



Bid Number 50-00148925

**Labor, Materials, and Equipment Needed to Provide Two (2) Year
Contract to Perform Landscape Maintenance for Hope Haven**

BID DUE: December 2, 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, by the bid due date and time. Late bids will not be accepted.

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



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 The Public Works Bid Affidavit and Non-Public Works Bid Affidavit are no longer valid.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.

**LABOR, MATERIALS, AND EQUIPMENT NEEDED TO PROVIDE TWO (2) YEAR
CONTRACT TO PERFORM LANDSCAPE MAINTENANCE FOR HOPE HAVEN**

Section 1.0 – Pre-Bid Conference:

All prospective bidders are invited to attend this non-mandatory pre-bid conference which will be held at 9:00AM on November 6, 2025 at General Government Building – Suite 4400 located at 200 Derbigny St., Gretna, LA 70053. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference.

Section 2.0 – Louisiana Contractor’s License:

Bidders and/or any applicable subcontractor(s) shall possess the following licenses:

- Louisiana State Contractor’s Commercial license with the classification of SPECIALTY:
LANDSCAPE, GRADING AND BEAUTIFICATION.
- This license number is to be located on the electronic envelope.
- This license number shall be displayed on the bid submittal.

Section 3.0 – Louisiana Department of Agriculture & Forestry License:

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

Bidders and/or any applicable subcontractor(s) shall possess the following licenses:

- Louisiana Department of Agriculture & Forestry State Landscape Horticulturalist License.
- Louisiana Department of Agriculture & Forestry Irrigation Contractor License.

Copies of these licenses shall be presented to the Recreation Department before signing of the contract.

Section 4.0 – Scope:

We extend this bid to provide insurance, labor, materials, delivery, equipment, transportation, fuel, and all other incidentals necessary to provide a two (2) year contract to perform the following services at the Hope Haven property located at 1130 Barataria Boulevard in Marrero, Louisiana for the Jefferson Parish Recreation Department:

- Grass Cutting
- Weed Eating
- Tree & Shrub Trimming
- Edging
- Blowing and/or Sweeping
- Weed Control
- Trash and Debris Removal
- Mulch Placement
- Automatic Irrigation System Repairs

Section 5.0 – Bid Bond:

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

Section 6.0 – Performance Bond:

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

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Section 7.0 – Payment Bond:

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

Section 8.0 – Site Location:

The site shall encompass the Hope Haven property located at 1130 Barataria Boulevard in Marrero, Louisiana. The site includes the Hope Haven Fitness Trail and the surrounding property. The Site is bound to the north and the west by the entrance to Archbishop Shaw High School. The Site is bound to the south by the neighborhood along Evans Drive. The site is bound to the east by Barataria Boulevard. Additionally, the Site includes the wooded green space to the south of the Shaw sports fields. The entire Site is roughly 26 acres. This figure includes the green areas, buildings, parking lots, wooded area and drainage ditches.

Section 9.0 – Regulations:

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

Section 10.0 – Quantities/Inspections:

All interested bidders are encouraged to visit the site before submitting a bid. The site is easily accessible at any time.

Section 11.0 – Term of Contract:

The contract shall be for two (2) years. All required licenses and insurance shall be current through the term of the contract.

Section 12.0 – Subcontractors:

The use of sub-contractors shall be allowed to fulfill the requirements of this contract. The Contractor shall be fully responsible for the actions of any sub-contractors. Jefferson Parish must be made aware whenever a subcontractor is scheduled to be working at the Site. No sub-contractor(s) may perform more than 49% of the contract's required work.

Section 13.0 – Liquidated Damages:

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

A: Incomplete Work:

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

B: Unsatisfactory Work:

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

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Section 14.0 – Bid Specifications:

A: Debris and Trash:

- Any non-organic or manmade debris that is not part of or obstructs the area to be maintained by the successful bidders is considered to be trash and will be removed prior to the start of any work.
- The successful bidder shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers and equipment will not be permitted.
- The Contractor shall not be responsible for emptying the Site's trash receptacles. However, it shall not be permissible for the Contractor to utilize any of the Site's trash receptacles for disposal of debris or trash. All debris and trash shall be picked up and completely removed from the site by the Contractor at each visit.

B: Repair/Replacement:

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

C: Equipment Requirements:

- The successful bidder shall determine the proper equipment needed to perform all work listed in this contract.
- The bid shall include all equipment, insurance, operators, fuel, maintenance and transportation.
- All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame.
- Continual breakdown, repairs or work stoppage due to equipment failure will not be permitted.
- Any damage that occurs to the Site related to faulty equipment shall be repaired immediately at the contractor's expense.
- The Contractor shall exercise caution with the park's asphalt walking track. An existing concrete crossing is available to access the inside of the asphalt track.

D: Experience:

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

E: Safety:

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

F: Maintenance Reports:

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

G: Inspections:

- Frequent inspections of the work area shall be made by Jefferson Parish personnel to determine the acceptance of the work performed.
- In the event the work is considered unacceptable, the successful bidder will be directed to immediately employ any and all methods or means to bring the area up to an acceptable level within two (2) calendar days of the notification from Jefferson Parish.
- There will be no additional charges to Jefferson Parish by the Contractor for mending unacceptable work.
- The discovery of any fraudulent activities associated with this contract during the inspection process will be grounds for immediate contract termination without further compensation.

H: Damages:

- The successful bidder shall be responsible for providing safe and expedient movement of traffic through the Site.
- The successful bidder must have in place prior to starting any work, a method of recording, responding and repairing legitimately broken glass, windshields or any other kind of damage experienced due to the work being performed.
- Any damage reported to Jefferson Parish relating to this work will be directed to the Contractor for remediation.

14.1 - Grass Cutting Cycle Frequency:

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

14.2 Grass Cutting and Landscaping:

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

A: Grass Cutting:

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

B: Weed Eating:

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

C: Weed Control:

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

D: Blowing and/or Sweeping:

- In order to keep grass clippings, leaves and other debris and trash from collecting and building up in the location of maintenance, the successful bidder will be required to blow the areas affected by the work.
- These areas shall include, but not be limited to, sidewalks, walking paths, parking lots and playgrounds.
- Blowing shall be performed immediately after each complete grass cutting cycle.
- The Contractor shall not be allowed to blow grass clippings, dirt and debris into the street or drain inlets.

14.3 - Mulch Placement:

- All bailed pine straw mulch shall be refreshed every six (6) months. Mulching shall typically occur during the first week of may and the first week of November each year.

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- The Contractor shall have three (3) calendar days from the first of each month to complete the mulch installation. Failure to complete the mulch installation within the allowed timeframe may result in liquidated damages (see Section 12).
- All garden beds and around all trees shall receive baled pine straw mulch in order to keep a minimum four (4) inch thick layer at all times.
- All mulch shall be bales or rolls of long leaf pine needles.
- Only mulch free of debris and trash shall be permitted. All bale strings and ties shall be removed from the site.
- Mulch for tree rings outside of the landscape beds shall be placed a minimum 36" in diameter from the trunk of the tree.
- Mulch shall be set down level and not in a pyramidal fashion around base of tree. No mulch shall be touching the base of a tree or stem of a shrub.

14.4 - Dead Plant Replacement:

- As needed, the Contractor shall replace dead trees and shrubs throughout the site.
- When dead plant material is discovered, the Contractor shall notify Jefferson Parish of the work and provide a quote to replace based on the Contractor provided incidental pricing on the bid form.
- The timely replacement is critical to the overall look of the site.
- All incidental plant material pricing shall include the labor and equipment required to remove the dead plant material and to provide and install the new replacement material.
- The prolonged existence of dead plant material will not be allowed.
- Jefferson Parish shall approve all proposed plant replacement as notified by the Contractor.
- All plant replacement costs shall be paid as per the contract's incidental replacement list (see Attachment "A") provided by the successful bidder.
- The replacement plants size shall match surrounding plant material of the same species, to the greatest extent possible.
- When pricing the incidental cost of replacing dead plants, flowers, trees, etc., the successful bidder shall include in their price all materials, freight, labor, soil, mulch, and incidentals in the cost of the replacement.
- Once any plant replacement work is complete, and inspected by Jefferson Parish, the Contractor shall submit the replacement costs with that month's invoice.

14.5 - Automatic Irrigation:

- The as-needed maintenance and repair of the existing irrigation system shall be a requirement of this contract.
- Irrigation zones are limited to the landscape bed areas of the park and some trees. There are no turf zones.
- In addition to the landscape bed zones, the irrigation system does include hose spigots around the walking path that shall remain operational.
- The irrigation system shall be inspected, as needed, to ensure system functionality at all times. Any required repairs shall be paid as per the contract's incidental replacement list (see Attachment "A") provided by the successful bidder.
- It shall be the successful bidder's responsibility to ensure all components of these irrigation systems are operational at all times.
- These tasks include, but may not be limited to, replacement of heads/nozzles, broken water lines and valves; adjustment of the controller, heads, valves and zone water durations and frequencies.
- The successful bidder shall receive a separate purchase order prior to any work being performed.

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- Any required adjustment of the controller, aiming of irrigation heads and/or winterizing and de-winterizing the system shall not be considered an incidental item and shall be included in the base bid price.

14.6 - Tree Trimming:

- There is no minimum, or maximum, number of times that the site's trees shall be trimmed. The trimming schedule shall be based on the below requirements.
- Any growth extending six (6) inches beyond the main trunk of the tree, and within five (5) feet of the ground level, is considered to be sucker growth that must be removed. Sucker growth shall never be visible.
- When overhanging a sidewalk, trees with low hanging branches shall be trimmed to a height of seven (7) feet above the sidewalk, where applicable. At no time shall trees obstruct the sidewalk.
- Trees within parking areas shall be pruned so that they do not obstruct vehicle traffic and/or parking.
- For trees less than twenty four (24) inches in diameter, all dead or broken branches from all trees shall be trimmed as soon as it is noticed.
- This includes damage caused by wind and or cold (excludes named storms).
- This contract does not require any trimming of the existing live oak trees greater than twenty four (24) inches in diameter.
- No topping of trees will be allowed.
- The Contractor shall notify Jefferson Parish of the discovery of any declining or dead tree within the Site.
- Field input from the Jefferson Parish arborist and/or the Jefferson Parish horticulturist will assist with any questions the successful bidder may have regarding tree trimming.
- After named storm events, and at the request of Jefferson Parish, the successful bidder shall assess all damage and submit a quote for the trimming and/or removal of trees within the Site.

14.7 - Shrub Pruning:

- Shrub pruning and trimming shall occur on an as-needed basis, but no less than four (4) times per year.
- All shrubs shall be trimmed or pruned to have a massing effect.
- The massing effect shall be achieved by regular pruning and shaping of the shrubs so they are natural in shape, but maintain a massing effect.
- Shrubs shall be pruned after blooming each season to promote new growth.
- This may entail removing an entire limb, branch or frond, and may require removal of a part of a limb, branch or frond.
- Ornamental grasses shall be pruned one time per year. During the fall/winter, ornamental grasses shall be allowed to go dormant without any trimming. Once new growth appears in later winter or early spring, the ornamental grasses shall be pruned completely to allow for new growth to flush.
- At each visit, the successful bidder shall remove all invasive and/or poisonous vines from the property (trees and shrubs).
- Shrub pruning due to excessive wind and or cold (excluding named storms) may be required, and is considered part of this contract.
- Field input from the Jefferson Parish horticulturist will assist with any questions the successful bidder may have regarding shrub pruning.
- After named storm events, and at the request of the Jefferson Parish, the successful bidder shall assess all damage and submit a quote for the trimming and/or removal of shrubs within the Site.

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Section 15.0 – Notifications:

The successful bidder shall provide Jefferson Parish with a monthly schedule of anticipated activities.

Section 16.0 Working Hours:

The work that is to be performed can be scheduled during normal non-holiday working hours Monday thru Friday, 7:00 a.m. thru 4:00 p.m. Any work outside of this time period must receive prior approval from Jefferson Parish.

Section 17.0 – Contract Terms:

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

Section 18.0 – Safety Precautions:

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

Section 19.0 – Pre-construction Conference and Notice to Proceed:

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

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

Attachment “A”

1.0 - Incidental Shrub Replacement:

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

2.0 - Incidental Sod Repair:

- Incidental sod repair shall include:
 - Straight line cutting out of existing turf areas.
 - Grubbing all non-native materials.
 - Adding pump sand as needed to bring newly installed sod to the same elevation as surround turf area.
 - Providing and installing Class A '419' Bermuda sod (squares).
- Pump sand shall be feathered in joints of new turf to create a smooth transition.
- Additional excavation may be required in order for new turf to meet the elevation of existing turf.
- All existing drainage slopes shall be maintained.
- A turnkey price per square yard shall be provided.

3.0 - Incidental Irrigation Valve Replacement:

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

4.0 - Incidental Irrigation Pop-Up Spray Body Replacement:

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

5.0 - Incidental PVC Irrigation Line Repair:

- Incidental PVC and/or drip line irrigation line repair shall include:
 - Locating any breaks or leaks within the irrigation system.
 - Repair may include lateral lines and/or main lines.
 - PVC pipe shall be Class 200 pipe.
 - Drip line shall match existing.
 - Incidental pipe fitting, elbows, couplers, primer, cement and the like shall be included in the linear foot price for repair.

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- The repair shall include all required labor, trenching, backfilling, tools, fittings and equipment to properly repair the damaged line(s).
- Flushing and testing the system once the repair is complete.
- A turnkey price per linear foot of irrigation line repair (size dependent) shall be provided.

6.0 - Incidental Irrigation Controller Replacement:

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

7.0 - Incidental Irrigation Wire Repair:

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

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

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DATE: 10/22/2025

BID NO: 50-00148925

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
Ruby.Tran@jeffparish.gov

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 12/02/2025 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: 10/22/2025

BID NO: 50-00148925

- G. Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than five (5) working days prior to the bid opening. Bid numbers must be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than five (5) working days prior to the bid opening. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum. Please note that all official communication will be expressed in the form of an addendum.
- H. All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any Addendum on the bid form shall cause the bid to be rejected. Jefferson Parish reserves the right to award bid to next lowest responsive and responsible bidder in this event.
- I. If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions.
- J. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH WILL ACCEPT ONE PRICE FOR EACH ITEM UNLESS OTHERWISE INDICATED. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line-item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection. A sample corporate resolution can be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document.
- L. AWARD OF CONTRACT: Jefferson Parish reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of Jefferson Parish. Every contract or order shall be awarded to the LOWEST RESPONSIVE AND RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.
 - a. All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar day increments.
 - b. PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)
 - c. PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"
- M. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.
- N. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.
 - a. For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and, unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
 - a. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

- P. **ANTI- DISCRIMINATION:** Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.
- R. Proof of Cyber Security Training may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net 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.

2,4,5,6,8,9,10,11,12,13,14

**PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST., SUITE 4400, GRETNA, LA
70053 AT 9:00AM
ON 11/06/2025**

1. **MANDATORY PRE-BID** - All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LA.R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. **NON-MANDATORY PRE-BID** - Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. **JP LICENSE** - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable municipality, Federal and/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS** - All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS** - A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
- 9.. **NON-PUBLIC WORKS BIDS** - A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. **INSURANCE** - All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. **BID BOND** - A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. **AS-NEEDED WORK** - This is a requirements-based contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. **FREIGHT** - Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **AFFIDAVIT** - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled GENERIC BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **FEDERAL FUNDING** - The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. **TAX EXEMPT** - For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.
17. **TECH AFFIDAVIT** - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 10/22/2025

Page: 6

BID NO: 50-00148925

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.: 50-00148925

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Labor, Materials, and Equipment Needed to Provide Two (2) Year Contract to Perform Landscape Maintenance for Hope Haven		
1	24.00	MO	0010 Base Maintenance Price	\$ _____	\$ _____
2	200.00	EA	0020 Incidental Annual Color (4" pot)	\$ _____	\$ _____
3	40.00	EA	0030 Incidental Shrub (Various) (1-gallon container)	\$ _____	\$ _____
4	50.00	EA	0040 Incidental Shrub (Various) (3-gallon container)	\$ _____	\$ _____
5	20.00	EA	0050 Incidental Shrub (Various) (7-gallon container)	\$ _____	\$ _____
6	10.00	EA	0060 Incidental Shrub (Various) (15-gallon container)	\$ _____	\$ _____
7	10.00	EA	0070 Incidental Tree (Various) (15-gallon container)	\$ _____	\$ _____
8	10.00	EA	0080 Incidental Tree (Various) (30-gallon container)	\$ _____	\$ _____
9	5.00	EA	0090 Incidental Tree (Various) (45-gallon container)	\$ _____	\$ _____
10	50.00	SY	0100 Incidental Class 'A' '419' Bermuda Sod	\$ _____	\$ _____
11	100.00	SY	0110 Incidental Pine Straw Mulch	\$ _____	\$ _____
12	5.00	EA	0120 Incidental Automatic PVC Irrigation Valve (1") Rainbird PEB or equal	\$ _____	\$ _____
13	2.00	EA	0130 Incidental Automatic PVC Irrigation (1-1/2") Rainbird PEB of equal	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148925

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	2.00	EA	0140 Incidental Irrigation Pop-Up Spray Body (4") Rainbird 1800 Series or equal	\$ _____	\$ _____
15	5.00	EA	0150 Incidental Irrigation Pop-Up Spray Body (6") Rainbird 1800 Series or equal	\$ _____	\$ _____
16	5.00	EA	0160 Incidental Irrigation Pop-Up Spray Body (12") Rainbird 1800 Series or equal	\$ _____	\$ _____
17	5.00	EA	0170 Incidental Irrigation Micro Pop-Up Spray Body Rainbird Xeri-Pop or equal	\$ _____	\$ _____
18	10.00	EA	0180 Incidental Tree Bubbler w/ Check Valve Rainbird or equal	\$ _____	\$ _____
19	25.00	LF	0190 Incidental PVC Irrigation Line Repair (3/4") Class 200	\$ _____	\$ _____
20	25.00	LF	0200 Incidental PVC Irrigation Line Repair (1") Class 200	\$ _____	\$ _____
21	25.00	LF	0210 Incidental PVC Irrigation Line Repair (1-1/4") Class 200	\$ _____	\$ _____
22	50.00	LF	0220 Incidental On-Surface Drip Line Repair FX Series or equal	\$ _____	\$ _____
23	5.00	EA	0230 Incidental Air Relief Valve Rainbird or equal	\$ _____	\$ _____
24	5.00	EA	0240 Incidental Flush Valve Rainbird or equal	\$ _____	\$ _____
25	1.00	EA	0250 Incidental Irrigation Controller Rainbird ESP-Me Series or equal	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00148925

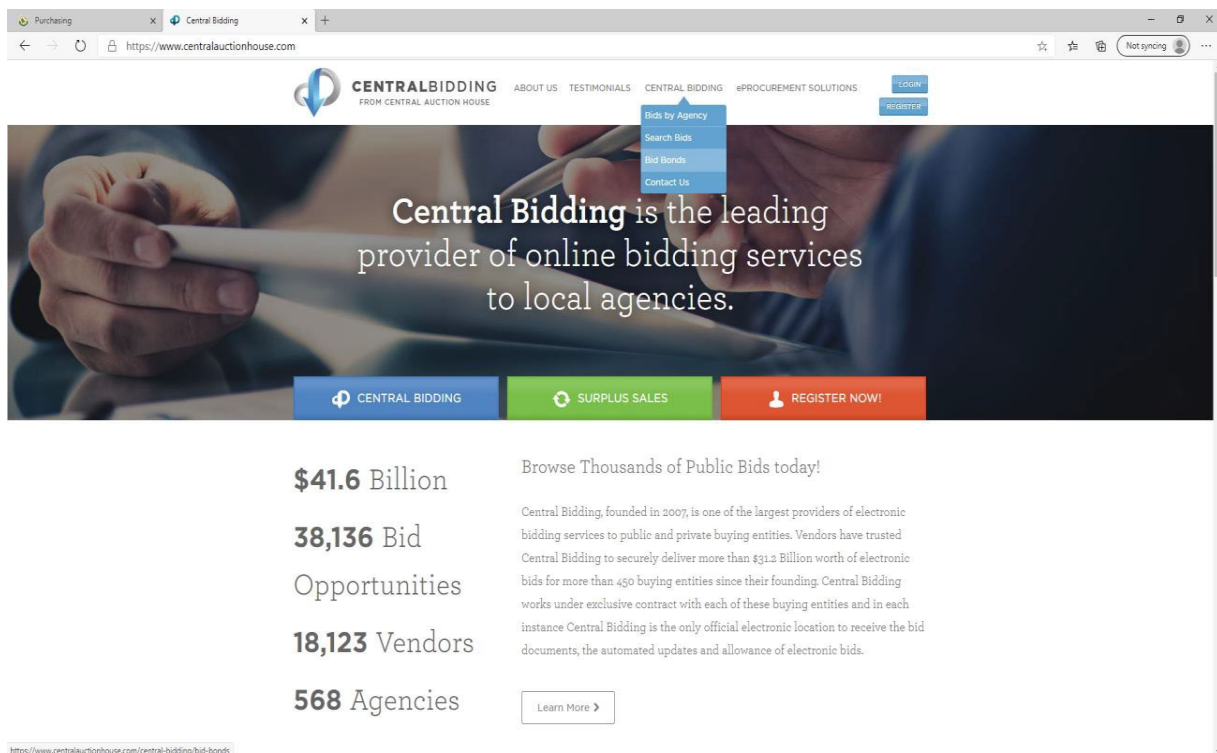
SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
26	1.00	EA	0260 Incidental Wireless Rain Sensor w/Interface Rainbird WR2 or equal	\$ _____	\$ _____
27	50.00	LF	0270 Incidental Irrigation Signal Wire Repair 12 AWG, Multi-Strand	\$ _____	\$ _____
28	5.00	EA	0280 Incidental Irrigation Valve Box & Lid (6" Drip Box) Rainbird or equal	\$ _____	\$ _____
29	5.00	EA	0290 Incidental Irrigation Valve Box & Lid (10" Round) Rainbird or equal	\$ _____	\$ _____
30	5.00	EA	0300 Incidental Irrigation Valve Box & Lid (Jumbo Rectangle) Rainbird or equal	\$ _____	\$ _____
31	2.00	EA	0310 Incidental Enclosed Box Hose Bib Waterbox or equal	\$ _____	\$ _____
32	1.00	EA	0320 Incidental PVB Backflow Preventer Febco 765 1" or equal	\$ _____	\$ _____
33	1.00	EA	0330 Director Approved Incidental up to \$10,000.00 Non-Biddable Item?	\$ _____	\$ _____

Bid Bond

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

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



The screenshot shows the Central Bidding website interface. The browser address bar displays <https://www.centralauctionhouse.com>. The website header includes the Central Bidding logo, navigation links (ABOUT US, TESTIMONIALS, CENTRAL BIDDING, #PROCUREMENT SOLUTIONS), and user options (LOGIN, REGISTER). A dropdown menu is open under the CENTRAL BIDDING link, showing options: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. The main banner features a background image of hands holding a document, with the text: "Central Bidding is the leading provider of online bidding services to local agencies." Below the banner are three buttons: CENTRAL BIDDING, SURPLUS SALES, and REGISTER NOW!. The page content includes statistics: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. A text block states: "Browse Thousands of Public Bids today!" and "Central Bidding, founded in 2007, is one of the largest providers of electronic bidding services to public and private buying entities. Vendors have trusted Central Bidding to securely deliver more than \$31.2 Billion worth of electronic bids for more than 450 buying entities since their founding. Central Bidding works under exclusive contract with each of these buying entities and in each instance Central Bidding is the only official electronic location to receive the bid documents, the automated updates and allowance of electronic bids." A "Learn More" button is located at the bottom right of the statistics section. The footer shows the URL: <https://www.centralauctionhouse.com/central-bidding/bid-bonds>.

\$41.6 Billion

38,136 Bid Opportunities

18,123 Vendors

568 Agencies

Browse Thousands of Public Bids today!

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

[Learn More](#)

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

Evidence of Authority Instructions

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

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

Instruction sheet may be omitted when submitting.

CORPORATE RESOLUTION

Excerpt from minutes of meeting of the Board of Directors of

Incorporated.

At the meeting of Directors of _____
Incorporated, duly noticed and held on _____,
A quorum being there present, on motion duly made and seconded. It was:

Resolved that _____, be and is hereby appointed, constituted and designated as agent and Attorney-In-Fact of the corporation with full power and authority to act on behalf of this corporation in all negotiations, bidding, concerns and transactions with the Parish of Jefferson or any of its agencies, departments, employees or agents, including but not limited to, the execution of all bids, papers, documents, affidavits, bonds, sureties, contracts and acts and to receive all purchase orders and notices issued pursuant to the provisions of any such bid or contract, this corporation hereby ratifying, approving, confirming, and accepting each and every such act performed by said agent and Attorney-In-Fact.

I hereby certify the foregoing to be a true and correct copy of an excerpt of the minutes of the above dated meeting of the Board of Directors of said corporation, and the same has not been revoked or rescinded.

Secretary-Treasurer

Date

Generic Bid Affidavit Instructions

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

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

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

Affidavits with the following WILL NOT be accepted.

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

Instruction sheet may be omitted when submitting the affidavit.

Generic Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

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

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

Affiant further said:

Campaign Contribution Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B _____ There are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Affiant further said:

Debt Disclosures

(Choose A or B, if option A is indicated please include the required attachment):

Choice A _____ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish of Jefferson to the Affiant.

Choice B _____ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Affiant further said:

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

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

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

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

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

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

Affiant further said:

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

Signature of Affiant

Printed Name of Affiant

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

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or her designee, with the concurrence of the Director of Risk Management or her designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. **Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date.** Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Within ten (10) days of bid opening, the apparent low bidder will be required to provide final insurance certificates to the Parish which shall name the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract. Failure to provide your certificate of insurance within the ten (10) days, shall result in the Parish rejecting your bid and moving on to the next lowest bidder. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

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

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

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) days of the bid opening. A scanned copy may be submitted initially; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

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

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

☒ **BUSINESS AUTOMOBILE LIABILITY**

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

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

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

Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted within ten (10) days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE - An umbrella policy or excess may be used to meet minimum requirements. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

FOR CONSTRUCTION AND RENOVATION PROJECTS: The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.