



Bid Number 50-00145902

Three (3) Year Contract for Landscaping and Grass Cutting Services at Various Library Properties for the Jefferson Parish Library Department

BID DUE: October 1, 2024 AT 2:00 PM

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 on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist: Ruby Tran
Email: ruby.tran@jeffparish.gov
Phone: 504-364-2687**

BID NO. 50-00145902 - SPECIFICATIONS

**THREE (3) YEAR CONTRACT FOR LANDSCAPING SERVICES AT VARIOUS
LIBRARY PROPERTIES LOCATED ON THE EAST AND WEST BANK OF
JEFFERSON PARISH FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT.**

We extend this proposal to cover all labor, materials, and equipment necessary to provide a three (3) year contract for landscaping services at twenty (20) library properties located on the east bank and west bank of Jefferson Parish for the Jefferson Parish Library Department.

The contract will be for a period of three (3) years.

The following library property locations will be included in this bid:

EASTBANK SERVICE LOCATIONS (eleven locations)

Eastbank Regional Library
4747 W. Napoleon Avenue
Metairie, Louisiana 70001

Harahan Library
219 Soniat Avenue
Harahan, Louisiana 70123

Lakeshore Library
1000 West Esplanade Avenue
Metairie, Louisiana 70001

Old Metairie Library
2350 Metairie Road
Metairie, Louisiana 70001

Glendale Park
2350 Metairie Road
Metairie, Louisiana 70001
(Located behind the Old Metairie Library)

North Kenner Library
630 West Esplanade Avenue
Kenner, Louisiana 70065
See Attachment "A"

Rosedale Library
4036 Jefferson Highway
Jefferson, Louisiana 70121

Wagner Library
6646 Riverside Drive
Metairie, Louisiana 70003
See Attachment "E"

Riverside Drive Property
6640 Riverside Drive
Metairie, Louisiana 70003
See Attachment "E"

River Ridge Library
8825 Jefferson Highway
River Ridge, Louisiana 70123

River Ridge e-Library
(This is a temporary name – facility name will be determined at a later date)
11312 Jefferson Highway
River Ridge, Louisiana 70123

Note: This location is in the design phase – a library will be built on this site. Contact the landscape supervisor for a site visit.

WESTBANK SERVICE LOCATIONS (nine locations)

Jane O Brien Chatelain Westbank Regional Library
2751 Manhattan Blvd.
Harvey, Louisiana 70058

Belle Terre Library
5550 Belle Terre Road
Marrero, Louisiana 70072
Attachment 'C'

Live Oak Library
125 Acadia Drive
Waggaman, Louisiana 70094
Attachment "B"

Terrytown Library
680 Heritage Avenue
Terrytown, Louisiana 70056
Attachment "D"

Edith S. Lawson Library in Westwego
635 Fourth Street
Westwego, Louisiana 70094

Gretna Library
102 Willow Drive
Gretna, Louisiana 70053

Centennial Park
101 Willow Drive
Gretna, Louisiana 70053

Gretna Sculpture Garden
80 West Bank Expressway
Gretna, Louisiana 70053

Note: This garden is in the design phase and will be added once completed.

Avondale Library
558 Avondale Garden Road
Avondale, Louisiana 70094

Note: This location is in the construction phase – Contact the landscape supervisor for a site visit. Expected completion date is 12/2024.

Note: The Library reserves the right to delete landscape footage to be serviced at any time due to vacancies, openings, closing, personnel reassignments, etc. for that month or months. A thirty (30) day notice will be given prior to the reduction of required services.

Section 1.0 Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held at 9:00 am on September 9, 2024 in the Jefferson Meeting Room at the East Bank Regional Library, located at 4747 West Napoleon Avenue, Metairie, Louisiana 70001. 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 this project.

This conference is held to allow questions to be asked, noted, and procedures for answers, and inspection of the site with the Owners representative, etc.

The Mandatory 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 Contract, in accordance with the written specifications without any additional costs to the Owner.

The person to contact concerning this bid is the Jefferson Parish Library Landscape Supervisor. He/she can be contacted at 838-1100 between the hours of 8:00 am and 5:00 pm; Monday through Thursday.

NOTE: The Mandatory Pre-Bid will be held at the Eastbank Regional Library. All other facilities will be available for inspection at the vendor's discretion and may be inspected any time the libraries are open with the exception being the Avondale Library and the River Ridge e-Library. (See location above)

Section 1.1 Quantities/Inspections:

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract.

Section 2.0 Performance Bond:

The successful bidder shall be required to provide a performance bond in the amount of 50% of the total bid price. This bond is to insure the successful performance of the agreement in accordance with the negotiated terms and conditions of the parties.

The bidder acknowledges and agrees that the performance bond may be forfeited for the successful bidder's failure to fully and faithfully perform its obligations in accordance with the executed agreement.

Section 3.0 Licenses and Permits:

The successful bidder MUST have the following licenses:

Louisiana State Contractors License with a Specialty in Landscaping, Grading and Beautification.
This license number must be written on the outside of the bid envelope.

Louisiana Department of Agriculture and Forestry License - Landscape Horticulturist
A copy of this license, front and back, **must be included in bid packet.**

Louisiana Department of Agriculture and Forestry License – Chemical Applicator
A copy of this license, front and back, **must be included in bid packet.**

Louisiana Department of Agriculture and Forestry License – Arborist
A copy of this license, front and back, **must be included in bid packet.**

Louisiana Department of Agriculture and Forestry License – Herbicide Category 6
A copy of this license, front and back, **must be included in bid packet.**

Contractor must furnish a copy of current licenses and certifications listed above in the name of the contractor with their bid.

Contractor must maintain all licenses and insurances during the course of this contract.

Upon request the contractor must provide a copy of all licenses and insurances during the course of this contract.

NOTE: BIDDER IN PROVIDING COPIES OF SAID LICENSES CERTIFIES THAT ANY AND ALL REQUIRED LICENSES ARE COMPLIANT WITH ALL APPLICABLE RULES AND REGULATIONS, AS PROMULATED BY THE ISSUING AUTHORITY, GOVERNING THE ISSUANCE, AND ASSOCIATED USE OF SAID LICENSES.

Contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement and the Jefferson Parish Parkways. Contractor shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all-current during this two-year contract period. The contractor will provide a copy of all permits required to perform the work to the Jefferson Parish Library Landscape Supervisor upon contract acceptance.

Section 3.1 Industry Standards/Test/Recommendations:

The following are standards, tests, and recommended methods that apply to this work:

- a. Occupational Safety and Health Administration (OSHA)
- b. International Society of Arboriculture (ISA)
- c. Louisiana Department of Agriculture & Forestry (LDAF)
- d. Department of Transportation and Development (DOTD)

The proposed work must comply with OSHA (Occupational Safety and Health Administration), DOTD (Department of Transportation), Jefferson Parish, and any other applicable agency requirements and regulations regarding this variety of work.

Section 4.0 Subcontractor:

NO PART OF THIS CONTRACT MAY BE SUBCONTRACTED TO ANOTHER COMPANY. ALL WORK UNDER THIS CONTRACT MUST BE PERFORMED BY THE SUCCESSFUL BIDDER.

Section 5.0 Scope:

We extend this proposal to cover all labor, materials, and equipment necessary to provide a three (3) year contract for landscaping services at twenty (20) library properties located on the east bank and west bank of Jefferson Parish for the Jefferson Parish Library Department.

This three-year contract will provide for forty-three (43) cuts per year for a total of one-hundred twenty-nine (129) cuts for the three (3) year period. See Section 6.0: Turf Maintenance Frequency for weekly and bi-weekly schedule.

This contract will be for a period of three (3) years.

Bidders must bid on all locations. No partial bids will be accepted.

This scope of work shall include all items as listed within these specifications. This shall include maintenance of designated areas to include all aspects of lawn and garden maintenance for the Jefferson Parish Library Department. The total bid price will include all equipment, operator, fuel and transportation to the service locations listed.

Section 6.0 Bid Specifications:

The successful bidder shall furnish all labor, materials, supplies and equipment necessary to provide grass cutting, lawn/landscape maintenance.

Section 7.0 Lawn Services:

Lawn services will include mowing of all lawn areas, edging of all sidewalks and curbs, weed-eating along all buildings, fences and poles. Services will also encompass air-blowing, raking and removing all clippings from gardens, parking lots driveways, sidewalks, and street curbs.

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.

A written receipt for all services must be signed by the Library Landscape Supervisor or Library Manager if available, upon completion of any and all visits/services. This receipt will reflect: grass cutting, shrubbery trimming, pruning, landscaping activities, planting, mulching, weeding, chemical applications including chemicals used, etc.

The contractor will email a sheet listing of all property completions and services provided the prior day. Failure to send the notification email will result in non-payment for those services. The email address to send in the listing is maintenancesupervisors@jplibrary.net.

NOTE: THESE SERVICES WILL BE PERFORMED AT EACH VISIT TO THE LIBRARY FACILITIES.

Section 8.0 Turf Maintenance Frequency:

The lawn services to all library properties/sites will be as follows:

Weekly: March through October (35 cuts/8 months)

Bi-Weekly: November through February (8 cuts/4 months)

This three-year contract will provide for 43 cuts per year for a total of 129 cuts for the three-year period.

Section 9.0 Turf Maintenance Management:

Cutting shall be performed to such a manner as to leave the areas with a smooth level, cut on the grass; conforming to the existing grade. No gouging, scalping or similar actions shall be permitted.

BID NO. 50-00145902 - SPECIFICATIONS

The contractor is responsible for scheduling the grass cutting in such a manner that all areas are evenly cut. (see Section 11.0)

Lawn services will include mowing of all lawn areas, edging of all sidewalks and curbs, weed-eating along all buildings, fences and poles. Services will also encompass air-blowing, raking and removing all clippings from gardens, parking lots driveways, sidewalks, and street curbs.

NOTE: THESE SERVICES WILL BE PERFORMED AT EACH VISIT TO THE LIBRARY FACILITIES.

Grass clippings, litter, cigarette butts, and debris shall not be blown into rain-drains or permitted to remain on hard surfaces to eventually wash into rain-drains.

Care must be taken to not air-blow or discharge grass trimmings onto parked vehicles in the vicinity of lawn services. Care and caution must be taken to not create ruts and trenching during extended periods of rain.

On Library sites where dumpsters exist, East Bank Regional and West Bank Regional Library, clippings, branches, debris, etc. may be put into the Library dumpster. At all other sites the debris will be bagged and removed by contractor.

Proper care will be taken to regulate the mowing height to promote effective root growth to the existing turf. Appropriate attention will be given to minimize runs and matting to ensure the turf areas are kept in the best possible conditions.

Section 9.1 Hand Mowing

Hand mowing is a form of cutting that will be performed using a push mower that may be required to complete some grass cutting areas. The push mower can be used for sites with small amounts of grass to be cut or sites with awkward slopes and angles.

Section 9.2 Weed Eating

Grass areas around any and all existing features including but not limited to signs, monuments, benches, statues, landscaped beds, may be cut using a mechanical trimmer. These areas shall be cut to a one inch (1") height and twelve inches (12") distance around all objects.

Section 9.3 Edging

All locations where grass areas meet surface paving, whether it is concrete, asphalt, brick or some other material paving type, the grass shall be edged and not sprayed (Section 7.4 Weed Control).

Herbicides may not be used to control grass growth where grass and a paved surface meet.

The frequency of edging shall be such that no part of the grass growth shall extend over the hard surface more than one and one-half inch (1 ½") in length. A minimum depth of one inch (1") shall

BID NO. 50-00145902 - SPECIFICATIONS

remain along and below the top of hard surface paving upon completion of edging in order to retard the continued growth of the grass.

Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edging.

Section 9.4 Weed Control

As needed, whereas no weeds are visible within the designated area. Herbicides and pre-emergent herbicides may be required. Weed control and spraying shall be performed by a licensed and qualified applicator in such a manner to leave clean lines around all areas that will be affected.

Spraying around trees will be in a radius of twenty-four inches (24") from the trunk of the tree, creating a forty-eight inch (48") diameter circle and be partially covered by pine straw.

There will be no spraying around obstructions such as signs, fire hydrants, light poles, guardrails, buildings, and permanent objects, etc.

Precautions should be taken to avoid chemical drift by not spraying when wind is in excess of 5 mph. All gardens within the designated service area shall be weed free at all times. Weeds in cracks and joints in all paved surfaces including streets, parking areas, and walkways shall only be removed by spraying. Spraying will not be allowed where the paved surface meets the edge of lawn.

Section 9.5 Cleaning and Sweeping of Paved Areas

The paved areas adjacent to turf areas being cut will be free of grass, leaves, cigarette butts, and any other type of debris. Debris shall not be blown from the paved to the turf areas. Code 1961 1703 Ordinance No. 2120 2014-01 Sec. 27-71 (A) states "It shall be unlawful to dump or place material of any kind into parish catch basins, in a canal/ditch, on the banks of a drainage canal/ditch or in drainage servitude without a permit".

Contactors shall not blow grass clippings into roadways and/or drainage catch basins. In order to keep grass, leaves, smoking paraphernalia butts and other debris from collecting and building up in the curb of streets, the contractor will be **REQUIRED** to sweep the areas affected by grass cutting and edging. Blowers may be used to blow grass clippings off walkway. Blowers will not be allowed to blow grass clippings, dirt and debris into the street or drain inlets.

Section 9.6 Debris Removal

Waste such as grass clippings, dirt, or any other natural rubbish created as a direct result of the contractor's performance will be considered debris. Debris, as described, shall be removed by the contractor as a part of the grass cutting performance. Debris shall be picked up daily. Under no circumstances shall the debris from the service work area be allowed to remain overnight in any one area.

Section 9.7 Trash Removal

Any non-organic or manmade debris that is not part of or obstructs the area to be serviced by the contractor is considered to be trash and will be removed prior to any cutting. Contractor shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers will not be permitted. Trash considered too large to be removed by hand or which requires specialized equipment to remove shall be noted in the comments section of the daily written receipt.

Section 10.0 Proper Equipment:

Walk behind 21 inch mowers on any grass section less than 225 SQ FT or a width and/or length of less than 60 inches.

Stick type edger's on all drives, sidewalks, or curb edging.

All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.

All factory equipment protective devices must be installed on all equipment. The removal of guards, blade covers, etc. is strictly prohibited.

This bid includes all equipment, operators, fuel maintenance and transportation. All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame. Continual breakdown, repairs or work stoppage due equipment failure will not be permitted.

Section 11.0 Maintain All Lawn Areas as follows:

Approximate lawn heights recommended by the Louisiana Department of Agriculture:

St. Augustine:	2 – 3 inches
Centipede	1 – 2 inches
Common Bermuda	1 ¼ - 1 ½ inches
Hybrid Bermuda	¾ - 1 inch

Fertilize all lawn areas in March with Hi-Yield Premium Lawn Fertilizer 15-5-10 (or approved equal) 20 lbs. per 5,000 square feet.

Apply Hi-Yield Ant Bait containing Logic (or approved equal) as needed to control fire ants.

Turf/Lawn areas shall be maintained reasonably free from weeds, and may be chemically treated for weed control; however, care must be exercised to minimize chemical kill and run-off. Lawn areas, shrub beds, flower beds, and other plant beds shall be treated four (4) times per year with emergent's in mid-January, mid-March, mid-July, and mid-October.

Section 12.0 Horticultural Services:

Horticultural services will include maintaining all flower bed areas free from weeds.

Removal of weeds from garden beds will be by hand with complete root removal or chemical removal, no weed-eaters, edger's or any other motorized tool will be used.

All shrubbery, bushes and ground-cover will be maintained to an acceptable Industry/Library standard.

Trimming two-inch (2) caliper tree limbs below eight feet (8), pruning and trimming of trees, shrubs and ground-cover in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain the natural shape, reflect a clean, and neat appearance.

Ground cover will not be sheared with weed-eaters.

Treating all flowerbeds with EPA approved chemicals for weed control and included in this contract will be the maintenance of all library gardens, and all planted areas.

All landscaping shall be maintained reasonable free of fire ants, sugar ants, ant mounds, or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for linger residual turn response.

An employee holding the appropriate license must be on site whenever horticultural or chemical services are performed. Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (Phone Number: 225-952-8100).

The contractor will weed beds on every fourth visit and shape/prune trees, shrubs and bushes every seventh (7th) visit. The contractor will state on the written receipt when this service has been done.

Insecticides and disease control of existing trees and plants shall be done four (4) times per year; in mid-January, mid-March, mid-July, and mid-October.

Fertilize trees with Tree Food Stakes 17-7-6 (or approved equal) in March using three stakes per two inches of tree caliper.

Report any tree pruning that may be need for public safety or wire lines safety, on trees over 15 feet tall to the landscape supervisor at maintenancesupervisors@jplibrary.net.

Note: The removal of any severely damaged or dead trees is not included in this contract.

Section 13.0 Chemical/Weed Control and MSDS Binder:

Chemical weed control may be used; however, caution must be exercised to protect the public, the property, and the environment. Vendor will alternate chemicals to maximize effect. Fertilization of all existing trees shall be done once a year, in mid-March. Only chemicals approved by the

Environmental Protection Agency and considered the safest and most effective for the specific task may be used in this contract.

Contractor will furnish the Eastbank Regional Library (the main office) with a ringed binder containing full Material Safety Data Sheets for all products used at the Library department properties. These MSDA sheets will be kept updated and current with all products used at the Library Properties throughout this contract.

An employee holding the appropriate license must be on site whenever horticultural or chemical services are performed. Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (225-952-8100).

Section 14.0 Cutting/Work Hours: Eastbank and Westbank Regional Libraries

The work that is to be performed shall be scheduled in advance, and shall be performed during normal working hours. The normal working hours are 6:00 am and 4:00 pm.

All work time periods shall be in accordance with the requirements and standards of Jefferson Parish.

Cutting/work performances on Saturdays may be approved at the two (2) Regional Libraries, after a proven contractor performance satisfaction has been established with the Library Department, if in the best interest of the Jefferson Parish Library Department.

Section 15.0 Cutting/Work Hours: Library Branches and Buildings

Library Branches/Buildings, because of the close proximity to homes in the immediate areas, will not begin before 7:30 am and should be completed by 4:00 pm, Monday through Friday. Care should be taken to ensure that cutting/work in court yards are done as quietly as possible, and without tracking dirt or trimmings onto carpeted areas or tiled areas. Negligent performance in this area will result in additional cleaning of carpet/tile. Cost of cleaning will be at the Landscaping Contractor's expense.

All work time periods shall be in accordance with the requirements and standards of Jefferson Parish.

Section 16.0 Quality Control:

Services will be performed on the same day(s) each week, weather permitting. In the event of inclement weather or holidays, services will be rescheduled and performed the next day. If the services are not provided on the next available day, the maintenance representative will be notified of delays, reasons for delays, and resolutions.

In efforts to provide the highest quality of services and maximum visual impact, the contractors crew representative will provide a contact number and meet with the Library Landscape Supervisor

during each visit and a written receipt will be signed by the contractor and library representative. All services shall be performed in a professional and timely manner.

In efforts to provide the highest quality of services and maximum visual impact, the Contractors crew representative will meet with the library representative during each visit, and a cutting/written receipt will be signed by the Library (See Section 5.3). All services shall be performed in a professional and timely manner.

Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the Contractor, his staff and the Library Landscape Supervisor or his designee, if or when required. The Contractor will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to the Library specifications and contract.

The Library will supply documentation to prove present unsatisfactory and/or repeated unsatisfactory workmanship, documentation of supervisor visits, requests for additional supervisor visits and previous agreements and resolutions, photographs, etc.

Section 17.0 Receipt, Inspections, Penalties, and Invoicing:

Section 17.1 Receipts

The contractor shall complete a signed receipt for each day work is performed. This receipt will be emailed no later than 8:00 am the next business day (see Attachment F) of all property completions and services provided the prior day. The failure to send the notification email will result in non-payment for those services. The email address to send in the receipt is maintenancesupervisors@jplibrary.net.

This receipt will reflect: grass cutting, shrubbery trimming, prunings, landscaping activities, plantings, mulchings, weedings, chemical applications, etc.

These receipts will be used as the record for tracking the quantity and quality of the work being performed. All services performed will be listed on the receipt, including the use of chemicals. In addition, the receipt shall be utilized to record anything which might impede the contractor in performing the scope of work.

The contractor is required to notify the Jefferson Parish Landscape Supervisor immediately, within twenty-four (24) hours of any problems and/or restrictions that would prevent him from performing his duties.

Note: Contractor may elect to use own report format, if approved by the Jefferson Parish Library Department.

Section 17.2 Inspections

The written receipt (See Attachment F) submitted by the contractor, for the areas of work performed will be inspected by Jefferson Parish Library personnel to determine the acceptance of the work performed.

In the event the work is considered unacceptable, the contractor will be directed to immediately employ any and all methods or means to bring the area up to an acceptable level within twenty-four (24) hours of notice, without any cost to Jefferson Parish.

Section 17.3 Penalties

If the contractor has been notified that an area of work is not satisfactory and after the twenty-four (24) hour notice, a crew from the Jefferson Parish Library Department will be sent out to complete the task. An hourly rate of seventy-five dollars (\$75.00) to include travel time will be charged to the contractor. This charge will be withheld from the invoice payment for that cycle the incident occurred.

Section 17.4 Invoicing

Invoices will be billed on a per cut per month location bases. All signed written receipts and emails must accompany the invoice being billed. Invoices will not be processed until all paperwork has been received by the library department.

Section 18.0 Safety Precautions:

Safety must be exercised at all times to safeguard the welfare and safety of the Library patron, the general public, the employees of Jefferson Parish, and the Library. Job site must remain clean and without excessive litter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

Contractor must consider the security and integrity of the Library Buildings and Grounds, before, during, and after contractor services. Buildings, Grounds, and Equipment must be protected and secured to the satisfaction of the Library Department, and Industry Standards. The Contractor will provide trained personnel to perform all duties of this Contract. Contractor's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on the Library properties.

Section 19.0 Damages Incurred by Contractor:

The contractor shall take exceptional precaution when performing landscaping services in order to eliminate the possibility of damage. In the event that damage occurs, the contractor shall immediately notify the parish representative.

The contractor shall note in the comments section of the written receipt the time, location, person notified, type of damage and circumstances of the damage.

If the contractor should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler heads, fence, tree, or pole, etc. the contractor shall be required to replace and/or restore such item to its original condition, with the same type of material, finish, and workmanship. The contractor will be responsible for any and all damages caused by the contractor's lawn equipment, and for the equipment itself.

Note: The contractor must have in place prior to work, a method of recording, responding and repairing legitimately broken glass, windshields or any other kind of damage experienced due to the work being performed.

Section 19.1 Utility Service Interruption:

In the event of interruption of public or private utility service or general damage to public or private properties as a result of accidental breakage or any other actions by the contractor, the contractor shall immediately notify the proper authority and/or property owner and shall fully cooperate with said authority or owner until the service is restored to its previous capacity.

Section 20.0 Ongoing Contracts:

It is possible that other contractors may be working within close proximity of the locations of work. The contractor shall coordinate his work with any other contractors working in or around the service locations. Should a conflict occur, a Jefferson Parish Library Representative will make final decision.

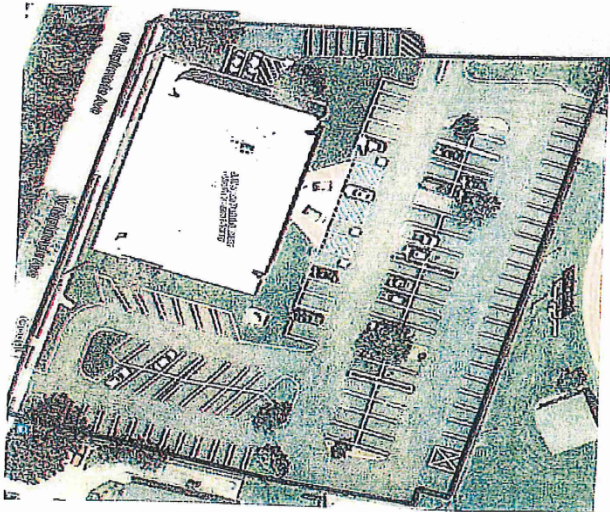
Section 21.0 Addition and Deletion of Landscape Footage:

The Library reserves the right to delete landscape footage to be serviced at any time due to vacancies, openings, closings, personnel reassignments, etc. for that month or months. A thirty (30) day notice will be given prior to the reduction of required services.

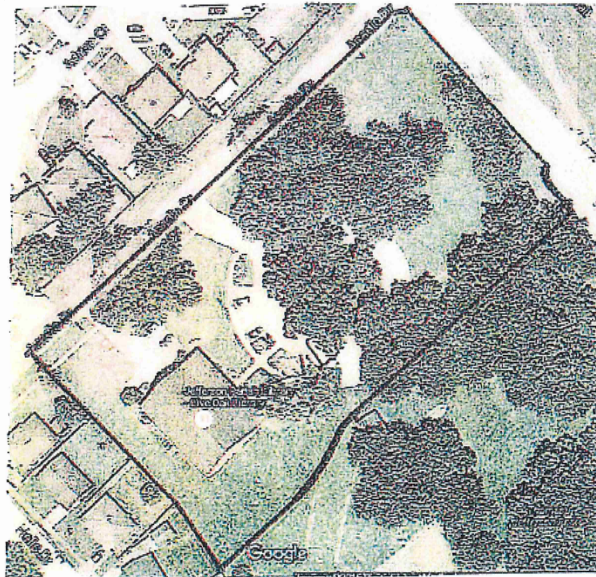
Section 22.0 Attachments:

- Attachment A – North Kenner Library
- Attachment B – Live Oak Library
- Attachment C – Belle Terre Library
- Attachment D – Terrytown Library
- Attachment E – Riverside Drive (Riverside Drive Property and Wagner Library)
- Attachment F - Receipt of Services

Attachment "A"
North Kenner Library



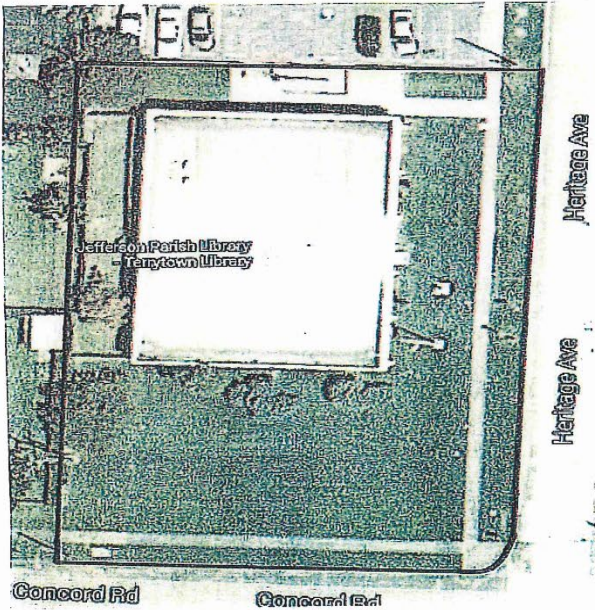
Attachment "B"
Live Oak Library



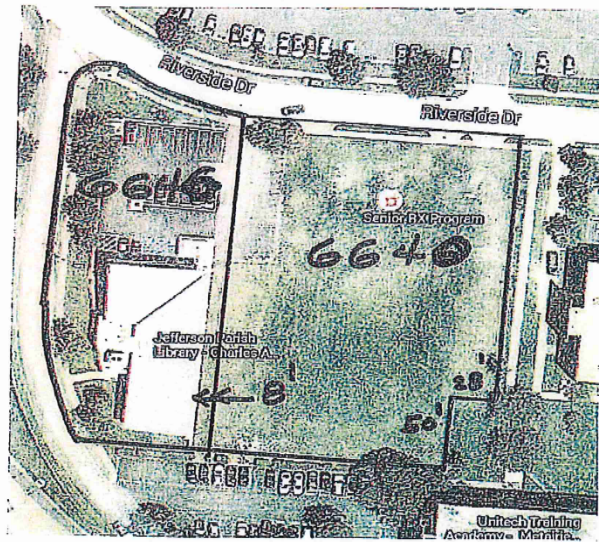
Attachment "C"
Belle Terre Library



Attachment "D"
Terrytown Library



Attachment "E"
Riverside Drive



Attachment "F"
Jefferson Parish Library
Receipt of Landscaping Services
Contract No. 55-

Branch	Cut Date	Hedge Trimming	Tree Trimming 8"	Weeding/Spraying (W/S)	Fertilize Grass/Trees	Comments
East Bank Regional						
River Ridge e-Library*						
Harahan Library						
Lakeshore Library						
Metairie Library						
Glendale Park						
North Kenner Library						
Rosedale Library						
Wagner Library						
Riverside Dr. Property						
River Ridge Library						
West Bank Regional						
Belle Terre Library						
Live Oak Library						
Terrytown Library						
Westwego Library						
Gretna Library						
Centennial Park						
Gretna Sculpture Garden						
Avondale Library						

Additional Comments _____

*This is a temporary name.

Contractor Signature _____ Date _____

Library Representative _____ Date _____

DATE: 8/21/2024

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00145902

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
RUBY.TRAN@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 10/01/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to 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

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 AND MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.

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. 136353 and/or Resolution No. 141125 as amended.

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://www.jeffparish.gov/464/Purchasing> 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 Purchasing Specialist'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.

Visit our website at [HTTP://WWW.JEFFPARISH.GOV/464/PURCHASING](http://WWW.JEFFPARISH.GOV/464/PURCHASING)

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> 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. 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 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://www.jeffparish.gov/464/Purchasing> .

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. 136353 or 141125 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://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

MANDATORY

1, 3, 4, 5, 6, 8, 10, 11, 12, 13, 15

PRE-BID CONFERENCE TO BE HELD AT: EAST BANK REGIONAL LIBRARY - 4747 W. NAPOLEON AVE. METAIRIE, LA 70001 @ 9:00 AM ON 9/09/2024

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 Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. 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 municipality, 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.
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. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Written approval for any deviation, must be submitted with your bid submission. 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. All sureties must be in original format (no copies) When 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions will result in bid rejection.

17. For this project, 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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.: 50-00145902

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	129.00	CUT	<p>THREE (3) YEAR CONTRACT FOR LANDSCAPING AND GRASS CUTTING SERVICES AT VARIOUS LIBRARY PROPERTIES FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p> <p>0010 - EBR - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p> <p>THE FOLLOWING LOCATION: (TO INCLUDE THE AREA BEHIND THE LOADING DOCK AT THE LIBRARY)</p> <p>EASTBANK REGIONAL LIBRARY 4747 WEST NAPOLEON AVENUE METAIRIE, LA 70001</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
2	129.00	CUT	<p>0020 - RRE - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p> <p>THE FOLLOWING LOCATION: **NOTE: THIS LOCATION IS IN THE DESIGN PHASE - A E-LIBRARY WILL BE BUILT ON THIS SITE. THIS IS A TEMPORARY NAME - FACILITY NAME WILL BE DETERMINED AT A LATER DATE. CONTACT THE LANDSCAPE SUPERVISOR FOR A SITE VISIT</p> <p>RIVER RIDGE E-LIBRARY 11312 JEFFERSON HIGHWAY RIVER RIDGE, LA 70123</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
3	129.00	CUT	<p>0030 - HAR - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p> <p>THE FOLLOWING LOCATION: HARAHAN LIBRARY 219 SONIAT AVENUE HARAHAN, LA 70123</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
4	129.00	CUT	<p>0040 - LKS - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p> <p>THE FOLLOWING LOCATION: LAKESHORE LIBRARY 1000 WEST ESPLANADE AVENUE METAIRIE, LA 70005</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>
5	129.00	CUT	<p>0050 - MET - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p> <p>THE FOLLOWING LOCATION: OLD METAIRIE LIBRARY 2350 METAIRIE ROAD METAIRIE, LA 70001</p>	<p>⌚</p> <hr/>	<p>⌚</p> <hr/>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145902

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	129.00	CUT	0060 - GPK - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT THE FOLLOWING LOCATION (LOCATED BEHIND THE OLD METAIRIE LIBRARY) GLENDALE PARK 2350 METAIRIE ROAD METAIRIE, LA 70001	\$ _____	\$ _____
7	129.00	CUT	0070 - NKL - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT THE FOLLOWING LOCATION- SEE ATTACHMENT A NORTH KENNER LIBRARY 630 WEST ESPLANADE AVENUE KENNER, LA 70065	\$ _____	\$ _____
8	129.00	CUT	0080 - ROS - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT THE FOLLOWING LOCATION: ROSEDALE LIBRARY 4036 JEFFERSON HIGHWAY JEFFERSON, LA 70121	\$ _____	\$ _____
9	129.00	CUT	0090 - WAG - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT THE FOLLOWING LOCATION- SEE ATTACHMENT E WAGNER LIBRARY 6646 RIVERSIDE DRIVE METAIRIE, LA 70003	\$ _____	\$ _____
10	129.00	CUT	0100 - RVS - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT THE FOLLOWING LOCATION- SEE ATTACHMENT E RIVERSIDE DRIVE PROPERTY 6640 RIVERSIDE DRIVE METAIRIE, LA 70003	\$ _____	\$ _____
11	129.00	CUT	0110 - RVR - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT THE FOLLOWING LOCATION: RIVER RIDGE LIBRARY 8825 JEFFERSON HIGHWAY RIVER RIDGE, LA 70123	\$ _____	\$ _____
12	129.00	CUT	0120 - WBR - PER VISIR/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145902

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>THE FOLLOWING LOCATION:</p> <p>JANE O BRIEN CHATELAIN WESTBANK REGIONAL LIBRARY 2751 MANHATTAN BLVD. HARVEY, LA 70058</p>		
13	129.00	CUT	<p>0130 - BTR - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p>	\$ _____	\$ _____
			<p>THE FOLLOWING LOCATION- SEE ATTACHMENT C</p> <p>BELLE TERRE LIBRARY 5550 BELLE TERRE ROAD MARRERO, LA 70072</p>		
14	129.00	CUT	<p>0140 - LOA - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p>	\$ _____	\$ _____
			<p>THE FOLLOWING LOCATION- SEE ATTACHMENT B</p> <p>LIVE OAK LIBRARY 125 ACADIA DRIVE WAGGAMANN, LA 70094</p>		
15	129.00	CUT	<p>0150 - TER - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p>	\$ _____	\$ _____
			<p>THE FOLLOWING LOCATION- SEE ATTACHMENT D</p> <p>TERRYTOWN LIBRARY 680 HERITAGE AVENUE TERRYTOWN, LA 70056</p>		
16	129.00	CUT	<p>0160 - WES - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p>	\$ _____	\$ _____
			<p>THE FOLLOWING LOCATION:</p> <p>EDITH S. LAWSON LIBRARY IN WESTWEGO 635 FOURTH STREET WESTWEGO, LA 70094</p>		
17	129.00	CUT	<p>0170 - GRT - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p>	\$ _____	\$ _____
			<p>THE FOLLOWING LOCATION:</p> <p>GRETNA LIBRARY 102 WILLOW DRIVE GRETNA, LA 70053</p>		
18	129.00	CUT	<p>0180 - CTP - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p>	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00145902

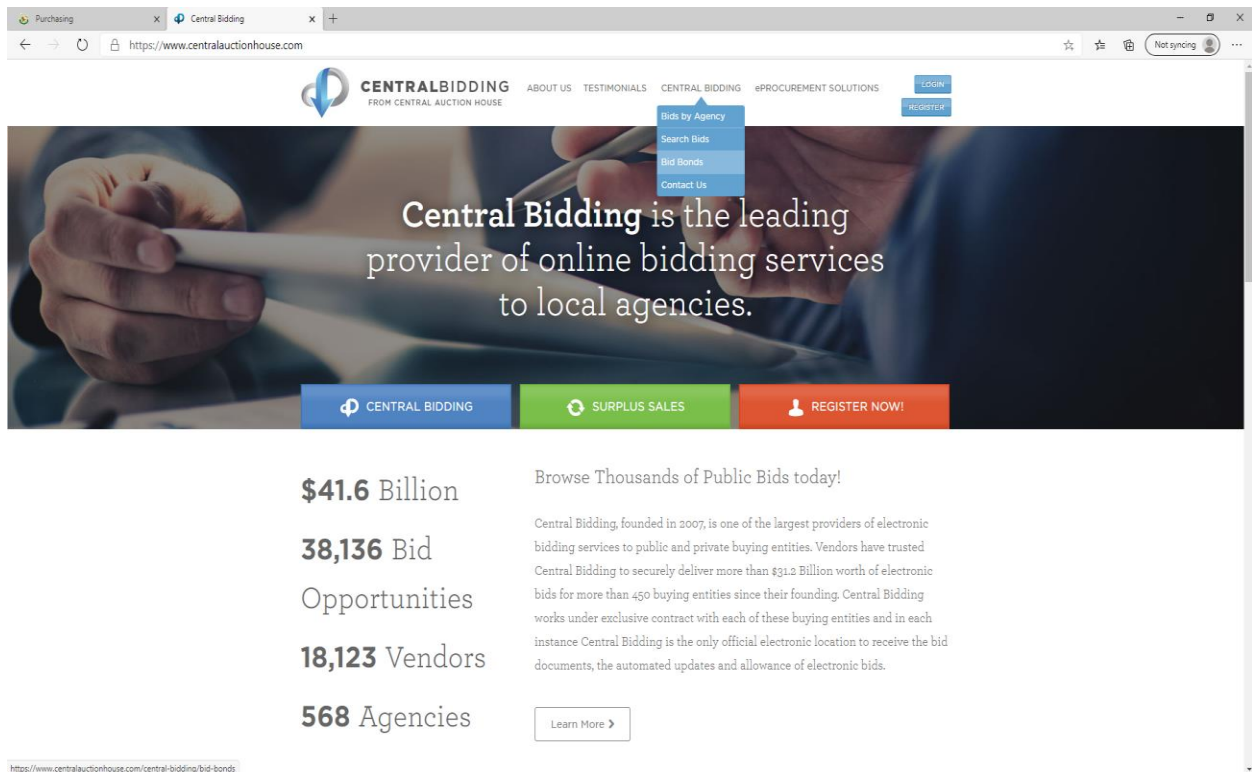
SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	129.00	CUT	<p>THE FOLLOWING LOCATION:</p> <p>CENTENIAL PARK 101 WILLOW DRIVE GRETNA, LA 70053</p> <p>0190 - GSG - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT</p>	\$	\$
20	129.00	CUT	<p>THE FOLLOWING LOCATION.</p> <p>**NOTE: THIS SCULPTURE GARDEN IS IN THE DESIGN PHASE AND WILL BE INCLUDED WHEN COMPLETED.</p> <p>GRETNA SCULPTURE GARDEN 80 WESTBANK EXPRESSWAY GRETNA, LA 70053</p> <p>0200 - AVD - PER VISIT/CUT FOR LANDSCAPING & GRASS CUTTING SERVICES AT THE FOLLOWING LOCATION- SEE ATTACHMENT F</p> <p>**NOTE: THIS LOCATION IS IN THE CONSTRUCTION PHASE- CONTACT THE LANDSCAPE SUPERVISOR FOR A SITE VISIT. EXPECTED COMPLETION DATE IS DEC. 2024</p> <p>AVONDALE LIBRARY 558 AVONDALE GARDEN ROAD AVONDALE, LA 70094</p> <p>supervisor for a site visit. Expected completion date is 12/2024,</p>	\$	\$

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at www.jeffparish.net or www.centralbidding.com. To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



The screenshot shows a web browser window with the URL <https://www.centralauctionhouse.com>. The page features the Central Bidding logo and navigation links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, and #PROCUREMENT SOLUTIONS. A dropdown menu is open under 'CENTRAL BIDDING', listing 'Bids by Agency', 'Search Bids', 'Bid Bonds', and 'Contact Us'. The 'Bid Bonds' option is highlighted. Below the navigation is a hero section with the text: 'Central Bidding is the leading provider of online bidding services to local agencies.' and three buttons: 'CENTRAL BIDDING', 'SURPLUS SALES', and 'REGISTER NOW!'. The main content area displays statistics: '\$41.6 Billion', '38,136 Bid Opportunities', '18,123 Vendors', and '568 Agencies'. A 'Learn More >' button is located below the statistics. A small URL <https://www.centralauctionhouse.com/central-bidding/bid-bonds> is visible at the bottom left.

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. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her 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 the 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 Parish of Jefferson, 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 Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it 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.

With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. 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

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

BUSINESS AUTOMOBILE LIABILITY

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. 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. Certificate of Insurance must state which coverage the Umbrella sits over.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

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.

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 _____.