



BID #50-00132167

**LABOR, MATERIALS & EQUIPMENT TO REMOVE & DISPOSE OF OLD
TURF AND SUPPLY & INSTALL NEW TURF & SUPPLIES FOR THE
EASTBANK DEPARTMENT OF RECREATION**

October 27, 2020 @ 2:00 P.M.

ATTENTION VENDORS!!!

**Please review all pages and respond accordingly, complying with all
provisions in the technical specifications and Jefferson Parish Instructions
for Bidders and General Terms and Conditions. All bids must be received in
the Purchasing Department by the bid due date and time.**

**Jefferson Parish Purchasing Department
200 Derbigny Street-Suite 4400
Gretna, LA 70053
Buyer II Name: SHANNA FOLSE
Buyer Email: SFOLSE@JEFFPARISH.NET
Buyer Phone: 504-364-2680**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

October 2020

PURCHASING DEPARTMENT ANNOUNCEMENT

Public Access to the General Government Building and Joseph S. Yenni Building:

Jefferson Parish Government buildings are open to the public. Due to COVID-19 safety precautions, all visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

Bid Openings:

All bids will be publicly opened at the West Bank location and via teleconference at 2:30 p.m., by calling the following number:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

Bids will be accepted through Central Bidding or manual submission. Manually-submitted bids can be delivered to either Purchasing office location; however, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location. Manually-submitted bids will only be accepted until October 31, 2020 for bids opening before November 1, 2020. Bids will be received until 2 p.m. The bid opening teleconference will begin at 2:30 p.m. on each bid opening date.

If you have any questions, please contact the Purchasing Department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

September 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured:

Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

Electronic Procurement: Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com or www.jeffparishbids.net. All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: <https://www.centrauctionhouse.com/registration.php>.

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

**LABOR, MATERIALS AND EQUIPMENT TO INSTALL SLIT-FILM ARTIFICIAL GRASS
AT MIKE MILEY PLAYGROUND**

Bid # 50-00132167

SECTION 1.0 – SITE VISITS:

Job site: Mike Miley Playground, 6716 W. Metairie Avenue, Metairie, LA 70003

To view jobsite, or set up an appointment, please contact Brad Roth at 504-736-6986 or broth@jeffparish.net.

SECTION 2.0 – SCOPE:

The owners extend this bid to cover all labor, materials, and necessary essentials to do the following:

Infield turf removal and replacement

- Remove all existing turf and dispose of off site
- Remove and replace all nailer boards
- Re-grade existing rock base
- Furnish and install new bases, pitcher's mound and Homeplate
- Furnish and install new turf

Additional turf in wing areas

- Excavate, haul off dirt and grade sub-base
- Furnish and install geotextile
- Furnish and install perforated drain line
- Furnish, install and laser grade rock base
- Furnish and install edge attachment
- Furnish and install bullpen down each sideline
- Furnish and install new turf

SECTION 3.0 – QUANTITIES/INSPECTION:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements given in these specifications are informational only.

SECTION 4.0 – CONTRACTOR’S LICENSE:

Contractor’s license shall be in the following specialty category:

- **Recreation and Sporting Facilities and Golf Courses**
And/or
- **Building Construction**

SECTION 5.0 BONDS:

- Surety Bond- A Surety bond for 5% of total bid is required with bid submission
- Performance Bond: A performance bond in the amount of 50 percent of the total contract amount will be required. Performance bond shall be produced upon contract execution.
- Payment Bond: A payment bond in the amount of 50 percent of the total contract amount will be required. Payment bond shall be produced upon contract execution.

SECTION 6.0 – BID SPECIFICATIONS:

Where brand names, make, manufacturer, or stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. If you are submitting a substitute product of equal or better quality, complete product data will be required prior to award.

PART 1 - GENERAL

1.1-SUMMARY

- Furnish all labor, materials, tools and equipment necessary to install slit-film artificial grass as indicated on the plans and as specified herein; including components and accessories required for a complete installation including but not limited to:
 - Acceptance of prepared sub-base.
 - Coordination with related trades to ensure a complete, integrated, and timely installation: Aggregate base course, sub-base material (tested for permeability), grading and compacting, piping and drain components (when required); as provided under its respective trade section.

1.2 -RELATED SECTIONS

- A. Section 00 0000 - Site Preparation
- B. Section 31 23 00 – Excavation and Fill
- C. Section 31 23 16 – Excavation
- D. Section Series 31 23 23 - Fill
- E. Section 31 23 23.13 - Backfill
- F. Section Series 32 13 23 - Aggregate Base Courses
- G. Section 12 93 00 - Site Furnishings

1.3 -REFERENCE STANDARDS

- A. FM Factory Mutual
 - 1. P7825 - Approval Guide; Factory Mutual Research Corporation; current edition

ASTM – American Society for Testing and Materials.

- D1577 - Standard Test Method for Linear Density of Textile Fiber
- D5848 - Standard Test Method for Mass Per Unit Area of Pile Yarn Floor Covering
- D1338 - Standard Test Method for Tuft Bind of Pile Yarn Floor Covering
- D1682 - Standard Method of Test for Breaking Load and Elongation of Textile Fabrics
- D5034 - Standard Test Method of Breaking Strength and Elongation of Textile Fabrics (Grab Test)
- F1015 - Standard Test Method for Relative Abrasiveness of Synthetic Turf Playing Surfaces
- D4491 - Standard Test Methods for Water Permeability of Geotextiles by Permittivity
- D2859 - Standard Test Method for Ignition Characteristics of Finished Textile Floor Covering Materials
- F355 - Standard Test Method for Shock-Absorbing Properties of Playing Surfaces.
- F1936 - Standard Test Method for Shock-Absorbing Properties of North American Football Field Playing Systems as Measured in the Field

1.4-SUBMITTALS

A. Substitutions: Other products are acceptable if in compliance with all requirements of these specifications. Submit alternate products to Architect for approval prior to bidding in accordance Section 01 25 13, Product Substitution Procedures.

- Provide substantiation that proposed system does not violate any other manufacturer's patents, patents allowed or patents pending.
- Provide a sample copy of insured, non-prorated warranty and insurance policy information.

B. Comply with Section 01 33 00, Submittals Procedures. Submit for approval prior to fabrication.

C. Shop Drawings:

- Indicate field layout; field marking plan and details for the specified sports; i.e., NCAA Football; roll/seaming layout; methods of attachment, field openings and perimeter conditions.
- Show installation methods and construction indicating field verified conditions, clearances, measurements, terminations, drainage.
- Provide joint submission with related trades when requested by Architect.

D. Product Data:

- Submit manufacturer's catalog cuts, material safety data sheets (MSDS), brochures, specifications; preparation and installation instructions and recommendations; storage, handling requirements and recommendations.
- Submit fiber manufacturer's name, type of fiber and composition of fiber.
- Submit data in sufficient detail to indicate compliance with the contract documents.
- Submit manufacturer's instructions for installation.
- Submit manufacturer's instructions for maintenance for the proper care and preventative maintenance of the synthetic turf system, including painting and markings.

E. Samples:

Submit samples, 9 x 12 inches, illustrating details of finished product in amounts as required by General Requirements, or as requested by Architect.

F. Product Certification:

- Submit manufacturer's certification that products and materials comply with requirements of the specifications.
- Submit test results indicating compliance with Reference Standards.

G. Project Record Documents:

Record actual locations of seams, drains and other pertinent information in accordance with Specifications and General Requirements.

H. List of existing installations:

Submit list including respective Owner's representative and telephone number.

I. Warranties:

Submit warranty and ensure that forms have been completed in Owner's name and registered with approved manufacturer.

- J. Submit Bills of Lading/Material Delivery Receipts for synthetic turf infill materials. Bills of lading shall bear the name of the project/delivery address, quantity of materials delivered, source/location of origin of infill materials and/or manufacturer, and date of delivery.

K. Testing Certification:

Submit certified copies of independent (third-party) laboratory reports on ASTM testing:

- Pile Height, Face Weight & Total Fabric Weight, ASTM D5848.
- Primary & Secondary Backing Weights, ASTM D5848.
- Tuft Bind, ASTM D1335.
- Grab Tear Strength, ASTM D1682 or D5034.
- Water Permeability, ASTM D4491

1.5 QUALITY ASSURANCE

A. Comply with Section 01 43 00, Quality Assurance.

B. Manufacturer Qualifications: Company specializing in manufacturing products specified

in this section. The turf contractor and/or the turf manufacturer:

- Shall be experienced in the manufacture and installation of slit-film grass turf for a minimum of three years. This includes use of a slit-film fiber, and the installation method.
- Shall have 100 fields in play for at least two years. Fields shall be 65,000 ft² or more.
- Turf manufacturer shall have installed a minimum of 50 fields that are at least 8 years old, which is equal to the respective warranty period.
- Shall have a minimum of 100 installations in North America with a slit-film fiber, each field of 65,000 ft² or more.

C. Installer: Company shall specialize in performing the work of this section. The Contractor shall provide competent workmen skilled in this specific type of synthetic grass installation.

- The designated Supervisory Personnel on the project shall be certified, in writing by the turf manufacturer, as competent in the installation of specified slit-film material, including sewing seams and proper installation of the infill mixture.
- Installer shall be certified by the manufacturer and licensed.
- The installer supervisor shall have a minimum of 5 years' experience as either a construction manager or a supervisor of synthetic turf installations

D. Pre-Installation Conference: Conduct conference at project site at time to be determined by Architect. Review methods and procedures related to installation including, but not limited to, the following:

1. Inspect and discuss existing conditions and preparatory work performed under other contracts.
2. In addition to the Contractor and the installer, arrange for the attendance of installers affected by the Work, The Owner's representative, and the Architect.

E. The Contractor shall verify special conditions required for the installation of the system.

F. The Contractor shall notify the Architect of any discrepancies.

1.6 DELIVERY, STORAGE, AND HANDLING

- A. Comply with Section 01 60 00, Product Requirements.
- B. Prevent contact with materials that may cause dysfunction.
- C. Deliver and store components with labels intact and legible.

- D. Store materials/components in a safe place, under cover, and elevated above grade.
- E. Protect from damage during delivery, storage, handling and installation. Protect from damage by other trades.
- F. Inspect all delivered materials and products to ensure they are undamaged and in good condition.

1.7 SEQUENCING AND SCHEDULING

- A. Coordinate the Work with installation of work of related trades as the Work proceeds.
- B. Sequence the Work in order to prevent deterioration of installed system.

1.8 WARRANTY AND GUARANTEE

- A. See Section 01780 - Closeout Submittals, For Additional Warranty Requirements.
- B. The Contractor shall provide a warranty to the Owner that covers defects in materials and workmanship of the turf for a period of eight (8) years from the date of substantial completion. The turf manufacturer must verify that their representative has inspected the installation and that the work conforms to the manufacturer's requirements. The manufacturer's warranty shall include general wear and damage caused from UV degradation. The warranty shall specifically exclude vandalism, and acts of God beyond the control of the Owner or the manufacturer. The warranty shall be fully third party insured; prepaid for the entire 8-year term and be non-prorated. The Contractor shall provide a warranty to the Owner that covers defects in the installation workmanship, and further warrant that the installation was done in accordance with both the manufacturer's recommendations and any written directives of the manufacturer's representative. Prior to final payment for the synthetic turf, the Contractor shall submit to owner notification in writing that the field is officially added to the annual policy coverage, guaranteeing the warranty to the Owner. The insurance policy must be underwritten by an "AM Best" A rated carrier and must reflect the following values:
 - Pre-Paid 8-year insured warranty from a single source.
 - Maximum per claim coverage amount of \$15,000,000.
 - Minimum of fifteen million dollars (\$15,000,000) annual.
 - Must cover full 100% replacement value of total square footage installed,

minimum of \$7.00 per sq. ft. (in case of complete product failure, which will include removal and disposal of the existing surface)

- Provide a sample copy of insured, non-prorated warranty and insurance policy information.
- Policy cannot include any form of deductible to be paid by the Owner.

C. The artificial grass system must maintain a G-max of less than 200 for the life of the Warranty as per ASTM F1936

1.9 MAINTENANCE SERVICE

- A. Contractor shall train the Owner's facility maintenance staff in the use of the turf manufacturer's recommended maintenance equipment.
- B. Manufacturer must provide maintenance guidelines to the facility maintenance staff.

PART 2 - PRODUCTS

2.1 ACCEPTABLE MANUFACTURER

A. Approved manufacturers are as follows:

- FieldTurf USA
175 N. Industrial Blvd
Calhoun, GA 30701
PHONE: 1-800-724-2969
Model: FieldTurf XT-50-Indoor

- Competitor A:

- Competitor B:

*Alternate 1: FieldTurf Classic HD–FTHD-2

2.2 MATERIALS AND PRODUCTS – BASE BID

A. Artificial grass system materials shall consist of the following:

- Carpet made of slit-film polyethylene fibers tufted into a perforated backing.
- Infill: Graded sand and ambient rubber that partially covers the carpet.
- Glue, thread, paint, seaming fabric and other materials used to install and mark the artificial grass slit-film turf.

B. The installed artificial grass slit-film turf shall have the following properties:

<u>Standard</u>	<u>Property</u>	<u>Specification</u>
ASTM D1577	Fiber Denier	9,000+
ASTM D3218	Tape Thickness	110+ Microns
ASTM D5823	Min. Pile Height	2"
ASTM D5793	Stitch Gauge	3/8" – 3/4"
ASTM D5848	Pile Weight	30oz/square yard
ASTM D5848	Primary Backing	8+oz/square yard
ASTM D5848	Secondary Backing	22+oz/square yard
ASTM D5848	Total Weight	60+oz/square yard
ASTM D1335	Tuft Bind (Without Infill)	8+ lbs.
ASTM D5034	Grab Tear (Width)	>200 lbs. /force
ASTM D5034	Grab Tear (Length)	>200 lbs. /force
ASTM D4491	Carpet Permeability	>40 inches/hour
ASTM F1936	Impact Attenuation (Gmax)	<200
	Min. Infill Material Depth	1.25 inches
	Minimum Sand Infill	2lbs/sq. ft.
	Minimum SBR Rubber Infill	3lbs/sq. ft.
	Total Product Weight	780+oz/sq. yard

Variation of +/- 5% on above listed properties is within normal manufacturing tolerances

- C. Carpet shall consist of slit-film fibers tufted into a primary backing with a secondary backing.
- D. Carpet Rolls shall be 15' wide rolls.
- Rolls shall be long enough to go from field sideline to sideline.
 - Where the playing field is for football, the perimeter white line shall be tufted into the individual sideline rolls.
- E. Backing:
- Primary backing shall be a minimum double-layered polypropylene fabric.
 - Secondary backing shall permanently lock the fiber tufts in place.
 - Perforated (with punched holes), backed carpet are acceptable.
- F. Fiber shall be measuring no less than 2 inches high.
- Systems with less than a 2-inch fibers are unacceptable.
- G. Infill materials shall be approved by the manufacturer.
- The infill shall consist of a resilient-layered, granular system, comprising selected graded sand and ambient rubber.
- H. The sand infill will comply within the following characteristics:
- Average Particle size between 20 and 30 mesh [calculated based on summing the midpoint of sieve pan fractions times the % retained on given screen fractions]
 - Average Particle shape > 0.4 on the Krumbein scale
 - Particle structure predominantly single grain
 - Produce < 0.4%, -50M in API crush test at 80psig
- I. Non-tufted or inlaid lines and markings shall be painted with paint approved by the synthetic turf manufacturer.
- J. Thread for sewing seams of turf shall be as recommended by the synthetic turf manufacturer.
- K. Glue and seaming fabric for inlaying lines and markings shall be as recommended by the synthetic turf manufacturer.

MATERIALS AND PRODUCTS – ALTERNATE 1

Model: FieldTurf Classic HD– FT HD-2-Indoor

A. Artificial grass FieldTurf system materials shall consist of the following:

- Carpet made of slit-film polyethylene fibers tufted into a perforated backing.
- Infill: graded sand and cryogenic rubber crumb that partially covers the carpet.
- Glue, thread, paint, seaming fabric and other materials used to install and mark the artificial grass slit-film FieldTurf.

B. The installed artificial grass slit-film FieldTurf shall have the following properties:

<u>Standard</u>	<u>Property</u>	<u>Specification</u>
ASTM D1577	Fiber Denier	10,800
ASTM D5823	Min. Pile Height	2"
ASTM D1577	Fiber Thickness	130 Microns
ASTM D5793	Stitch Gauge	3/4"
ASTM D5848	Pile Weight	30oz/square yard
ASTM D5848	Primary Backing	8+oz/square yard
ASTM D5848	Secondary Backing	22+oz/square yard
ASTM D5848	Total Weight	60+oz/square yard
ASTM D1335	Tuft Bind (Without Infill)	8+ lbs
ASTM D5034	Grab Tear (Width)	200 lbs/force
ASTM D5034	Grab Tear (Length)	200 lbs/force
ASTM D4491	Carpet Permeability	>40 inches/hour
ASTM F1936	Impact Attenuation (Gmax)	<200
	Min. Infill Material Depth	1.25 inches
	Min. Sand Infill Component	3.65lbs/square foot
	Min. Cryogenic Rubber Infill	2.6lbs/square foot
	Total Product Weight	960+oz/square yard

Variation of +/- 5% on above listed properties is within normal manufacturing tolerances

C. Carpet shall consist of slit-film fibers tufted into a primary backing with a secondary backing

D. Carpet Rolls shall be 15' wide rolls.

- Rolls shall be long enough to go from field sideline to sideline.
- Where the playing field is for football, the perimeter white line shall be tufted into the individual sideline rolls.

E. Backing:

- Primary backing shall be a minimum double-layered polypropylene fabric
- Secondary backing shall permanently lock the fiber tufts in place.
- Perforated (with punched holes), backed carpet is acceptable.

F. Fiber shall be measuring no less than 2 inches high.

- Systems with less than a 2 inch fibers are unacceptable.

G. Infill materials shall be approved by the manufacturer.

- Infill shall consist of a resilient granular system, comprising selected and graded sand and cryogenically hammer-milled SBR rubber crumb.
- Artificial Grass products without cryogenically processed rubber shall not be accepted.

H. The sand infill will comply within the following characteristics:

- Average Particle size between 20 and 30 mesh [calculated based on summing the midpoint of sieve pan fractions times the % retained on given screen fractions]
- Average Particle shape > 0.4 on the Krumbein scale
- Particle structure predominantly single grain
- Produce < 0.4%, -50M in API crush test at 80psig

I. Non-tufted or inlaid lines and markings shall be painted with paint approved by the synthetic turf manufacturer.

J. Thread for sewing seams of turf shall be as recommended by the synthetic turf manufacturer.

Glue and seaming fabric for inlaying lines and markings shall be as recommended by the synthetic turf manufacturer.

2.3 -QUALITY CONTROL IN MANUFACTURING

A. The manufacturer shall own and operate its own manufacturing plant in North America. Both tufting of the field fibers into the backing materials and coating of the turf system must be done in-house by the turf manufacturer. Outsourcing of either is unacceptable.

B. The manufacturer's full-time in-house certified inspectors shall perform pre-tufting fiber testing on tensile strength, elongation, tenacity, denier, shrinkage, and twist i.e., turns per inch, upon receipt of fiber spools from fiber manufacturer.

C. The manufacturer shall have its own, in-house laboratory where samples of turf are retained and analyzed, based on standard industry tests, performed by full-time, in-house, certified inspectors

2.4-FIELD GROOMER & SWEEPER

Supply field groomer as part of the work.

- Field Groomer shall include a towing attachment compatible with a field utility vehicle.
- Field Groomer shall be a FieldTurf GroomRight
- Field Sweeper shall include a towing attachment compatible with a field utility vehicle.
- Field Sweeper shall be a FieldTurf FieldSweep

PART 3 - EXECUTION

3.1 -EXAMINATION

A. Verify that all sub-base leveling is complete prior to installation.

B. Installer shall examine the surface to receive the synthetic turf and accept the sub-base planarity in writing prior to the beginning of installation.

- Acceptance is dependent upon the Owner's test results indicating compaction and planarity are, in compliance with manufacturer's specifications.
- The surface shall be accepted by Installer as "clean" as installation commences and shall be maintained in that condition throughout the process.

- C. Compaction of the aggregate base shall be 95%, in accordance with ASTM D1557 (Modified Proctor procedure); and the surface tolerance shall not exceed 0-1/4 inch over 10 feet and 0-1/2" from design grade.
- D. Correct conditions detrimental to timely and proper completion of Work.
- E. Do not proceed until unsatisfactory conditions are corrected.
- F. Beginning of installation means acceptance of existing conditions.

3.2-PREPARATION

- A. Prior to the beginning of installation, inspect the sub-base for tolerance to grade.
- B. Sub-base acceptance shall be subject to receipt of test results (by others) for compaction and planarity that sub-base, is in compliance with manufacturer's specifications and recommendations.
- C. Dimensions of the field and locations for markings shall be measured by a registered surveyor to verify conformity to the specifications and applicable standards. A record of the finished field as-built measurements shall be made.
- D. When requested by Architect, installed sub-base shall be tested for porosity prior to the installation of the slit-film turf. A sub base that drains poorly is an unacceptable substrate

3.3-INSTALLATION - GENERAL

- A. The installation shall be performed in full compliance with approved Shop Drawings.
- B. Only trained technicians, skilled in the installation of athletic caliber synthetic turf systems working under the direct supervision of the approved installer supervisors, shall undertake any cutting, sewing, gluing, shearing, top-dressing or brushing operations.
- C. The designated Supervisory personnel on the project must be certified, in writing by the turf manufacturer, as competent in the installation of this material, including sewing seams and proper installation of the Infill mixture.
- D. Designs, markings, layouts, and materials shall conform to all currently applicable National Collegiate Athletic Association rules, NFHS rules, and/or other rules or standards that may apply to this type of synthetic grass installation. Designs, markings and layouts shall first be approved by the Architect or Owner in the form of final shop drawings. All markings will be in full compliance with final shop drawings.

3.4-INSTALLATION

- A. Install at location(s) indicated, to comply with final shop drawings, manufacturers'/installer's instructions.
- B. The Contractor shall strictly adhere to specified procedures. Any variance from these requirements shall be provided in writing, by the manufacturer's on-site representative, and submitted to the Architect and/or Owner, verifying that the changes do not in any way affect the Warranty. Infill materials shall be approved by the manufacturer and installed in accordance with the manufacturer's standard procedures.
- C. Carpet rolls shall be installed directly over the properly prepared aggregate base. Extreme care shall be taken to avoid disturbing the aggregate base, both in regard to compaction and planarity.
- Repair and properly compact any disturbed areas of the aggregate base as recommended by manufacturer.
- D. Full width rolls shall be laid out across the field.
- Turf shall be of sufficient length to permit full cross-field installation from sideline to sideline.
 - No cross seams will be allowed in the main playing area between the sidelines.
 - Each roll shall be attached to the next roll utilizing standard state-of-the-art sewing procedures.
 - When all of the rolls of the playing surface have been installed, the sideline areas shall be installed at right angles to the playing surface.
- E. Artificial turf panel seams shall be sewn. Other than extension inlays, seams secured by other means including gluing are unacceptable. Installation shall be 99% sewn.
- Minimum gluing will only be permitted to repair problem areas, corner completions, and to cut in logos or inlaid lines as required by the specifications.
 - Seams shall be flat, tight, and permanent with no separation or fraying.
 - In the case of all lines and logos, turf carpet must be sheared to the backing (do not cut the backing) and adhered using hot melt adhesives.
- F. Infill Materials:
- Infill materials shall be applied in numerous thin lifts. The turf shall be brushed as

the mixture is applied. The infill material shall be installed to a depth determined by the manufacturer.

- Infill materials shall be installed to fill the voids between the fibers and allow the fibers to remain vertical and non-directional. The Infill installation consists of a base layer of sand followed by a final application of specifically sized rubber that completes the system. The Infill shall be installed to the depth of minimum 1.25"
- G. Non-tufted or inlaid lines and markings shall be painted in accordance with turf and paint manufacturers' recommendations. Number of applications will be dependent upon installation and field conditions.
- H. Synthetic turf shall be attached to the perimeter edge detail in accordance with the manufacturer's standard procedures.
- I. Upon completion of installation, the finished field shall be inspected by the installation crew and an installation supervisor.

3.5- FIELD MARKINGS

- A. Field markings shall be installed in accordance with approved shop drawings. If football is designated as the primary sport, all Choose an item.five-yard lines will be tufted-in.
- B. Balance of sports markings will be inlaid or painted in accordance with the Drawings.
- C. Center field logo shall be either painted or inlaid according to artwork indicated on Drawings and in accordance with manufacturer's standard palette of turf colors.
- D. End-zone letters and logos shall be either painted, or inlaid according to artwork and fonts indicated on the Drawings, and in accordance with manufacturer's standard palette of turf colors.

3.6- ADJUSTMENT AND CLEANING

- A. Do not permit traffic over unprotected surface.
- B. Contractor shall provide the labor, supplies, and equipment as necessary for final cleaning of surfaces and installed items.
- C. All usable remnants of new material shall become the property of the Owner.
- D. The Contractor shall keep the area clean throughout the project and clear of debris.
- E. Surfaces, recesses, enclosures, and related spaces shall be cleaned as necessary to leave the work area in a clean, immaculate condition ready for immediate occupancy and use by the Owner.

3.7- PROTECTION

- Protect installation throughout construction process until date of final completion.

SECTION 7.0 – HOURS OF WORK:

Work shall be performed during normal working hours. All work must be scheduled with owner representative 5 days in advance. The successful bidder shall work normal building working hours to provide a safe work environment at no extra charge to Jefferson Parish.

SECTION 8.0 – CLEANING AREA AND SAFETY:

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment and debris at all times. Inflammable material must be removed from the job site daily, because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare and safety of the general public, employees of Jefferson Parish, and other Parish officials.

SECTION 9.0 – EXISTING STRUCTURE:

Should any cutting, patching alteration, addition, or repairs to existing structure, wall, floor, ceiling or part of building be required of this project, the successful bidder shall restore the alteration to its original condition, with the same type materials, finish and workmanship.

SECTION 10.0 – WARRANTY:

The bidder must agree, upon written notice from the owner, promptly and without charge, and to the satisfaction of the owner, to make changes replacements, and corrections which may be required to make good all defects in materials and/or equipment under its intended use, within the warranty period, at no cost to the owner.

SECTION 11.0 – SDS (SAFETY DATA SHEETS):

The bidder shall notify the Jefferson Parish Department of Recreation contact person of any hazardous substances that will be bought to and/or used at the workplace.

SECTION 12.0 – PERMITS:

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcements. The successful bidder shall also be responsible for payment of these permits. All permits must be obtained prior to the start of the project.

SECTION 13.0 – PRE-CONSTRUCTION CONFERENCE AND NOTICE TO PROCEED:

A Pre-Installation Conference shall be held between the successful bidder and the owner before any work commences.

BID NO.: 50-00132167

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-364-2678

BUYER: SFOLSE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/27/2020 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. For purchases of labor and materials, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

3, 4, 5, 6, 8, 10, 11, 13, 15,

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____ FAX: () _____

EMAIL ADDRESS: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132167

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>LABOR, MATERIALS & EQUIPMENT TO REMOVE & DISPOSE OF OLD TURF AND SUPPLY & INSTALL NEW TURF & SUPPLIES FOR THE EASTBANK DEPARTMENT OF RECREATION</p> <p>0010 Labor, material and equipment necessary to install slit-film</p> <p>artificial grass located at:</p> <p>Mike Miley Playground 6716 W. Metairie Avenue Metairie, LA 70003</p>		
2	1.00	JOB	<p>0020 Alternate Turf Model Upgrade</p> <p>***PLEASE SEE ATTACHED SPECIFICATIONS***</p>		

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number _____, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant 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 in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Signature of Affiant

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE _____ DAY OF _____, 20__.

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.

SECRETARY-TREASURER

DATE

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

WORKER'S COMPENSATION INSURANCE

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

COMMERCIAL GENERAL LIABILITY

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

COMPREHENSIVE AUTOMOBILE LIABILITY

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.
Property Damage Liability \$1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.