

ADDENDUM 3

ITEM 1: PROJECT MANUAL

In SECTION IC – PAYMENT OF TAXES, delete the paragraph:

"The Bidder is responsible for the payment of all applicable sales, use or other taxes relating to any materials or services to which such taxes are imposed arising from its Bid or the Contract."

And replace with the following:

"(1) SALES TAXES. The City of Covington is exempt from Louisiana State Sales and Use Taxes, and local parish and city taxes, as applicable under Louisiana Law. A construction contractor serving as an agent of the city for material purchases for projects may be sales tax exempt pursuant to the governing regulations. Any materials purchased by this agent shall immediately, upon the vendor's delivery to the agent, become the property of this government entity. An exemption certificate for state of sales and use tax will be provided by the City of Covington upon request. Contractor is responsible of maintaining records of tax exempt material purchases and shall submit to the City of Covington any required documentation upon request (LSA-R.S. 47:301(8)(c))."

See attached form, "Designation of Construction Contractor as Agent of Governmental Entity Sales Tax Exemption Certificate."

ITEM 2: PROJECT MANUAL

In the ADVERTISEMENT FOR BID delete the paragraph:

"Separate sealed bids will be received by the City of Covington at 317 N. Jefferson Avenue, Covington, LA 70433 for **Reverend Peter Atkins Park Restrooms** on the **28th** day of **June, 2018** at **10:00 a.m.** (Time shall be established by the clock at the referenced address), at which time and place bids will be publicly opened and read aloud."

And replace with the following:

"Separate sealed bids will be received by the City of Covington at 317 N. Jefferson Avenue, Covington, LA 70433 for **Reverend Peter Atkins Park Restrooms** on the **12th** day of **July, 2018** at **10:00 a.m.** (Time shall be established by the clock at the referenced address), at which time and place bids will be publicly opened and read aloud."

END OF ADDENDUM 3



**Designation of Construction Contractor
as Agent of a Governmental Entity
Sales Tax Exemption Certificate**

_____, an agency of the United States government, or an agency, board, commission, or instrumentality of the State of Louisiana or its political subdivisions, including parishes, municipalities and school boards, does hereby designate the following contractor as its agent for the purpose of making sales tax exempt purchases on behalf of the governmental body:

Name of Contractor		
Address		
City	State	ZIP

This designation of agency shall be effective for purchases of component construction materials, taxable services and leases and rentals of tangible personal property for the following named construction project:

Construction Project	Contract Number
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This designation and acceptance of agency is effective for the period

Beginning Date (mm/dd/yyyy)	End Date (mm/dd/yyyy)
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Purchases for the named project during this period by the designated contractor shall be considered as the legal equivalent of purchases directly by the governmental body. Any materials purchased by this agent shall immediately, upon the vendor's delivery to the agent, become the property of this government entity. This government entity, as principal, assumes direct liability to the vendor for the payment of any property, services, leases, or rentals made by this designated agent. This agreement does not void or supersede the obligations of any party created under any construction contract related to this project, including specifically any contractual obligation of the construction contractor to submit payment to the vendors of materials or services for the project.

This contractor-agent is not authorized to delegate this purchasing agency to others; separate designations of agency by this governmental entity are required for each contractor or sub-contractor who is to purchase on behalf of this governmental entity. The undersigned hereby certify that this designation is the entirety of the agency designation agreement between them. In order for a purchase for an eligible governmental entity through a designated agent to be eligible for sales tax exemption, the designation of agency must be made, accepted, and disclosed to the vendor before or at the time of the purchase transaction.

Designation of Agency			Acceptance of Agency		
Signature of Authorized Designator		Date (mm/dd/yyyy)	Signature of Contractor or Subcontractor Authorized Acceptor		Date (mm/dd/yyyy)
Name of Authorized Designator			Name of Contractor's or Subcontractor's Acceptor		
Name of Governmental Entity			Name of Contractor		
Address			Address		
City	State	ZIP	City	State	ZIP

This designation of agency form, when properly executed by both the contractor and the governmental entity, shall serve as evidence of the sales tax exempt status that has been conferred onto the contractor. No other exemption certificate form is necessary to claim exemption from sales taxes. The agency agreement evidenced by this sales tax exemption certificate must be implemented at the time of contract execution with the governmental entity. The contract between the governmental entity and his agent must contain provisions to authenticate the conferment of agency.