



**Bid Number 50-00148272**

**Two(2) Year Contract for the Supply and Installation of Holiday Themed Lights and Decorations on an as Needed Basis for the Jefferson Parish Department of Parkways**

**BID DUE: September 25, 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: Sean Dumas  
Email: [Sean.Dumas@jeffparish.gov](mailto:Sean.Dumas@jeffparish.gov)  
Phone: 504-364-2808**

**AS-NEEDED RENTAL HOLIDAY DECORATIONS**  
**FOR THE JEFFERSON PARISH**  
**DEPARTMENT OF PUBLIC WORKS-PARKWAYS DEPARTMENT**

**SCOPE OF WORK**

The Jefferson Parish Department of Public Works – Parkway Department (Parkways) is soliciting qualified Contractors for a two (2) year contract for as-needed turnkey rental holiday lights and decorations. The scope of work shall include as-needed supply and temporary installation for various holiday themed lights and decorations throughout unincorporated Jefferson Parish. This shall include turnkey maintenance of the designated areas to include all specified aspects of landscape maintenance. All pricing shall include the necessary equipment, incidentals, licenses, insurance, labor, fuel and transportation to perform the work. 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".

**NON-MANDATORY PRE-BID CONFERENCE**

**All prospective bidders are invited to attend the non-mandatory pre-bid conference which will be held at 9:00 a.m. on September 4, 2025 in the Jefferson Parish Purchasing Department located at General Government Building 200 Derbigny St. Suite 4400 Gretna, La. 70053.**

**LICENSING**

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

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

**PERIOD OF AGREEMENT**

The term of the contract shall be for two (2) years.

**INVOICING**

Bid pricing shall be provided as unit costs for rental on a monthly basis. As-needed, the Contractor shall be required to provide proposals for various installations utilizing the contracted bid pricing. Once each proposal is approved, a Purchase Order shall be issued for each location requiring rental decorations. Once work is installed and verified to be operational, the Contractor may submit and invoice in the amount of each Purchase Order. There is no guaranteed quantity of work for this contract. All bid items shall include all associated costs related to the item such as labor, materials, equipment, fuel, insurance and related incidentals.

**LINE ITEMS**

This contract shall be for as-needed holiday decoration rentals. Unit pricing for this turnkey contract shall include the installation, rental items, incidentals and removal of various holiday themed decorations. Each unit price shall be per item, per month of rental. When requested by Jefferson Parish, the minimum rental period for each item shall be two months. The contractor shall be provided with a minimum of four (4) weeks' notice prior to the decorations being installed. Once decorations are installed, and approved by Jefferson Parish, the monthly rental term will begin.

Line items may encompass multiple themed options. For example, a 7' pole decoration may include various themes such as a tree, candy cane or snowflake. The Contractor will be responsible for providing color images of all available items for Jefferson Parish to select from when completing a Purchase Order.

String light rentals shall be priced per stand of lights. In most situations, multiple strands of lights will be connected to illuminate an object such as a tree or sign. Prior to the issuance of a Purchase Order, the Contractor and Jefferson Parish shall determine the number of string lights required for an agreed upon quantity.

Description of biddable line items are listed below:

**5-MILLIMETER LED STRING LIGHTS**

Provide and temporarily install 5-millimeter LED string lights. 5-millimeter string lights shall have a minimum of seventy (70) lights per string with an approximate spacing of 4" between bulbs. Total length of the string shall be approximately 23'. Wire shall be a minimum of 22 AWG and shall be green in color. Bid pricing shall include various colors of bulbs. Specific color(s) and location(s) shall be specified at the time of issuing any Purchase Orders. The Contractor shall determine all labor, equipment, tools, traffic control and incidentals required to provide and install 5-millimeter LED string lights.

**C9 LED STRING LIGHTS**

Provide and temporarily install C9 LED string lights. C9 string lights shall have a minimum of twenty-five (25) lights per string with an approximate spacing of 8" between bulbs. Total length of the string shall be approximately 16'. Wire shall be a minimum of 20 AWG and shall be green in color. Bid pricing shall include various colors of bulbs. Specific color(s) and location(s) shall be specified at the time of issuing any Purchase Orders. The Contractor shall determine all labor, equipment, tools, traffic control and incidentals required to provide and install C9 LED string lights.

**T5 SMOOTH STRING LIGHTS**

Provide and temporarily install T5 smooth string lights. T5 smooth string lights shall have a minimum of seventy (70) lights per string with an approximate spacing of 4" between bulbs. Total length of the string shall be approximately 23'. Wire shall be a minimum of 22 AWG and shall be green in color. Bid pricing shall include various colors of bulbs. Specific color(s) and location(s) shall be specified at the time of issuing any Purchase Orders. The Contractor shall determine all labor, equipment, tools, traffic control and incidentals required to provide and install T5 smooth string lights.

**LED ICICLE STRING LIGHTS**

Provide and temporarily install LED icicle string lights. LED icicle string lights shall have a minimum of seventy (70) lights per string. Each string shall a drop sequence of 18", 15" and 9" with a total of 15 drops. Total length of the string shall be approximately 8'. Wire shall be a minimum of 22 AWG and shall be white in color. Bid pricing shall include various colors of bulbs. Specific color(s) and location(s) shall be specified at the time of issuing any Purchase Orders. The Contractor shall determine all labor, equipment, tools, traffic control and incidentals required to provide and install LED icicle string lights.

**LED GARLAND LIGHTS**

Provide and temporarily install garland with LED string lights. Each length of garland with LED string lights shall have a minimum length of 12' with a minimum diameter of 6". Each length of garland with LED string lights shall have a minimum of seventy (70) lights per string. Each string shall a drop sequence of 18", 15" and 9" with a total of 15 drops. Total length of the string shall be approximately 8'. Wire shall be a minimum of 22 AWG and shall be white in color. Bid pricing shall include various colors of bulbs. Specific color(s) and location(s) shall be specified at the time of issuing any Purchase Orders. The Contractor shall determine all labor, equipment, tools, traffic control and incidentals required to provide and install LED icicle string lights.

**RGBW LED STRING LIGHTS**

Provide and temporarily install RGBW (red, green, blue & warm white) LED string lights. RGBW string lights shall have a minimum of one hundred (100) lights per string with an approximate spacing of 4"

between bulbs. Total length of the string shall be approximately 33'. Wire shall be a minimum of 22 AWG and shall be green in color. Bid pricing shall include all necessary controllers, applications and programming required for proper operation of the RGBW lighting system. The Contractor shall determine all labor, equipment, tools traffic control and incidentals required to provide and install RGBW LED string lights.

#### **5' LED LIGHTED POLE MOUNTED DECORATIONS**

Provide and temporarily install 5' LED lighted pole mounted decorations. Decorations shall have a minimum height of 5'. Pole decorations shall be fabricated of a steel frame to depict various holiday themes such as snowflakes, ornaments, snowmen and the like. Refer to the bid form for individual decoration themes. The steel frames shall be outlined in colored LED lights. Approved snowflake themed decorations may be illuminated in white light. Pole decorations shall be temporarily mounted to existing wooden utility poles. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. Pole decorations shall not exceed 40 lbs in weight. Pole decorations shall be installed at a minimum height of 14' above the adjacent roadway.

#### **7' LED LIGHTED POLE MOUNTED DECORATIONS**

Provide and temporarily install 7' LED lighted pole mounted decorations. Decorations shall have a minimum height of 7'. Pole decorations shall be fabricated of a steel frame to depict various holiday themes such as snowflakes, ornaments, snowmen and the like. Refer to the bid form for individual decoration themes. The steel frames shall be outlined in colored LED lights. Approved snowflake themed decorations may be illuminated in white light. Pole decorations shall be temporarily mounted to existing wooden utility poles. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. Pole decorations shall not exceed 50 lbs in weight. Pole decorations shall be installed at a minimum height of 14' above the adjacent roadway.

#### **5' LED LIGHTED GROUND MOUNTED DECORATIONS**

Provide and temporarily install 5' LED lighted ground mounted decorations. Decorations shall have a minimum height of 5'. Decorations shall be fabricated of fiberglass or a steel frame to depict various holiday themes such as snowflakes, ornaments, snowmen and the like. Refer to the bid form for individual decoration themes. The decorations shall include colored LED lights. If approved by Jefferson Parish, some themed decorations may be illuminated in white light. Decorations shall be temporarily mounted to the existing grade as determined by the Contractor. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. The Contractor shall supply and install any extension cords required for a proper installation.

#### **7' LED LIGHTED GROUND MOUNTED DECORATIONS**

Provide and temporarily install 7' LED lighted ground mounted decorations. Decorations shall have a minimum height of 7'. Decorations shall be fabricated of fiberglass or a steel frame to depict various holiday themes such as snowflakes, ornaments, snowmen and the like. Refer to the bid form for individual decoration themes. The decorations shall include colored LED lights. If approved by Jefferson Parish, some themed decorations may be illuminated in white light. Decorations shall be temporarily mounted to the existing grade as determined by the Contractor. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. The Contractor shall supply and install any extension cords required for a proper installation.

#### **3' LED LIGHTED TREE ORNAMENTS**

Provide and temporarily install 3' LED lighted tree ornaments. Ornaments shall be a minimum of 3' in diameter and/or height. Ornaments shall vary in shape and can include spear shaped, globe shaped and/or star shaped objects. Ornaments shall be white, red or green in color. Decorations shall be temporarily mounted within the canopy of existing trees. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. The Contractor shall supply and install any extension cords required for a proper installation.

**LIGHTED SCULPTURAL TREES w/GREENERY (10' MIN. HEIGHT)**

Provide and temporarily install 10' minimum height lighted ground mounted sculptural trees. Tree shall include artificial greenery, ornaments, lights and a star topper. Tree shall be fully artificial. Lights may be white or multi-color. Decorations shall be temporarily mounted to the existing grade as determined by the Contractor. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. The Contractor shall supply and install any extension required for a proper installation.

**LIGHTED SCULPTURAL TREES w/GREENERY (15' MIN. HEIGHT)**

Provide and temporarily install 15' minimum height lighted ground mounted sculptural trees. Tree shall include artificial greenery, ornaments, lights and a star topper. Tree shall be fully artificial. Lights may be white or multi-color. Decorations shall be temporarily mounted to the existing grade as determined by the Contractor. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. The Contractor shall supply and install any extension required for a proper installation.

**RGBW LIGHTED SCULPTURAL TREES wo/GREENERY (10' MIN. HEIGHT)**

Provide and temporarily install 10' minimum height RGBW (red, blue, green and warm white) lighted ground mounted sculptural trees. Tree shall not include artificial greenery or ornaments. Tree shall be fully lit with programmable color changing LED lights. Decorations shall be temporarily mounted to the existing grade as determined by the Contractor. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. The Contractor shall supply and install any extension required for a proper installation. Bid pricing shall include all necessary controllers, applications and programming required for proper operation of the RGBW lighting system.

**RGBW LIGHTED SCULPTURAL TREES wo/GREENERY (15' MIN. HEIGHT)**

Provide and temporarily install 15' minimum height RGBW (red, blue, green and warm white) lighted ground mounted sculptural trees. Tree shall not include artificial greenery or ornaments. Tree shall be fully lit with programmable color changing LED lights. Decorations shall be temporarily mounted to the existing grade as determined by the Contractor. Decorations shall have a standard 120V male plug connector to be connected to existing outdoor outlets. The Contractor shall supply and install any extension required for a proper installation. Bid pricing shall include all necessary controllers, applications and programming required for proper operation of the RGBW lighting system.

**UNLIT CANVAS BOW (18"x23" Min.)**

Provide and temporarily install outdoor rated canvas bows. The Contractor shall determine the best temporary installation method to ensure no damage occurs to Parish property.

**UNLIT CANVAS BOW (24"x30" Min.)**

Provide and temporarily install outdoor rated canvas bows. The Contractor shall determine the best temporary installation method to ensure no damage occurs to Parish property.

**UNLIT DECORATED WREATH (36" Min. Dia.)**

Provide and temporarily install outdoor rated decorated wreath. Wreath shall include, but not be limited to, artificial greenery with typical holiday decorations such as ornaments and bows. The Contractor shall determine the best temporary installation method to ensure no damage occurs to Parish property.

**UNLIT DECORATED WREATH (48" Min. Dia.)**

Provide and temporarily install outdoor rated decorated wreath. Wreath shall include, but not be limited to, artificial greenery with typical holiday decorations such as ornaments and bows. The Contractor shall determine the best temporary installation method to ensure no damage occurs to Parish property.

**LOCATIONS**

This as-needed contract shall allow for work to be performed on any Jefferson Parish property within unincorporated Jefferson Parish. Locations may consist of right-of-way medians, utility poles and Parish facilities.

### **EQUIPMENT**

The Contractor shall determine the type, size and quantity of all equipment needed to perform his work. All bid items shall include the needed equipment, operators, fuel, transportation, insurance and the like needed to perform the work. The Contractor shall be responsible for any damage to as a result of his equipment. This includes, but is not limited to, private and/or public utilities, roadways, curbs, sidewalks, green areas and trees. Any damage shall be repaired by the Contractor in accordance with existing Jefferson Parish specifications.

All required extension cords shall be outdoor rated and properly sized for the intended use. All extension cords used on any installation shall be black in color. The Contractor shall not be allowed to place extension cords on top of sidewalks or any pedestrian areas. When installing lights and/or extension cords in turf areas, the Contractor shall ensure his work does not interfere with grass cutting operations. The Contractor shall be responsible for ensuring his installed decorations are operational at all times. Any required breaker resets, replacement of any lights and decorations or troubleshooting shall be the responsibility of the Contractor and shall happen within 24 hours of any provided notifications.

The Contractor shall be responsible for properly securing all decorations against wind and weather and shall be responsible for making any necessary repairs during a rental time period.

### **TRAFFIC CONTROL AND SIGNS**

As needed, the Contractor shall be responsible for implementing any required traffic control during his operations. This shall include, but not be limited to signs, signals, barricades, signage and safety lights required to safely move vehicular and pedestrians around a work zone. Before any lane closures may take place, the Contractor shall provide the Parkways Department written notice a minimum of seventy-two (72) hours prior the work taking place.

### **WORK PERIODS**

The Contractor shall be allowed to work at any time he needs in order to accomplish his work. However the Contractor shall submit a work schedule outlining the days, times and traffic control measures to the Parkways Department for approval a minimum of seventy-two (72) hours prior to the work taking place. Night-time work shall be allowed with prior written approval from the Parkways Department.

### **UTILITY SERVICE INTERRUPT**

In the event of interruption of public or private utility service or general damage to public or private properties as a result of accidental breakage or any other actions by the Contractor, he 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. All costs associated with the notification and repair shall be paid for by the Contractor.

### **ONGOING CONTRACTS**

It is possible that other Contractors may be working within close proximity to the Site. The Contractor shall coordinate his work with any other Contractors working in or around the locations. Should a conflict occur, a Parish representative will make all final decisions.

### **NUISANCE CONTROL**

The Contractor shall include in his bid the control of dust, noise and odors created by his operations. All controls shall be completed in order that nuisances are minimized.

### **TRANSFERRING CONTRACTS**

Transfer of this contract shall not be allowed under any circumstances unless an amendment is passed by the Jefferson Parish council.

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

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DATE: 8/20/2025

BID NO: 50-00148272

**JEFFERSON PARISH**

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

**PURCHASING SPECIALIST:  
SEAN.DUMAS@jeffparish.gov**

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 9/25/2025 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, 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, Gretn, 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)**

BID NO: 50-00148272

- 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.



**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.

**2,3,4,6,10,12,13,14**

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: 8/20/2025

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BID NO: 50-00148272

**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.: 50-00148272

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO(2) YEAR CONTRACT FOR THE SUPPLY AND INSTALLATION OF HOLIDAY THEMED LIGHTS AND DECORATIONS ON AN AS NEEDED BASIS FOR THE JEFFERSON PARISH DEPARTMENT OF PARKWAYS		
1	5,000.00	EA	0010 5- Millimeter LED String Lights	\$ _____	\$ _____
2	1,000.00	EA	0020 C9 LED String Lights	\$ _____	\$ _____
3	1,000.00	EA	0030 T5 Smooth String Lights	\$ _____	\$ _____
4	500.00	EA	0040 LED Icicle String Lights	\$ _____	\$ _____
5	1,000.00	EA	0050 LED Garland Lights	\$ _____	\$ _____
6	500.00	EA	0060 RGBW LED String Lights	\$ _____	\$ _____
7	150.00	EA	0070 5' LED Pole Mounted Decorations	\$ _____	\$ _____
8	25.00	EA	0080 5' LED Lighted Ground Mounted Decorations	\$ _____	\$ _____
9	150.00	EA	0080 7' LED Pole Mounted Decorations	\$ _____	\$ _____
10	25.00	EA	0100 7' LED Lighted Ground Mounted Decorations	\$ _____	\$ _____
11	50.00	EA	0110 3' LED Lighted Tree Ornaments	\$ _____	\$ _____
12	10.00	EA	0120 Lighted Sculptural Trees w/Greenery (10' Min. Height)	\$ _____	\$ _____
13	10.00	EA	0130 Lighted Sculptural Trees w/Greenery (15' Min. Height)	\$ _____	\$ _____
14	10.00	EA	0140 RGBW Lighted Sculptural Trees wo/Greenery (10'Min. Height)	\$ _____	\$ _____

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148272

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	10.00	EA	0150 RGBW Lighted Sculptural Trees wo/Greenery (15' Min. Height)	\$ _____	\$ _____
16	100.00	EA	0160 Unlit Canvas Bow (18" X 23" Min.)	\$ _____	\$ _____
17	100.00	EA	0170 Unlit Canvas Bow (24" X 30" Min.)	\$ _____	\$ _____
18	50.00	EA	0180 Unlit Decorated Wreath (36" Min. Diameter)	\$ _____	\$ _____
19	50.00	EA	0190 Unlit Decorated Wreath (48" Min. Diameter)	\$ _____	\$ _____
20	1.00	JOB	0200 Director's Approval Incidental up to \$10,000.00  *****This item is non-biddable*****  *** See Attached Specs ***	\$ <del>XXXXXXXXXX</del>	\$ <del>XXXXXXXXXX</del>

## **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

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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.

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**Secretary-Treasurer**

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**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

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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.

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**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.

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### **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.



# 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.