completion, work assignments, and quality assurance. The additional duties are not "laborer or mechanic" work as defined by the Davis-Bacon and related Acts regulations, but are more supervisory in nature. The Department issues various classifications of workers when the duties are defined and distinct from all other classifications of workers on the wage determination. The "laborer or mechanic" duties of the crew chief are not sufficiently distinct to warrant the issuance of a separate classification on the wage

determination. Moreover, the Department does not issue separate wage determinations based on a worker's skill, experience or individual training. Therefore, the weatherization crew chief is not listed as a separate classification of worker. The weatherization crew chief must be classified as a weatherization worker and paid at least the applicable wage determination rate of the weatherization worker when performing weatherization work. There is no restriction however to paying the weatherization crew chief more than the weatherization worker wage rate listed on the wage determination.

The rates listed on this wage determination are the minimum rates that may be paid the listed classification for the work performed. Wage rates are based strictly on work performed and are not based on the employee's level of experience, seniority, ability, etc. There are no levels of rates for this work. Workers performing the work described are due at least the minimum rates listed.

The following is a key to the chart below. Each county in the state is listed in alphabetical order on the far left side of the chart. There are two main columns separated by a bold line with the left column labeled Weatherization Survey Wage Determination and the right column labeled Existing Residential Wage Determination.

The three classifications listed under the **Weatherization Survey Wage Determination** column are the classifications and rates determined to be prevailing for weatherization work and are based on wage data submitted in response to the weatherization survey. Weatherization work, as well as the specific duties that may be performed by these three classifications, is defined on

this project decision. The rate information under each classification is the basic hourly rate and fringe benefit (if fringe benefits were found to be prevailing). If there is no wage rate or fringe benefit listed under the classification column, usually the HVAC Worker, then there was no data or insufficient data from which to establish a rate and/or fringe benefit for that classification. If the work performed by that classification is needed for the project, then an additional classification request (conformance) must be made. **NOTE:** Classifications and rates listed under the Existing Residential Wage Determination Column **may not be used** for unlisted classifications/work in the Weatherization Survey Wage Determination column. See below for the procedure for requesting additional classifications and the form to request these classifications.

The classifications listed under the **Existing Residential Wage Determination** column are those classifications and rates currently published as prevailing on the residential general wage determinations. These wage determinations may be found at www.wdol.gov. The classifications and rates listed under the Existing Residential Wage Determination column may be used on weatherization projects only in those situations where the work is **different than that described for the three classifications listed under the Weatherization Survey Column**. For example, when an electrician is needed to perform electrical work not associated with the installation, repair, or overhaul of furnace or cooling equipment, then the existing electrician classification and rate listed under this column may be used for that work. The rate information under each classification is the basic hourly rate and a fringe benefit (if fringe benefits were found to be prevailing). If there is no wage rate or fringe benefit listed under the classification column, then

there was no data or insufficient data from which to establish a rate and/or fringe benefit for that classification. If that unlisted classification is needed for the project, then a request for an additional classification (conformance) should be made. See below for the procedure for requesting additional classifications and the form to request these classifications.

Any unlisted classifications and rates (conformances) needed for work not listed on the chart below may be added after award only as provided in the labor standards contract clauses (29CFR 5.5 (a) (1) (ii)). The procedure for requesting approval of an unlisted classification and rate (conformance) as well as a "pdf" copy of the form (SF Form 1444) may be found at <http://www.dol.gov/whd/recovery/>. The SF Form 1444 may be sent to the Department electronically, by facsimile, or by mail. Electronic submissions should be sent to 09WeatherizationSurvey@dol.gov. Facsimile submissions should be sent to (202) 693-1432.

Mailed forms should be sent to the address listed in Block 1 of the SF Form 1444. Any SF Form 1444 submitted for weatherization projects should be marked as being for weatherization projects and the project decision being used for the project should also be submitted with the SF Form 1444.

Weatherization Survey Wage Determination (S2009-LA-001)				Existing Residential Wage Determination (www.wdol.gov)			
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Repair, Installation, Replacement Worker	Carpenter (Excludes Door & Window Replacement, and work listed as performed by weatherization worker)	Electrician (Excludes electrical work associated with HVAC installation, and overhaul, and work listed as performed by weatherization worker)	Plumber (Excludes work associated with HVAC installation, repair or overhaul and work listed as performed by weatherization worker)	
Acadia	\$10.51 + .68	\$21.50	\$22.50	\$11.78	\$23.50+9.00	\$22.50+11.09	
Allen	\$12.25	\$12.25	\$22.50	\$12.97	\$12.50	\$11.77	
Ascension	\$13.00	\$10.50 + 1.37	\$22.50	\$11.78	\$17.00+7.22	\$24.44+7.89	
Assumption							

	\$13.00	\$18.00	\$22.50	\$12.97	\$12.50	\$11.77
Avoyelles	\$9.51	\$10.50 + 1.37	\$22.50	\$12.97	\$12.50	\$11.77
Beuregard	\$7.55 + .23	\$9.00 + .28	\$22.50	\$12.97	\$12.50	\$11.77
Bienville	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Bossier	\$10.00 + 4.21	\$8.83 + .41	\$22.50	\$11.78	\$23.95+8.61	\$23.60+9.34
Weatherization Survey Wage Determination (S2009-LA-001)			Existing Residential Wage Determination (www.wdol.gov)			
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Repair, Installation, Replacement Worker	Carpenter (Excludes Door & Window Replacement, and work listed as performed by weatherization)	Electrician (Excludes electrical work associated with HVAC installation, overhaul, and work listed as performed by)	Plumber (Excludes work associated with HVAC installation, repair or overhaul and work listed as performed by weatherization worker)

					worker	weatherization worker)	
Caddo	\$15.00	\$8.83 + .41	\$22.50	\$11.78	\$23.95+8.61	\$23.60+9.34	
Calcasieu	\$7.55 + .23	\$9.00 + .28	\$22.50	\$11.78	\$23.50+9.00	\$22.50+11.09	
Caldwell	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77	
Cameron	\$7.55 + .23	\$9.00 + .28	\$22.50	\$12.97	\$12.50	\$11.77	
Catahoula	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77	
Claiborne	\$10.00 + 4.21	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77	
Concordia	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77	
De Soto	\$10.00 + 4.21	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77	
East Baton Rouge	\$13.00		\$22.50	\$11.78	\$17.00+7.22	\$24.44+7.89	

Franklin	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Grant	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Iberia	\$10.51 + .68	\$21.50	\$22.50	\$12.97	\$12.50	\$11.77
Iberville	\$13.00	\$10.50 + 1.37	\$22.50	\$12.97	\$12.50	\$11.77
Jackson	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Jefferson	\$15.00	\$13.29	\$22.50	\$11.78	\$25.33+8.33	\$25.77+8.68
Jefferson-Davis	\$10.51 + .68	\$21.50	\$22.50	\$12.97	\$12.50	\$11.77
La Salle	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Lafayette						

Weatherization Survey Wage Determination (S2009-LA-001)		Existing Residential Wage Determination (www.wdol.gov)				
Lafourche	\$10.51 + .68	\$21.50	\$22.50	\$11.78	\$23.50+9.00	\$22.50+11.09
	\$15.00	\$13.29	\$22.50	\$11.78	\$25.33+8.33	\$25.77+8.68
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Repair, Installation, Replacement Worker	Carpenter (Excludes Door & Window Replacement, and work listed as performed by weatherization worker)	Electrician (Excludes electrical work associated with HVAC installation, and overhaul, and work listed as performed by weatherization worker)	Plumber (Excludes work associated with HVAC installation, repair or overhaul and work listed as performed by weatherization worker)
Lincoln	\$15.00	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Livingston	\$13.00	\$10.50 + 1.37	\$22.50	\$11.78	\$17.00+7.22	\$24.44+7.89
Madison	\$8.65 + .40	\$8.83 + .41		\$12.97	\$12.50	\$11.77

		\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Weatherization Survey Wage Determination (S2009-LA-001)				Existing Residential Wage Determination (www.wdol.gov)			
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Repair, Installation, Replacement Worker	Carpenter (Excludes Door & Window Replacement, and work listed as performed by weatherization worker)	Electrician (Excludes electrical work associated with HVAC installation, overhaul, and work listed as performed by weatherization worker)	Plumber (Excludes work associated with HVAC installation, repair or overhaul and work listed as performed by weatherization worker)	
Richland	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77	
Sabine	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77	
St Bernard	\$15.00	\$13.29	\$22.50	\$11.78	\$25.33+8.33	\$25.77+8.68	

St Charles	\$15.00	\$13.29	\$22.50	\$11.78	\$25.33+8.33	\$25.77+8.68
St Helena	\$13.00	\$10.50 + 1.37	\$22.50	\$12.97	\$12.50	\$11.77
St James	\$13.00	\$18.00	\$22.50	\$11.78	\$25.33+8.33	\$25.77+8.68* \$24.44+7.89** *Southeastern Portion **Northwestern Portion
St John the Baptist	\$15.00	\$13.29	\$22.50	\$11.78	\$25.33+8.33	\$25.77+8.68
St Landry	\$12.00	\$10.50 + 1.37	\$22.50	\$11.78	\$17.00+7.22	\$22.50+11.09
Existing Residential Wage Determination (www.wdoi.gov)						

Weatherization Survey Wage Determination

(S2009-LA-001)

Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Repair, Installation, Replacement Worker	Carpenter (Excludes Door & Window Replacement, and work listed as performed by weatherization worker)	Electrician (Excludes electrical work associated with HVAC installation, and overhaul, and work listed as performed by weatherization worker)	Plumber (Excludes work associated with HVAC installation, repair or overhaul and work listed as performed by weatherization worker)
St Martin	\$10.51 + .68	\$21.50	\$22.50	\$11.78	\$25.33+8.33*	\$22.50+11.09*
					\$23.50+9.00**	*Western Portion
					*Southern Portion, **Northern Portion	
St Mary	\$10.51 + .68	\$21.50	\$22.50	\$12.97	\$12.50	\$11.77
St Tammany	\$13.29 + 5.49	\$13.29 + 5.49	\$22.50	\$11.78	\$21.50+6.26	\$25.77+8.68

Tangipahoa	\$13.00	\$18.00	\$22.50	\$12.97	\$12.50	\$11.77
Tensas	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Terrebonne	\$15.00	\$13.29	\$22.50	\$11.78	\$25.33+8.33	\$25.77+8.68
Union	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77
Vermillion	\$10.51 + .68	\$21.50	\$22.50	\$12.97	\$12.50	\$11.77
Weatherization Survey Wage Determination (S2009-LA-001)				Existing Residential Wage Determination (www.wdol.gov)		
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Repair,	Carpenter (Excludes Door &	Electrician (Excludes electrical work	Plumber (Excludes work associated with HVAC installation,

West Feliciana	\$13.00	\$10.50 + 1.37	\$22.50	\$12.97	\$12.50	\$11.77
Winn	\$8.65 + .40	\$8.83 + .41	\$22.50	\$12.97	\$12.50	\$11.77

Weatherization Survey					Existing Residential Wage Determinations (www.wdol.gov)		
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Installation Worker	Carpenter	Electrician	Plumber	
Bienville	10.00+4.84			\$12.97	\$12.50	\$11.77	
Bossier	10.00+4.84	10.00+4.84		\$11.78	\$23.95+8.61	\$23.60+9.34	
Caddo	15.00	10.00+4.84		\$11.78	\$23.95+8.61	\$23.60+9.34	
Calcasieu	7.55+.23	Carpenter 30.00		\$11.78	\$23.50+9.00	\$22.50+11.09	
Caldwell	8.65+.57	9.00+.35		\$12.97	\$12.50	\$11.77	
Cameron	7.55+.23	10.00+4.84		\$12.97	\$12.50	\$11.77	
Catahoula	8.65+.57	9.00+.35		\$12.97	\$12.50	\$11.77	
Claiborne	10.00+4.84	8.65+.57		\$12.97	\$12.50	\$11.77	

Concordia	8.65 + .57	10.00+4.84		\$12.97	\$12.50	\$11.77
De Soto	10.00+4.84	8.65 + .57		\$12.97	\$12.50	\$11.77
East Baton Rouge	12.03	10.00+4.84		\$11.78	\$17.00+7.22	\$24.44+7.89
East Carroll	8.65+.57	12.03		\$12.97	\$12.50	\$11.77
East Feliciana	12.03	8.65+.57		\$12.97	\$12.50	\$11.77
Evangeline	8.50	12.03		\$12.97	\$12.50	\$11.77
Franklin	8.65+.57	10.50+1.90 Carpenter		\$12.97	\$12.50	\$11.77
Grant	8.65+.57	8.65+.57		\$12.97	\$12.50	\$11.77
Iberia	10.68+1.36	8.65+.57		\$12.97	\$12.50	\$11.77
Weatherization Survey						
Existing Residential Wage Determinations (www.wdol.gov)						
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling	Carpenter	Electrician	Plumber

			Installation Worker				
Iberville	12.03			\$12.97	\$12.50	\$11.77	
Jackson	8.65+.57	12.03		\$12.97	\$12.50	\$11.77	
Jefferson	15.00	8.65+.57		\$11.78	\$25.33+8.33	\$25.77+8.68	
Jefferson-Davis	10.68+1.36	15.00		\$12.97	\$12.50	\$11.77	
La Salle	8.65+.57	10.68+1.36		\$12.97	\$12.50	\$11.77	
Lafayette	10.68+1.36	8.65+.57		\$11.78	\$23.50+9.00	\$22.50+11.09	
Lafourche	15.00	10.68+1.36		\$11.78	\$25.33+8.33	\$25.77+8.68	
Lincoln	15.00	15.00		\$12.97	\$12.50	\$11.77	
Livingston	12.03	30.00	Carpenter	\$11.78	\$17.00+7.22	\$24.44+7.89	
Madison	8.65+.57	12.03		\$12.97	\$12.50	\$11.77	
Morehouse	10.00+4.84	8.65+.57		\$12.97	\$12.50	\$11.77	
		10.00+4.84					

Nachitoches	10.00+4.84			\$12.97	\$12.50	\$11.77
Orleans	15.00	10.00+4.84		\$11.78	\$25.33+8.33	\$25.77+8.68
Ouachita	8.65+.57	15.00		\$11.78	\$13.25+7.99	\$21.65+6.90
Plaquemines	15.00	8.65+.57		\$11.78	\$25.33+8.33	\$25.77+8.68
Pointe Coupee	8.50	15.00		\$12.97	\$12.50	\$11.77
Rapides	15.00	10.50+1.90 Carpenter		\$11.78	\$21.60+5.62	\$22.90+6.60
Weatherization Survey						
Existing Residential Wage Determinations (www.wdol.gov)						
Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Installation Worker	Carpenter	Electrician	Plumber
Red River	10.00+4.84			\$12.97	\$12.50	\$11.77
Richland	8.65+.57	10.00+4.84		\$12.97	\$12.50	\$11.77
		8.65+.57				

Sabine	10.00+4.84		\$12.97	\$12.50	\$11.77
St Bernard	15.00	15.00	\$11.78	\$25.33+8.33	\$25.77+8.68
St Charles	15.00	15.00	\$11.78	\$25.33+8.33	\$25.77+8.68
St Helena	12.03	12.03	\$12.97	\$12.50	\$11.77
St James	13.00	18.00 Carpenter	\$11.78	\$25.33+8.33	\$25.77+8.68* \$24.44+7.89** *Southeastern Portion **Northwestern Portion
St John the Baptist	15.00	15.00	\$11.78	\$25.33+8.33	\$25.77+8.68
St Landry	10.00	13.00 Carpenter	\$11.78	\$17.00+7.22	\$22.50+11.09
			\$11.78	\$25.33+8.33*	\$22.50+11.09*
				\$23.50+9.00**	*Western Portion
				*Southern Portion, **Northern	

Counties	Weatherization Worker	Doors & Windows Replacement Worker	HVAC, Furnace, Heating & Cooling Installation Worker	Carpenter	Electrician	Plumber	Portion
St Martin	10.68+1.36	10.68+1.36					
St Mary	10.68+1.36 13.29+5.63 Carpenter	10.68+1.36 13.29+5.63 Carpenter		\$12.97 \$11.78	\$12.50 \$21.50+6.26	\$11.77 \$25.77+8.68	
St Tammany Tangipahoa	12.03	12.03		\$12.97	\$12.50	\$11.77	
Weatherization Survey							
Existing Residential Wage Determinations (www.wdol.gov)							
Tensas	8.65+.57	8.65+.57		\$12.97	\$12.50	\$11.77	
Terrebonne	15.00	15.00		\$11.78	\$25.33+8.33	\$25.77+8.68	
Union	10.00+4.84	10.00+4.84		\$12.97	\$12.50	\$11.77	
Vermilion	10.68+1.36	10.68+1.36		\$12.97	\$12.50	\$11.77	
Vernon	7.55+23	7.55+23		\$12.97	\$12.50	\$11.77	

Washington	10.68+1.36	10.68+1.36		\$12.97	\$12.50	\$11.77
Webster	10.00+4.84	10.00+4.84		\$11.78	\$23.95+8.61	\$23.60+9.34
West Baton Rouge	12.03	12.03		\$11.78	\$17.00+7.22	\$24.44+7.89
West Carroll	8.65+.57	8.65+.57		\$12.97	\$12.50	\$11.77
West Feliciana	12.03	12.03		\$12.97	\$12.50	\$11.77
Winn	8.65+.57	8.65+.57		\$12.97	\$12.50	\$11.77

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U.S. Department of Labor | Frances Perkins Building, 200 Constitution Ave., NW, Washington, DC 20210

Wage and Hour Division (WHD)

Instructions For Completing Payroll Form, WH-347

- WH-347 (PDF)

OMB Control No. 1215-0149, Expires 12/31/2011.

Persons are not required to respond to the collection of information unless it displays a currently valid OMB control number.

General: Form WH-347 has been made available for the convenience of contractors and subcontractors required by their Federal or Federally-aided construction-type contracts and subcontracts to submit weekly payrolls. Properly filled out, this form will satisfy the requirements of Regulations, Parts 3 and 5 (29 C.F.R., Subtitle A), as to payrolls submitted in connection with contracts subject to the Davis-Bacon and related Acts.

While completion of Form WH-347 is optional, it is mandatory for covered contractors and subcontractors performing work on Federally financed or assisted construction contracts to respond to the information collection contained in 29 C.F.R. §§ 3.3, 5.5(a). The Copeland Act (40 U.S.C. § 3145) requires contractors and subcontractors performing work on Federally financed or assisted construction contracts to "furnish weekly a statement with respect to the wages paid each employee during the preceding week." U.S. Department of Labor (DOL) Regulations at 29 C.F.R. § 5.5(a)(3)(ii) require contractors to submit weekly a copy of all payrolls to the Federal agency contracting for or financing the construction project, accompanied by a signed "Statement of Compliance" indicating that the payrolls are correct and complete and that each laborer or mechanic has been paid not less than the proper Davis-Bacon prevailing wage rate for the work performed. DOL and federal contracting agencies receiving this information review the information to determine that employees have received legally required wages and fringe benefits.

Under the Davis-Bacon and related Acts, the contractor is required to pay not less than prevailing wage, including fringe benefits, as predetermined by the Department of Labor. The contractor's obligation to pay fringe benefits may be met either by payment of the fringe benefits to bona fide benefit plans, funds or programs or by making payments to the covered workers (laborers and mechanics) as cash in lieu of fringe benefits.

This payroll provides for the contractor to show on the face of the payroll all monies to each worker, whether as basic rates or as cash in lieu of fringe benefits, and provides for the contractor's representation in the statement of compliance on the payroll (as shown on page 2) that he/she is paying for fringe benefits required by the contract and not paid as cash in lieu of fringe benefits. Detailed instructions concerning the preparation of the payroll follow:

Contractor or Subcontractor: Fill in your firm's name and check appropriate box.

Address: Fill in your firm's address.

Payroll No.: Beginning with the number "1", list the payroll number for the submission.

For Week Ending: List the workweek ending date.

Project and Location: Self-explanatory.

Project or Contract No.: Self-explanatory.

Column 1 - Name and Individual Identifying Number of Worker: Enter each worker's full name and an individual identifying number (e.g., last four digits of worker's social security number) on each weekly

payroll submitted.

Column 2 - No. of Withholding Exemptions: This column is merely inserted for the employer's convenience and is not a requirement of Regulations, Part 3 and 5.

Column 3 - Work Classifications: List classification descriptive of work actually performed by each laborer or mechanic. Consult classification and minimum wage schedule set forth in contract specifications. If additional classifications are deemed necessary, see Contracting Officer or Agency representative. An individual may be shown as having worked in more than one classification provided an accurate breakdown or hours worked in each classification is maintained and shown on the submitted payroll by use of separate entries.

Column 4 - Hours worked: List the day and date and straight time and overtime hours worked in the applicable boxes. On all contracts subject to the Contract Work Hours Standard Act, enter hours worked in excess of 40 hours a week as "overtime".

Column 5 - Total: Self-explanatory

Column 6 - Rate of Pay (Including Fringe Benefits): In the "straight time" box for each worker, list the actual hourly rate paid for straight time worked, plus cash paid in lieu of fringe benefits paid. When recording the straight time hourly rate, any cash paid in lieu of fringe benefits may be shown separately from the basic rate. For example, "\$12.25/.40" would reflect a \$12.25 base hourly rate plus \$0.40 for fringe benefits. This is of assistance in correctly computing overtime. See "Fringe Benefits" below. When overtime is worked, show the overtime hourly rate paid plus any cash in lieu of fringe benefits paid in the "overtime" box for each worker; otherwise, you may skip this box. See "Fringe Benefits" below. Payment of not less than time and one-half the basic or regular rate paid is required for overtime under the Contract Work Hours Standard Act of 1962 if the prime contract exceeds \$100,000. In addition to paying no less than the predetermined rate for the classification which an individual works, the contractor must pay amounts predetermined as fringe benefits in the wage decision made part of the contract to approved fringe benefit plans, funds or programs or shall pay as cash in lieu of fringe benefits. See "FRINGE BENEFITS" below.

Column 7 - Gross Amount Earned: Enter gross amount earned on this project. If part of a worker's weekly wage was earned on projects other than the project described on this payroll, enter in column 7 first the amount earned on the Federal or Federally assisted project and then the gross amount earned during the week on all projects, thus "\$163.00/\$420.00" would reflect the earnings of a worker who earned \$163.00 on a Federally assisted construction project during a week in which \$420.00 was earned on all work.

Column 8 - Deductions: Five columns are provided for showing deductions made. If more than five deduction are involved, use the first four columns and show the balance deductions under "Other" column; show actual total under "Total Deductions" column; and in the attachment to the payroll describe the deduction(s) contained in the "Other" column. All deductions must be in accordance with the provisions of the Copeland Act Regulations, 29 C.F.R., Part 3. If an individual worked on other jobs in addition to this project, show actual deductions from his/her weekly gross wage, and indicate that deductions are based on his gross wages.

Column 9 - Net Wages Paid for Week: Self-explanatory.

Totals - Space has been left at the bottom of the columns so that totals may be shown if the contractor so desires.

Statement Required by Regulations, Parts 3 and 5: While the "statement of compliance" need not be notarized, the statement (on page 2 of the payroll form) is subject to the penalties provided by 18 U.S.C. §

1001, namely, a fine, possible imprisonment of not more than 5 years, or both. Accordingly, the party signing this statement should have knowledge of the facts represented as true.

Items 1 and 2: Space has been provided between items (1) and (2) of the statement for describing any deductions made. If all deductions made are adequately described in the "Deductions" column above, state "See Deductions column in this payroll." See "FRINGE BENEFITS" below for instructions concerning filling out paragraph 4 of the statement.

Item 4 FRINGE BENEFITS - Contractors who pay all required fringe benefits: If paying all fringe benefits to approved plans, funds, or programs in amounts not less than were determined in the applicable wage decision of the Secretary of Labor, show the basic cash hourly rate and overtime rate paid to each worker on the face of the payroll and check paragraph 4(a) of the statement on page 2 of the WH-347 payroll form to indicate the payment. Note any exceptions in section 4(c).

Contractors who pay no fringe benefits: If not paying all fringe benefits to approved plans, funds, or programs in amounts of at least those that were determined in the applicable wage decision of the Secretary of Labor, pay any remaining fringe benefit amount to each laborer and mechanic and insert in the "straight time" of the "Rate of Pay" column of the payroll an amount not less than the predetermined rate for each classification plus the amount of fringe benefits determined for each classification in the application wage decision. Inasmuch as it is not necessary to pay time and a half on cash paid in lieu of fringe benefits, the overtime rate shall be not less than the sum of the basic predetermined rate, plus the half time premium on basic or regular rate, plus the required cash in lieu of fringe benefits at the straight time rate. In addition, check paragraph 4(b) of the statement on page 2 the payroll form to indicate the payment of fringe benefits in cash directly to the workers. Note any exceptions in section 4(c).

Use of Section 4(c), Exceptions

Any contractor who is making payment to approved plans, funds, or programs in amounts less than the wage determination requires is obliged to pay the deficiency directly to the covered worker as cash in lieu of fringe benefits. Enter any exceptions to section 4(a) or 4(b) in section 4(c). Enter in the Exception column the craft, and enter in the Explanation column the hourly amount paid each worker as cash in lieu of fringe benefits and the hourly amount paid to plans, funds, or programs as fringe benefits. The contractor must pay an amount not less than the predetermined rate plus cash in lieu of fringe benefits as shown in section 4(c) to each such individual for all hours worked (unless otherwise provided by applicable wage determination) on the Federal or Federally assisted project. Enter the rate paid and amount of cash paid in lieu of fringe benefits per hour in column 6 on the payroll. See paragraph on "Contractors who pay no fringe benefits" for computation of overtime rate.

Public Burden Statement: We estimate that it will take an average of 55 minutes to complete this collection of information, including time for reviewing instructions, searching existing data sources, gathering and maintaining the data needed, and completing and reviewing the collection of information. If you have any comments regarding these estimates or any other aspect of this collection of information, including suggestions for reducing this burden, send them to the Administrator, Wage and Hour Division, ESA, U.S. Department of Labor, Room S3502, 200 Constitution Avenue, N.W., Washington, D.C. 20210.

Note: In order to view, fill out, and print PDF forms, you need Adobe® Acrobat® Reader® version 5 or later, which you may download for free at www.adobe.com/products/acrobat/readstep2.html. To save the completed forms on your workstation, you need to use the "Save As" method to save the file. For example, move your mouse cursor over the PDF link and click on your "RIGHT" mouse button. This will cause a menu to be displayed, from which you will select the proper save option -- depending upon which browser you are using:

- For Microsoft IE users, select "Save Target As"

- For Netscape Navigator users, select "Save Link As"

Once you've selected the proper save option for your browser, and have saved the file to a location you specified, go to your program menu and start the Adobe Acrobat® Reader. Once open, locate the PDF file you saved and open it directly in Acrobat®.

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Appendix E



INSURANCE REQUIREMENTS E-ARRA Weatherization Projects

- A. The Provider shall secure and maintain at its expense such insurance that will protect it and the Parish from claims under the Workers' Compensation Acts and from claims for bodily injury, death or property damage which may arise from the performance of services under this agreement. All certificates of insurance shall be furnished to the Parish and shall provide that insurance shall not be canceled without thirty (30) days prior notice of cancellation given to the Parish of St. Tammany, in writing, on all of the required coverage provided to St. Tammany Parish. Where possible, all policies and notices should name the Provider and Parish. The Parish may examine the policies at any time.
- B. All policies must provide for and certificates of insurance must contain the following:
1. Waiver of Subrogation: The Provider's insurers will have no right of recovery or subrogation against St. Tammany Parish Government, it being the intention of the parties that all insurance policy(ies) so affected shall protect both parties and be the primary coverage for any and all losses covered by the below described insurance. *Policy endorsements required for all coverages.*
 2. Additional Insured: St. Tammany Parish Government shall be named as additional named insured with respect to general liability, marine liability, pollution/environmental liability, automobile liability and excess liability coverages. *Policy endorsements required.*
 3. Hold Harmless: Provider's liability insurers shall evidence their cognizance of the Hold Harmless and Indemnification in favor of St. Tammany Parish Government by referencing same on the face of the Certificate(s) of Insurance.
 4. Payment of Premiums: The insurance companies issuing the policy or policies shall have no recourse against St. Tammany Parish Government for payment of any premiums or for assessments under any form of policy.
 5. Deductibles: Any and all deductibles in the described insurance policies shall be assumed by and be at the sole risk of the Provider.
 6. Project Reference: The project(s) and location(s) shall be referenced in the comment or description of operations section of the Certificate of Insurance (Project ##-####, or Bid # if applicable, Type of Work, Location).
- C. Provider shall provide at its own expense, proof of the following insurance coverage required by the contract to St. Tammany Parish Government by insurance companies authorized to do business in the State of Louisiana. Insurance is to be placed with insurers with an A.M. Best rating of no less than A-, Category VII.
1. Commercial General Liability insurance with a Combined Single Limit for bodily injury and property damage of at least \$1,000,000 per Occurrence. The insurance shall provide for and the certificate(s) of insurance shall indicate the following coverages:
 - a) Premises - operations;

- b) Broad form contractual liability;
- c) Products and completed operations;
- d) Personal Injury;
- e) Broad form property damage;
- f) Explosion and collapse.

2. Business Automobile Liability insurance in minimum limits of \$100,000 Bodily Injury per person, \$300,000 per accident and \$100,000 Property Damage for any and all vehicles used in the project; OR if a Combined Single Limit the minimum shall be \$500,000 per occurrence for bodily injury and property damage, and shall include coverage for the following:

- a) Any automobiles**;
- b) Owned automobiles**;
- c) Hired automobiles;
- d) Non-owned automobiles;
- e) Uninsured motorist.

**Note: If Contractor does not own any vehicles, then automobile liability coverage for hired and non-owned automobiles may be acceptable, subject to the review and approval of the St. Tammany Parish Department of Finance, Office of Risk Management.

3. Workers' Compensation/Employers Liability insurance: \$500,000 each accident, \$500,000 each disease, \$500,000 disease policy aggregate except when projects include exposures covered under the USL&H Act, Jones Act and/or Maritime Employers Liability (MEL) limits shall be \$1,000,000/\$1,000,000/\$1,000,000. *Coverage for owners, officers and/or partners shall be included in the policy and a statement of such shall be made by the insuring producer on the face of the certificate.*

4. An umbrella policy or excess policy may be allowed to meet minimum insurance levels above, subject to the review and approval of the St. Tammany Parish, Department of Finance, Office of Risk Management.

5. Should any part of Contractor's work involve hazardous or environmental exposures, Contractor is required to maintain Contractor's Environmental Liability in the minimum limits of \$1,000,000 each occurrence.

D. All policies of insurance shall meet the requirements of the Parish of St. Tammany prior to the commencing of any work. The Parish of St. Tammany has the right, but not the duty, to approve all insurance policies prior to commencing of any work. If at any time, it becomes known that any of the said policies shall be or becomes unsatisfactory to the Parish of St. Tammany as to form or substance; or if a company issuing any such policy shall be or become unsatisfactory to the Parish of St. Tammany, the Provider shall promptly obtain a new policy, timely submit same to the Parish of St. Tammany for approval and submit a certificate thereof as provided above. The Parish agrees to not unreasonably withhold approval of any insurance carrier selected by Provider. In the event that Parish cannot agree or otherwise authorize said carrier, Provider shall have the option of selecting and submitting new insurance carrier within 30 days of said notice by the Parish. In the event that the second submission is insufficient or is not approved, then the Parish shall have the unilateral opportunity to thereafter select a responsive and responsible insurance carrier all at the cost of Provider and thereafter deduct from Provider's fee the cost of such insurance.

- E. Upon failure of Provider to furnish, deliver and/or maintain such insurance as above provided, this contract, at the election of the Parish, may be forthwith declared suspended, discontinued or terminated. Failure of the Provider to maintain insurance shall not relieve the Provider from any liability under the contract, nor shall the insurance requirements be construed to conflict with the obligation of the Provider concerning indemnification.
- F. Provider shall maintain a current copy of all annual insurance policies and provide same to the Parish on an annual basis or as may be reasonably requested.
- G. It shall be the responsibility of Contractor to require that these insurance requirements are met by all contractors and sub-contractors performing work for and on behalf of Contractor. Contractor shall further ensure the Parish is named as additional insured on all insurance policies provided by said contractor and/or sub-contractor throughout the duration of the project.
- H. Certificates of Insurance shall be issued as follows:

**St. Tammany Parish Government
Attn: Risk Management
P O Box 628
Covington, LA 70434**

Certificates may be sent via Fax: 985-898-3070 or, preferably, via Email: riskman@stpgov.org

To avoid contract processing delays, be certain the project name/number is included on all correspondence including Certificates of Insurance.

St. Tammany Parish Government reserves the right to remove, replace, make additions to and/or modify any and all of the insurance requirement language upon review of the final scope of services presented to Department of Finance, Office of Risk Management prior to execution of a contract for services.

For inquiries regarding insurance requirements, please contact:

**St. Tammany Parish Government
Department of Finance
Office of Risk Management
Telephone: 985-898-2797
Fax: 985-898-3070
Email: riskman@stpgov.org**

HOLD HARMLESS AGREEMENT

(to be executed and returned upon contract award and acceptance)

_____ (Contractor) agrees to protect, defend, indemnify, save, and hold harmless St. Tammany Parish Government, its elected and appointed officials, departments, agencies, boards and commissions, their officers, agents servants, 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 to the extent caused by any act or omission of Contractor, its agents, servants, employees, and subcontractors, or any and all costs, expense and/or attorney fees incurred by St. Tammany Parish Government as a result of any claim, demands, and/or causes of action that results under the performance or non-performance of this contract.

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

SIGNED, this ____ day of _____, 201_.

WITNESSES:

(Name of Company or Contractor)

Printed Name: _____

BY: _____
(Signature of Authorized Officer)

Printed Name: _____

Printed Name: _____
Title: _____

STATE OF _____

PARISH/COUNTY OF _____

SWORN TO and subscribed before me, Notary, on this ____ day of _____, 201_.

NOTARY PUBLIC
My Commission Expires: _____

Contractor - please complete the following:

Claims contact for this project will be:

(Print name and title of Contact Person)

Address

Email address

Telephone#

Cell #

Fax #