



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

November 04, 2025

ADDENDUM # 1

Bid Number: 50-00148716

Bid Opening Date: November 06, 2025 at 2:00 p, m, cst
Bid Opening Date Postponed to: November 20, 2025 at 2:00 p.m. cst

Two Year Grass Cutting and Landscape Maintenance Contract for the Jefferson Community Action Program (JEFFCAP) Community Centers

NOTIFICATION:

- The pricing form provided does not allow for pricing to be included for the Marrero Community Center. Please provide a revised pricing form with a space for this property.*

ANSWER: The bid form and specification has been revised.

- Woodmere Community Center and Marrero Community Center include notes indicating they are "not to be included in the regular maintenance schedules" (Section 2.0 – Scope). If pricing should not be provided for these properties, please remove Woodmere Community Center from the pricing form. Alternatively, please consider requesting pricing at a per-visit basis rather than the 25 visits currently indicated.*

ANSWER: Woodmere has been removed- See Revised Bid form.

- Should services not falling under the standard 25-visit schedule for turf mowing (chemical treatments, tree and shrub pruning) be allocated evenly across all visits, or excluded from the base maintenance price entirely? No additional lines with corrected frequencies are provided for these items.*

ANSWER: They do landscape at the same time as the mowing. They need to perform everything stated on the specifications.

- Will incidental sod repair be required as a result of any non-contractor action, or will this service be required only for turf damage directly caused by the contractor?*

ANSWER: No.

- If incidental sod repair is required as a result of non-contractor action, will this be considered an additional billable service?*

ANSWER: N/A

- Will price escalations be allowed between the two base years of the contract?*

ANSWER: No.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET



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- *Do site visits have to be scheduled, or can contractors perform independent site visits at their discretion?*

ANSWER: You can do site visits at your discretion.

- *For the Growth Regulator which is to accompany ant bait applications – should this be growth regulator for the turf itself? Is there a specific product in mind or a certain result JP is looking for with this?*

ANSWER: Growth Regulator is to control fire ants. No specific product in mind.

- *Please confirm that a Chemical Applicator – Owner Operator license will also be required.*

ANSWER: Chemical Applicator License is listed in specs.

- *Please confirm if each contractor can supply their own internal Corporate Resolution, or if we need to use the specific one provided by JP for submittal.*

ANSWER: Yes-Vendors can submit their company's existing Evidence of Authority. However if a vendor submits their own version, they must ensure it complies with all legal requirements.

Bid Opening Date has been postponed from 11/06/2025 to 11/20/2025 at 2:00 p.m.

Bid packet has been revised. Please discard and use the revised per Addendum 1 packet.

Sincerely,

Donna Evans

Donna M. Evans
Purchasing Specialist II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

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Two (2) Year Grass Cutting & Landscape Maintenance Contract for the Jefferson Community Action Programs (JEFFCAP) – Community Centers

Section 1.0 – Site Visit:

No Pre-bid Conference shall be required. Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantity labor hours, materials, supplies, equipment, etc. required to complete this project. Jefferson Parish does not allow for extra funding for contractor cost overruns.

To schedule site visits, contact Kraig Kennedy by phone at @ 504.736.6900 or 504.364.2692 or by email at kraig.kennedy@jeffparish.gov

Section 2.0 - Scope:

We extend this bid to cover the furnishing of labor, materials, supplies, and equipment necessary to provide grass cutting and landscape maintenance for a period of twelve (24) months for the following JeffCAP Community Centers:

1. **Gretna Community Center**, 1700 Monroe St Gretna, LA 70053
2. **Harvey Community Center**, 1501 Estalote St Harvey, LA 70058
3. **J.C. Simmons Community Center**, 4008 U.S. Hwy 90, Avondale, LA 70094
4. **Watson Community Center**, 1300 S. Myrtle Street, Metairie, LA 70003
5. **Bridge City Community Center**, 301 Third Emmanuel St, Bridge City, LA 70094
6. **Hazel Hurst Community Center**, 1121 S. Causeway Blvd, Jefferson, LA 70121

A: Tasks required before the Start of the Grass Cutting and Landscaping Contract

The following shall be performed before the start of the grass-cutting and landscaping contract:

1. Fifteen (15) calendar days after receiving the parish-issued “Notice to Proceed,” the successful bidder shall provide a typed work schedule to the Department of Jefferson Community Action Programs (JeffCAP).
2. Schedule shall include:
 - The day each property will be serviced throughout the contract.
 - List of Supervisors with their contact information assigned to the contract.

B: Task required at each grass-cutting and lawn maintenance visit:

The following shall be performed during each grass-cutting and lawn maintenance visit. See Section 6.0 for grass-cutting frequencies:

1. Avoid the tracking of dirt or trimmings into buildings by patrons who enter the buildings. Failure to keep areas clean which will result in additional

- cost to the contractor to clean floors and/or carpet.
2. Work shall be performed as quietly as possible to avoid neighbor complaints.
 3. Remove and properly dispose of all litter, cigarette butts, debris, etc.
 4. Remove weeds and grass from sidewalk cracks, driveways, parking lots, rock beds, etc.
 5. Mowing of all lawn areas
 6. Regulate the mowing height to promote effective root growth to the existing turf.
 7. Appropriate attention will be given to minimizing runs and matting to ensure the turf areas are in the best possible conditions.
 8. If ruts and trenching occur, the successful bidder shall return all damaged areas to their original condition at no additional cost.
 9. Edging of all sidewalks and curbs
 10. Weed-eating all buildings along fences, poles, etc.
 11. Cleaning by using air-blowing equipment, rakes, and brooms.
 12. Removing all clippings from parking lots, driveways, sidewalks, and street curbs.
 13. No clippings shall be blown or swept into the streets, storm drains, or parking areas.
 14. All mowing machines will have mulch blades, covers, or a bagging system. No open discharge mowers are allowed.
 15. Fertilize all lawn areas in February with a Lawn Fertilizer 15-5-10 at 20 lbs. per 5,000 square feet.
 16. Apply Ant bait containing a Growth Regulator to control fire ants.
 17. Turf and lawn areas shall be maintained reasonably free from weeds and may be chemically treated for weed control; however, care must be exercised to minimize chemical kill and run-off. Lawn areas, shrub beds, flower beds, and other plant beds shall be treated three (3) times per year with an emergent in mid-February, mid-July, and mid-October.
 18. The following mower height shall be used:
 - St. Augustine lawn: 1.5" – 2.5"
 - Centipede lawn: 1" – 2"
 - Bermuda lawn: 1" – 1.5"
 19. Proper Grass Cutting Equipment: The following equipment shall be used for grass cutting services:
 - Walk behind 21" mowers on any grass section less than 225 sq. ft. or a width and/or length of less than 60".
 - Walk behind 21" mowers on any grass 36" from any fencing.
 - Stick type edger on all drives, sidewalks, or curb edging.
 - All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.

C. Task required at each landscape maintenance visit:

The following shall be performed during each landscape maintenance visit. See Section 6.0 for landscape visit frequencies:

1. Ground Cover Maintenance (where applicable):
 - a. Prune and shape ground cover.
 - b. Ground cover shall maintain a minimum clearance of 18 inches from structures and shall not be permitted to encroach into lawns, adjacent plants, or paved and building surfaces.
 - c. Chemically treat grass and weeds protruding through concrete areas (sidewalks, driveways, parking lots, etc.)
 - d. Established ground cover shall be maintained 4" to 6" off edges with a beveled or rolled edge.
 - e. Ground cover shall be sheared or cut back annually in the dormant season.
 - f. The successful bidder shall adequately dispose of all debris from pruning at an offsite location.
2. Shrub and Hedge Maintenance (where applicable):
 - a. Shape/prune shrubs, hedges, and bushes every four (4) weeks.
 - b. Insecticides and disease control of existing shrubs, hedges, and bushes shall be performed three (3) times yearly (mid-March, mid-July, and mid-October).
 - c. Shrubs, hedges, and bushes shall maintain a minimum clearance of 18 inches from structures.
 - d. Shrubs, hedges, and bushes shall not be clipped into a ball or box form unless required by design.
3. Planting Beds Maintenance (where applicable):
 - a. Once a month, pre-emergent weed control shall be applied to all beds by proper horticultural industry standards.
 - b. All planting beds shall be clear of weeds and debris after each grass-cutting/Lawn Maintenance visit and Landscaping and Horticulture Service. This includes but is not limited to all all-natural man-made debris.
 - c. Semi-annually (March and September), baled pine straw shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas and trees.
4. Tree Maintenance (where applicable):
 - a. Trimming of one-inch caliper tree limbs below eight feet shall be performed every six months (January and July).
 - b. Report any tree pruning needed for public safety or wireline safety on trees over 15' tall to the Department of General Services representative.
 - c. Removal of severely damaged or dead trees is not included in this contract.
 - d. Insecticides and disease control of existing trees shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
 - e. Fertilize trees with Tree Food Stakes 17-7-6 in March using three stakes per two inches of tree caliper.

Section 3.0 - License/Qualifications & Permits:

License(s) issued by the Louisiana State Licensing Board for Contractors in accordance with existing state laws, and shall comply with the Licensing Requirements of LRS 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:

- Major class of Limited Specialty Services
- OR
- Subclass of Landscaping, grading, and beautification

Additional Licenses required for this bid are the following issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences:

- Landscape Horticulture License
- Chemical Applicator License

A copy of the front and back of all of the above Ag licenses and endorsements listed below must be submitted with the bid. Failure to comply could result in the bid being rejected.

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement for this scope of work. The successful bidder shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all-current during this Contract period.

Section 4.0 - Bonds:

- **Surety Bond:** An Electronic bid bond will be required with bid submission in the amount of 5% of the total bid. The vendor shall indicate the electronic bid bond number in the location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
- **Performance Bond:** A Performance Bond in the amount of 25% of the total contract price will be required. The performance bond shall be produced upon contract execution.
- **Payment Bond:** A Payment Bond in the amount of 25% of the total contract price will be required. The performance bond shall be produced upon contract execution.

Section 5.0 - Notifications:

Within two working days of completing any service, the successful bidder shall complete and e-mail a copy of the Jefferson Parish "Grass Cutting and Landscaping Monthly Check List Form" (See attachment "A") for each Community Center serviced. The successful bidder will provide a list of e-mail addresses at the pre-construction meeting.

Successful bidder shall provide a before and after timed stamp photo proof of each site when submitting the invoice for payment. Also, a signature verifying completion of work on the centers work log shall be given to the Center supervisor or designee.

Successful Bidder shall invoice according to each cut. Each invoice submission must be submitted on company letterhead and include center location and address, specific date, time, invoice number, and amount. All before and after date/time stamped photos can be emailed to Kraig Kennedy, Property Manager at kraig.kennedy@jeffparish.gov.

In inclement weather, services will be rescheduled and performed the next day. If services cannot be performed the next day, the successful bidder shall notify the department representative when they will be rescheduled.

Section 6.0 – Schedule/Frequency of Visits:

The grass cutting and trimming around buildings, beds, plantings, curbs, sidewalks, poles, signs, and landscape maintenance if applicable, shall be provided to the building property/sites listed.

Grass cutting, landscaping services and lawn maintenance must be performed as follows at each site as indicated in the below schedule:

January	1 time per month
February	2 times per month
March	2 times per month
April	2 times per month
May	2 times per month
June	3 times per month
July	3 times per month
August	3 times per month
September	3 times per month
October	2 times per month
November	1 time per month
December	1 time per month

Section 7.0 - Safety Data Sheets:

Chemical weed control may be used; however, caution must be exercised to protect the public, each property, and the environment.

The successful bidder will furnish a binder containing full Safety Data Sheets for all products used at the properties. These SDS sheets will be kept updated and current with all products used at the properties throughout this contract. The binder and all updates shall be delivered to:

JeffCAP
 1221 Elmwood Park Blvd., Suite 402
 Jefferson, LA 70123

Section 8.0 - Cutting/Work Hours:

The successful bidder shall furnish all labor, materials, supplies, and equipment necessary to provide grass cutting, lawn/landscape maintenance during normal working hours Monday thru Friday between the hours of 8:00am – 4:00pm. Weekend service is allowable with prior written approval. The successful bidder shall request approval of weekend work if weekend work is desired before the "Notice to Proceed" is issued. Jefferson Parish will not pay extra for weekend and holiday work.

Section 9.0 - Quality Control:

Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the successful bidder, his staff, and the building the JeffCAP Property Manager or Tachel Ferguson, if or when required. The successful bidder will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to JeffCAP specifications and contract.

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

If the successful bidder damages or destroys any part of a building, vehicle, parking lot, irrigation system, fencing, landscaping, etc., the successful bidder shall be required to replace and restore said item to its original condition with the same type of material, finish, and workmanship at no additional cost to the owner.

Section 10.0 -Safety Precautions:

Safety must always be exercised at all times to safeguard the welfare and safety of all patrons, the general public, and the employees of Jefferson Parish at all properties listed in this bid. Job sites must remain clean and without excessive liter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

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

The successful bidder must consider the security and integrity of all properties listed in this bid before, during, and after contractor services. Buildings, grounds, and equipment must be protected and secured to the satisfaction of JeffCAP, and Industry Standards. The

successful bidder will provide trained personnel to perform all duties of this contract. Successful bidder's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on any property listed in this bid.

Section 11.0 - Deletion of Work:

JeffCAP reserves the right to delete properties from this contract if needed. A thirty (30) day notice will be given prior to deletion of any work.

Section 12.0 – Start of Work Conference and Notice to Order Materials and Notice to Proceed:

- Before any work commences, a “Start of Work Conference” shall be held between the successful bidder and the Department of JeffCAP.
- No Materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of JeffCAP.
- No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work from the Department of JeffCAP.

INVITATION TO BID
THIS IS NOT AN ORDER

REVISED PER ADDENDUM 1
Page: 1

DATE: 11/04/2025

BID NO: 50-00148716

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 11/20/2025 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: 11/04/2025

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- 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)

DATE: 11/04/2025

BID NO: 50-00148716

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.

DATE: 11/04/2025

BID NO: 50-00148716

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 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.

3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 14,15

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)

DATE: 11/04/2025

BID NO: 50-00148716

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: 11/04/2025

BID NO: 50-00148716

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.: 50-00148716

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	25.00	EA	TWO (2) YEAR GRASS CUTTING AND LANDSCAPE MAINTENANCE CONTRACT FOR THE JEFFERSON COMMUNITY ACTION PROGRAMS (JEFFCAP)- COMMUNITY CENTERS 0001 BRIDGE CITY COMMUNITY CENTER GRASS TWO (2) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPING MAINTENANCE FOR THE JEFFERSON PARISH COMMUNITY CENTERS FOR A TOTAL OF 25 CUTS PER YEAR BRIDGE CITY COMMUNITY CENTER 301 THIRD EMANUEL STREET BRIDGE CITY, LA 70094	\$ _____	\$ _____
2	25.00	EA	0002- WATSON COMMUNITY CENTER GRASS TWO (2) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPING MAINTENANCE FOR THE JEFFERSON PARISH COMMUNITY CENTERS FOR A TOTAL OF 25 CUTS PER YEAR WATSON COMMUNITY CENTER 1300 S. MYRTLE STREET METAIRIE, LA 70003	\$ _____	\$ _____
3	25.00	EA	0003- HAZEL HURST COMMUNITY CENTER GRASS TWO (2) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPING MAINTENANCE FOR THE JEFFERSON PARISH COMMUNITY CENTERS FOR A TOTAL OF 25 CUTS PER YEAR HAZEL HURST COMMUNITY CENTER 1121 S. CAUSEWAY BLVD. JEFFERSON, LA 70121	\$ _____	\$ _____
4	25.00	EA	0004-J.C. SIMMONS COMMUNITY CETNER GRASS TWO (2) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPING MAINTENANCE FOR THE JEFFERSON PARISH COMMUNITY CENTERS FOR A TOTAL OF 25 CUTS PER YEAR J.C. SIMMONS COMMUNITY CENTER 4008 US HWY. 90 AVONDALE,LA 70094	\$ _____	\$ _____
5	25.00	EA	0005- HARVEY COMMUNITY CENTER GRASS TWO (2) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPING MAINTENANCE FOR THE JEFFERSON PARISH COMMUNITY CENTERS FOR A TOTAL OF 25 CUTS PER YEAR	\$ _____	\$ _____

DATE: 11/04/2025

REVISED PER ADDENDUM 1

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148716

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	25.00	EA	HARVEY COMMUNITY CENTER 1501 ESTALOTE STREET HARVEY, LA 70058 0006-GRETNA COMMUNITY CENTER GRASS TWO (2) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPING MAINTENANCE FOR THE JEFFERSON PARISH COMMUNITY CENTERS FOR A TOTAL OF 25 CUTS PER YEAR GRETNA COMMUNITY CENTER 1700 MONROE STREET GRETNA, LA 70056	\$	\$