



**Bid Number 50-00147880**

**Labor, Materials, and Equipment Needed to Provide Three (3) Year  
Contract for Grass Cutting, Edging, Blowing, Sweeping, Litter Removal,  
Mulching and Herbicide Spraying for the Jefferson Parish  
Department of Parkways**

**BID DUE: August 7, 2025 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](http://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 II: Ruby Tran  
Email: [ruby.tran@jeffparish.gov](mailto:ruby.tran@jeffparish.gov)  
Phone: 504-364-2687**

## **BID # 50-00147880 – SPECIFICATIONS**

### **LABOR, MATERIALS, AND EQUIPMENT NEEDED TO PROVIDE THREE (3) YEAR CONTRACT FOR GRASS CUTTING, EDGING, BLOWING, SWEEPING, LITTER REMOVAL, MULCHING AND HERBICIDE SPRAYING FOR THE JEFFERSON PARISH DEPARTMENT OF PARKWAYS**

#### **MANDATORY PRE-BID CONFERENCE**

**A MANDATORY Pre-Bid Conference will be held at 9:00 am on July 14, 2025 at the General Government Building located at 200 Derbigny St. Gretna, LA 70056.** 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 MANDATORY pre-bid conference or remain for the duration shall be prohibited from submitting a bid for the project.

#### **PRE-BID INSPECTION OF THE SITES**

All site locations included in this bid are easily accessible, at any time, for any bidder.

#### **LICENSING**

Louisiana Contractor's License required:

- Louisiana State Contractors' Commercial license with the classification of SPECIALTY: LANDSCAPE, GRADING AND BEAUTIFICATION.

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

Bidders and/or any applicable subcontractor(s) 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.

All required licenses and certifications shall be valid through the term of the contract.

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

#### **BID BOND:**

A bid bond in the amount of five thousand dollars and zero cents (\$5,000.00) is due with the bid submission.

#### **PERFORMANCE BOND:**

A performance bond in the amount of one million dollars and zero cents (\$1,000,000.00) is required at the signing of the formal contract. The proposer acknowledges and agrees that the Performance Bond may be forfeited for the successful proposer's failure to fully and faithfully perform its obligations in accordance with the negotiated and executed agreement.

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### **PAYMENT BOND:**

A payment bond in the amount of one million dollars and zero cents (\$1,000,000.00) is required at the signing of the formal contract.

### **SCOPE OF WORK**

The Jefferson Parish Department of Public Works – Parkways (Parkways Department) is soliciting qualified Contractors for a three (3) year contract for grass cutting, edging, blowing, sweeping, litter removal, mulching and herbicide spraying operations to be performed throughout the Westbank of unincorporated Jefferson Parish. The scope of work shall include all tasks and items listed within these specifications. This shall include turnkey maintenance of designated areas to include all specified aspects of turf maintenance for the Westbank of Jefferson Parish. Lump sum pricing per cycle shall include all equipment, incidentals, licenses, insurance, labor, fuel and transportation to the work site. The Contractor shall refer to Resolution No. 136353, as amended, which provides a uniform set of “General Conditions and Agreement for all contractors engaged in performing work or services for the Parish of Jefferson”.

### **PERIOD OF AGREEMENT**

The term of the contract shall be for three (3) years.

### **POLLUTION INSURANCE**

In addition to the standard insurance the contractor is required to have Pollution Insurance with the following coverages:

- Covering losses caused by pollution conditions that arise from the operations of CONTRACTOR;
- Minimum acceptable limits: \$1,000,000 per incident; and \$2,000,000 aggregate;
- Broad Form Named Insured endorsement;
- Fines, penalties and punitive damages to be included;
- Clean up costs to be included;
- Additional Insured endorsement in favor of Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and should stipulate that the insurance afforded CONTRACTOR shall be primary insurance and that any insurance carried by the Owner shall be excess and not contributing insurance;
- A Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council;
- If claims-made coverage is accepted, the retroactive date, if any, must precede the commencement of the performance of the Contract; and
- Any retrospective date applicable to coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years, beginning when this Contract is completed or terminated.

### **INVOICING**

The Contractor shall submit an invoice after each completed cycle of work. A separate invoice shall be submitted for Westbank Parish smooth cut routes, Westbank State smooth routes, Westbank flat rough cut routes and Westbank roadside ditch and slope mowing routes in accordance with the Attachments (see Attachment A thru D). Invoices shall be clearly labeled to the corresponding Attachments:

Attachment A - Westbank Parish Smooth Cut  
Attachment B - Westbank State Smooth Cut  
Attachment C – Westbank Flat Rough  
Attachment D – Westbank Roadside Ditch and Slope Mowing

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Partial payments for a cycle will not be made. Therefore, an invoice will not be processed unless all locations included in the cycle have been adequately completed in accordance with the specifications.

### **LIQUIDATED DAMAGES**

Liquidated damages may be assessed for missed and/or unsatisfactory work. Liquidated damages may be assessed as outlined below:

#### **Incomplete Work**

Scheduling of work is an important part of this contract. The Contractor will be required to present a monthly schedule of his proposed operations, including all work locations, to the Parkways Department for approval. Once the schedule is approved, the Contractor must abide by this schedule of work. In the event that the schedule must be altered, it shall be the Contractor's responsibility to have any changes approved by the Parkways Department.

Jefferson Parish personnel will perform daily inspections of mowing operations in accordance with the Contractor's work schedule. In the event that a scheduled location should be incomplete, when it is inspected by the Parkways Department, liquidated damages of two hundred fifty dollars and zero cents (\$250.00) per calendar day may be assessed.

#### **Unapproved Schedule Changes**

Parkways Department personnel will rely on the Contractor's work schedule in order to efficiently check on the quality of work and to schedule in-house tasks in the same vicinities as the mowing operations (see SCHEDULE). Liquidated damages of two hundred fifty dollars and zero cents (\$250.00) per calendar day may be assessed for any unapproved schedule changes and/or missed assignments. Agreed upon weather delays shall not warrant liquidated damages.

#### **Failure to Remove Debris / Trash**

In the event that any debris or trash is left at any location overnight, liquidated damages of one hundred dollars and zero cents (\$100.00) may be assessed per location, per night. This debris may include, but not be limited to, trash bags, green debris, trash, grass clippings within the roadway and/or equipment.

If the Parkways Department notices the Contractor utilizing a right-of-way trash receptacle(s) as part of his required trash removal, liquidated damages of one hundred dollars and zero cents (\$100.00) may be assessed per location.

#### **Unsatisfactory Work / Failure to Make Corrections**

Jefferson Parish personnel will perform daily inspections of mowing operations to ensure that the Contractor is abiding by the maintenance specifications and providing quality work. In the event that a location, or portion of a location, contains unacceptable work, the Contractor will be notified in writing by the Parkways Department and shall have twenty four (24) hours after the written notice to complete the work in accordance with the contract's specifications. Jefferson Parish personnel will re-inspect the area(s) twenty four (24) hours after notice is given. If the work is still unacceptable, liquidated damages of two hundred fifty dollars and zero cents (\$250.00) may be assessed, per location.

### **SITE LOCATIONS**

See Attachment Sheets (A thru D). The specified work locations are listed within each Attachment. Additionally, Parish and State routes for smooth cutting have been separated. The locations are listed by street name with either an address or intersection to help locate each site. Furthermore, a *general* description of the required work is noted. Typical work descriptions include center median, right-of-way, cul-de-sac and lot.

The Contractor shall note the following guidelines related to grass cutting operations:

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- This contract does not include maintenance of any private property.
- When maintaining a specified (typically vacant) lot, the Contractor shall include maintenance of all adjacent rights-of-way (front, side and rear) with his maintenance of the lot.
- Unless specified, this contract does not include front or side yard right-of-way maintenance of any private property, residence or business.
- When right-of-way maintenance is specified, the Contractor shall include all parish and/or private servitudes within the roadway right-of-way, including, but not limited to, drainage structures and canals, gas line rights-of-way and electrical service rights-of-way.
- When referring to the list of required locations to maintain, right-of-way (ROW) maintenance is typically specified geographically based on the roadway. If no direction is provided, the ROW area shall be assumed to cover turf area(s) of that specific location.
- There are no pictures or maps available for the required locations. There is no quantified acreage of work. It shall be the bidder's responsibility to visit the work sites to evaluate the quantity and scope of work.

## **PART I QUALIFICATIONS**

### **MINIMUM REQUIREMENTS**

All bidders must have the knowledge, resources and capabilities to meet the expectations of this contract. The successful bidder shall not put an undue hardship on Jefferson Parish staff due to a lack of experience with work of a similar scope and scale.

### **INDUSTRY STANDARDS, TESTS AND RECOMMENDATIONS**

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

- Occupational Safety and Health Administration (OSHA)
- Louisiana Department of Agriculture & Forestry (LDAF)
- Louisiana Department of Transportation and Development (LADOTD)

### **MINIMUM EQUIPMENT**

The Contractor must have the appropriate type(s) and quantities of operational equipment and labor to complete the work within the specified time frames (see PART III TURF MAINTENANCE AND FREQUENCIES). Agreed upon rain days will not count toward the allotted schedule(s). The Contractor must show proof of ownership, rental agreements and/or line(s) of credit to acquire the following minimum list of equipment upon request from Parkways Department:

- (12) String trimmers (minimum 25cc)
- (6) Stick edgers (minimum 25cc)
- (6) Backpack blowers (minimum 50cc)
- (6) Manicure mowers with (60" or 72") cutting decks (front or belly mount)
- (1) Tractors (85hp or greater)
- (1) Boom mower attachment (slope) (minimum 20' reach)
- (1) 15' (minimum) rotary cutting deck
- (1) Street sweeper (minimum 3 CY debris hopper)

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### **PART II DEFINITIONS**

#### **BID PRICING**

Bid pricing shall be provided per cycle (unit price) for the locations outlined in each attachment. Additionally, incidental bid items are included with this bid. There is no guaranteed quantity of any incidental bid items to be used for this contract. All bid items shall include all associated costs related to the item such as labor, material, equipment, fuel, insurance and related incidentals.

#### **CYCLE**

A cycle shall refer to all tasks associated with a complete grass cutting operation (see SMOOTH CUT, FLATS CUT and ROADSIDE CUT). The contract's pricing shall be bid at a per cycle price for each type of grass cutting (see PART III, TURF MAINTENANCE AND FREQUENCIES). The specified number of cycles for each type of cut is the minimum amount of cycles to be performed per each twelve (12) month period. At the discretion of the Parkways Department, additional cycles may be added to one or more types of grass cutting. Additional cycles shall be compensated based on the unit price per cycle provided on the bid form.

#### **CHEMICAL APPLICATIONS (EQUIPMENT)**

The Contractor shall determine the type, and quantity, of equipment required for chemical applications. Equipment may include, but not be limited to, backpack pump sprayers, street legal UTV's, trucks and/or trailers.

Tank size(s) shall be determined by the Contractor. To avoid possible cross-contamination, it is recommended that the Contractor only utilize his tank(s) for non-selective herbicide applications and that the tank(s) is not used for any other contracts. Any chemical damage to trees, turf and/or landscape beds shall be the responsibility of the Contractor to restore to its original condition and may result in termination of the contract.

#### **CHEMICAL APPLICATION (PRE-EMERGENT HERBICIDE)**

With approval from the Parkways Department, the Contractor may apply pre-emergent herbicides (Pendulum, Barricade, Esplanade or approved equal) to assist in weed control. Pre-emergent herbicide application is not a requirement of this contract, but the Contractor may apply pre-emergent herbicide up to two (2) times per year in accordance with the manufacturer's label.

Pre-emergent herbicide applications may take place along gutter bottoms, roadway joints and large hardscape areas. Pre-emergent herbicides shall not be applied in turf areas, landscape beds or under tree rings. Unauthorized pre-emergent application may result in termination of the contract.

All pre-emergent herbicide applications taking place along curbs, gutters and other hardscape areas can be applied with a higher pressure adjustable gun such as a JD-9 with a wand. The Contractor will be responsible for limiting chemical drift and is advised not to spray while winds are in excess of 5 miles per hour. The Contractor shall be responsible to any damage resulting from his spraying operations.

All chemical applications shall be performed by, or under the direct supervision of, a licensed professional. An approved subcontractor may be utilized for chemical applications. The Contractor shall record and submit a Spray Log (see ATTCHMENT E) after each application.

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### **CHEMICAL APPLICATION (NON-SELECTIVE HERBICIDE)**

Chemical applications shall be applied as part of each mowing cycle so that no weeds are visible within tree rings or within hardscape areas such as curbs, gutters, sidewalks and roadways. Chemical spraying within landscape beds is not required. Chemical applications will typically consist of non-selective herbicide spraying (RoundUp or approved equal) applied in accordance with the manufacturer's label (specifications). Spraying shall take place within the required mowing areas as well as all hardscape areas adjacent to the designated cutting areas. This includes all curbs, gutters, concrete traffic devices, drainage structures and sidewalks. Curb and gutter spraying shall extend a minimum of 18" into the roadway beyond the curb. Spraying shall take place within the required mowing areas. For example, if mowing is required on a center median but not the rights-of-way of an area, curb spraying shall be required adjacent to the center median but not the rights-of-way. Additionally, all intersections within a maintenance route shall be sprayed.

Weeds shall be sprayed as soon as they are discovered during each mowing cycle. In the event that weeds reach a height of 4" or greater, the Contractor shall be required to spray them and then return forty eight (48) hours later and physically remove them.

All non-selective herbicide applications within turf and/or landscape areas (including tree rings) must be made utilizing a low/medium pressure wand with an adjustable patterned nozzle. All non-selective herbicide applications taking place along curbs, gutters and other hardscape areas can be applied with a higher pressure adjustable gun such as a JD-9. The Contractor will be responsible for limiting chemical drift and is advised not to spray while winds are in excess of 5 miles per hour. The Contractor shall be responsible to any damage resulting from his spraying operations.

Under certain circumstances, and with approval from the Parkways Department, the Contractor may utilize RoundUp QuickPRO (or approved equal) for weed control. RoundUp QuickPRO would be approved in situations where weather may have interfered with normal non-selective herbicide applications and weed growth is excessive. RoundUp QuickPRO cannot be used under the drip line of trees. The Contractor may not mix his own equivalent to RoundUp QuickPRO. All applications shall abide by the manufacturer's label.

With approval from the Parkways Department, the Contractor may apply an aquatic non-selective herbicide such as RoundUp Custom (or approved equal) in and around ditch areas to assist in roadside ditch and slope cutting operations. The Contractor shall be responsible for obtaining the proper licensure and following all regulations related to aquatic spraying. Aquatic spraying is not mandatory for this contract and will not exclude unlicensed aquatic application Contractors from bidding. However, only Contractors licensed for aquatic spraying will be allowed to apply aquatic herbicide products. All applications shall abide by the manufacturer's label.

All chemical applications shall be performed by, or under the direct supervision of, a licensed professional. An approved subcontractor may be utilized for chemical applications. The Contractor shall record and submit a Spray Log (see ATTCHMENT E) after each application.

Chemical application (non-selective herbicide) is required for every cycle.

### **COOPERATION**

It is possible that other Jefferson Parish employees and/or contractors may be working within close proximity to grass cutting locations. The Contractor shall coordinate his work with any other work taking place in the vicinity of his grass cutting locations in relation to scheduling and limits of work. Should a conflict occur, a Jefferson Parish Representative will make the final decision as to each contractor's limits of work.

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### **DAMAGE TO FACILITIES**

The Contractor shall take exceptional precaution when performing cutting operations near utility and drainage structures in order to eliminate the possibility of damage. The slope cutting areas covered under these specifications include numerous obstructions such as CMP (Corrugated Metal Pipe), RCP (Reinforced Concrete Pipe), PVC (Polyvinyl Chloride Pipe) and other types of drainage outfall culverts and structures. In the event that damage occurs to any utility facility, the Contractor shall immediately notify a Jefferson Parish representative. In addition, the Contractor shall note in the comments section of the daily maintenance report the time, location, person notified, type of damage and circumstances of the damage. All costs associated with the repair and/or replacement of the damaged structure shall be borne by the Contractor. The Contractor shall take exceptional precaution when performing cutting operations near these structures in order to eliminate the possibility of damage.

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. Jefferson Parish will direct any damage claims directly to the Contractor for investigation and remediation.

### **EDGING**

Edging shall be accomplished utilizing mechanical stick edgers with steel blades or by string trimmers turned perpendicular to the edge. Edging shall occur along concrete curbs, sidewalks and other areas where hardscape meets turf. Discs or herbicides may not be used to control grass growth where grass and a paved surface meet. At the completion of edging, no grass should be visible over a hard surface. 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" (one inch) shall remain along and below the top of hard surface paving upon completion of edging in order to slow the continued growth of the grass. All dirt and grass clippings shall then be blown off of the curb and swept (see SWEEPING/BLOWING).

Edging is required for every cycle.

### **EQUIPMENT REQUIREMENTS**

The bid shall include 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.

All street legal vehicles used for this contract shall include the Contractor's company name and/or logo clearly displayed. All field employees shall wear high visibility clothing that clearly displays the company name and/or logo.

### **EQUIPMENT STORAGE**

Parking of grass cutting equipment and associated trucks and/or service vehicles during non-working hours (except during the mid-day meal period) shall take place at Parish designated and approved areas only. It is the intent of this section to eliminate the parking and storage of equipment near public rights-of-way, buildings and private facilities. The Parish will make areas available for parking equipment after working hours, weekends and holidays in relatively close proximity to the work areas. In the event that the Contractor does not wish to utilize the areas provided by the Parish, the Contractor must move and store equipment as directed by the Parish representative. Regardless of the areas designated by the Parish and used by the Contractor, the Parish assumes no liability for the contractor's equipment. Any losses due to occurrences, such as theft, malicious damage, breakage, fire or general loss, will be assumed by the Contractor.

The Jefferson Parish Parkways Department shall provide the Contractor with (24) hour access to its Westbank equipment yard. The Westbank yard is located at 1855 Ames Boulevard, Building A, Marrero,



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Louisiana 70072. The Contractor will be allowed to store equipment, dump debris from the street sweeper and perform minor wash-down of equipment. Additionally, the Contractor shall be allowed to utilize the hose spigots located within the yards to fill up spray and street sweeper tanks. The Contractor must provide and utilize his own hose. The Contractor shall not be allowed to rinse or clean any chemical tanks on Jefferson Parish property.

### **GRASS CUTTING (MOWING)**

Grass cutting shall be accomplished using mechanical mowers in order to leave a smooth, level, cut on the grass following the existing grade. No gouging, scalping or similar actions shall be permitted. All trash and debris must be removed prior to grass cutting. It is the Contractor's responsibility to determine the condition of the site and work around any obstacles. Jefferson Parish shall not be responsible for any debris or hazards that may be encountered during mowing operations. The Contractor shall mow around any hazards and then alert a Parkways Department representative.

The Contractor shall determine the size and style of machine to be used. Different types of machines may be required based on the type and size of each area to be cut. Additionally, the Contractor shall use his judgement on the stability of the ground when mowing. The Contractor shall not be allowed to leave ruts within wet areas. Any ruts or holes caused by mowing operations within wet areas shall be repaired by the Contractor.

This contract will require the Contractor to mow in close proximity to existing drainage canals and shall include mowing up to the point of transition of the canal slope. It shall be acceptable for the Contractor to use a mechanical weed eater to maintain this transition area. It shall also be permissible for the Contractor to use a tractor (75 hp or less) and an implement to mow this area.

### **GREEN DEBRIS REMOVAL**

Any waste such as grass clippings, branches, dirt or any other organic rubbish located at any area to be maintained will be considered green debris. Green debris may be existing to a location, or be generated by the Contractor's operations. Green debris, as described, shall be removed by the Contractor during each maintenance cycle as a part of the grass cutting performance. It shall not be acceptable for the Contractor to place green debris within the mulch ring of existing trees. Placing green debris under existing trees, or mowing around and not removing green debris, may result in Liquidated Damages (see LIQUIDATED DAMAGES).

Green debris, not generated by the Contractor, considered too large to remove by hand or which requires specialized equipment to remove shall be reported to the Parkways Department for removal.

Green debris removal is required for every cycle.

### **INSPECTIONS**

Using the daily maintenance reports and spray logs submitted by the Contractor, inspections of areas of work performed shall be made by Jefferson Parish 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 hours (24) of notice, without any extra cost to Jefferson Parish.

### **MAINTENANCE REPORTS**

**Contractor shall complete a daily maintenance report for each day work is performed.** Reports shall be e-mailed daily, no later than 10:00 a.m. next business day to the Parkways Department. These reports shall be used as the record for tracking the quantity and quality of work being performed. In addition, the daily maintenance report shall be utilized to record anything which might impede the

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contractor in performing the scope of work. The contractor is required to notify Jefferson Parish immediately within 24 hours of any problems and/or restrictions that would prevent him from performing his duties. Contractor may elect to use own report format, if approved by Jefferson Parish. If these reports are not sent on a daily basis this could delay payment of invoices.

### **MANICURED LOT (PRIVATE PROPERTY)**

A manicured lot is a vacant piece of property that is being maintained (by the Owner) on a regular basis. A manicured lot may be completely cleared, or partially cleared, but must have a portion of the lot in which the grass appears to be cut (by others) on a regular basis. No right-of-way maintenance is required adjacent to manicured lots.

### **NON-MANICURED LOT (PROPERTY)**

A non-manicured lot is a vacant piece of property that is not being maintained (by the Owner) on a regular basis. A non-manicured lot is completely wooded and/or overgrown to the point that typical grass cutting methods could not be performed on the property. It shall be the responsibility of the Contractor to maintain the right-of-way adjacent to non-manicured properties along all mowing routes.

For example, the center median of Lapalco Boulevard is required to be on the smooth cut schedule. Additionally, there are non-manicured (wooded) properties in the 3600 block of Lapalco. The right-of-way area of these wooded lots shall be maintained at the same time (and frequency) as the center median.

### **NUISANCE CONTROL**

The Contractor shall include in his bid the control of dust, noise and odors created by his work operations. All controls shall be completed in order that nuisances are minimized and occur within the standards of all governing bodies. All equipment shall be maintained properly in order to perform in accordance with the manufacturer's original specifications. This shall include, but not be limited to, mufflers and exhaust, fluid leaks, deck openings, wheels, tires and blades. If the Parkways Department observes any of the Contractor's equipment not performing properly, that equipment shall be immediately removed from the work site until it is properly repaired.

### **PINE STRAW MULCH PLACEMENT**

Pine straw mulch (bales) shall be placed around each tree and within landscape bed areas for all smooth cutting locations. No weed control of landscape bed maintenance is required with this bid. Pine straw shall be placed at a minimum of four inches (4") thick in a circular fashion around most trees and shall follow the bed lines of landscaped areas. The Contractor shall be responsible for reviewing site locations to get a quantity of trees and landscape beds. Once the bid is awarded, any new trees and/or bed locations added to the routes will be quantified and paid in addition to the base contract. The Contractor shall also note mulch areas that are not typical in size such as the raised planters within the center median of Terry Parkway. The quantity of mulch required for each tree shall be based on the chart below. The Contractor shall note that his initial mulch installation will be a greater amount than what is currently installed in most areas. Pine straw mulch shall be placed level and not in a pyramidal fashion around the base of the tree. Mulch shall be pulled away from the trunk of the tree keeping the tree's root flare exposed. Pine straw mulch shall be refreshed two (2) times per year (May 1 and November 1) to maintain the minimum four inch (4") thickness. Pine straw mulch shall also be placed four inches (4") thick in all garden beds and refreshed at the same time as tree mulch. Only whole pine straw needles free of debris shall be permitted. The Contractor shall not leave any bale string or ties on site (or buried in the placed mulch). Pine straw placement is inclusive to the smooth cutting bid item. Cost for pine straw placement is to be included in the smooth cutting bid item. The Contractor shall have twelve (12) calendar days to install all of the required mulch from the first day of May and November. Incomplete mulching (after 12 calendar days) may result in a penalty (see LIQUIDATED DAMAGES).

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Minimum Tree Ring Dimensions:

Tree Diameter	(Minimum) Mulch Ring Dimensions
6" and under	18" radius from outside of the trunk
7" – 24"	30" radius from outside of the trunk
25" – 36"	48" radius from outside of the trunk
37" and above	60" radius from outside of the trunk

\* Tree diameter shall be measured on the main trunk 4.5' above grade using a tree diameter tape.

Mulch placement shall occur as outlined above, but should be factored into the inclusive unit price for each smooth cut mowing cycle. A total of six (6) mulch applications will be required for the three year contract.

### **QUANTITIES**

There are no provided quantities (or acreage) calculated by the Parkways Department for the bidding of this contract. It shall be the responsibility of each bidder to study the provided locations and determine any quantities needed to provide the bid pricing.

### **SAFETY PRECAUTIONS**

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/or performing private work while working on Jefferson Parish property is prohibited. Failure to maintain a professional work zone, or fraudulent activities, may result in termination of the contract and possible legal ramifications.

### **SCHEDULE**

The Contractor shall utilize the locations provided with Attachments A – D to create a schedule of operations. The Contractor shall be responsible to provide the Parkways Department with a schedule for each type of mowing cycle. The schedule must include the locations names exactly how they are shown within the attachments, but may change the order to accommodate his operations. The Contractor supplied schedule will be the basis of the inspection process, so it is imperative that the submitted schedule be adhered to.

### **SPRAY LOGS**

**Contractor shall complete a spray log for each day that any chemical application takes place.**

Spray logs shall be e-mailed daily, no later than 10:00 a.m. next business day to the Parkways Department. These spray logs shall be used as the record for tracking the locations, quantity and quality of chemical applications. The Contractor shall utilize the Louisiana Department of Agriculture and Forestry Commercial Pesticide Applicator Record Keeping Form (Attachment E) to log all herbicide spraying applications. A sample copy of this form is included in this bid package (Attachment E).

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### **STRING TRIMMING (WEED EATING)**

String trimming shall be accomplished utilizing mechanical string trimmers with a commercial grade line. String trimming shall occur around landscape beds, tree rings, signs, poles, hydrants and other objects within turf areas. Herbicides shall not be used as a method of keeping grass from growing around objects within turf areas. String trimming shall leave the grass at approximately 1" in height. Caution needs to be taken so that string trimming does throw rocks or debris into traffic and that trimming not leave areas with bare dirt. The Contractor shall ensure that string trimmers do not damage trees and/or landscape beds.

String trimming (weed eating) is required for every cycle.

### **SUBCONTRACTORS**

All mowing operations and related work must be performed by the Contractor. No subcontractors shall be allowed to perform these services. Subcontractors may be utilized for chemical applications, mulch placement and/or tree trimming.

### **SWEEPING/BLOWING**

After cutting, the turf and paved areas adjacent to the turf areas being cut shall be free of grass, leaves, cigarette butts and any other type of debris. This shall be accomplished using a combination of blowers and street sweepers. Debris shall not be blown from the paved to the turf areas. Code 1961 17-3 Ordinance No. 2120 2-14-01 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." The Contractor 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 collection and building up along the curb of streets, the Contractor will be **REQUIRED** to sweep the areas affected by grass cutting and edging. Sweeping shall occur along the entire route of grass cutting. For example, when cutting the center median of Causeway Blvd., the Contractor shall also sweep all concrete curbs and barriers located within the center median area of each street intersecting Causeway Blvd. The contractor shall use a street legal mechanical or vacuum type street sweeper with a minimum three (3) cubic yard capacity debris hopper. This equipment must be approved by the Jefferson Parish Parkways Department. Street sweeping and blowing shall be performed immediately after each edging and cutting operation. Blowers may be used to blow grass clippings off of walkways and other hard surfaces. Blowers will not be allowed to blow grass clippings, dirt and debris into drain inlets. Blowers may be used to blow grass clippings and debris directly into the path of the sweeper. If the sweeper is not visibly present, the Contractor shall not be allowed to blow clippings into the roadway. The street sweeper shall ensure all clippings and debris are removed from the roadway.

The Contractor shall be allowed to utilize the Parkways Department's Westbank maintenance yard for dumping the sweeper debris and as needed storage of the equipment.

Smooth cut mowing operations along major thoroughfares shall not take place without a street sweeper present.

Sweeping/blowing is required for every cycle.

### **TRAFFIC CONTROL**

The Contractor shall provide all necessary barricades, signs, lights and warning devices or any other item necessary in order to properly move traffic around or through his operations. Set up, removal and maintenance of all traffic control equipment shall be the Contractor's responsibility. Slow moving vehicle signs and flashing lights shall be installed on all moving equipment that will use the public rights-of-way for transportation of equipment. The Contractor shall be responsible for providing safe and expedient movement of traffic through the work areas. The Louisiana State Manual for uniform traffic control should be followed.

## **BID # 50-00147880 – SPECIFICATIONS**

### **TRASH REMOVAL**

Any non-organic or manmade debris that is not part of or obstructs the area to be maintained by the Contractor is considered to be trash and must be removed prior to any grass cutting operations during each maintenance cycle. The Contractor shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers will not be permitted. Under no circumstances shall any collected trash (trash bags, piles, etc.) be left at a project site without the Contractor present.

Trash considered too large to be removed by hand or which requires specialized equipment to remove, shall be reported to the Parkways Department for removal.

The Contractor shall not utilize any right-of-way trash receptacle for his required trash removal.

Trash removal is required for every cycle.

### **TRANSFERRING CONTRACT**

Transfer of this contract shall not be allowed under any circumstances unless prior written approval has been received from Jefferson Parish.

### **TREE TRIMMING**

Canopy trees within the smooth cutting areas shall be trimmed, as needed, to a clear trunk height between 5' – 6' above grade to allow for proper clearance for mowing operations. Tree trimming shall also account for 'sucker' growth at the base of trees. Sucker growth shall be considered any growth extending from the main trunk of the tree and within 5' of ground level. All tree trimming operations shall be under direct supervision of a Louisiana licensed landscape horticulturalist. The Contractor shall utilize hand saws and loppers only. No gas or electric powered mechanical equipment shall be used to trim trees.

Trees such as full magnolias and hollies do not require trimming. No tree trimming is required within any defined landscape bed.

The Contractor shall notify the Parkways Department prior to trimming any trees. The Parkways Department must approve all locations, and sometimes individual trees, that may or may not be pruned by the Contractor.

Should the Contractor observe a heavily damaged, or dead, tree by no fault of his performance, he shall note this in the comments section of the daily maintenance report and report the tree to the Parkways Department. Tree trimming shall occur on an as-needed basis, but should be factored into the inclusive unit price for each type of mowing cycle.

### **UTILITY SERVICE INTERRUPT**

In the event of an 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. The Contractor shall be responsible for any costs associated with utility interruptions.

### **VACANT PROPERTIES**

This contract shall require right-of-way maintenance for some vacant properties (see MANICURED LOTS and NON-MANICURED LOTS). The roadside right(s)-of-way of non-manicured properties located along required mowing routes shall maintained at the same frequency as the specified mowing for that route.

The Contractor shall not be required to maintain the right(s)-of-way of manicured vacant properties. Right-of-way maintenance for manicured properties will be the responsibility of the property owner.

## **BID # 50-00147880 – SPECIFICATIONS**

### **WORK PERIODS**

The Contractor shall be allowed to work any and all days of the week from dawn until dusk. The Contractor must also be aware of any holiday, local event, construction work or any existing traffic patterns that may affect scheduled maintenance operations. The Contractor may be required to alter his work schedule accordingly. Any required modification to the work schedule will not be grounds for any additional cost to the Parkways Department.

## **PART III TURF MAINTENANCE AND FREQUENCIES**

### **SMOOTH CUT**

Smooth cut mowing shall occur on medians, rights-of-way and drainage canal transition areas utilizing ride-on and/or push type manicure mowers. Smooth cut mowing shall occur a minimum of: one (1) cut every twenty eight (28) days or once per every four (4) weeks, from December 1<sup>st</sup> through February 28<sup>th</sup> (29). One (1) cut every fourteen (14) days or once every two (2) weeks for March, April, October and November. One (1) cut every ten (10) days or once every one and one-half (1 ½) weeks from May thru September. The aforementioned frequency of cutting represents twenty six (26) cuts per twelve (12) month period. The grass shall be cut to a height of between a minimum of one and one-half inches (1-1/2") and a maximum of two inches (2") exposure.

Areas adjacent to the canal slopes (canal transition areas) shall be maintained as a part of smooth cut mowing. Canal transition areas do not require the Contractor to cut grass on the canal slopes, but shall require the Contractor to cut up to the line of transition from the top of the canal to the slope. The Contractor shall utilize a lawn mower to cut the majority of these transition areas. It shall be acceptable for the Contractor to use mechanical string trimmers in locations that are not wide enough for a mower, and to ensure a level line from the transition to the slope. It shall also be permissible, but not required, for the Contractor to use a tractor (75 hp or less) and an implementation to mow this area. No scalping or spraying of this transition area will be allowed.

Every smooth cut cycle shall include chemical application (non-selective herbicide), edging, grass cutting (mowing), green debris removal, string trimming, sweeping/blowing and trash removal (see PART II, DEFINITIONS).

### **FLAT ROUGH**

Flat rough mowing shall occur in large unobstructed areas of rights-of-way and on Jefferson Parish owned vacant lots and shall utilize a tractor with a cutting attachment. Flat rough mowing shall occur a minimum of: one (1) cut per month or (30) days from January 1<sup>st</sup> through March 30<sup>th</sup> and October 1<sup>st</sup> through December 31<sup>st</sup>. Two (2) cuts per month or one (1) cut per every two (2) weeks or fourteen (14) days during April 1<sup>st</sup> through September 30<sup>th</sup>. The aforementioned frequency of cutting represents eighteen (18) cuts per twelve (12) month periods. The grass shall be cut to a height of between a minimum of two inches (2") and a maximum of three inches (3") exposure.

Every flat rough mowing cycle shall include chemical application (non-selective herbicide), grass cutting (mowing), green debris removal, string trimming, sweeping/blowing and trash removal (see PART II, DEFINITIONS).

### **ROADSIDE DITCH AND SLOPE MOWING**

Roadside ditch and slope mowing shall occur in select locations and shall utilize a tractor (100 hp or less) equipped with a minimum 20' reach boom mower. Roadside ditch and slope mowing shall occur a minimum of: one (1) cut per month or (30) days from January 1<sup>st</sup> through May 30<sup>th</sup> and September 1<sup>st</sup> through December 31<sup>st</sup>. Two (2) cuts per month or one (1) cut per every two (2) weeks or fourteen (14) days from June 1<sup>st</sup> through August 31<sup>st</sup>. The aforementioned frequency of cutting represents fifteen (15)

## **BID # 50-00147880 – SPECIFICATIONS**

cuts per twelve (12) month period. The grass shall be cut to a height of between a minimum of two inches (2") and a maximum of three inches (3") exposure.

Every roadside ditch and slope mowing cycle shall include chemical application (non-selective herbicide), grass cutting (mowing), green debris removal, string trimming, sweeping/blowing and trash removal (see PART II, DEFINITIONS). If desired by the Contractor, and approved by the Parkways Department, roadside ditch and slope mowing cycles may include bottom spraying of aquatic non-selection herbicide (see CHEMICAL APPLICATIONS, NON-SELECTIVE HERBICIDE).

### **WEATHER AND MOWING CONDITIONS**

The Contractor shall determine his activities and schedule based on the weather. Performing mowing operations during, or immediately after, weather events does not relieve the contractor of performing in accordance with these specifications. At no time will it be acceptable for the Contractor to leave any turf area with an uneven surface or to leave excessive (visible) thatch. Any divots, ruts or holes must be repaired by the Contractor.

## **PART IV INCIDENTAL AND ADDITIONAL BID ITEMS**

### **GENERAL**

This bid will require the Contractor to price certain related incidental tasks that may or may not be performed during the term of this contract. Unit pricing for these incidental and additional items shall be turnkey and include all material, labor and the like to perform each task in accordance with these specifications.

### **ADDITIONAL MAINTENANCE AREAS**

The base contract requires that the Contractor maintain a list of designated areas for each cycle and type of cut. In addition, the Contractor shall provide a per acre price for the Parkways Department to utilize when adding, or subtracting, area(s) to maintain. Additional maintenance area pricing shall include all of the requirements of the different types of cuts (see PART III, MAINTENANCE AND FREQUENCIES). There is not a minimum or maximum of additional, or subtracted, area(s). The quantity of acreage shall be agreed upon by both the Contractor and the Parkways Department. All acreage quantities shall be rounded up to the nearest quarter (0.25) of an acre to prorate pricing, as needed.

### **INCIDENTAL PINE STRAW MULCH PLACEMENT**

The base contract requires that the Contractor apply pine straw mulch (bales) twice per twelve (12) month period. Incidental pine straw mulch placement shall refer to any requested mulch placement in addition to the required mulching and shall abide by the same specifications (see PINE STRAW MULCH PLACEMENT). Incidental pine straw mulch may be requested by the Parkways Department to account for new trees and/or landscape bed plantings, to repair damage or to enhance various locations. Incidental pine straw mulch placement shall be priced per bale (minimum bale size shall be 26"x13"x12"). Incidental mulch placement for new trees shall be calculated at one (1) bale per tree, per mulch cycle. Incidental mulch placement for new landscape beds shall be calculated at one (1) bale is equivalent to thirty (30) square feet of coverage at 4" thick. Incidental pine straw mulch placement shall only occur when requested by the Parkways Department. There is no minimum or maximum quantity of incidental pine straw mulch placement designated for this contract.

**Attachment A - Westbank Parish Smooth Cut**

<b>VICINTY</b>	<b>LOCATION</b>
3 Oaks Ct (Cul-deSac)	Cul-de-Sac
4 <sup>th</sup> St (Barataria Blvd to Destrehan Ave)	North ROW
8 <sup>th</sup> St ROW (South Side of Bridge City Ave 50'x150')	Lot
9 <sup>th</sup> St (Alamo Ave to Dead End)	South ROW
Aberdeen St (+/- 1223 Aberdeen St)	Lot
Acadia Dr (River Rd to Helis Dr)	North ROW
Acre Rd (at Carmadelle St)	Lot
Acre Rd (Lincoln Ave to Silver Lilly Ln)	North ROW
Alamo Ave (11 <sup>th</sup> St to 10 <sup>th</sup> St)	East ROW
Alex Kornman Blvd (at Powerline Canal)	East & West ROW
Ames Blvd (Acre Rd to Belle Terre Rd)	West ROW
Ames Blvd (Lapalco Blvd to the North +/- 500')	Center Median
Ames Blvd (Wabash Dr to Trinity Dr)	East ROW
Ames Blvd (Laurie Ln to Bucaneer Dr)	West ROW
Ames Blvd (Corinne Dr to Erin Dr)	West ROW
Ames Blvd (at Pritchard Rd)	Southwest Corner (Lift Station)
Anderson Pl (Ames Blvd to +/- 225' to West)	North & South ROW
Angus Dr (+/- 1453 Angus Dr)	Lot
Avenue D (Westbank Expy to 4 <sup>th</sup> St)	Center Median
Bald Eagle Park (Barataria Blvd to Dead End)	Cul-de-Sacs
Bastian Dr (Barataria Blvd to Vermillion Dr)	Center Median
Bayou Estates Blvd (Ames Blvd to Caddy Dr)	Center Median
Bellemeade Blvd (at Fairfield Ave)	South Lot (Planters)
Bellemeade Blvd (at Lapalco Blvd)	Triangle Median
Betty Blvd (Lapalco Blvd to Grand Cross Canal #2)	Center Median
Betty St (Lapalco Blvd to North Drainage Canal)	East & West ROW



Blanca Ct (Alexis Dr to Dead End)	South ROW
Brown Ave (Westbank Expwy Harold Stl)	East ROW
Butler Dr (at Highway 90)	Center Median
Caddy Dr (Bayou Estates Blvd to Coubra Dr)	East ROW
Calix Ln (Cul-de-Sac)	Cul-de-Sac
Capitol Dr (at Highway 90)	Center Median
Carol Sue Ave (Whitney Ave to Farmington Pl)	Center Median
Carrie Ln (at E Ames Blvd)	South Lot
Central Ave (Manhattan Blvd to Dead End)	Center Median
Central Ave (State Ave ROW to Dead End)	North ROW
Charlie Dr (Bellemeade Blvd to Olivia Ln)	Center Median
Churchill Pkwy (Nicolle Blvd to Dead End)	East & West ROW and Center Median
Claiborne Pkwy (Westbank Expy to Whisky Bayou Canal)	Center Median
College Pkwy (Barataria Blvd to Bennington Dr)	Center Median
Commerce St (ROW between Briant St and Bellemeade Blvd)	ROW
Commercial Dr (Median North of Lapalco Blvd)	Center Median
Coubra Dr (5821, 5824, 5837 and 5861 Lots)	Lots
Cousins Blvd (Oakmere Dr to Woodmere Canal)	South ROW Along Canal
Cousins Blvd (Woodmere Canal to Woodmere Blvd)	North & South ROW and Center Median
Cousins Blvd (Oakmere Dr to Bayou des Families Canal)	North ROW Along Canal
Destrehan Ave (at Destrehan Extension)	Triangle Median
Destrehan Ave (at Leo Kerner Pkwy)	Center Median
Destrehan Extension (at Westbank Expressway)	Triangle Median
Devereaux Dr (Belle Grove Dr to Rienzi Dr)	North ROW
Dewberry Ct (at Glen Della Dr)	Center Median
Dolores Dr (Barataria Blvd to Yvonne Dr)	North & South ROW
Drake Ave (Westbank Expy to Angela Street)	Center Median

E. Ames Blvd (Oregon Dr to Cascade Dr)	West ROW
E. Kayla Ln (Cul-de-Sac)	Cul-de-Sac
E. Keri Ln (Cul-de-Sac)	Cul-de-Sac
E. Kori Ln (Cul-de-Sac)	Cul-de-Sac
E. Terran Ln (Cul-de-Sac)	Cul-de-Sac
E. Velvet Ln (Cul-de-Sac)	Cul-de-Sac
East Ave (at 1 <sup>st</sup> St Vacant Lot)	Northeast Corner Lot
Fay St (Cypress Lawn Dr to Kismet St)	East ROW
Field St (at Eiseman Ave)	South West Corner Lot
Fisk Ct (at Dead End)	Cul-de-Sac
Gambino Rd (Avondale Garden Rd to Glen Della Dr)	North ROW
Glen Della Dr (US 90 to Cathedral Dr)	Center Median
Gretna Blvd (Hebee Canal to West of York St)	Center Median
Gretna Blvd (West of York St to Gardere Canal)	North & South ROW
Harvey Blvd (Lake Borgne Dr to Bayou Barataria)	North & South ROW
Harvey Blvd (Barnes Ct to Bayou Barataria)	Center Median
Haydel Dr (at Ray St)	Lot
Hector Ave (Whitney Ave to Terry Pkwy)	North ROW
Hillcrest Dr (South of Barataria Blvd)	Center Median
Holmes Blvd (at Terry Pkwy)	Center Median Triangle
Holmes Blvd (Appletree Ln to Amapola Cir)	East ROW
Holmes Blvd (Stumpf Blvd to Oakwood Dr)	East ROW
Holmes Blvd (Behrman Hwy to Woodline)	70' ROW Lot
Hooter Rd (Cul-de-Sac)	Cul-de-Sac
Hooter Rd (at Rena Ct)	West Lot
Hope Haven Property (1130 Barataria Blvd)	**See Description Below
Industrial Blvd (Median North of Lapalco Blvd)	Center Median

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Karen Dr (5225 and 5232 Lots)	Lots
King Henry Ct (Westbank Expy to Dead End)	West ROW
LA 18 (at Hwy 90)	Center Median
Lafitte Pkwy (Barataria Blvd to Christine Dr)	Center Median
Lafitte Pkwy (Christiana Dr to Parc des Familles)	West ROW (Avg. 5' pass on each side of bike path)
Lafitte Pkwy (Pritchard Rd to Cascade Dr)	West ROW Fence Line
Lafitte Pkwy (North of Seagull Dr to Pelican Bay canal)	West ROW Fence Line
Lafitte Pkwy (at Crown Point Sign)	Center Median (+/- 100' in front of sign and +/- 100' behind sign)
Lafitte Pkwy (Southern Dead End)	Pirate Ship Sculpture Area
Lafitte St (at 1 <sup>st</sup> St Vacant Lots)	Northwest Corner (2) Lots
Lafitte St (at 2 <sup>nd</sup> St Vacant Lot)	Southeast Corner Lot
Lapalco Blvd (US 90 to East of Louisiana Ave)	Center Median
Lapalco Blvd (US 90 to East of Drake Ave)	North & South ROW
Lapalco Blvd (East of East Dr to Destrehan Ave)	Center Median
Lapalco Blvd (West of Vulcan St to Verret (Trapp) Canal)	Center Median
Lapalco Blvd (Weyerauch Canal to Belle Chasse Hwy)	Center Median
Laurel Oak Ln (Cul-de-Sac)	Cul-de-Sac Each End
LincolnshireDr (Lapalco Blvd to Carver Dr)	West ROW (wood line)
Linden Loop (Cul-de-Sac)	Cul-de-Sac
Live Oak Manor Dr (River Rd to Helis Dr)	Center Median
Lorene Dr (Phillip Dr to Lapalco Blvd)	ROW / Lot
Manhattan Blvd (Westbank Expy to Bayou Fatma Canal)	Center Median
Manhattan Blvd (8 <sup>th</sup> St ROW)	ROW / Lot
Manhattan Blvd (Bayou Fatma Canal to Bayou Barataria Canal)	East & West ROW and Center Median
Manhattan Blvd (at Magnolia Trace Dr)	West ROW (Between Businesses)
Margie Dr (Jacqueline Dr to Clara Dr)	West ROW

Medical Center Blvd (Westbank Expwy to 10 <sup>th</sup> St)	Center Median
Medical Center Blvd (at Wichers Dr)	North & South ROW
Mill Creek Ln (at Barataria Blvd)	Subdivision Entrance ROW
Mono Ct (Cul-de-Sac)	Cul-de-Sac
Monterey Ct South (2850 Monterey Ct South)	Lot
Mt Rushmore Dr (Barataria Blvd to Mt. Whitney Dr)	Center Median
N Oak Dr (Ames Blvd to 5944 N Oak Dr)	North ROW
N Rue Marcel (at Rue Saint Michael)	Cul-de-Sac
Nicolle Blvd (East of Pat Dr to Dead End)	Center Median
Oak Ave (Seven Oaks Blvd to River Rd)	Center Median
Oak Alley Blvd (Anchorage Dr to 7 Oaks Rd)	Center Median
Oak Forest Blvd (Barataria Blvd to Audubon Oaks Dr)	Center Median
Oakmere Dr (Cousins Blvd to Post Dr)	West ROW
Oakmere Dr (at Deerpark Dr)	Dead End ROW
Oakmere Dr (at S Oakmere Dr)	Island
Orchid Dr (at Camphor St)	Lot
Patriot St (Harvey Fire Dept to 1 <sup>st</sup> Ave)	North ROW
Patriot St (Ave F to Barataria)	South ROW
Pelican Bay Blvd (at Ames Blvd)	Center Median
Pelican Bay Blvd (at Lafitte Pkwy)	Center Median
Peter St (at Mystic Ave ROW)	South ROW
Peter St (Mystic Ave to Dead End)	North ROW
Peters Rd (Gold St to 8 <sup>th</sup> St)	East ROW
Phillip Drive (Lapalco Blvd to Titanic St)	Center Median
Pritchard Rd (Barataria Blvd to Hillcrest Dr)	Center Median
Pritchard Rd (at Kenta Canal)	North & South ROW
Promenade Blvd (Barataria Blvd to Lapalco Blvd)	Center Median
Ramon Via (Cul-de-Sac)	Cul-de-Sac

Rickey St (at Louise Ct Dead End)	East ROW
Rockfish Rd (Woodstream Dr to Cross Creek Dr)	South ROW
Rue Louis Phillippe (Ames Blvd to Caddy Dr)	Center Median
Rue Voltaire ROW (at Sauvage Ave)	Lot
S Jamie Blvd (US 90 to Andre Dung Lac Dr)	Center Median
S Rue Marcel (at Ave Monte Marte)	Cul-de-Sac
Seagull Dr (at Lafitte Pkwy)	Center Median
Seagull Dr (near Bay View Dr)	Island
Seagull Dr (at Ames Blvd)	Center Median
Seashore Dr (Cul-de-Sac)	Cul-de-Sac
Seven Oaks Blvd (at Huey P Long Bridge)	*See Description Below
Segnette Blvd (US 90 to Lapalco Blvd.)	Center Median
Segnette Blvd (US 90 to Lapalco Blvd.)	East & West ROW
Sheree Lyn Ct (Ginette St to Cul-de-Sac)	East ROW
Short St (at Emile Ave to Westwego Line +/- 150')	North ROW
Silverbell Pl (Cul-de-Sac)	Cul-de-Sac
Son K Dr (Barataria Blvd to Dead End)	South ROW Behind Houses
Staten St (ROW Between Central Blvd and 11 <sup>th</sup> St)	ROW / Lot
Steeple Chase (ay Hwy 90)	Median and N & S ROW
Stumpf Blvd (Whitney Ave to Robert St)	Center Median
Sunrise Dr (near Christiana Dr)	North Side Lot
Sweet Bay Ln (Cul-de-Sac)	Cul-de-Sac
Sweet Pea Ln (River Rd to Petunia Ct)	Center Median
Tiffany Ct (Cul-de-Sac)	Cul-de-Sac
Timberlane Dr (Commerce St to Lapalco Blvd)	East ROW
Terry Pkwy (Westbank Expy to Belle Chasse Hwy)	Center Median
Tusa Dr (at Kenta Canal)	North & South ROW
Villemar Pl (Cul-de-Sac)	Cul-de-Sac

W. 9 Mile Point Rd (at Hwy 90)	Center Median
W. Kayla Ln (Cul-de-Sac)	Cul-de-Sac
W. Keri Ln (Cul-de-Sac)	Cul-de-Sac
W. Kori Ln (Cul-de-Sac)	Cul-de-Sac
W. Terran Ln (Cul-de-Sac)	Cul-de-Sac
W. Velvet Ln (Cul-de-Sac)	Cul-de-Sac
Wall Blvd (Belle Chasse Hwy to Harvey Blvd)	Center Median
Wakefield Dr (1636 Lot)	Lot
Wayne Ave (Westbank Expy to Robert Davison Dr)	Center Median
Westminister Blvd (Lapalco Blvd to Bartlett Dr)	Center Median
Westside Dr (between 2845 and 2847) (Katherine Dr ROW)	Lot
Westwood Dr (Westbank Expy to South of Lapalco Blvd)	Center Median
Westwood Dr (South of Lapalco to Grand Cross Canal #1)	East ROW
Whippletree Dr (at Deerglen Dr)	Island
Whitney Ave (Westbank Expy to Gaudin St)	Center Median
Whitney Ave (Belle Chasse Hwy to Westbank Expy)	Center Median
Whitney Ave (Kennedy Dr to South of Carol Sue Ave)	Center Median
Whitney Ave (Stumpf Blvd to Carol Sue Ave)	West ROW
Woodmere Blvd (South of Lapalco Blvd)	Center Median
Wright Ave (+/- 160 Wright Ave)	Lot (Building)
Wright Ave (Stumpf Blvd to Farmington Pl)	Center Median
York St (Gretna Blvd to Dead End)	West ROW
York Ave (Lapalco Blvd to Manhattan Blvd)	ROW / Lot
Yvonne Dr (Corinne Dr to Erin Dr)	East ROW
Yvonne Dr (Dolores Dr to Russell Dr)	West ROW

NOTES: Unless specified, this contract does not include any right-of-way maintenance along the front and/or side yard(s) of any business and/or residence. Any area where the location is specified as 'lot' will include maintenance of all adjacent right-of-way frontage.

Some of the above listed right-of-way areas may include drainage ditches. These ditches shall be cut at the same frequency as the adjacent flat areas. Smooth cut ditches may be cut with a slope mower or mechanical string trimmers.

**\*Seven Oaks Blvd at Huey P Long Bridge:**

The Contractor shall maintain the center medians of Seven Oaks Blvd and Bridge City Ave under, and on the east and west sides of the Huey P Long bridge. In addition, the Contractor shall maintain under the Huey P Long bridge roughly 500' to the north and south of the Seven Oaks Blvd and Huey P Long bridge intersection.

This area of work shall also require that the Contractor maintain the outer right-of-way of all four (4) corners of this location. These areas include the turn lanes and ramp entrances/exits for the bridge. Work shall occur up to the fence lines where applicable (3 corners), and the drainage canal on the SW corner.

**\*\*Hope Haven Property (1130 Barataria Blvd):**

The property boundaries for the Hope Haven Property shall be the Shaw High School fence line on the west side, the Shaw High School driveway on the north side, Barataria Blvd on the east side and Wichers Dr (extended to the Shaw High School fence line) on the south side. Within this boundary, the land around the southernmost building (approximately 1 acre) shall be cut by others and is not included in this contract.

**Attachment B - Westbank State Smooth Cut**

<b>VICINTY</b>	<b>LOCATION</b>
Barataria Blvd (Alice St to Estelle School)	Center Median
Barataria Blvd (Warwick Dr to August Ave)	West ROW (Include Canal Tip at August Ave)
Barataria Blvd (14 <sup>th</sup> St to Patriot St)	East ROW
Barataria Blvd (at Patriot St)	East Side Lot
Barataria Blvd (at 1648 Barataria Blvd)	West ROW
Barataria Blvd (Oak Ridge Plaza Commercial Property to Alexis Dr)	East ROW Along Wall
Barataria Blvd (Dueling Oaks Ave to Eden Roc Dr)	West ROW
Barataria Blvd (Bourgeois Ln to Leo Kerner Pkwy)	East ROW (+/- 12' from curb and intersections)
Barataria Blvd (Mt Rushmore Dr to College Pkwy)	West ROW
Barataria Blvd (Hillcrest Dr to 3301 Barataria Blvd)	East ROW
Belle Chasse Hwy (Whitney Ave to Bayou Barataria Outfall Canal)	Center Median & North ROW
Belle Chasse Hwy (Timberlane Blvd to Bellemeade Blvd)	South ROW

NOTES: Unless specified, this contract does not include any right-of-way maintenance along the front and/or side yard(s) of any business and/or residence. Any area where the location is specified as 'lot' will include maintenance of all adjacent right-of-way frontage.

Some of the above listed right-of-way areas may include drainage ditches. These ditches shall be cut at the same frequency as the adjacent flat areas. Smooth cut ditches may be cut with a slope mower or mechanical string trimmers.

The total length of roadway to be maintained for Westbank State Smooth Cut is approximately 6.2 miles.



**Attachment C - Westbank Flat Rough (18 cuts per year)**

<b>VICINTY</b>	<b>LOCATION</b>
9 Mile Point Rd (Seven Oaks Blvd to US 90)	East & West ROW
August Ave (Ames Blvd to Martin St)	South Servitude Behind Houses on August Ave
Central Ave (State Ave ROW between Central Ave to the canal)	50' ROW Along Hotel
Central Ave (Staten St ROW between Central Ave to 11 <sup>th</sup> St)	50' ROW Along Hotel
Dandelion DR (Water Oaks Dr to Iris Ln)	North & South ROW
Dimarco Dr (Cul-de-Sac Lots)	Lots – Address: 1129, 1132, 1133 and 1136
Destrehan Ave (Lapalco Blvd to Keith Way Dr)	East ROW
Destrehan Ave (Leo Kerner Pkwy to Keith Way Dr)	North & South ROW
Gladstone Dr (at Connaught Dr Dead End)	West ROW
Lapalco Blvd (650 Lapalco Blvd)	Lot
Live Oak Blvd (S Kenner Ave to US 90)	North & South ROW
Manhattan Blvd (+/- 200' Wide Lot that Begins +/- 200' South of Lac La Belle Dr)	Lot
Nicolle Blvd (Pat Dr to Lapalco Blvd)	North & South ROW
Rivet Blvd (River Rd to Live Oak Blvd)	East & West ROW
Saddler Rd (Academy of Our Lady Parking Lot Toward Westbank Expwy +/- 100')	Lot
Staten St ROW (11 <sup>th</sup> St to Central Blvd)	50' Wide ROW
Tanglewood Dr (Lapalco Blvd to Sycamore Dr)	East ROW
W 9 Mile Point Rd (LA 18 to 9 Mile Point Rd)	North & South ROW
Water Oaks Dr (Live Oak Blvd to Dead End)	East & West ROW

**Attachment D - Westbank Roadside Ditch and Slope Mowing (15 cuts per year)**

<b>VICINTY</b>	<b>LOCATION</b>
1 <sup>st</sup> Ave (Patriot St to Westbank Expwy)	East & West ROW
2 <sup>nd</sup> St (Jean Lafitte Blvd to Dead End)	North & South ROW
4 <sup>th</sup> St (Jean Lafitte Blvd to Fisher St)	North & South ROW
7 <sup>th</sup> Ave (Trojan Blvd) (Ames Blvd to Dead End)	North & South ROW
7 <sup>th</sup> St (Manhattan Blvd to Dead End)	North & South ROW
7 <sup>th</sup> St (New Orleans Ave to Queen Ditch Canal)	North & South ROW
9 Mile Point Rd (Seven Oaks Blvd to Westbank Expwy)	East & West ROW
9 <sup>th</sup> St (York Ave to Dead End)	North & South ROW
11 <sup>th</sup> St (Queens Blvd to Manhattan Blvd)	North & South ROW
A.F. Pizani St (Privateer Blvd to Dead End)	North & South ROW
Alice St (Barataria Blvd to Dead End)	North ROW
Ames Blvd (Bayou Cook Dr to Dead End)	East ROW
Ames Blvd (Carrie Ln to Kilgore Pl)	East ROW
Andrea Dr (East) (Privateer Blvd to Dead)	North ROW
Anna St (LA 45 to first 415')	North & South ROW
Arlington Ave (11 <sup>th</sup> Street to Dead End)	East & West ROW
Basse Dr (Privateer Blvd to Dead End)	North & South ROW
Bayou Rd (Peters Rd to Dead End)	North & South ROW
Betty St (Ditch Behind Houses on Rodney St)	West Side of Betty St
Betty Mae St (Central St to Dead End)	East & West ROW
Beulah St (LA 45 to first 365')	North & South ROW
Breaux Ave (Peters Rd to Queens Blvd)	North & South ROW
Broadway Ave (10 <sup>th</sup> St to 11 <sup>th</sup> St)	East & West ROW
Broadway Ave (7 <sup>th</sup> St to Dead End)	East & West ROW
Brooklyn Ave (North of 11 <sup>th</sup> St to Dead End)	East & West ROW
Bundy St (3588 LA 45 to first 160') (Google maps shown as Madere Pl)	North ROW

Carmelite St (Hwy 301 to Dead End)	North & South ROW
Carolyn Dr (River Rd to Dead End)	North & South ROW
Central St (LA 45 to Betty Mae St)	North & South ROW
Charles St (LA45 to Dead End)	North & South ROW
Commerce St (Briant St to Dead End)	North ROW
Crown Point Rd (Barataria Blvd to Dead End)	North & South ROW
Defourneau Ln (George St to Gambino Rd)	East & West ROW
Destrehan Ave (4 <sup>th</sup> St to Lapalco Blvd)	East & West ROW
Destrehan Ave (Lapalco Blvd to Lapalco Off-Ramp)	North & South ROW
Destrehan Ave (Lapalco Blvd to Destrehan Ave)	West ROW (Along Shopping Center)
E Ames Blvd (Oregon Dr to Cascade Dr)	West ROW
Edison Ave (11 <sup>th</sup> St to Dead End Both Sides of 11 <sup>th</sup> St)	East & West ROW
Everard St (Sharpe Rd to Lucille St)	North & South ROW
Fisher St (Orange Ave to 2 <sup>nd</sup> St)	East & West ROW
Flower St (Ivy St to Market St)	West ROW
Foundry Rd (Latigue Rd to Modern Farms Rd)	East & West ROW
Gretna Blvd (Manhattan Blvd to Redwood Dr)	North & South ROW
Harvey Blvd (Veret Canl to Whisper Ln)	North ROW
Harvey Blvd (Manhattan Blvd to Murphy Canal)	North & South ROW
Isidore St (Caroline St to Dead End)	East & West ROW
Jean Lafitte Blvd (2 <sup>nd</sup> St to Kenal Rd)	East & West ROW
Jefferson Ave (11 <sup>th</sup> St to Dead End Both Sides of 11 <sup>th</sup> St)	East & West ROW
Jenic Ln (Privateer Rd to Dead End)	North & South ROW
Jessie St (River Rd to Dead End)	West ROW
Joyce St (14 <sup>th</sup> St to Dead End)	East & West ROW
Julia St (Pitre Dr to Crown Point Rd)	North & South ROW
Kenal Rd (LA 45 to Dead End)	North & South ROW

BID # 50-00147880 – SPECIFICATIONS

Lafayette Ave (11 <sup>th</sup> St to Dead End Both Sides of 11 <sup>th</sup> St)	East & West ROW
Lapalco Blvd (Bayou Segnette to East Dr)	North & South ROW
Lapalco Blvd (Bayou Segnette to East Dr)	South ROW Flat to Wood Line
Lapalco Blvd Ramp (Peters Rd to Lapalco Blvd)	North & South ROW
Latigue Rd (River Rd to Foundry Rd)	North & South ROW
Lisa St (Orange Ave to Dead End)	East & West ROW
Live Oak Blvd (S Kenner Ave to US 90)	North & South ROW
MacArthus Ave (Patriot St to Westbank Expwy)	East & West ROW
Main Rd (LA 45 to Dead End)	North & South ROW
Maise St (LA 45 to Perrin St)	North & South ROW
Manhattan Blvd (Southern Oaks Dr to Dead End)	West ROW
Marcel St (Privateer Blvd to Dead End)	North & South ROW
Marie Ct (LA 45 to Dead End)	North & South ROW
Mathis Ave (7 <sup>th</sup> St to Dead End)	East & West ROW
Mathis Ave (11 <sup>th</sup> St to Dead End)	East & West ROW
McMurty St (LA 301 to Dead End)	North & South ROW
Modern Farms Rd (River Road to Dead End)	North & South ROW
Nel Ct (Open Ditches on West Side)	East & West ROW
New Orleans Ave (11 <sup>th</sup> St to Dead End Both Sides of 11 <sup>th</sup> St)	East & West ROW
Nicolle Blvd (Pat Dr to Lapalco Blvd)	North & South ROW
Nunez St (LA 45 to Dead End)	North & South ROW
Oak St (Westbank Expwy to 9 <sup>th</sup> St)	East & West ROW
Oak St (9 <sup>th</sup> St to Mayronne Canal)	East ROW
Oak Row (Sharpe Rd to Orleans Way)	East & West ROW
Old Kerner Rd (2 <sup>nd</sup> St to Canal Gate)	East ROW
Orange Ave (LA 45 to Dead End)	North & South ROW
Orleans Way (Sharpe Rd to Dead End Both Sides of Sharpe Rd)	North & South ROW
Perrin St (2 <sup>nd</sup> St to Orange Ave)	East & West ROW
Pitre Dr (LA 45 to Dead End)	North & South ROW

BID # 50-00147880 – SPECIFICATIONS

Randy St (Central St to Dead End)	East & West ROW
Rivet Blvd (River Rd to Live Oak Blvd)	East & West ROW
Rochelle St (7 <sup>th</sup> St to Dead End)	East & West ROW
Ronquille St (LA 45 to Dead End)	North & South ROW
Rosethorne Playground Ditch (Lafitte)	North Side of Jean Lafitte Blvd Between Parking Lot and Drainage Pump Station
S. Kenner Ave (River Road to Live Oak Blvd)	East & West ROW
Shady Park Dr (Barataria Blvd to Dead End)	North & South ROW
Shady Park Dr (Barataria Blvd to Dead End)	South ROW
Sharpe Rd (Barataria Blvd to Dead End)	North & South ROW
State Ave (9 <sup>th</sup> St to 11 <sup>th</sup> St)	East & West ROW
Velva Ave (11 <sup>th</sup> St to Dead End Both Sides of 11 <sup>th</sup> St)	East & West ROW
Victoria Ave (11 <sup>th</sup> St to Dead End)	East & West ROW
Victoria Ave (7 <sup>th</sup> St to Dead End)	East & West ROW
Victoria St (East) (Privateer Rd to Dead End)	South ROW
Vincent Ln (River Rd to Dead End)	South ROW
Washington Ave (11 <sup>th</sup> St to Dead End Both Sides of 11 <sup>th</sup> St)	East & West ROW
Willswood Ln (River Rd to Live Oak Blvd)	East & West ROW
W 9 Mile Point Rd (9 Mile Point Rd to US 90)	North & South ROW
York Ave (9 <sup>th</sup> St to Dead End)	East & West ROW



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 5825 Florida Blvd, Suite 3003, Baton Rouge, LA 70806, (225) 925-3796, FAX (225) 925-3760

**COMMERCIAL PESTICIDE APPLICATOR RECORD KEEPING FORM**

OWNER / OPERATOR (FIRM): \_\_\_\_\_ LICENSE NUMBER: \_\_\_\_\_ CERTIFIED APPLICATOR: \_\_\_\_\_

ADDRESS: \_\_\_\_\_ LDAF CARD NUMBER: \_\_\_\_\_

CUSTOMER		PESTICIDE APPLIED									APPLICATOR	
NAME	ADDRESS	BRAND NAME OF PRODUCT	EPA REG. NUMBER	RUP <sup>1</sup>	DATE OF APP.	CROP OR TYPE OF APP.	LOCATION OF APP. <sup>2</sup>	SIZE OF AREA TREATED <sup>3</sup>	RATE OF APP.	TOTAL AMT. APPLIED <sup>4</sup>	NAME	LDAF CARD NUMBER (IF APPLIC.)

1. Check if Pesticide is a Restricted Use Pesticide.
2. Field number or other reference as to the location of the application.
3. Acres, square feet, minutes of spraying, etc.
4. Refers to total amount of pesticide product (concentrate) used.



# JEFFERSON PARISH

## PURCHASING DEPARTMENT

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR



May 2025

### **Changes to Jefferson Parish Bidding Information**

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

➤ **Additional Requirements for Bid Instructions:**

The Additional Requirements for Bid Instructions have been revised. The numbers correlating with the instructions may not be the same number as past bids. **Please read ALL instructions and bid documents carefully and thoroughly prior to bid submission.**

➤ **Affidavits:**

There is a new affidavit for all bids named "Generic Bid Affidavit". The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid. **The "Generic Bid Affidavit" must be submitted with ALL bid submissions.**

➤ **Insurance Requirements:**

**Within ten (10) days of bid opening, the apparent low bidder will be required to provide FINAL insurance certificates evidencing the insurance coverages of the subject bid (please refer to each individual bid specifications requirements) to Jefferson 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 insured on the Commercial General Liability and the Comprehensive Automobile Liability policies to protect against negligence by the contractor, as provided by contract.**

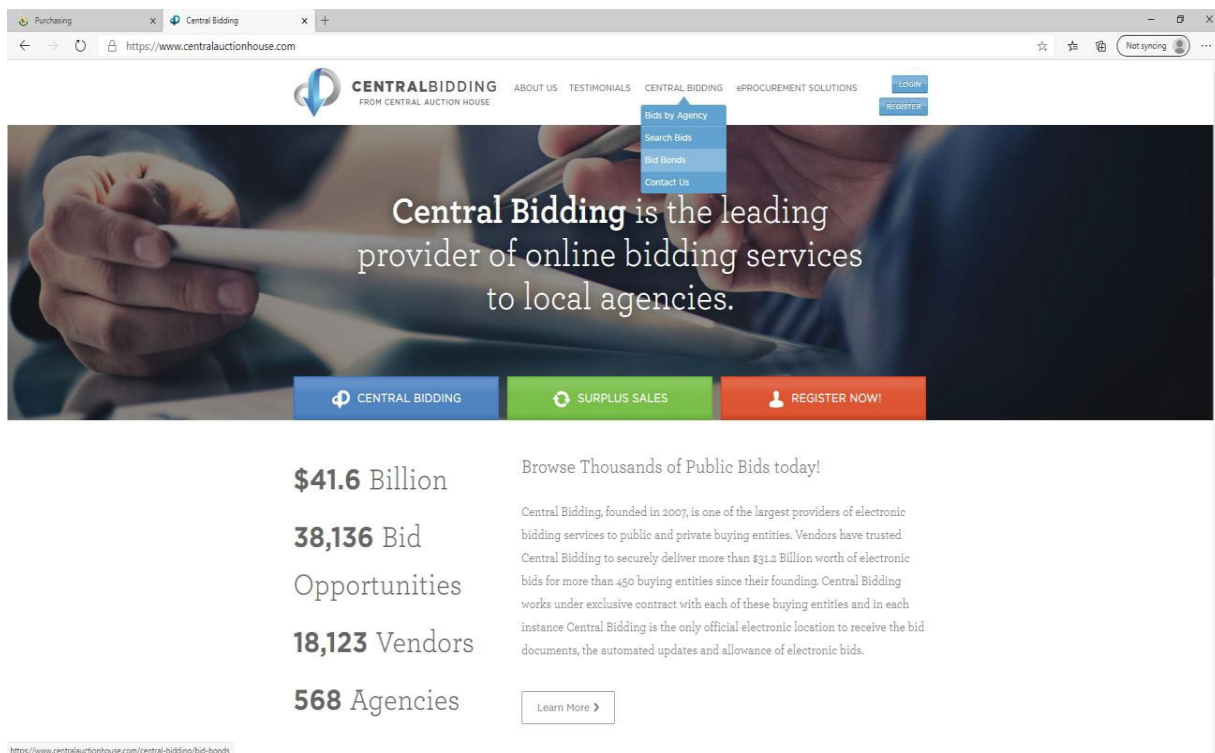
**Failure to provide your certificate of insurance within the ten (10) days of bid opening shall result in the Parish rejecting your bid as non-responsive and moving on to the next apparent lowest bidder.**

You may still opt to send in your insurance certificates with your bid submission, however, if the provided certificates are not in FINAL form, if you are the apparent low bidder, then you will still be required to send in a FINAL certificate within 10 days of bid opening.

# 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. The browser address bar displays <https://www.centralauctionhouse.com>. The website header includes the Central Bidding logo and navigation links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, and #PROCUREMENT SOLUTIONS. A dropdown menu is open under the CENTRAL BIDDING link, showing options: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. The main banner features the text: "Central Bidding is the leading provider of online bidding services to local agencies." Below the banner are three buttons: CENTRAL BIDDING, SURPLUS SALES, and REGISTER NOW!. The page content includes statistics: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. A text block states: "Browse Thousands of Public Bids today!" and "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." A "Learn More" button is located below the text block. The footer shows the URL: <https://www.centralauctionhouse.com/central-bidding/bid-bonds>.

**\$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>



## **Evidence of Authority Instructions**

**Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.**

**The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to ensure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>.**

*Instruction sheet may be omitted when submitting.*

## **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**

# **Generic Bid Affidavit Instructions**

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

## **The Affidavit MUST comply with the following requirements to be accepted.**

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

## **Affidavits with the following WILL NOT be accepted.**

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

*Instruction sheet may be omitted when submitting the affidavit.*

**Generic Bid**

**AFFIDAVIT**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared:

\_\_\_\_\_ (Affiant) who after being duly sworn by me, deposed and  
said that he/she is the fully authorized \_\_\_\_\_ of  
\_\_\_\_\_ (Entity), who submitted a bid 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. 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.

Affiant further said:

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 of Jefferson 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

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.

Affiant further said:

Affiant personally has not been convicted of, nor has he/she entered into a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. No individual partner, incorporator, director, manager, officer, organizer, or member, who has a minimum of a ten percent ownership in the Bidding Entity, has been convicted of or has entered a plea of guilty or nolo contendere to any of the crimes or equivalent federal crimes listed below. A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall permanently bar any person or the bidding entity from bidding on public projects:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

A conviction of or plea of guilty or nolo contendere to the following state crimes or equivalent federal crimes shall bar any person or the bidding entity from bidding on public projects for a period of five years from the date of conviction or from the date of the entrance of the plea of guilty or nolo contendere:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) False accounting (R.S. 14:70)
- (d) Issuing worthless checks (R.S. 14:71)
- (e) Bank fraud (R.S. 14:71.1)
- (f) Forgery (R.S. 14:72)
- (g) Contractors; misapplication of payments prohibited (R.S. 14:202)
- (h) Malfeasance in office (R.S. 14:134)

The five-year prohibition provided for in this section shall apply only if the crime was committed during the solicitation or execution of a contract or bid awarded pursuant to these provisions. If evidence is submitted substantiating that a false attestation has been made and the project must be readvertised or the contract canceled, the awarded entity

making the false attestation shall be responsible to the public entity for the costs of rebidding, additional costs due to increased costs of bids and any and all delay costs due to the rebid or cancellation of this project.

Affiant further said:

- (1) Entity is registered and participates in a status verification system to verify that all employees in the State of Louisiana are legal citizens of the United States or are legal aliens.
- (2) Entity shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the State of Louisiana.
- (3) Entity shall require all subcontractors to submit to the Entity a sworn affidavit verifying compliance with statements (1) and (2) above.

\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME,  
NOTARY PUBLIC ON THE \_\_\_\_\_ DAY  
OF \_\_\_\_\_, 20\_\_\_\_\_.

\_\_\_\_\_  
Notary Public

\_\_\_\_\_  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires \_\_\_\_\_.

## **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.

---

**Within ten (10) days of bid opening, the apparent 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 insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder.** 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 overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

Waiver of Subrogation endorsement in favor of **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.**

**Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then bidders must request a**

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) days of the bid opening. A scanned copy may be submitted initially; 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**

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others endorsement 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**

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement 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 within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; 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. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies 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.

**INVITATION TO BID  
THIS IS NOT AN ORDER**

Page: 1

DATE: 6/25/2025

BID NO: 50-00147880

**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, 8/7/2025 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 their bid via Jefferson Parish's electronic procurement page. 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 FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and in the terms and conditions of Resolution No. 136353 and/or Resolution No. 141125, all of which are made part of this bid proposal and ensuing contract by 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 ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for construction projects (141125) and the General Conditions for the purchase of materials, services and/or supplies (136353) are those adopted by the Jefferson Parish Council by Resolution No. 136353 and Resolution No. 141125, respectively. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. A copy of each 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 of each by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. 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.
- D. 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.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to Public Works projects.
- F. 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 on the bid form with bid submission. Supporting documentation may be required upon request.

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

DATE: 6/25/2025

BID NO: 50-00147880

- G. 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 must 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. 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.
- H. 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.
- I. 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.
- J. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. 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. 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.
- L. 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.
  - a. 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 day increments.
  - b. 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.)
  - c. 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"
- M. 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.
- N. 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 any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.
  - a. 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.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. 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 no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
  - a. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

- P. **ANTI- DISCRIMINATION:** 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).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** 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.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

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.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS****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](http://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>.

**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.

**1, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14**

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST. GRETN, LA 70053,  
ROOM 3507 @ 9AM  
ON 7/14/2025

1. MANDATORY PRE-BID - 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 LA.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. NON-MANDATORY PRE-BID - 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. JP LICENSE - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of 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/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. LSCB LICENSE - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such 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. SITE VISIT - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. JOB SITE CLEANLINESS - 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. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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. **INSURANCE** - 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. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. **BID BOND** - 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. 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. **AS-NEEDED WORK** - This is a requirements-based 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** - 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. **AFFIDAVIT** - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 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 GENERIC BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **FEDERAL FUNDING** - 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. **TAX EXEMPT** - 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.
17. **TECH AFFIDAVIT** - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 6/25/2025

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BID NO: 50-00147880

**BID FORM**  
Non Public Works

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

All prices must be held firm throughout the entirety of the contract. However, bidders may request that an escalation provision be added to their contract by selecting "yes" below. The escalation provision in the contract will state that only one escalation will be allowed during the term of the contract, and the escalation shall take effect only after the initial 12 month period of the contract. A vendor with an escalation provision in their contract must submit a request in writing to activate the provision, but should not do so any sooner than the first day of the 13th month of their contract. The escalation percentage shall be limited to the most recently published CPI figure issued at the time an adjustment is requested by bidder based on the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO \_\_\_\_\_

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: (     ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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.: 50-00147880

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Labor, Materials, and Equipment Needed to Provide Three (3) Year Contract for Grass Cutting and Mulching for the Jefferson Parish Department of Parkways		
1	78.00	CYCL	0010 Westbank Parish Smooth Cut Attachment A	\$ _____	\$ _____
2	78.00	CYCL	0020 Westbank State Smooth Cut Attachment B	\$ _____	\$ _____
3	54.00	CYCL	0030 Westbank Rough Cut Attachment C	\$ _____	\$ _____
4	45.00	CYCL	0040 Westbank Roadside and Ditch Cut Attachment D	\$ _____	\$ _____
5	650.00	AC	0050 Additional Smooth Cut	\$ _____	\$ _____
6	200.00	AC	0060 Additional Rough Cut	\$ _____	\$ _____
7	70.00	AC	0070 Additional Roadside and Ditch Cut	\$ _____	\$ _____
8	50.00	BALE	0080 Incidental Pine Straw Mulch Placement	\$ _____	\$ _____
9	1.00	EA	0090 Director Incidental Up to \$10,000 ***** (This is a non-biddable item)*****	\$ XXXXXXXXX	\$ XXXXXXXXX