



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



November 13, 2025

ADDENDUM # 1

Bid Number: 50-00149072

Due Date: December 2, 2025

Two (2) Year Contract for Labor, Materials, and Equipment Necessary to Provide Grass Cutting and Landscape Maintenance for The Department of Jefferson Protection and Animal Welfare Services (JPAWS)

Questions and Answers:

1. Question:

On the Bid form Line item 2 states in the Notes Section "Site under construction. Areas outside construction fence to be maintained. After viewing the site, it was determined that there is no construction fence up to determine what will need to be mowed and what we fall within the construction zone. Do you have a map to show where a construction fence will be installed for bidders to determine what will need to be mowed?

Answer:

The Eastbank Location has been eliminated from this bid. The bid form and specification have been revised to reflect to changes.

2. Question:

On the Bid form Line item #4 Quantity reflects 86 Cuts but the Bid Specs it specifies (18) cuts per year. Should this quantity be reduced to (36) cuts?

Answer:

The cuts should be 36 a year. Please see the attached revised bid form.

*****PLEASE SEE THE REVISED BID FORM AND SPECIFICATIONS ATTACHED. THIS FORM MUST BE USED FOR BID SUBMISSION*****

*****PLEASE REMEMBER TO ACKNOWLEDGE THIS ADDENDUM BY NUMBER ON YOUR BID SUBMISSION****



JEFFERSON PARISH

PURCHASING DEPARTMENT

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR



Sincerely,

Stacey Champagne
Purchasing Specialist II
Jefferson Parish Purchasing Department

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.

**TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND LANDSCAPING SERVICES FOR
DEPARTMENT OF JEFFERSON PROTECTION & ANIMAL WELFARE SERVICES - WESTBANK**

SECTION 1.0 Pre-Bid Conference/Site Visits:

No Pre-Bid Conference shall be required. Bidders shall inspect the sites and perform their own measurements and surveys in order to determine the proper quantity of labor hours, materials, supplies, equipment, etc. required to complete this contract.

To schedule site visits, contact Kenneth Jamison, Building Maintenance Supervisor at (504)349-5111 or by email at Kenneth.Jamison@jeffparish.gov.

Drawings/pictures of the property are not available.

SECTION 2.0 Bonds:

Electronic Bid Surety in the amount of 5% of the total bid amount is due with bid submission.

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

SECTION 3.0 Licenses and Permits:

A Louisiana State Commercial Contractor's License shall be required in the following category:

- Specialty: Landscaping, Grading and Beautification

The above LA State Contractor's License will be required in accordance with 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.**

The contractor shall have a license in the following categories from the Louisiana Department of Agriculture and Forestry:

- Landscaping Horticulturist and
- Ground Applicator Owner-Operator License

A copy of the front and back of each of the above Agriculture and Forestry licenses must be included with bid submission. 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 Code Compliance and 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 the term of the contract.

SECTION 4.0 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 two (2) years at the following JPAWS locations:

Grass cutting/maintenance schedule for location #1 required as follows:

- Weekly: March through October (8 months)
- Bi- Weekly: November through February (4 months)

Forty-three (43) cuts per year for a total of eighty-six (86) cuts per two-year period at the following:

1. West Bank Location
2701 Lapalco Blvd.
Harvey, LA 70058

Grass cutting/maintenance will be required eighteen (18) times each year at the following property:

2. West Bank Location – **Field (outside fence to canal)**
2701 Lapalco Blvd.
Harvey, LA 70058

There is no weekly/monthly cutting schedule for location #2. It is at the discretion of the successful contractor to determine the schedule to accomplish the required eighteen (18) cuts per year. The successful contractor shall submit a schedule to the JPAWS Director for approval.

(Note: JPAWS owns all of the property located at the West Bank Location from Peters Rd. to the canal. The field, outside of the fence and all the way to the canal, is considered Jefferson Protection & Animal Welfare Services property and shall be included in this bid.)

SECTION 5.0 Quantities/Inspections:

Bidders must inspect all sites and perform their own measurements and survey the sites to determine the proper quantities of labor hours, equipment, supplies, materials, required for this contract.

SECTION 6.0 Bid Specifications:

The successful bidder shall furnish all labor, materials, supplies and equipment necessary to provide grass cutting and landscape maintenance.

SECTION 6.1 Turf Maintenance Frequency:

The grass cutting and trimming around buildings, beds, plantings, curbs, sidewalks, poles, signs, and landscape maintenance shall be provided to all sites weekly from April through October. These services will decrease to three (3) times in the months of March and November and two (2) times in December, January, and February. March and November will be maintained the 1st, 3rd, & 4th weeks. The same maintenance shall be performed two (2) times a month from April through September (2nd & 4th week) and once (1) month from October to March (2nd week).

SECTION 6.2 Turf Maintenance Management:

SERVICES LISTED IN SECTION 6.2 WILL BE PERFORMED DURING EACH VISIT. CONTRACTOR SHALL PICKUP ALL TRASH AROUND SITE BEFORE ANY CUTTING STARTS.

Lawn Services shall include the following: mowing of all lawn areas, edging of all sidewalks and curbs, weed eating along all building, fences, and poles, air blowing, raking and removing all clippings from parking lots, driveways, sidewalks, and street curbs. No clippings shall be blown or swept into the streets and/or parking areas at any time.

Grass clippings, litter, cigarette butts, and debris shall not be blown into rain-drains or permitted to remain on hard surfaces to eventually wash into rain-drains.

Care must be taken not air-blow or discharge grass trimmings onto parked vehicles in the vicinity of lawn services. Care and caution must be taken to not create ruts and trenching during extended periods of rain.

Proper care will be taken to regulate the mowing height to promote effective root growth to the existing turf. Appropriate attention will be given to minimize runs and matting to ensure the turf areas are kept in the best possible conditions.

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water-soluble synthetic, inorganic fast release, for quick turn response, and slow release for longer residual turn response.

SECTION 6.3 Proper Grass Cutting Equipment:

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.

SECTION 6.4 Completed Work Verifications:

The Building Maintenance Supervisor shall be notified by email on the first working day upon completion of any and all visit/services. This receipt will reflect: grass cutting, shrubbery trimming, pruning, landscaping activities, planting, mulching, weeding, chemical applications, etc. Contractor will email the completion sheet to Kenneth.Jamison@jeffparish.gov.

SECTION 6.5 Lawn Maintenance:

Maintain all lawn areas as follows:

The following mower height shall be used:

St. Augustine lawn: 1.5" – 2.5"

Centipede lawn: 1" – 2"

Bermuda lawn: 1" – 1.5"

Fertilize all lawn areas in March with Hi-Yield Premium Lawn Fertilizer 15-5-10 (or approved equal) 20 lbs. per 5,000 square feet.

Apply Hi-Yield Ant Bait with Logic (or approved equal) as needed to control fire ants.

Turf/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 four (4) times per year with Emergent (or approved equal) in med-January, mid-March, mid-July, mid-October.

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water-soluble synthetic, inorganic fast release, for quick turn response, and slow release for longer residual turn response.

SECTION 6.6 Horticultural Services:

Horticultural services will include maintaining all flower bed areas free from weeds.

Removal of weeds from garden beds will be by hand with complete root removal or chemical removal, no weed-eaters, edger's or any other motorized tool will be used.

All shrubbery, bushes, and ground-cover will be maintained to an acceptable Industry/Jefferson Parish standard.

Trimming two-inch (2") caliper tree limbs below eight feet (8'), pruning and trimming of trees, shrubs and ground-cover in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain the natural shape, reflect a clean, and neat appearance.

SPECIFICATIONS FOR BID #50-00149072 - Addendum #1

Treating all flower beds with EPA approved chemicals for weed control and included in this contract will be the maintenance of all planted areas.

The contractor will weed beds on every 4th visit and shape/prune trees, shrubs, and bushes every 11th visit. The contractor will state on the written receipt when this service has been done.

Insecticides and disease control of existing trees and plants shall be done four (4) times per year; in mid-January, mid-March, mid-July, and mid-October.

Fertilize trees with Tree Food Stakes 17-7-6 (or approved equal) in March using three stakes per two inches of tree caliper. The contractor shall state on the completion sheet when all of the above services were done.

Report any tree pruning that may be need for public safety or wire lines safety, on trees over 15' tall to the Building Maintenance Supervisor at Kenneth.Jamison@jeffparish.gov.

Note: The removal of any severely damaged or dead trees is not included in this contract.

SECTION 6.7 Chemical/Weed Control and MSDS Binder:

Chemical weed control may be used; however, caution must be exercised to protect the public, the property, all animals housed in all facilities, and the environment. Vendor will alternate chemicals to maximize effect. Fertilization of all existing trees shall be done once a year, in-mid-March. Only chemicals approved by the Environment Protection Agency and considered the safest and most effective for the specific task may be used in this contract.

Contractor shall discuss with the JPAWS Director what chemicals, and where chemicals are being utilized, before any chemical weed or pest control program starts.

Contractor will furnish a ringed binder containing full Material Safety Data Sheets for all products used at the JPAWS properties. These MSDS sheets will be kept updated and current with all products used at the properties throughout this contract. This binder shall be delivered to the Building Maintenance Supervisor at 2701 Lapalco Blvd, Harvey, LA 70058.

SECTION 7.0 Cutting/Work Hours:

The work that is to be performed shall be scheduled in advance, and shall be performed during regular working hours. Care should be taken to ensure the cutting/work as quietly as possible, and without tracking dirt or trimmings onto carpeted areas, or tiled areas. Negligent performance in this area will result in additional cleaning of carpet/tile. Cost of cleaning will be at the Landscaping Contractors expense.

All properties listed on this bid shall be cut during the Department of JPAWS working hours, which are as follows:

- 8am-5pm, Monday-Friday
- 9am-4pm, Saturday

SECTION 8.0 Billing:

The contractor shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be submitted to:

West Bank Location
2701 Lapalco Blvd
Harvey, LA 70058
Attn: Gloria Soto
Gloria.Soto@jeffparish.gov

SECTION 9.0 Quality Control:

Services will be performed on the same day(s) each week, weather permitting. In the event of inclement weather or holidays, services will be rescheduled and performed the next day. If the services are not provided on the next available day, the Building Maintenance Supervisor will be notified of delays, reasons for delays, and resolutions.

In efforts to provide the highest quality of services and maximum visual impact, the contractors crew representative will provide a contact number and meet with the Building Maintenance Supervisor during each visit and a written receipt will be signed by the contractor and JPAWS representative. All services shall be performed in a professional and timely manner.

Inspection/discovery of unsatisfactory cuttings and/or performances will be discussed with the Contractor, his staff and the department representative, if or when required. The Contractor will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to department specifications and contract.

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

SECTION 10.0 **Safety Precautions:**

Safety must be exercised at all times to safe guard the welfare and safety of the building patrons, the general public, all animals housed in these facilities and the employees of Jefferson Parish. Job site 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 a contractor should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler head, fence, tree, or pole, the contractor shall be required to replace and/or restore such item to its original condition, with the same type of material, finish, and workmanship. The contractor will be responsible for any and all damages caused by the contractors' lawn equipment, and for the equipment itself. Contractor must consider the security and integrity of the buildings and grounds, before, during, and after contractor services. Buildings, Grounds, and Equipment must be protected and secured to the satisfaction of JPAWS and Industry Standards. The Contractor will provide trained personnel to perform all duties of this Contract. Contractor's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on any Jefferson Parish property.

Contractor shall discuss with the JPAWS Director what chemicals and where chemicals are being utilized before any chemical weed or pest control program starts.

SECTION 11.0 **Early Termination:**

In addition to the contractual reasons for early termination of the entire contract, Jefferson Parish reserves the right to cancel individual services listed in this contract with thirty (30) days' notice.

SECTION 12.0 **Standard Insurance Deviation:**

The Risk Management Department requires Contractors' Pollution Liability coverage for this bid due to the use of chemicals.

INVITATION TO BID
THIS IS NOT AN ORDER

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DATE: 11/13/2025

BID NO: 50-00149072

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
stacey.champagne@jeffparish.gov

Addendum #1 Revision

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)

BID NO: 50-00149072

- 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.

BID NO: 50-00149072

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.

BID NO: 50-00149072

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.

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

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

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

DATE: 11/13/2025

BID NO: 50-00149072

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.

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Addendum #1 Revision

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BID NO: 50-00149072

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.

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149072

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	86.00	CUT	Two (2) Year Contract for Labor, Materials, and Equipment Necessary to Provide Grass Cutting and Landscape Maintenance for The Jefferson Protection & Animal Welfare Services (JPAWS) 0020 WESTBANK LOCATION 2701 LAPALCO BLVD HARVEY, LA 70058	\$ _____	\$ _____
2	86.00	CUT	0030 WESTBANK LOCATION FIELD (OUTSIDE FENCE TO CANAL) 2701 LAPALCO BLVD HARVEY, LA 70058 CONTACT: KENNETH JAMISON 504.606.9062 KENNETH.JAMISON@JEFFPARISH.GOV	\$ _____	\$ _____