



Bid Number 50-00146384

**TWO (2) YEAR CONTRACT FOR LANDSCAPE MAINTENACE WITHIN THE
RIGHT-OF-WAY ON SEVERN AVENUE FROM VETERANS BOULEVARD
TO W. ESPLANADE AVENUE FOR THE DEPARTMENT OF PARKWAYS**

BID DUE: November 21, 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 # 50-00146348

TWO (2) YEAR CONTRACT FOR LANDSCAPE MAINTENANCE WITHIN THE RIGHT-OF-WAY ON SEVERN AVENUE FROM VETERANS BLOULEVARD TO W. ESPLANADE AVENUE FOR THE JEFFERSON PARISH DEPARTMENT OF PARKWAYS

Section 1.0 – Pre-Bid Conference:

A non-mandatory pre-bid conference will be held:

Location: General Government Building - 200 Derbigny St., Suite 4400, Gretna LA 70053

Date: November 1, 2024

Time: 9:00 AM

All bidders are encouraged to attend the non-mandatory pre-bid conference.

Section 2.0 – Scope:

We extend this bid to provide insurance, labor, materials, delivery, equipment, transportation, fuel, and all other incidentals necessary to provide a two (2) year contract to perform the following services within the median and east and west rights-of-way of Severn Avenue from Veterans Boulevard to W. Esplanade Avenue in Metairie, Louisiana for the Jefferson Parish Parkways Department.

- Grass Cutting
- Weed eating
- Trimming
- Edging
- Weed Control
- Blowing

- Trash and Debris Removal
- Mulch Placement
- Annual Color Replacement
- Automatic Irrigation System Repairs
- Chemical Application

Section 3.0 – Bid Bond:

A Bid Bond in the amount of 5% of the total bid amount is due with the bid submission.

Section 4.0 – Performance Bond:

A Performance Bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

Section 5.0 – Payment Bond:

A Payment Bond in the amount of 50% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

Section 6.0 – Site Location:

The site shall encompass the center median and the east and west rights-of-way of Severn Avenue from west bound Veterans Boulevard to west bound W. Esplanade Avenue. The entire site is easily accessible for prospective bidders to visit.

Refer to Attachment “B” for a list of quantities required for maintenance. The required number of annual color plantings per replacement and the number of trees for trimming shall be listed as an exact number. All bed and turf area calculations are estimated quantities.

Section 7.0 – Licensing:

Required commercial contractor's license:

- Louisiana State Contractors' Commercial license with the classification of SPECIALTY: **LANDSCAPE, GRADING AND BEAUTIFICATION** (This license number is required to be on the electronic envelope)

Bidders shall be licensed per LSA-R.S. 37:2150-2163 and shall furnish copies of the front and back (as applicable) of each required license and certification. Failure to submit these copies will deem the bid non-responsive. Bidders shall possess the following licenses:

- Louisiana Department of Agriculture & Forestry State Landscape Horticulturalist License;
- Louisiana Department of Agriculture & Forestry Ground Owner Operator License;
- Louisiana Department of Agriculture & Forestry Category 6: Right-of-Way & Industrial Certification;
- Louisiana Department of Agriculture & Forestry Category 3: Turf and Ornamental Certification;
- Louisiana Department of Agriculture & Forestry Irrigation Contractors' License;
- Louisiana Department of Agriculture & Forestry Arborist License.

All required licenses shall be in the name of the company bidding and performing the work. Any license held individually, such as Landscape Horticulturalist, shall list the bidding company as the individual's place of business within the Department of Agriculture and Forestry's licensing records.

All required licenses and certifications shall be valid through the term of the contract. In the case of individually held licenses, such as Landscape Horticulturalist, any changes in the individual holding the license shall be submitted to Jefferson Parish.

The Contractor is solely responsible for abiding by all applicable laws and regulations relating to each required license.

Subcontractors may be utilized to assist the Contractor with this project. However, all proposed subcontractors must be licensed in accordance with the type of work they will be performing. In addition, the Contractor must submit, in writing, all proposed subcontractors to Jefferson Parish for approval prior to any subcontracted work taking place. For example, mulch placement may be subcontracted to a Landscape Horticulturalist, or palm trimming may be subcontracted to a licensed Arborist.

Notes:

- All employees performing chemical and pesticide applications for this contract shall possess their Louisiana Department of Agriculture and Forestry commercial pesticide applicator license card on them at all times.
- On February 1st of each year during this contract, the successful bidder shall supply an updated copy of all licenses, certifications and endorsements listed above to the Parkways Department.

Section 8.0 – Regulations:

The Contractor is solely responsible to adhere to any and all regulations and guidelines set forth by all local, state and federal agencies.

Section 9.0 – Term of Contract:

The contract shall be for two (2) years.

Section 10.0 – Subcontractors:

The use of sub-contractors shall be allowed to fulfill the requirements of this contract. The Contractor shall be fully responsible for the actions of any sub-contractors. The Parkways Department must be made aware whenever a subcontractor is scheduled to be working at the site.

Section 11.0 – Liquidated Damages:

In the event of incomplete and/or unsatisfactory work, the Parkways Department may assess the Contractor with liquidated damages as listed below:

A: Incomplete Work:

- This contract requires the Contractor to complete scheduled tasks within a given time frame. These schedules are created to ensure that the site maintains a high quality appearance throughout the year. Each task such as grass cutting, chemical application, mulching and annual color changing provide the Contractor with a set time frame in which the task must be complete. The Parkways Department may assess the Contractor with liquidated damages in the amount of \$100.00 per calendar day that each task remains incomplete past the given time frame. Agreed upon weather delays and/or other conditions outside of the Contractor's control will be considered in the event that liquidated damages are assessed.

B: Unsatisfactory Work:

- In the event that any portion of the Contractor's work is considered unacceptable, a representative from the Parkways Department will notify the Contractor of any deficiencies in writing. From the time of notification, the Contractor will have two (2) calendar days to amend the noted deficiencies. The Parkways Department may assess the Contractor with liquidated damages in the amount of \$100.00 per calendar day that the noted deficiencies are not addressed.

Section 12.0 – Bid Specifications:

A: Debris and Trash:

- Any non-organic or manmade debris that is not part of or obstructs the area to be maintained by the successful bidders is considered to be trash and will be removed prior to the start of any work.
- The successful bidder shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers and equipment will not be permitted.
- It shall not be permissible for the Contractor to utilize any right-of-way trash can(s) for disposal of debris or trash. All debris and trash shall be picked up and completely removed from the site by the Contractor.

B: Repair/Replacement:

- A list of common incidental repair items is included with this bid (see Attachment "A"). All bidders shall price the incidental items on the bid form for the possibility of providing and installing the items during the life of the contract.
- There is no minimum or maximum quantity of each item that may be required during the contract.
- The prices provided with the bid will be used in determining the low bidder, but will not determine the overall contract price.
- All items on the incidental contract will require prior approval before ordering and/or installing. A purchase order shall be issued by the Parkways Department prior to work beginning.
- Failure to receive a purchase order prior to work beginning may be cause for non-payment of the invoice for services.
- Whenever possible, the successful bidder shall supply the same manufacturer and product number of any incidental items repaired or replaces. All as-equal products must receive prior approval, in writing, from the Parkways Department.
- All incidentals item pricing shall include all freight, taxes, labor, tools, any additional soil and/or mulch (plant material), and all supplies needed properly install each item.

C: Equipment Requirements:

- The successful bidder shall determine the proper equipment needed to perform all work listed in this contract.
- The bid shall include equipment, insurance, 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 to equipment failure will not be permitted.

- Any damage that occurs to the Site related to faulty equipment shall be repaired immediately at the contractor's expense.

D: Work Compliance:

- The proposed work must comply with OSHA, DOT, Jefferson Parish and any other applicable agency requirements and regulations regarding this variety of work.
- The Contractor shall be responsible for any damage to the site as a result of his operations. This includes, but is not limited to, damage to steel landscape edge, damage to irrigation system components and ruts within turf areas.

E: Experience:

- The Contractor must have the resources and capabilities to meet the expectations of this contract. Failure to provide satisfactory work and/or inability to provide the required services in a timely manner may result in termination of this contract.

F: Safety:

- The contractor shall be responsible for ensuring that his operations are performed in a safe manner. This includes, but is not limited to, pedestrian and vehicular access, equipment operation and employee and site safety. All work shall conform to the latest guidelines of OSHA, Louisiana DOTD, Jefferson Parish and any other applicable agency.
- The Contractor shall maintain a professional work zone at all times. The use of drugs or alcohol is prohibited while working on parish property. Confrontation with citizens and/or Jefferson Parish personnel will not be tolerated. Soliciting and performing private work while working for Jefferson Parish is prohibited. Failure to maintain a professional work zone, or fraudulent activities, may result in the termination of the contract and possible legal ramifications.

G: Maintenance Reports:

- Within two working days of completing any scheduled service, the Contractor shall complete and e-mail a copy of his maintenance report and/or spray records to the Parkways Department. A list of e-mail addresses will be provided to the Contractor at "Pre-construction Conference".

H: Inspections:

- Frequent inspections of the work area shall be made by Jefferson Parish personnel to determine the acceptance of the work performed.
- In the event the work is considered unacceptable, the successful bidder will be directed to immediately employ any and all methods or means to bring the area up to an acceptable level within three (3) calendar days of the notification from Jefferson Parish.
- There will be no additional charges to Jefferson Parish by the Contractor for mending unacceptable work.
- The discovery of any fraudulent activities associated with this contract during the inspection process will be grounds for immediate contract termination without further compensation.
- One time per month, a required walkthrough of the Site shall take place with a Parkways Department representative and the Contractor's site superintendent. These meetings shall generally take place during the first week of each month.

I: Damages:

- The successful bidder shall be responsible for providing safe and expedient movement of traffic through the Site.
- The successful bidder must have in place prior to starting any 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.
- Any damage reported to the Parkways Department relating to this work will be directed to the Contractor for remediation.

12.1 - Grass Cutting Cycle Frequency:

- The entire site shall have the grass cut at the following frequency:
 - March 1 through October 31
 - One (1) cut per every seven (7) days or once every week for a total of thirty five (35) cuts per year during this time frame.
 - November 1 through February 28 (or 29)
 - One (1) cut per every fourteen (14) days or once every two (2) weeks for a total of eight (8) cuts per year during this time frame.
- A total of forty-three (43) cuts shall be required per year.
- Unless weather delays occur, the Contractor shall perform his grass cutting cycles to occur on Thursdays and/or Fridays of each scheduled week of maintenance.

12.2 Grass Cutting and Landscaping:

The following activities shall be performed for each required grass cutting cycle:

A: Grass Cutting:

- All litter, trash and/or debris shall be removed prior to grass cutting.
- The turf areas of the site shall maintained at a cut height between 1-1/2 inches and 2 inches of grass blade exposure.
- Grass cutting shall be performed in a manner to leave the site with a smooth, level cut on the turf, conforming to the existing grade.
- No gouging, scalping or similar actions shall be permitted.
- Grass cutting may be accomplished by utilizing ride-on or push mowing units.
- In constricted areas where a push type mower will not fit, a weed eater shall be allowed.
- It is the successful bidder's responsibility to determine the exact type of equipment to be used.

B: Weed Eating:

- Grass areas around all existing fixed features, including but not limited to, signs, landscape curbs, light poles, fire hydrants, drains, manholes and utilities may be cut using a mechanical trimmer.
- Spraying of chemicals will not be allowed around any hard surface.
- Weed eating these areas shall be cut to an approximate height of 1 inch of grass blade exposure with no more than a 24 inch diameter cutting path around all objects.
- Weed eating will not be allowed around any trees or plant material where damage may occur to the bark or the trunk of the plant or tree.
- Spraying shall only be allowed within a 12 inch diameter around properly mulched trees for the purpose of weed control.

C: Edging:

- At all locations, where grass areas meet surface paving whether it be concrete, asphalt or some other paving type, the grass shall be edged utilizing a mechanical blade edger.
- Herbicides may not be used to control grass growth where grass and a paved surface meet.
- Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edging.
- A minimum depth of 1 inch shall remain along and below the top of all hard surface upon completion of edging in order to retard the continued growth of the grass.
- Edging shall be performed with a stick or walk behind edger with a metal or equivalent blade only.
- Mechanical weed eaters shall not be used for edging.
- The frequency of edging shall be the same as mowing such that no part of the grass growth shall extend over the adjacent hard surface.

D: Weed Control:

- Weed control shall be performed as needed whereas no weeds are visible within the designated site.
- Weed control and spraying shall be performed by a licensed and qualified applicator in such a manner as to leave clean lines around all areas that will be affected.
- Spraying around trees will be a twelve (12) inch diameter from trunk of tree and be covered by mulch.
- Spraying around other obstructions such as signs, fire hydrants, light poles and the like will not be allowed.
- Precautions should be taken to avoid chemical drift by not spraying when wind is in excess of five (5) miles per hour.
- Weeds in all cracks and joints in all paved surfaces including streets, curbs/gutters, parking areas and walkways shall only be removed by spraying.
- Spraying will not be allowed where a hard surface meets the edge of lawn.
- Spot spraying of weeds inside of beds areas will be allowed as long as proper precaution is taken when applying the non-selective herbicide.
- Any damage to the plant material as a result of spot spraying may lead to disallowance of future applications by the successful bidder.
- Hand weed removal shall occur, as needed, at each grass cutting.
- Hand weed removal will be limited primarily to garden and planted bed areas.
- A pre-emergent and post emergent herbicide program will be implemented as part of these specifications, but hand weed removal may be required periodically.
- Any removed weeds must be properly disposed of offsite.

E: Sweeping:

- In order to keep grass, leaves, smoking paraphernalia butts and other debris and trash from collecting and building up in the location of maintenance, the successful bidder will be required to sweep the areas affected by the work.
- These areas shall include all turf, bed areas, concrete, asphalt and curbs/gutters.
- Sweeping shall be performed immediately after each complete grass cutting cycle.
- The Successful bidder shall not be allowed to blow grass clippings, dirt and debris into the street or drain inlets.

12.3 - Mulch Placement:

- All garden beds and around all trees shall receive bailed pine straw mulch in order to keep a minimum four (4) inch thick layer at all times.
- All bailed pine straw mulch shall be refreshed every six (6) months.
- Mulch applications shall take place during the first week of May and the first week of November. The Contractor shall have seven (7) calendar days from the first of each month to complete the mulch installation. Failure to complete the mulch installation within the allowed timeframe may result in liquidated damages (see Section 12).
- Only mulch free of debris and trash shall be permitted. All bale strings and ties shall be removed from the site.
- Mulch for tree rings outside of the landscape beds shall be 36" in diameter from the trunk of the tree.
- Mulch shall be set down level and not in a pyramidal fashion around base of tree.
- Annual color beds shall receive cut pine straw (bag) mulch installed at a minimum depth of four (4) inches immediately after each annual color installation (see Section 6.5).

12.4 - Annual Color Replacement:

- The Contractor shall be responsible for the turn-key planting of all annuals.
- Successful Bidder shall take one (1) soil sample per year (the Parkways Department will determine the date and location(s) of this sample).

- Soil amendments, if required, will be specified by the Parkways Department and furnished and installed by the successful bidder as an incidental item.
- The annuals shall be removed and replaced during the first week of the following months: March, July, and November. The Contractor shall have seven (7) calendar days from the first of each month to complete the annual color removal and installation. Failure to complete the annual color removal and installation within the allowed timeframe may result in liquidated damages (see Section 12).
- It will be the Contractor's responsibility to deliver, store and install the annual color.
- The Parkways Department will select the type of annual and flower color(s) prior to the order being placed. It shall be the Contractor's responsibility to notify the Parkways Department prior to placing his annual color order so that the Parkways Department can provide the type of annual and flower color(s).
- The successful bidder shall supply and install (1,380) 6-inch annual plants at each replacement.
- The successful bidder shall be responsible for ensuring the irrigation system is in proper operating condition before and after annual color installation.
- The successful bidder is responsible for all insect control, disease control, and fertilization of annuals.
- Any annuals that die due to lack of water, insects, disease or the like shall be replaced by the Contractor at no charge to the Parkways Department.
- Any anticipated treatment and/or fertilization program(s) for annual color installation shall receive prior approval by the Parkways Department before planting.
- Annual color beds shall receive cut pine straw (bag) mulch installed at a minimum depth of four (4) inches immediately after each annual color installation.

12.5 - Dead Plant Replacement:

- Replacement of plants, not including trees, located within the maintenance site is required to be performed by the successful bidder.
- The timely replacement is critical to the overall look of the site.
- The successful bidder must notify the Parkways Department upon the discovery of dead plant material.
- The prolonged existence of dead plant material will not be allowed.
- The Parkways Department shall approve all proposed plant replacement as notified by the Contractor.
- All plant replacement costs shall be paid as per the contract's incidental replacement list (see Attachment "A") provided by the successful bidder.
- The replacement plants size shall match surrounding plant material of the same species.
- When pricing the incidental cost of replacing dead plants, flowers, trees, etc., the successful bidder shall include in their price all materials, freight, labor, soil, mulch, and incidentals in the cost of the replacement.
- Once any plant replacement work is complete, and inspected by the Parkways Department, the Contractor shall submit the replacement costs with that month's invoice.

12.6 - Automatic Irrigation:

- The maintenance and repair of the existing irrigation system shall be a requirement of this contract.
- The irrigation system shall be inspected and documented on a monthly basis for proper operation. The Contractor shall be required to run a test of the irrigation system within the first week of each month (excluding November, December and January). The Contractor shall provide the Parkways Department with a report documenting any deficiencies within the system and include a proposal for repair based on the incidental replacement list (see Attachment "A").
- Failure to perform the monthly irrigation system inspection and provide the Parkways Department with the corresponding report within the provided time frame may result in the assessment of liquidated damages (see Section 12).
- The irrigation system provides separated zone irrigation for all turf, bed and annual planting areas. The system also includes master valves at each water meter (2 meters for the system).

- It shall be the successful bidder's responsibility to ensure all components of these irrigation systems are operational at all times.
- These tasks include, but may not be limited to, replacement of heads/nozzles, broken water lines and valves; adjustment of the controller, heads, valves and zone water durations and frequencies.
- All irrigation repair costs shall be as per all pricing listed on the incidental list provided by the successful bidder and shall be performed within two (2) working days of the issue being discovered by the successful bidder and/or the Owner.
- The successful bidder shall receive a separate purchase order prior to any work being performed.
- Any adjustment of the controller and/or aiming irrigation heads is not considered an incidental item and shall be included in the base bid price.
- It is the successful bidder's responsibility to ensure the irrigation system is in proper working order prior to annual color replacement and/or the application of any chemicals as outlined in these specifications.
- Failure to ensure proper operation of the system may result in harm to the landscape materials.
- Any damage to the landscape that occurs because of improper watering shall be repaired at the successful bidder's expense.
- The successful bidder is also responsible for setting the controller accordingly (before and after) to coincide with each annual color replacement and all chemical applications.

12.7 - Tree Trimming:

- All holly and crape myrtle trees within the Site shall be properly trimmed in accordance with standard practices. Holly and crape myrtle trees shall be pruned (shaped) a minimum of two times per year. The first pruning shall occur during the first week of March and the second pruning shall occur during the first week of July. Failure to complete tree trimming within the provided time frame may result in the assessment of liquidated damages (see Section 12).
- When overhanging the sidewalk, trees with low hanging branches shall be trimmed to a height of seven (7) feet above the sidewalk, where applicable. At no time shall trees obstruct the sidewalk.
- All dead or broken branches from all trees shall be trimmed as soon as it is noticed.
- This includes damage caused by wind and or cold (excludes named storms).
- This contract does not require any trimming of existing oak trees within the Site.
- No topping of trees will be allowed.
- Any growth extending six (6) inches beyond the main trunk of the tree, and within five (5) feet of the ground level, is considered to be sucker growth that must be removed.
- The Contractor shall notify the Parkways Department of the discovery of any declining or dead tree within the Site.
- Field input from the Jefferson Parish arborist and/or the Jefferson Parish horticulturist will assist with any questions the successful bidder may have regarding tree trimming.
- After named storm events, and at the request of the Parkways Department, the successful bidder shall assess all damage and submit a quote for the trimming and/or removal of trees within the Site.

12.8 - Shrub Pruning:

- All shrubs shall be trimmed or pruned to have a massing effect.
- The massing effect shall be achieved by regular pruning and shaping of the shrubs so they are natural in shape, but maintain a massing effect.
- Shrubs shall be pruned after blooming each season to promote new growth.
- This may entail removing an entire limb, branch or frond, and may require removal of a part of a limb, branch or frond.
- Ornamental grasses shall be cut back one (1) per year in February or March, just as the ornamental grass begins to push new growth. Pruning shall take place such that the ornamental grass is reduced to a uniform height of roughly 6". All clippings shall be removed from the site.

- At each visit, the successful bidder shall remove all invasive and/or poisonous vines from the property.
- Shrub pruning due to excessive wind and or cold (excluding named storms) may be required, and is considered part of this contract.
- Field input from the Jefferson Parish horticulturist will assist with any questions the successful bidder may have regarding shrub pruning.
- Pruning and trimming shall occur on an as-needed basis, but no less than six (6) times per year.
- After named storm events, and at the request of the Parkways Department, the successful bidder shall assess all damage and submit a quote for the trimming and/or removal of shrubs within the Site.

12.9 – Fertilization (Turf):

- Liquid turf fertilizer shall be applied two (2) times per year.
- Liquid turf fertilizer shall be applied during the first weeks of April and August. Failure to complete turf fertilization within the provided time frame may result in the assessment of liquidated damages (see Section 12).
- Product:
RegalGrow™ Harness® 30-0-0 liquid fertilizer @ 44 ounces of product per 1,000 square feet of turf (per application).

PLUS

RegalGrow™ 0-20-20 with Shamrock® liquid fertilizer @ 44 ounces of product per 1,000 square feet of turf (per application).

Important: These products are to be applied with a (2) to (1) ratio. A minimum (2) parts water and (1) part product. Products shall be tank mixed together for each application.

12.10 – Fertilization (Landscape Beds):

- An 8-12 month slow feed slow release bed fertilizer shall be applied to all beds in the first week of March each year of the contract. Failure to complete landscape bed fertilization within the provided time frame may result in the assessment of liquidated damages (see Section 12).

12.11 - Pre-Emerge (Turf):

- Barricade 65 WG or liquid formulation turf pre-emerge shall be applied two (2) times per year.
- The first application shall take place in late January thru early February and second application in late September thru early October. The Parkways Department will communicate the exact time frame for application with the Contractor depending on the trending weather conditions. Once an agreed upon date is determined, the Contractor shall have one (1) week to make the application(s). If the application is not made within the agreed upon time frame, liquidated damages may be assessed (see Section 12).
- The manufacturer's maximum rate shall be split between the two applications.

12.12 – Pre-Emerge (Landscape Beds):

- Three (3) Prodiamine pre-emergent applications are required each year. Apply Syngenta Barricade® 4FL pre-emergent herbicide @ 16 ounces of product per acre (per application). The first application shall occur in January*. The second application shall occur in May* and the third application shall occur in September*.
- Two (2) Isoxaben pre-emergent applications are required each year. Apply Dow Gallery® 75 Dry Flowable @ 1.0 pound of product per acre (per application). The first application shall occur in January* and the second application shall occur in September*.
- One (1) Pennant Magnum® S-metolachlor pre-emergent herbicide application is required each year. Apply in accordance with the manufacturer's recommended rates (as approved by Jefferson Parish). The application shall take place in May*. Do not spray over the top of ornamental grasses with this application.

*When multiple products are scheduled during the same month, the products shall be tank mixed together for each application.

12.13 - Pest Control (Turf and Landscape Beds):

- Granular Top choice insecticide shall be applied in all turf and bed areas during the first week of May each year. Failure to complete pest control within the provided time frame may result in the assessment of liquidated damages (see Section 12).

12.14 - Pest Control (Landscape Beds only):

- Granular Merit 0.5G shall be applied to all planting beds during the first week of March of each year. Failure to complete pest control within the provided time frame may result in the assessment of liquidated damages (see Section 12).

12.15 - Fungicide (Landscape Beds):

- Heritage fungicide shall be applied to all planting beds two (2) times per year.
- The first application shall be in March and the second application shall be in September. The Parkways Department will communicate the exact time frame for application with the Contractor depending on the trending weather conditions. Once an agreed upon date is determined, the Contractor shall have one (1) week to make the application(s). If the application is not made within the agreed upon time frame, liquidated damages may be assessed (see Section 12).

12.16 - Post Emerge (Turf):

- Turf areas shall be kept free of weeds at all times.
- A post emerge system shall be implemented and applied four times per year to prevent grassy weed, broadleaf and nutsedge.
- The first application shall be applied with the turf pre-emerge application in late January thru early February. Eliminate-D or Trimec shall be applied as per the manufacturer's specifications.
- The second application shall be applied as directed by the Parkways Department between May and September. Tribute Total and Outrider shall be applied as per the manufacturer's specifications.
- The third application shall be applied as directed by the Parkways Department between May and September. Tribute Total and Outrider shall be applied as per the manufacturer's specifications.
- The fourth application shall be applied with the turf pre-emerge application in late September thru early October. Eliminate-D or Trimec shall be applied as per the manufacturer's specifications.
- The exact rates per application shall be determined by the Parkways Department with the expectation that each product shall be applied to total the manufacturer's maximum rate for the year.
- The Parkways Department will communicate the exact time frame for application with the Contractor depending on the trending weather conditions. Once an agreed upon date is determined, the Contractor shall have one (1) week to make the application(s). If the application is not made within the agreed upon time frame, liquidated damages may be assessed (see Section 12).

12.17 - Post Emerge (Landscape Beds, As Needed):

- The Successful Bidder shall be responsible for keeping the beds and hardscape areas free of weeds at all times.
- In the event any weeds break through the pre-emerge and/or filter fabric, and are too abundant for hand removal, the successful bidder shall implement a post emerge program.
- All landscape bed post emerge products and rates shall be submitted for approval to the Parkways Department prior to application.

Note:

At the discretion of Jefferson Parish, products, methods and application rates may be adjusted due to cultural changes or plant needs. Any changes in these specifications will not create additional financial obligations for the successful bidder. All chemical applications shall be measured per the manufacturer recommended rate of application.

Section 13.0 – Notifications:

The successful bidder shall provide the Parkways Department with a monthly schedule of anticipated activities.

Section 14.0 Working Hours:

The work that is to be performed can be scheduled during normal working hours Monday thru Friday, 7:00 a.m. thru 4:00 p.m.

Section 15.0 – Contract Terms:

The terms of this contract shall be for two years, expiring at midnight on the day immediately preceding the second anniversary thereof. Jefferson Parish reserves the right to cancel this contract at any time.

Section 16.0 – Safety Precautions:

Safety precautions must be exercised at all times to safeguard the welfare and safety of citizens, parish employees and outside Contractors while any work is being performed.

Section 17.0 – Pre-construction Conference and Notice to Proceed:

A "Pre-construction Conference" shall be held between the successful bidder and Jefferson Parish prior to any work commencing.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work from the Parkways Department.

Attachment "A"

1.0 - Incidental Shrub Replacement:

- Incidental shrub replacement shall include:
 - Removing and disposing of unhealthy and/or dead shrubs.
 - Providing and installing various variety of shrubs as replacement material.
 - All provided shrubs must match the adjacent material in variety, size and appearance.
 - Provide and install as needed fill to properly grade the area of work.
 - Provide and install much in order for the repair to match the adjacent plant material.
- All existing drainage slopes shall be maintained.
- A turnkey price per shrub per gallon size of plant material shall be provided.

2.0 - Incidental Sod Repair:

- Incidental sod repair shall include:
 - Straight line cutting out of existing turf areas.
 - Grubbing all non-native materials.
 - Adding pump sand as needed to bring newly installed sod to the same elevation as surround turf area.
 - Providing and installing Class A Palisades Zoysia sod (squares).
- Pump sand shall be feathered in joints of new turf to create a smooth transition.
- Additional excavation may be required in order for new turf to meet the elevation of existing turf.
- All existing drainage slopes shall be maintained.
- A turnkey price per square yard shall be provided.

3.0 - Incidental Irrigation Valve Replacement:

- Incidental irrigation valve replacement shall include:
 - Removing and disposing of the broken valve.
 - Providing and installing a new valve of the same size and manufacturer.
 - Flushing and testing the system once the replacement is complete.
- A turnkey price per valve (size dependent) shall be provided.

4.0 - Incidental Irrigation Pop-Up Spray Body Replacement:

- Incidental irrigation pop-up spray body replacement shall include:
 - Removing and disposing of the broken pop-up spray body.
 - Providing and installing a new pop-up spray body of the same size and manufacturer.
 - Salvaging and re-installing the existing nozzle from the old spray body to the new spray body.
 - Flushing and testing the system once the replacement is complete.
- A turnkey price per pop-up spray body (size dependent) shall be provided.

5.0 - Incidental PVC Irrigation Line Repair:

- Incidental PVC irrigation line repair shall include:
 - Locating any breaks or leaks within the irrigation system.
 - Repair may include lateral lines and/or main lines.
 - PVC pipe may include Schedule 40 and/or Class 200 pipe.
 - The repair shall include all required labor, trenching, backfilling, tools, fittings and equipment to properly repair the damaged line(s).
 - Flushing and testing the system once the repair is complete.
- A turnkey price per linear foot of irrigation line repair (size dependent) shall be provided.

6.0 - Incidental Irrigation Controller Replacement:

- Incidental irrigation controller replacement shall include:
 - Removing and disposing of the broken controller.
 - Providing and installing a new 2-wire controller of the same size and manufacturer.
 - Testing the system once the replacement is complete.
 - Any required electrical repairs shall be noted via a separate repair proposal.
- A turnkey price per irrigation controller shall be provided.

7.0 - Incidental Irrigation Signal Wire Repair:

- Incidental irrigation signal wire repair shall include:
 - Tracking and/or locating the existing 2-wire copper signal wire.
 - The linear foot price shall include all required labor, excavation, backfilling.
 - The linear foot price shall include as-needed water proof splice kits (3M DRR-Y6).
 - Any required electrical repairs shall be noted via a separate repair proposal.
- A turnkey price per linear foot of irrigation signal wire repair shall be provided.

8.0 - Incidental Landscape Chemical Application (Labor):

- Incidental landscape chemical application (labor) shall include:
 - The Contractor shall provide a unit price for labor only to apply granular product application.
 - The Contractor shall provide a unit price for labor only to apply liquid product application.
 - All labor pricing shall include the required equipment, tools and incidentals.
 - The price of all specified products shall be added to the labor cost to provide a total application cost.
 - Labor shall cover both landscape bed and turf areas.

9.0 - Incidental Landscape Chemical Application (Products):

- Incidental landscape chemical application (products) shall include:
 - The Contractor shall provide a unit price for the product only of granular products.
 - The Contractor shall provide a unit price for the product only of liquid products.
 - The price of all specified products shall be added to the labor cost to provide a total application cost.
 - Refer to the bid form for a list of products and price(s) per quantity to be provided.
 - Labor shall cover both landscape bed and turf areas.

10.0 – Incidental Plant Material Testing:

- Incidental plant material testing shall include:
 - As requested by the Parkways Department, the Contractor shall take plant material and/or soil samples for testing.
 - Testing prices shall include all labor, tools, materials and 2nd day air shipping costs.

Attachment "B"

Landscape Quantities:

Trees

- (6) Muskogee Crape Myrtle
- (+/- 245) Eagleston Holly (Tree Form)

Annual Color

- (1,380) 6" Annual Color

Turf

- (+/- 85,000 SF) Palisades Zoysia

DATE: 10/16/2024
BID NO.: 50-00146384

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

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, 11/21/2024 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.

2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15

**PRE-BID CONFERENCE TO BE HELD AT: GENERAL GOVERNMENT BLDG- 200 DERBIGNY ST
SUITE 4400, GRETN LA 70053 @ 9:00 AM
ON11/01/2024**

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.: 50-00146384

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR LANDSCAPE MAINTENANCE WITHIN THE RIGHT-OF-WAY ON SEVERN AVENUE FROM VETERANS BOULEVARD TO W. ESPLANADE AVENUE FOR THE JEFFERSON PARISH DEPARTMENT OF PARKWAYS		
1	24.00	MO	0010 BASE MAINTENANCE PRICE	\$	\$
2	1.00	EA	0020 INCIDENTAL ANNUAL COLOR (4 INCH POT)	\$	\$
3	1.00	EA	0030 INCIDENTAL SHRUB (VARIOUS) (1-GALLON CONTAINER)	\$	\$
4	150.00	EA	0040 INCIDENTAL SHRUB (VARIOUS) (3-GALLON CONTAINER)	\$	\$
5	20.00	EA	0050 INCIDENTAL SHRUB (VARIOUS) (7-GALLON CONTAINER)	\$	\$
6	1.00	EA	0060 INCIDENTAL SHRUB (VARIOUS) (15-GALLON CONTAINER)	\$	\$
7	1.00	SQYD	0070 INCIDENTAL CLASS 'A' PALISADES ZOYSIA SOD	\$	\$
8	1.00	EA	0080 INCIDENTAL AUTOMATIC PVC IRRIGATION VALVE (1 INCH)	\$	\$
9	1.00	EA	0090 INCIDENTAL AUTOMATIC PVC IRRIGATION VALVE (1-1/2 INCH)	\$	\$
10	5.00	EA	0100 INCIDENTAL AUTOMATIC PVC IRRIGATION VALVE (2 INCH)	\$	\$
11	1.00	EA	0110 INCIDENTAL IRRIGATION POP-UP SPRAY BODY (4 INCH)	\$	\$
12	1.00	EA	0120 INCIDENTAL IRRIGATION POP-UP SPRAY BODY (6 INCH)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00146384

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	1.00	EA	0130 INCIDENTAL IRRIGATION POP-UP SPRAY BODY (12 INCH)	\$	\$
14	1.00	LF	0140 INCIDENTAL PVC IRRIGATION LINE REPAIR (3/4 INCH)	\$	\$
15	1.00	LF	0150 INCIDENTAL PVC IRRIGATION LINE REPAIR (1 INCH)	\$	\$
16	1.00	LF	0160 INCIDENTAL PVC IRRIGATION LINE REPAIR (1-1/4 INCH)	\$	\$
17	1.00	LF	0170 INCIDENTAL PVC IRRIGATION LINE REPAIR (1-1/2 INCH)	\$	\$
18	1.00	LF	0180 INCIDENTAL PVC IRRIGATION LINE REPAIR (2 INCH)	\$	\$
19	1.00	EA	0190 INCIDENTAL 2-WIRE IRRIGATION CONTROLLER	\$	\$
20	1.00	LF	0200 INCIDENTAL IRRIGATION SIGNAL WIRE REPAIR	\$	\$
21	1,000.00	SQFT	0210 GRANULAR CHEMICAL APPLICATION (LABOR ONLY)	\$	\$
22	1,000.00	SQFT	0220 LIQUID CHEMICAL APPLICATION (LABOR ONLY)	\$	\$
23	1,000.00	SQFT	0230 GRANULAR FERTILIZER 15-5-15 40% - 50% S.C.U. (PRODUCT ONLY) APPLICATION RATE: 200 POUNDS PER ACRE	\$	\$
24	1,000.00	SQFT	0240 GRANULAR FERTILIZER 33-3-12 40% - 50% X.C.U. (PRODUCT ONLY)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00146384

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	1,000.00	SQFT	APPLICATION RATE: 150 POUNDS PER ACRE 0250 MILORGANITE 6-2-0 CLASSIC GRANULAR (PRODUCT ONLY)	\$	\$
26	1,000.00	SQFT	APPLICATION RATE: 400 POUNDS PER ACRE 0260 REGAL BRIDLE LIQUID 30-0-0 (PRODUCT ONLY)	\$	\$
27	1,000.00	SQFT	APPLICATION: 1.25 GALLON PER 1,000 SF 0270 REGAL HARNESS LIQUID 30-0-0 (PRODUCT ONLY)	\$	\$
28	1,000.00	SQFT	APPLICATION: 66 OUNCE PER 1,000 SF 0280 REGAL ENSEMBLE W/SHAMROCK (PRODUCT ONLY)	\$	\$
29	1,000.00	SQFT	APPLICATION: 66 OUNCE PER 1,000 SF 0290 REGAL ENSEMBLE W/SHAMROCK (PRODUCT ONLY)	\$	\$
30	1,000.00	SQFT	APPLICATION: 1.25 GALLON PER 1,000 SF 0300 REGAL CROWN LIQUID (PRODUCT ONLY) APPLICATION: 2 OUNCE PER 1,000 SF	\$	\$
31	1,000.00	SQFT	APPLICATION: 2 OUNCE PER 1,000 SF 0310 MONSANTO CERTAINTY LIQUID (PRODUCT ONLY)	\$	\$
32	1,000.00	SQFT	APPLICATION: 1.25 OUNCE PER ACRE 0320 pbi GORDON TRIMEC BENTGRASS LIQUID (PRODUCT ONLY)	\$	\$
33	1,000.00	SQFT	APPLICATION: 1 OUNCE PER ACRE 0330 DOLOMITIC LIME GRANULAR (PRODUCT ONLY)	\$	\$
34	1,000.00	SQFT	APPLICATION: 2,000 POUNDS PER ACRE 0340 GRANULAR GYPSUM (PRODUCT ONLY) APPLICATION: 2,000 POUNDS PER ACRE	\$	\$
35	1,000.00	SQFT	0350 ELEMENTAL SULPHUR (GRANULAR) APPLICATION: 4 POUNDS PER 1,000 SF	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00146384

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
36	1,000.00	SQFT	0360 PILLAR G GRANULAR FUNGICIDE (PRODUCT ONLY) APPLICATION: 3 POUNDS PER 1,000 SF	\$	\$
37	1,000.00	SQFT	0370 GRANULAR TALSTAR (PRODUCT ONLY) APPLICATION: 1 POUND PER 1,000 SF	\$	\$
38	1,000.00	SQFT	0380 LIQUID TALSTAR (PRODUCT ONLY) APPLICATION: 1 OUNCE PER 1,000 SF	\$	\$
39	1,000.00	SQFT	0390 BAYER TOP CHOICE INSECTICIDE (PRODUCT ONLY) APPLICATION: RATE AS PER THE MANUFACTURER	\$	\$
40	1,000.00	SQFT	0400 FUSILADE II (PRODUCT ONLY) APPLICATION: 24 OUNCE PER ACRE	\$	\$
41	1,000.00	SQFT	0410 IMAGE 70 DG (PRODUCT ONLY) APPLICATION: 11 OUNCE PER ACRE	\$	\$
42	1,000.00	SQFT	0420 ROUND-UP PRO (PRODUCT ONLY) APPLICATION: RATE AS PER THE MANUFACTURER	\$	\$
43	1,000.00	SQFT	0430 SUBDUE MAXX FUNGICIDE DRENCH (PRODUCT ONLY) APPLICATION: RATE AS PER THE MANUFACTURER	\$	\$
44	1,000.00	SQFT	0440 REGAL BRIDAL PAK 800 SEASONAL COLOR BED FERTILIZER (PRODUCT ONLY) APPLICATION: RATE AS PER THE MANUFACTURER	\$	\$
45	1,000.00	SQFT	0450 ESPLANADE 200 (SC) HERBICIDE (PRODUCT ONLY) APPLICATION: 0.5 OUNCE PER ACRE	\$	\$
46	1,000.00	SQFT	0460 REGAL CONSYST FUNGICIDE (PRODUCT ONLY)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00146384

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
47	1,000.00	SQFT	APPLICATION: RATE AS PER THE MANUFACTURER (TURF) 0470 REGAL CONSYST FUNGICIDE (PRODUCT ONLY)	\$ _____	\$ _____
48	1,000.00	SQFT	APPLICATION: RATE AS PER THE MANUFACTURER (LANDSCAPE BEDS) 0480 PAEGENT INTRINSIC FUNGICIDE (PRODUCT ONLY)	\$ _____	\$ _____
49	1,000.00	SQFT	APPLICATION: RATE AS PER THE MANUFACTURER 0490 MERIT 0.5G (PRODUCT ONLY) APPLICATION: RATE AS PER THE MANUFACTURER	\$ _____	\$ _____
50	1,000.00	SQFT	0500 REGAL MULTIGREEN LIQUID FERTILIZER (PRODUCT ONLY) APPLICATION: MANUFACTURER'S HIGH RATE FOR TURF/OMAMENTAL	\$ _____	\$ _____
51	1,000.00	SQFT	0510 REGAL ENSEMBLE MICRE W/REGAL CROWN (PRODUCT ONLY) APPLICATION: 16 OUNCE PER 1,000 SF	\$ _____	\$ _____
52	1,000.00	SQFT	0520 BAYER ESCORT XP (PRODUCT ONLY) APPLICATION: .25 OUNCE PER ACRE	\$ _____	\$ _____
53	1,000.00	SQFT	0530 VALENT OUTRIDER HERBICIDE (PRODUCT ONLY) APPLICATION: .25 OUNCE PER ACRE	\$ _____	\$ _____
54	1,000.00	SQFT	0540 BASF PLATEAU HERBICIDE (PRODUCT ONLY) APPLICATION: .5 OUNCE PER ACRE	\$ _____	\$ _____
55	1,000.00	SQFT	0550 ESPLANADE 200 (SC) HERBICIDE (PRODUCT ONLY) APPLICATION: 0.5 OUNCE PER ACRE	\$ _____	\$ _____
56	1,000.00	SQFT	0560 SYNGENTA BARRICADE 65WG HERBICIDE (PRODUCT ONLY)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00146384

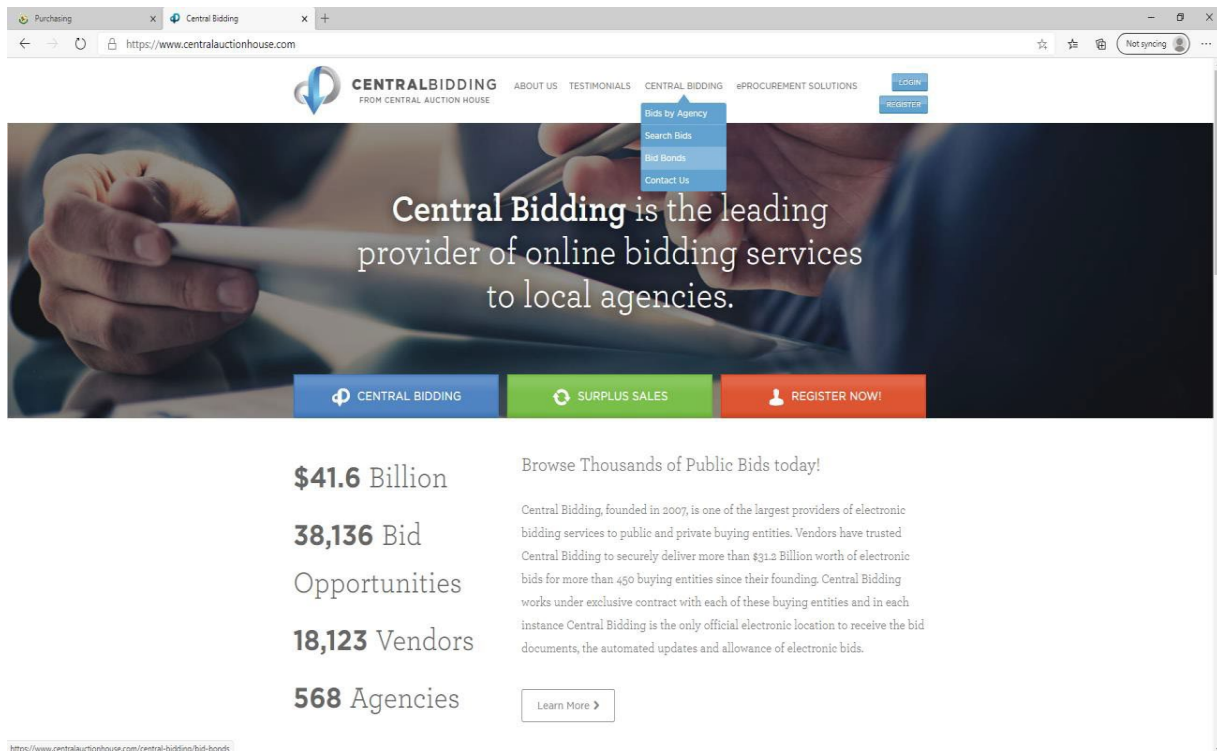
SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
57	1,000.00	SQFT	APPLICATION: 1/3 POUNDS PER ACRE 0570 BAYER DERIGO HERBICIDE (PRODUCT ONLY)	\$	\$
58	1,000.00	SQFT	APPLICATION: 0.5 OUNCE PER ACRE 0580 BASF OVERDRIVE HERBICIDE (PRODUCT ONLY)	\$	\$
59	1,000.00	SQFT	APPLICATION: 0.5 OUNCE PER ACRE 0590 SYNGENTA PRINCEP LIQUID (SIMAZINE) (PRODUCT ONLY)	\$	\$
60	1,000.00	SQFT	APPLICATION: 1 OUNCE PER ACRE 0600 LESCO ELIMINATE D HERBICIDE (PRODUCT ONLY)	\$	\$
61	1,000.00	SQFT	APPLICATION: 1 OUNCE PER ACRE 0610 PBI GORDON SPEEDZONE SOUTHERN HERBICIDE (PRODUCT ONLY)	\$	\$
62	1,000.00	SQFT	APPLICATION: 1 OUNCE PER ACRE 0620 BAYER CELCIUS WB HERBICIDE (PRODUCT ONLY)	\$	\$
63	1,000.00	SQFT	APPLICATION: 0.5 OUNCE PER ACRE 0630 BAYER TRIBUTE TOTAL HERBICIDE (PRODUCT ONLY)	\$	\$
64	1.00	EA	0640 SOIL SAMPLE (GOLF COURSE SAMPLE)	\$	\$
65	1.00	EA	0650 PLANT TISSUE SAMPLE	\$	\$
66	1.00	ONLY	0660 DIRECTOR APPROVED INCIDENTAL UP TO \$10,000.00 ****NO BID ITEM****	\$ XXXXXXXXX	\$ XXXXXXXXX

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at <https://www.centralbidding.com/bid-bonds/>. 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 the Central Bidding website interface. At the top, there is a navigation bar with the following links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, and @PROCUREMENT SOLUTIONS. A dropdown menu is open under 'CENTRAL BIDDING', showing options: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. Below the navigation is a hero section with a background image of hands holding a document. The text reads: 'Central Bidding is the leading provider of online bidding services to local agencies.' Below this are three buttons: 'CENTRAL BIDDING', 'SURPLUS SALES', and 'REGISTER NOW!'. To the left, there are four statistics: '\$41.6 Billion', '38,136 Bid Opportunities', '18,123 Vendors', and '568 Agencies'. To the right, there is a section titled 'Browse Thousands of Public Bids today!' with a paragraph of text and a 'Learn More >' button. The URL in the browser address bar is 'https://www.centralauctionhouse.com'.

\$41.6 Billion

38,136 Bid Opportunities

18,123 Vendors

568 Agencies

Browse Thousands of Public Bids today!

Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities. Vendors have trusted Central Bidding to securely deliver more than \$31.2 Billion worth of electronic bids for more than 450 buying entities since their founding. Central Bidding works under exclusive contract with each of these buying entities and in each instance Central Bidding is the only official electronic location to receive the bid documents, the automated updates and allowance of electronic bids.

[Learn More >](#)

<https://www.centralauctionhouse.com/central-bidding/bid-bonds/>

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 _____.