



**Bid Number 50-00149756**

**Three (3) Year Contract to Provide Grass Cutting Services  
(Smooth/Rough) for The Jefferson Parish Department of Parkways**

**BID DUE: May 12, 2026 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net) , by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist II: Stacey Champagne  
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# **BID # 50-00149756**

## **EASTBANK RIGHT-OF-WAY GRASS CUTTING** **FOR THE JEFFERSON PARISH** **DEPARTMENT OF PUBLIC WORKS – PARKWAYS DEPARTMENT**

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

**A NON-MANDATORY Pre-Bid Conference will be held at 10:00 am on April 17, 2026 in the Jefferson Parish Government Building, 200 Derbigny St., Suite 4400, Gretna, La 70053.** All bidders are invited to attend the NON-MANDATORY pre-bid conference.

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

All site locations included in this bid are easily accessible, at any time, for any bidder. Representatives from Jefferson Parish will not attend any pre-bid site inspections.

### **LICENSING**

Bidders shall be properly licensed in accordance with LA-R.S. 37:2150-2163 and must possess a Louisiana State Contractor's License with the classification of SPECIALTY: LANDSCAPE, GRADING AND BEAUTIFICATION (The license number is required to be on the electronic envelope and failure to do so will result in automatic rejection and your bid will not be read aloud in accordance with public bid law).

The apparent low bidder shall, within ten (10) calendar days of bid opening, submit copies of the front and back (as applicable) of all Agriculture & Forestry licenses and certifications (listed below) required for performance of the work. Such documentation is not required at the time of bid submission; however, failure of the apparent low bidder to timely provide the required documentation within the ten (10) day period shall render the bid non-responsive and subject to rejection.

Bidders shall possess the following licenses and certifications:

- Louisiana Department of Agriculture & Forestry State Landscape Horticulturalist License.
- Louisiana Department of Agriculture & Forestry Ground Owner Operator License.
- Louisiana Department of Agriculture & Forestry Category 6: Right-of-Way & Industrial certification.

All required licenses shall be issued in the name of the company submitting the bid and performing the work. Any license held in an individual capacity, including but not limited to a Landscape Horticulturalist License, must reflect the bidding company as the individual's place of business in the records of the Louisiana Department of Agriculture & Forestry.

The prime contractor shall independently possess all licenses required to perform the scope of work and may not rely upon a subcontractor's license to satisfy licensing requirements for work constituting more than fifty-one percent (51%) of the total contract value. Subcontractors shall hold all licenses and certifications applicable to the specific portion of work they perform, but such licenses shall not substitute for the prime contractor's required licensure

All required licenses and certifications shall remain valid and in good standing for the duration of the contract. In the event of any change in an individually held license (e.g., Landscape Horticulturalist), written notice of such change shall be provided to Jefferson Parish prior to continuation of work.

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The Contractor bears sole responsibility for compliance with all applicable federal, state, and local laws, rules, and regulations governing required licensure and certification.

A written list of all proposed subcontractors shall be submitted to Jefferson Parish for approval prior to contract execution. No subcontracted work shall commence until written approval is obtained. By way of example only, mulch placement may be subcontracted to a properly licensed Landscape Horticulturalist, and chemical application may be subcontracted to a duly licensed applicator holding the appropriate category certification.

### **BONDS:**

- **Bid Bond** - A bid bond in the amount of five thousand dollars and zero cents (\$5,000.00) is due with the bid submission.
- **Performance Bond** - A performance bond in the amount of one million dollars and zero cents (\$1,000,000.00) is required at the signing of the formal contract. The proposer acknowledges and agrees that the Performance Bond may be forfeited for the successful proposer's failure to fully and faithfully perform its obligations in accordance with the negotiated and executed agreement.
- **Payment Bond** - A payment bond in the amount of one million dollars and zero cents (\$1,000,000.00) is required at the signing of the formal contract. The proposer acknowledges and agrees that the Payment Bond shall act as security for the true and faithful payment in full of all subcontractors and persons performing labor, services, materials, machinery, and fixtures in connection with the work, and may be subject to forfeiture in the event the successful proposer fails to fully and faithfully satisfy any and all payment obligations.

### **SUBCONTRACTORS**

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

### **INSURANCE**

In addition to Jefferson Parish's standard insurance requirements, the Contractor shall possess Pollution Insurance with the following coverages:

- Covering losses caused by pollution conditions that arise from the operations of CONTRACTOR;
- Minimum acceptable limits: \$1,000,000 per incident; and \$2,000,000 aggregate;
- Broad Form Named Insured endorsement;
- Fines, penalties and punitive damages to be included;
- Clean up costs to be included;
- Additional Insured endorsement in favor of Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and should stipulate that the insurance afforded CONTRACTOR shall be primary insurance and that any insurance carried by the Owner shall be excess and not contributing insurance;
- A Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council;

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- If claims-made coverage is accepted, the retroactive date, if any, must precede the commencement of the performance of the Contract; and
- Any retrospective date applicable to coverage will be maintained or an extended discovery period will be exercised for a period of three (3) years, beginning when this Contract is completed or terminated.

### **SCOPE OF WORK**

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

### **PERIOD OF AGREEMENT**

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

### **INVOICING**

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

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

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

### **LIQUIDATED DAMAGES**

Liquidated damages may be assessed for missed and/or unsatisfactory work. The liquidated damages amount set forth in these specifications is intended to represent a reasonable estimate of the damages anticipated to result from delay or non-performance. At the time of contracting, actual damages may be difficult to calculate with certainty; therefore, the stated amount reflects a good-faith effort to approximate likely costs and impacts associated with such delay. The liquidated damages provision is not intended to operate as a penalty. The amount established bears a reasonable relationship to the anticipated harm and is included solely to compensate for damages that are otherwise uncertain or impracticable to quantify in advance. Liquidated damages may be assessed as outlined below:

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### **Incomplete Work**

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

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

### **Unapproved Schedule Changes**

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

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

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

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

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

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

### **SITE LOCATIONS**

See Attachment Sheets (A thru F). The specified work locations are listed within each Attachment. Additionally, Parish and State routes for smooth cutting and for roadside ditch and slope have been separated. Attachment F includes a list of required mulch bed locations. No landscape work is required for these locations, but each bed area shall be mulched twice per year and shall be inclusive of the mowing pricing. The locations are listed by street name with either an address or intersection to help locate each site. Furthermore, a *general* description of the required work is noted. Typical work descriptions include center median, right-of-way, cul-de-sac and lot.

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

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

### **PART I QUALIFICATIONS**

#### **MINIMUM REQUIREMENTS**

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

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

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

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

#### **MINIMUM EQUIPMENT**

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

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

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### **PART II DEFINITIONS**

#### **BID PRICING**

Bid pricing shall be provided per cycle (unit price) for the locations outlined in each attachment. Additionally, incidental bid items are included with this bid. There is no guaranteed quantity of any incidental bid items to be used for this contract. All bid items shall include all associated costs related to the item such as labor, material, equipment, fuel, insurance and related incidentals. Incidental mowing prices shall be used if any locations are added or subtracted from the contract. All acreage shall be rounded to the nearest 0.25 of an acre.

#### **CYCLE**

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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### **COOPERATION**

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

### **DAMAGE TO FACILITIES**

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

The Contractor must have in place prior to work, a method of recording, responding and repairing legitimately broken glass, windshields or any other kind of damage experienced due to the work being performed. Jefferson Parish will direct any damage claims directly to the Contractor for investigation and remediation.

### **EDGING**

Edging shall be accomplished utilizing mechanical stick edgers with steel blades. Edging shall occur along concrete curbs, sidewalks and other areas where define hardscape meets turf. Discs, herbicides and or/string trimmers may not be used to control grass growth where grass and a paved surface meet. At the completion of edging, no grass should be visible over a hard surface. Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edging. A minimum depth of 1" (one inch) shall remain along and below the top of hard surface paving upon completion of edging in order to slow the continued growth of the grass. All dirt and grass clippings shall then be blown off of the curb and swept (see SWEEPING/BLOWING).

In instances where a stick edger cannot be used, such as missing, depressed or broken curbs, a string trimmer may be utilized. However, the string trimmer must be turned perpendicular to the edge to create a defined line.

Edging is required for every cycle.

### **EQUIPMENT REQUIREMENTS**

The bid shall include all equipment, operators, fuel, maintenance and transportation. All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame.

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

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### **EQUIPMENT STORAGE**

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

The Jefferson Parish Parkways Department shall provide the Contractor with (24) hour access to its Eastbank equipment yard. The Eastbank yard is located at 200 Shrewsbury Road, Jefferson, Louisiana 70121. The Contractor will be allowed to store equipment, dump debris from the street sweeper and perform minor wash-down of equipment. Additionally, the Contractor shall be allowed to utilize the hose spigots located within the yards to fill up spray and street sweeper tanks. The Contractor must provide and utilize his own hose. The Contractor shall not be allowed to rinse or clean any chemical tanks on Jefferson Parish property.

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

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

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

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

### **GREEN DEBRIS REMOVAL**

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

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

### **INSPECTIONS**

Using the daily maintenance reports and spray logs submitted by the Contractor, inspections of areas of work performed shall be made by Jefferson Parish personnel to determine the acceptance of the work performed. In the event the work is considered unacceptable, the contractor will be directed to immediately employ any and all methods or means to bring the area up to an acceptable level within twenty-four hours (24) of notice, without any extra cost to Jefferson Parish.

### **MAINTENANCE REPORTS**

**Contractor shall complete a daily maintenance report for each day work is performed.** Reports shall be e-mailed daily, no later than 10:00 a.m. next business day to the Parkways Department. These reports shall be used as the record for tracking the quantity and quality of work being performed. In addition, the daily maintenance report shall be utilized to record anything which might impede the contractor in performing the scope of work. The contractor is required to notify Jefferson Parish immediately within 24 hours of any problems and/or restrictions that would prevent him from performing his duties. Contractor may elect to use own report format, if approved by Jefferson Parish. If these reports are not sent on a daily basis this could delay payment of invoices.

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

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

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

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

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

### **NUISANCE CONTROL**

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

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**PINE STRAW MULCH PLACEMENT**

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

Minimum Tree Ring Dimensions:

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

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

Mulch placement shall occur as outlined above, but should be factored into the inclusive unit price for each smooth cut mowing cycle.

**QUANTITIES**

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

**SAFETY PRECAUTIONS**

The Contractor shall be responsible for ensuring that his operations are performed in a safe manner. This includes, but is not limited to, pedestrian and vehicular access, equipment operation and employee and site safety. All work shall conform to the latest guidelines of OSHA, Louisiana DOTD, Jefferson Parish and any other applicable agency.

The Contractor shall maintain a professional work zone at all times. The use of drugs or alcohol is prohibited while working on parish property.

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Confrontation with citizens and/or Jefferson Parish personnel will not be tolerated. Soliciting and/or performing private work while working on Jefferson Parish property is prohibited. Failure to maintain a professional work zone, or fraudulent activities, may result in termination of the contract and possible legal ramifications.

### **SCHEDULE**

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

### **SPRAY LOGS**

**Contractor shall complete a spray log for each day that any chemical application takes place.** Spray logs shall be submitted with each invoice and shall be associated with the dates of the cycle being invoiced for. These spray logs shall be used as the record for tracking the locations, quantity and quality of chemical applications. The Contractor shall utilize the Louisiana Department of Agriculture and Forestry Commercial Pesticide Applicator Record Keeping Form (Attachment G) to log all herbicide spraying applications. A sample copy of this form is included in this bid package (Attachment G).

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

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

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

### **SWEEPING/BLOWING**

After cutting, the turf and paved areas adjacent to the turf areas being cut shall be free of grass, leaves, cigarette butts and any other type of debris. This shall be accomplished using a combination of blowers and street sweepers. Debris shall not be blown from the paved to the turf areas. Code 1961 17-3 Ordinance No. 2120 2-14-01 Sec. 27-71 (A) states: "It shall be unlawful to dump or place material of any kind into parish catch basins, in a canal/ditch, on the banks of a drainage canal/ditch or in drainage servitude without a permit." The Contractor shall not blow grass clippings into roadways and/or drainage catch basins. In order to keep grass, leaves, smoking paraphernalia butts and other debris from collection and building up along the curb of streets, the Contractor will be **REQUIRED** to sweep the areas affected by grass cutting and edging. Sweeping shall occur along the entire route of grass cutting. For example, when cutting the center median of Causeway Blvd., the Contractor shall also sweep all concrete curbs and barriers located within the center median area of each street intersecting Causeway Blvd. The contractor shall use a street legal mechanical or vacuum type street sweeper with a minimum three (3) cubic yard capacity debris hopper. This equipment must be approved by the Jefferson Parish Parkways Department. Street sweeping and blowing shall be performed immediately after each edging and cutting operation. Blowers may be used to blow grass clippings off of walkways and other hard surfaces. Blowers will not be allowed to blow grass clippings, dirt and debris into drain inlets.

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Blowers may be used to blow grass clippings and debris directly into the path of the sweeper. If the sweeper is not visibly present, the Contractor shall not be allowed to blow clippings into the roadway. The street sweeper shall ensure all clippings and debris are removed from the roadway.

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

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

Sweeping/blowing is required for every cycle.

### **TRAFFIC CONTROL**

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

### **TRASH REMOVAL**

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

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

Trash removal is required for every cycle.

### **TRANSFERRING CONTRACT**

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

### **TREE TRIMMING**

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

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

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

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

### **UTILITY SERVICE INTERRUPT**

In the event of an interruption of public or private utility service or general damage to public or private properties as a result of accidental breakage or any other actions by the Contractor, the Contractor shall immediately notify the proper authority and/or property owner and shall fully cooperate with said authority or owner until the service is restored to its previous capacity. The Contractor shall be responsible for any costs associated with utility interruptions.

### **VACANT PROPERTIES**

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

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

### **WORK COMPLIANCE**

The proposed work must comply with OSHA (Occupational Safety and Health Administration), DOTD (Department of Transportation), Jefferson Parish any other applicable agency's requirements and regulations regarding this variety of work.

### **WORK PERIODS**

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

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

### **SMOOTH CUT**

Smooth cut mowing shall occur on medians, rights-of-way and drainage canal transition areas utilizing ride-on and/or push type manicure mowers. Smooth cut mowing shall occur a minimum of: one (1) cut every twenty-eight (28) days or once per every four (4) weeks, from December 1<sup>st</sup> through February 28<sup>th</sup> (29). One (1) cut every fourteen (14) days or once every two (2) weeks for March, April, October and November. One (1) cut every ten (10) days or once every one and one-half (1 ½) weeks from May thru September.

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The aforementioned frequency of cutting represents twenty-six (26) cuts per twelve (12) month period. The grass shall be cut to a height of between a minimum of one and one-half inches (1-1/2") and a maximum of two inches (2") exposure.

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

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

### **FLAT ROUGH**

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

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

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

Roadside ditch and slope mowing shall occur in select locations and shall utilize a tractor (100 hp or less) equipped with a minimum 20' reach boom mower. Roadside ditch and slope mowing shall occur a minimum of: one (1) cut per month or (30) days from January 1<sup>st</sup> through May 30<sup>th</sup> and September 1<sup>st</sup> through December 31<sup>st</sup>. Two (2) cuts per month or one (1) cut per every two (2) weeks or fourteen (14) days from June 1<sup>st</sup> through August 31<sup>st</sup>. The aforementioned frequency of cutting represents fifteen (15) cuts per twelve (12) month period. The grass shall be cut to a height of between a minimum of two inches (2") and a maximum of three inches (3") exposure.

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

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### **WEATHER AND MOWING CONDITIONS**

The Contractor shall determine his activities and schedule based on the weather. Performing mowing operations during, or immediately after, weather events does not relieve the contractor of performing in accordance with these specifications.

At no time will it be acceptable for the Contractor to leave any turf area with an uneven surface or to leave excessive (visible) thatch. Any divots, ruts or holes must be repaired by the Contractor.

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

#### **GENERAL**

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

#### **ADDITIONAL MAINTENANCE AREAS**

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

#### **INCIDENTAL CURB AND ROADWAY SPRAYING**

The base contract requires that the Contractor spray non-selective herbicide along all hardscape areas adjacent to all mowing locations. Incidental curb and roadway spraying shall be for areas designated outside of required mowing locations. Incidental curb and roadway spraying shall be priced per mile and shall include both sides of the roadway in that per mile price. For example, when the Contractor is maintaining the center median of a roadway, he is required by the contract to spray the curb and gutter of that median, but not the curb and gutter on the outside of the travel lanes. The incidental curb and roadway spraying would cover these outside locations.

In some instances, the incidental curb and roadway spraying may require the Contractor to spray the curb and gutter of one side of the roadway and then spray the center line of the roadway. In any instance, the per mile price allows for the spraying of two sides of the roadway.

Incidental curb and roadway spraying shall only occur when requested by the Parkways Department. There is no minimum or maximum quantity of incidental curb and roadway spraying designated for this contract. All incidental curb and roadway spraying will require the Contractor to apply both a pre-emergent herbicide and a non-selective herbicide (mixed together) for each application (see PART II, DEFINITIONS).

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**INCIDENTAL PINE STRAW MULCH PLACEMENT**

The base contract requires that the Contractor apply pine straw mulch (bales) twice per twelve (12) month period. Incidental pine straw mulch placement shall refer to any requested mulch placement in addition to the required mulching and shall abide by the same specifications (see PINE STRAW MULCH PLACEMENT). Incidental pine straw mulch may be requested by the Parkways Department to account for new trees and/or landscape bed plantings, to repair damage or to enhance various locations. Incidental pine straw mulch placement shall be priced per bale (minimum bale size shall be 26"x13"x12").

Incidental mulch placement for new trees shall be calculated at one (1) bale per tree, per mulch cycle. Incidental mulch placement for new landscape beds shall be calculated at one (1) bale is equivalent to thirty (30) square feet of coverage at 4" thick. Incidental pine straw mulch placement shall only occur when requested by the Parkways Department. There is no minimum or maximum quantity of incidental pine straw mulch placement designated for this contract.

**Attachment A - Eastbank Parish Smooth Cut (26 cuts per year)**

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
16 <sup>th</sup> Street (East Dead End)	Dead End (Spray)
17 <sup>th</sup> Street (Causeway Blvd to Severn Ave)	Center Median
17 <sup>th</sup> Street (Severn Ave to N Arnoult Rd)	North & South ROW
18 <sup>th</sup> Street (Severn Ave to N Arnoult Rd)	North & South ROW
19 <sup>th</sup> Street (Severn Ave to N Arnoult Rd)	North & South ROW
46 <sup>th</sup> St (at Athania)	Lot
Academy Dr (at W Esplanade Ave)	West & East ROW
Academy Dr (from 5024 Academy Dr to Waverly Place)	West ROW
Airline Park Blvd (Airline Dr to W. Metairie Ave)	Center Median
Alhambra Ct (Cul-de-Sac)	Cul-de-Sac
Arnoult Rd (Clermont St to Scott St)	West ROW
Avron Blvd (Suburban Canal to Lake Villa Dr)	South ROW
Avron Blvd (at Lake Villa Dr)	Southwest Lot
Avron Blvd (at Wilson Canal)	Fence Line
Bamboo Rd (at Metairie Rd)	Southwest Corner

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Bamboo Rd (at Palmetto St)	Northwest Corner
Bauvais St (Alley Between Bauvais St and Cypress St Located near 3633 Bauvais St	Alley
Belvedere St (East Dead End)	Dead End (Spray)
Berwick St (Brown St to Causeway Blvd)	South ROW
Berwyn Ave (Roselawn St to Marian Ave)	North & South ROW
Berwyn Ave (at Roselawn St)	Northeast Lot
Berwyn Ave (at S Turnbull Dr)	Northwest Lot
Berwyn Ave (Joan Ave to Marian Ave)	North ROW / Lot
Bloomfield St (at Webb St)	Center Median
Bonnabel Blvd (Lake Pontchartrain Levee to Metairie Rd)	Center Median
Brentwood Dr (Cul-de-Sac)	Cul-de-Sac
Brookhollow Esplanade (River Rd to Jefferson Hwy)	Center Median
Brown St (Jefferson Hwy to Berwick St)	East ROW
Calvary Ct (Cul-de-Sac)	Cul-de-Sac
Camille Ct (Cul-de-Sac)	Cul-de-Sac (Both Sides)
Canal St (at W William David Pkwy)	West ROW / Lot
Canal St (W William David Pkwy to E William David Pkwy)	South ROW
Canal St (S I-10 Service Rd E to Lake Ave)	Center Median
Carrollton Ave (near Frisco Ave & Railroad)	East & West ROW
Caryota Dr (Pump Station to Vintage Dr)	East ROW
Causeway Blvd (Lake Pontchartrain to I-10)	Center Median
Causeway Blvd (Claiborne Ave to Lausac St)	Center Median (Under Bridge)
Causeway Blvd (I-10 to Bauvais St)	Center Median and East & West ROW

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Causeway Blvd (Burns St to River Rd)	Center Median and East & West ROW
Central Dr (Cul-de-Sac)	Cul-de-Sac
Citrus Blvd ROW (between Hickory Ave & Dickory Ave)	Lot / Park
Citrus Blvd (Dickory Ave to Elmwood Park Blvd)	Center Median
Claiborne Ave (Causeway Blvd to West Dead End)	North ROW
Clearview Pkwy (Folse Dr to I-10)	Center Median
Clearview Pkwy (I-10 to Airline Dr)	Center Median
Clearview Pkwy (at Utopia Dr)	Triangle Median
Clearview Pkwy (at Newman Ave)	Triangle Median
Clearview Pkwy (Citrus Blvd to Jefferson Hwy)	Center Median
Clearview Pkwy (at Huey P Long Bridge)	*See Description Below
Cleary Ave (at Derbigny St SE Lot)	Lot
Codifer Blvd (Beverly Garden Dr to Metairie Rd)	Center Median
Coventry Ct (Cul-de-Sac)	Cul-de-Sac
Creston St (Filmore St to Richard Ave)	North ROW and South ROW Between S Starret Rd and Richard Ave
Creston St (S Cumberland St to Starret Rd)	South ROW / Lots
Creston St (Starret Rd to S Upland Ave)	South ROW / +/- 1 AC Lot
Cypress St (Median West of Athania Pkwy)	Center Median
Cypress St (Ridgelake Dr to N Causeway Blvd)	ROW / Lots
Dakin St (Byron St to Irving St)	East ROW
David Dr (Veterans Blvd to W Metairie Ave)	Center Median
David Dr Trash Drop-Off Site	Lot and West ROW
Debra Dr (Cul-de-Sac)	Cul-de-Sac

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Deckbar Ave (at Laura St)	Northeast Lots (all Vacant Property)
Deckbar Ave (Laura St to Railroad)	Center Median
Dickory Ave (Drainage Canal to Earhart Expwy)	Center Median and East & West ROW
Dodge Ave (Jefferson Hwy to North of Orleans Blvd)	Center Median
Donald Ct (Cul-de-Sac)	Cul-de-Sac
Earhart Expwy (Drainage Ponds at Clearview Pkwy)	Drainage Pond Area
E Corporate Dr (at S Clearview Pkwy)	Center Median
Ellen Ct (Cul-de-Sac)	Cul-de-Sac
Elm Pl (Cul-de-Sac)	Cul-de-Sac
Englewood Pkwy (Pelham Ave to Nassau Dr)	Center median MULCH ONLY
Eporia St (East Dead End)	Dead End (Spray)
Eureka St (East Dead End)	Dead End (Spray)
Evelyn Pl (Cul-de-Sac)	Cul-de-Sac
Fairlane Dr (Cul-de-Sac)	Cul-de-Sac
Fairmont Dr (Glennwood Dr to Ridgewood Dr)	South ROW
Fairmont Ave (Cedar Dr to Mulberry Dr)	South ROW
Farnham Pl (Metairie Rd to Railroad)	Center Median
Ferriday Cy (+/- 640 Ferriday Ct)	Lot / Park
Folse Dr Park (at Clearview Pkwy)	Park Area
Folse St (Harris Ave to Crochet Ave)	East ROW
Focis St (Canal St to Metairie Rd)	West ROW
Frisco Ave (Farnham Pl to Woodvine Ave)	North ROW
Frisco Ave (Bella Dr to Woodvine Ave)	North ROW

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Frisco Ave (Iona St to Metairie Rd)	North ROW
Frisco Ave (Metairie Rd to Carrollton Ave)	South ROW
Garden Pl (Cul-de-Sac)	Cul-de-Sac
Gelpi Ave (Jefferson Hwy to Tucker Ave)	Center Median
Grace King Pl (W Esplanade Ave to Rockford Heights)	West ROW
Hickory Ridge Ln (Dickory Ave to Ferriday Ct)	Center Median
Heaslip Ave (Raymond Dr to Dead End)	South ROW and Lot (to Railroad ROW)
Helios Ave (at Demosthenes St)	SW Corner Lot
Hickory Ridge Ln (Dickory Ave to Ferriday Ct)	Center Median
Highland Ave (Airline Dr to Dead End)	Center Median
Idlewood Pl (Cul-de-Sac)	Cul-de-Sac
Inez Dr (Cul-de-Sac)	Cul-de-Sac (Both Sides)
Isabel St (at Gelpi Ave SE Lot)	Lot
Ivy Ln (Cul-de-Sac)	Cul-de-Sac
Ivy St (S Lester Ave to Flower/Market St)	South ROW
Jacqueline Dr (Cul-de-Sac at Woodlawn Ave)	Cul-de-Sac
Jefferson Park Ave (Jefferson Hwy to Leila Pl)	Center Median
Jefferson Park W (at Isabel St)	Cul-de-Sac
Joel Ave (Cul-de-Sac)	Cul-de-Sac
John Paul Ct (Cul-de-Sac)	Cul-de-Sac
Justin Pl (Cul-de-Sac)	Cul-de-Sac
Kawanee Ave (at Elmwood Canal)	Pedestrian Bridge
Kinder Ln (Cul-de-Sac)	Cul-de-Sac
Kuepferele Ct (Cul-de-Sac)	Cul-de-Sac

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L and A Rd (1612 address to 700 address)	North ROW
L and A Rd (Earhart Blvd to Railroad Tracks)	East & West ROW
L and A Rd (at Airline Dr)	Area Around Train Bridge
L and A Rd (south of Railroad Bridge)	East & West ROW
Lake Ave (Dead End North of Hyacinth St)	West & North ROW
Lakeshore Dr (at Southshore Dr)	North ROW Along Levee
Lakewood Dr (North Dead End)	Dead End
Lausat St (Shrewsbury Rd to +/- 3220 Lausat St)	North & South ROW
Laux Manor Dr (Cul-de-Sac)	Cul-de-Sac
Lee Ct (Cul-de-Sac)	Cul-de-Sac
Levee View Dr (Cul-de-Sac)	Cul-de-Sac
Little Farms Ave (Jefferson Hwy to Celeste Ave)	Center Median
Longwood Dr (York St to Near Wytchwood Dr)	South ROW (Fence Line)
Loumor Ave (Grunner Rd to E Livingston Pl)	South ROW
Loumor Ave (E Manley Ave to Ridgewood Dr)	North ROW
Lynnette Dr (Airline Dr to Buras Ave)	Center Median
Madelyn Ln (at Dead End)	West ROW
Maine Ave Alleyway (20 <sup>th</sup> St to W Metairie Ave)	Alleyway Between Maine Ave and Maryland Ave
Manley Ave (N Labarre Rd to Varden Ave)	North ROW and Bridge
Market St (W Metairie Ave to N Myrtle St)	East ROW
Martha Ln (Cul-de-Sac)	Cul-de-Sac
Martin Behrman Walk (Toulouse St to Dead End)	East ROW
Martin Behrman Walk (Harrison Ave to North Dead End)	East ROW
Martin Behrman Extension (Toulouse St to N I-10 Service Rd E)	Servitude

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Melroy Ct (Cul-de-Sac)	Cul-de-Sac
Metairie-Hammond Hwy (Chickasaw Ave to Orpheum Ave)	North & South ROW
Metairie Rd (Metairie Ct to Fagot Ave)	Triangle Median
Metairie Rd (at Beverly Garden Dr)	North ROW Both Sides of Beverly Garden Dr
Metairie Rd (at Mulberry Dr)	Triangle Median
Metairie Rd (at Oaklawn Dr)	North ROW Both Sides of Oaklawn Dr
Milan St (Filmore St to East of Upland Ave)	South ROW
Minnesota Ave (at 32 <sup>nd</sup> St)	Triangle Lot
Mistletoe St (S Lester Ave to Market St)	North ROW
N Atlanta St (at W Napoleon Ave)	Southeast Corner Lot
N Howard Ave (Airline Dr to Jay St)	Center Median
N I-10 Service Rd (Clearview Pkwy to Athania Pkwy)	South ROW
N I-10 Service Rd E (Helios Ave to Orion Ave)	South ROW
N I-10 Service Rd E (Elmeer Ave to 17 <sup>th</sup> St Canal)	South ROW
N Lester Ave (Airline Dr to Morris St)	Center Median
N Turnbull Dr (at S I-10 Service Rd W)	SE Lot (+/- 50'x120')
N Turnbull Dr (at 2128 N Turnbull Dr)	Lot
N Turnbull Dr (at 2133 N Turnbull Dr)	Lot
Narcissus St (at Papworth Ave Dead End)	North ROW
Nassau Dr (at Englewood Pkwy)	South ROW Along Fence Line
New York Ave (W Metairie Ave to South Dead End)	East ROW
Northline St (Friedrichs Ave to Nassau Dr)	Center Median MULCH ONLY

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Northline St (Monticello Ave to 17 <sup>th</sup> St Canal)	North ROW
Nursery Ave (at W Esplanade Ave)	Southwest Lot
Orchard Rd (5 <sup>th</sup> St to Roslyn Dr)	East ROW
Orpheum Ave (Northline to Hyacinth St)	East ROW
Orpheum Ave (at Fairview Ct Dead End)	West ROW
Oxford St (Maryland Ave to Grove Ave)	ROW
Park Dr S (Median West of Zinnia Ave)	Center Median
Petite St (Green Acres Rd to Haring Rd)	South ROW
Power Blvd (+/- 400' North of W Esplanade Ave to Veterans Blvd)	Center Median
Power Blvd Tear Drop (North and South of I-10)	East & West ROW
Power Blvd WB Exit Ramp	East & West ROW
Rayne Plaza (Cul-de-Sac)	Cul-de-Sac
Rensu Dr (Cul-de-Sac)	Cul-de-Sac (Both Sides)
Richard Ave (799 Richard Ave)	Lot
Richard Ave (Fence Line at Old Sheriff's Office)	West ROW Fence Line
Richland Ct (Cul-de-Sac)	Cul-de-Sac
Richmond Dr (Cul-de-Sac)	Cul-de-Sac
Ridge Rd (Midway Dr to Silver Oak Ln)	East ROW
Rio Vista Ave (Sherling Ave to Joyce Ave)	Triangle Greenspace Area
Rio Vista Ave (at North Dead End)	Cul-de-Sac
River Ln (Cul-de-Sac)	Cul-de-Sac
River Ridge Dr (Cul-de-Sac)	Cul-de-Sac
Robertson St (Earhart Expy Ramp to Merit Way)	South ROW
Robin Ln (Island between Citrus Rd & Midway Dr)	Island

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Robin Ln (Cul-de-Sac)	Cul-de-Sac
Russell St (Florida St to Phelps St)	North ROW
Russell St (Little Farms Ave to Hester Ave)	North ROW
Robin Ln (Midway Dr to Citrus Rd)	Center Median
S I-10 Service Rd (Harvard Ave to Clearview Pkwy)	North ROW
S I-10 Service Rd (Clearview Pkwy to Causeway Blvd)	North ROW
S I-10 Service Rd (Galleria Blvd to Metairie Heights Ave)	North ROW
S I-10 Service Rd E (Beverly Garden Dr to Aurora Ave)	North ROW
S I-10 Service Rd E (Homestead Ave to 17 <sup>th</sup> St Canal)	North ROW
S Starret Ed (Ronny St to Creston St)	East ROW Fence Line
Sauve Rd (St Paul Ave to Generes Dr)	North ROW
Sauve Oak Ln (Cul-de-Sac)	Cul-de-Sac
Saxon St (at Elmwood Canal)	Fence Line
Severn Ave (Lake Pontchartrain Levee to 39 <sup>th</sup> St)	Center Median
Scott St (Saia Ln to Lurline Dr)	North ROW
Shrewsbury Rd (Lausat St to Railroad Tracks)	East ROW
Shrewsbury Rd (near Robertson St)	East ROW
Sophia Ln (Cul-de-Sac)	Cul-de-Sac
St George Ave (at Bradley Dr)	Dead End
St Martin St (Irving St to Avron Blvd) (not the school)	West ROW
Stockton St (at Dead End)	East Dead End
Suzanne Dr (Cul-de-Sac)	Cul-de-Sac
Tiffany Dr (Cul-de-Sac)	Cul-de-Sac
Transcontinental Dr (Folse Dr to Airline Dr)	Center Median

**BID # 50-00149756**

Upland Ave (Ronny St to Creston St)	East & West ROW Fence Line
Utica St (Lime St to Clearview Pkwy)	South ROW
Van Buren (at Waldo St)	East Side Lot
Veterans Blvd (David Dr to Canal)	South ROW (near Water Tower)
Veterans Blvd (Downs Blvd to 5920 Veterans Blvd)	South ROW
Veterans Blvd (6205 Veterans Blvd to Green Acres Rd)	North ROW
Veterans Blvd (N Labarre Rd to Metairie Heights Ave)	North ROW
Veterans Blvd (at Sena Dr South ROW)	Bus Stop & Servitude Opening
Vineland St (Green Acres Rd to Transcontinental Dr)	North ROW
Vintage Dr (Cocos Plumosas Dr to Wilson Dr)	South ROW
Vintage Dr Canal (Senac Dr to Wilson Dr)	South Canal Flat
Virginia Pkwy (Cul-de-Sac)	Cul-de-Sac
W Canal Ave (Bissonet Dr to Apollo Dr)	South ROW
W Esplanade Ave (Power Blvd to Orpheum Ave)	Center Median
W Esplanade Ave (Power Blvd to Wilson Canal)	South ROW
W Esplanade Ave (Dreyfous Ave to Suburban Canal)	North ROW
W Metairie Ave (Roosevelt Blvd to Edenborn Ave)	Center Median
W Metairie Ave (N Sibley St to N Bengal Rd)	South ROW
W Metairie Ave (Trudeau Dr to Market St)	North & South ROW
W Metairie Ave (David Dr to Peggy Ave)	North ROW
W Metairie Ave (David Dr to Sadie Ave)	South ROW
W Metairie Ave (Elise Ave to Darlene Ave)	South ROW
W Metairie Ave (N Woodlawn Ave to Houma Blvd)	North & South ROW
W Metairie Ave (Houma Blvd to Anthony St)	South ROW

**BID # 50-00149756**

W Metairie Ave (Pasadena Ave to Manson Ave)	South ROW
W Metairie Ave (N Turnbull to Waltham St)	North & South ROW
W Metairie Ave (at Waltham St, Lots)	NW & NE Lots
W Metairie Ave (at Division St, Lot)	Northwest Lot
W Metairie Ave (at N Arnoult Rd)	Triangle Median
W Napoleon Ave (Roosevelt Blvd to Galleria Blvd)	Center Median
W Napoleon Ave (Roosevelt Blvd to Mississippi Ave)	North ROW
W Napoleon Ave (Mississippi Ave to N Sibley St)	North & South ROW
W Napoleon Ave (at East Corner at N Atlanta St)	South ROW
W Napoleon Ave (at East & West Corners at N Cumberland St)	South ROW
W Napoleon Ave (Soniata Canal to David Dr)	South ROW
W Napoleon (at Northeast Corner at David Dr)	Lot
W Napoleon Ave (David Dr to Judith St)	North ROW
W Napoleon Ave (Frankel Ave to Summit St)	South ROW
W Napoleon Ave (Judith St to Green Acres Rd)	North & South ROW
W Napoleon Ave (Houma Blvd to Suburban Canal)	South ROW
W Napoleon Ave (at East Corner at Madison St)	South ROW
W Napoleon Ave (Athania Pkwy to Causeway Blvd)	South ROW
W Napoleon Ave (Ridgelake Dr to Galleria Blvd)	South ROW
Wabash St (East Dead End)	Dead End (Spray)
Walden Dr (Cul-de-Sac)	Cul-de-Sac
Waverly Pl (Vacant Lot near Cul-de-Sac)	Lot
Whispering Oaks Dr (Cul-de-Sac)	Cul-de-Sac
Wilson Dr (Vintage Dr to W Esplanade Ave)	East ROW

**BID # 50-00149756**

Yates St (East Dead End)	Dead End (Spray)
York St (East Dead End)	Dead End (Spray)
Zalma St (Dilton St to Dead End)	North ROW Around House
Zenith St (East Dead End)	Dead End (Spray)

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

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

\*Clearview Pkwy at Huey P Long Bridge:

The Contractor shall maintain the center median under the Huey P Long bridge beginning at +/- 822 S Clearview Pkwy and ending roughly 325' beyond Jefferson Hwy. This shall include spraying of the concrete median on Jefferson Hwy under the Huey P Long bridge.

When working the center median under the Huey P Long bridge, the Contractor shall maintain the turf area up to the detention ponds. The Contractor shall not be required to cut the detention ponds areas.

Additionally, the Contractor shall maintain the roadway ramp right-of-way at the SE corner (along the fence), the NE corner (along the fence) and the NW corner (along the fence up to +/- 837 S Clearview Pkwy).

**Attachment B - Eastbank State Smooth Cut**

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
Airline Drive (Kenner Line to Orleans Parish Line)	Center Concrete Medians to be Sprayed
Airline Dr (Filmore St to Earhart Blvd)	South ROW
Airline Dr (at Shrewsbury Rd)	South ROW Island
Airline Dr (at Causeway Blvd Intersection)	ROW Under Elevated Roadway
Airline Dr (at N Labarre Rd)	North Island
Airline Dr (Maple Ridge Dr to Cecil St)	North & South ROW
Airline Dr (at S Lester Ave)	Area Around Bridge
Dickory Ave (Citrus Blvd to Hickory Ridge Ln)	Center Median

**BID # 50-00149756**

Dickory Ave (near Hickory Ridge Ln)	East ROW Along Brick Wall
Dickory Ave (Citrus Blvd to Gardner St)	West ROW
Jefferson Hwy (Filmore St to Huntley Ln)	Center Median
Jefferson Hwy (Filmore St to Huntley Ln)	North & South ROW (Ditches)
Jefferson Hwy (Joy St to Little Farms Ave)	North ROW
Jefferson Hwy (Manguno Dr to K&C Ln)	North ROW
Jefferson Hwy (Henfer to Destin Ln)	South ROW
Jefferson Hwy (Upstream St to Huntley Ln)	West ROW
Jefferson Hwy (Powerline Dr to Monticello Ave)	Center Median
Jefferson Hwy (Powerline Dr to Monticello Ave)	North & South ROW (Ditches)

NOTES: Unless specified, this contract does not include any right-of-way maintenance along the front and/or side yard(s) of any business and/or residence. Any area where the location is specified as 'lot' will include maintenance of all adjacent right-of-way frontage. Some of the above listed right-of-way areas may include drainage ditches. These ditches shall be cut at the same frequency as the adjacent flat areas. Smooth cut ditches may be cut with a slope mower or mechanical string trimmers.

The total length of roadway to be maintained for Eastbank State Smooth Cut is approximately 15.4 miles.

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

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
+/- 89 Jefferson Hwy (Vacant Lot)	Vacant Property between 121 Jefferson Hwy and 17 <sup>th</sup> St Canal Property Spans from Jefferson Hwy to Elevated Earhart Expy

**BID # 50-00149756**

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

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
Central Ave (Jefferson Hwy to Airline Drive)	East & West ROW
Crossen St (Orchard Rd to Dead End)	North ROW
Flower St (Ivy St to Dead End)	West ROW
Frost St (Sams Ave to Edwards Ave)	South ROW
Hickory Ave (Sauve Rd to Roberts St)	East & West ROW
K St (Sams Ave to +/- 250' to the east)	North ROW
L and A Rd (700 address to Airline Dr)	South ROW
Sams Ave (K St to Mounes St)	East ROW
Stable Dr (Hickory Ave to Canadian National Train Facility)	South ROW

**Attachment E - Eastbank State Roadside Ditch and Slope Mowing (15 cuts per year)**

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
Airline Dr (5700 address to Vera Rd)	South ROW

**Attachment F - Eastbank Mulch Bed Locations (2 cycles per year)**

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
Power Blvd Sculpture (4500 Power Blvd)	Center Median
Power Blvd Sculptures (at Schouest St)	Center Median
W. Esplanade Ave Sculptures (Power Blvd to Rebecca Blvd)	Center Median
North Bridgedale Sign (1513 Transcontinental Dr)	Center Median
Willowdale Sign (W Napoleon Ave at Tina St)	North ROW
Clearview Shores Park Sign (4585 Folse Dr)	Park Area
Pontchartrain Shores Sign (4414 Clearview Pkwy)	Center median

**BID # 50-00149756**

Pontchartrain Shores Sign (4419 Transcontinental Dr)	Center Median
Helios Sewer Station (600 Helios Ave)	Sewer Station Fence
Orpheum Ave Landscape (Metairie Rd to Narcissus St)	East ROW
Northline St Landscape (Friedrichs Ave to Woodvine Ave)	Center Median
Nassau Dr Landscape (Englewood Pkwy along fence)	South ROW
Causeway Blvd Sculptures (18 <sup>th</sup> St to 9 <sup>th</sup> St)	Center Median
Bonnabel Place Sign (1245 Bonnabel Blvd)	Center Median
Bonnabel Place Sign (200 Bonnabel Blvd)	Center Median
17 <sup>th</sup> St Landscape (Causeway Blvd to Severn Ave)	Center Median
17 <sup>th</sup> St Landscape Planters (N Arnoult Rd to Severn Ave)	North / South ROW
18 <sup>th</sup> St Landscape Planters (N Arnoult Rd to Severn Ave)	North / South ROW
19 <sup>th</sup> St Landscape Planters (N Arnoult Rd to Severn Ave)	North / South ROW
Whitney Heights Sign (2600 Veterans Blvd)	North ROW
Beverly Garden Entrance (2202 Metairie Road)	North ROW
River Ridge Sign (Jefferson Hwy at Wilker Neal Ave)	South ROW
River Ridge Sign & Landscape (Little Farms Ave at Jefferson Hwy)	Center Median
Little Farms Sign (Little Farms Ave at Ivy St)	West ROW
Bunche Village Sign & Landscape (1600 S Lester Ave)	West ROW
Bunche Village Sign (Little Farms Ave at Mistletoe St)	West ROW
River Ridge / Harahan Sign (2100 Dickory Ave)	West ROW
River Ridge Sign (8600 Jefferson Hwy)	Center Median
Tiffany Dr Landscape (Tiffany Dr at Celeste Ave)	Center Median
Citrus Rd Bridge (Citrus Rd at Generes Canal)	North ROW

**BID # 50-00149756**

Rensue Dr Cul-de-Sac (9028 Rensue Dr)	Cul-de-Sac
Rensue Dr Cul-de-Sac (8912 Rensue Dr)	Cul-de-Sac
Citrus Blvd Landscape (5735-5860 Citrus Blvd)	Center Median
Old Jefferson Sign (Dodge Ave at Jefferson Hwy)	Center Median
Old Jefferson Sign (Jefferson Parke Ave at Jefferson Hwy)	Center Median
Rio Vista Columns (Rio Vista Ave South at Jefferson Hwy)	East / West ROW
Pontchartrain Gardens Sign (4016 Transcontinental Dr)	Center median

**BID # 50-00149756**

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY



MnCE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 5825 Florida Blvd, Suite 3003, Baton Rouge, LA 70806, (225) 925-3776, FAX (225) 925-3760

**COMMERCIAL PESTICIDE APPLICATOR RECORD KEEPING FORM**

**\* 4106\***

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

ADDRESS: \_\_\_\_\_ LOAF CARD NUMBER: \_\_\_\_\_

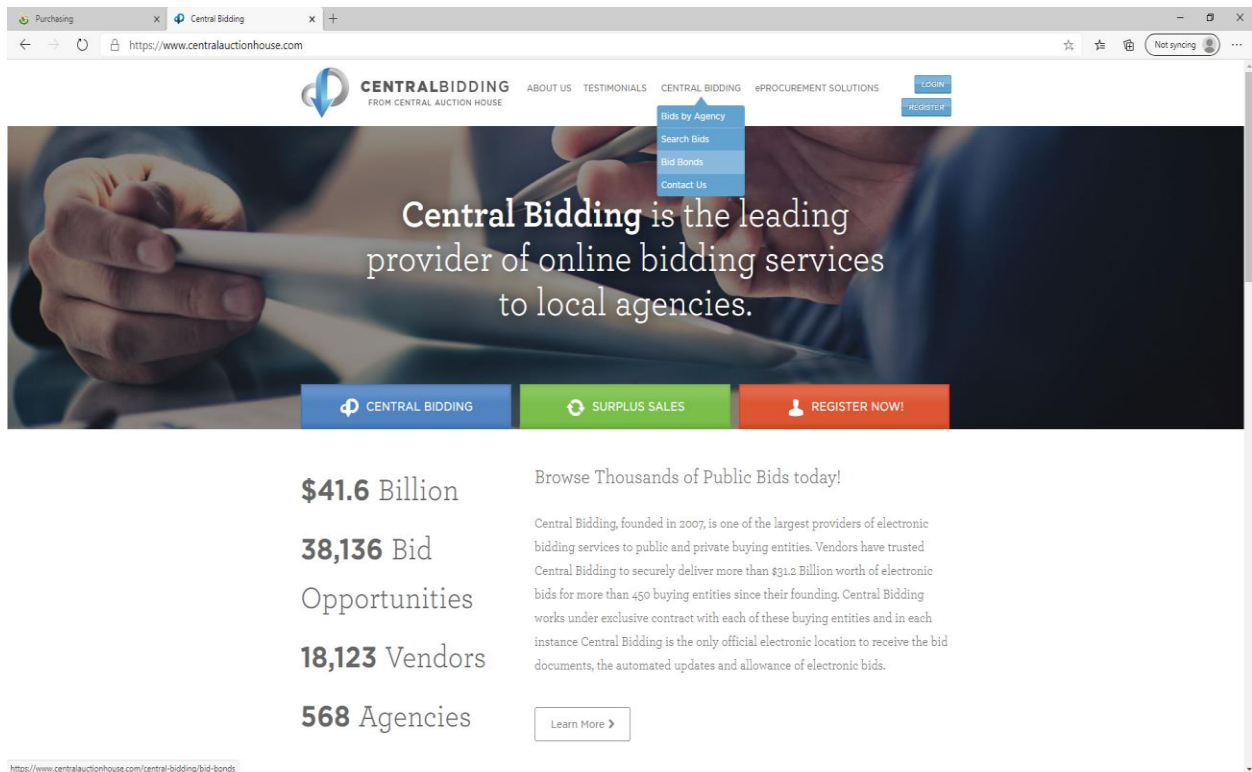
CUSTOMER		PESTICIDE APPLIED									APPLICATOR	
NAME	ADDRESS	BRANDNAME OF PRODUCT	EPAREG. NUMBER	RUP <sup>1</sup>	DATE OF APP.	CROP OR TYPE OF APP.	LOCATION OF APP. <sup>2</sup>	SIZE OF AREA TREATED <sup>3</sup>	RATE OF APP.	TOTALAMT. APPLIED <sup>4</sup>	NAME	LDACARD NUMBER (IFAPPLIC.)

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

# Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at [www.jeffparish.net](http://www.jeffparish.net) or [www.centralbidding.com](http://www.centralbidding.com). 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 a web browser window with the URL <https://www.centrauctionhouse.com>. The page features a navigation bar with the following links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, #PROCUREMENT SOLUTIONS, LOGIN, and REGISTER. A dropdown menu is open under 'CENTRAL BIDDING', listing: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. The main content area has a background image of hands holding a pen over a document, with the text: 'Central Bidding is the leading provider of online bidding services to local agencies.' Below this is a navigation bar with three buttons: CENTRAL BIDDING, SURPLUS SALES, and REGISTER NOW!. The main content area is divided into two columns. The left column lists statistics: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. The right column has the heading 'Browse Thousands of Public Bids today!' and a paragraph of text about Central Bidding's services, followed by a 'Learn More >' button. A small URL <https://www.centrauctionhouse.com/central-bidding/bid-bonds> is visible at the bottom left.

**\$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.centrauctionhouse.com/central-bidding/bid-bonds>

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

DATE: 4/01/2026

BID NO: 50-00149756

**JEFFERSON PARISH**

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

PURCHASING SPECIALIST:  
stacey.champagne@jeffparish.gov

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 5/12/2026 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: 4/01/2026

BID NO: 50-00149756

- 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.
- 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.
  - 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.)
  - 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.
- 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.
- Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

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

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

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

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

**2,3,4,5,6,8,9,10,11,12,13,14**

**PRE-BID CONFERENCE TO BE HELD AT: 200 Derbigny St., Ste. 400, Gretna, LA  
10:00 am  
ON 4/17/2026**

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(l), 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.

**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.: 50-00149756

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Three (3) Year Contract to Provide Grass Cutting Services (Smooth/Rough) for the Jefferson Parish Department of Parkways		
1	78.00	CYCL	0010 Eastbank Parish Smooth Cut Attachment A	\$ _____	\$ _____
2	78.00	CYCL	0020 Eastbank State Smooth Cut Attachment B	\$ _____	\$ _____
3	54.00	CYCL	0030 Eastbank Parish Rough Cut Attachment C	\$ _____	\$ _____
4	45.00	CYCL	0040 Eastbank Parish Roadside and Ditch Cut Attachment D	\$ _____	\$ _____
5	45.00	CYCL	0050 Eastbank State Roadside and Ditch Cut Attachment E	\$ _____	\$ _____
6	500.00	AC	0060 Incidental Smooth Cut	\$ _____	\$ _____
7	100.00	AC	0070 Incidental Rough Cut	\$ _____	\$ _____
8	150.00	AC	0080 Incidental Roadside and Ditch Cut	\$ _____	\$ _____
9	100.00	BALE	0090 Incidental Pine Straw Mulch Placement	\$ _____	\$ _____
10	1.00	EA	0100 Director Incidental Up To \$10,000 (This is a non-biddable item)	\$ <u>XXXXXXXXXX</u>	\$ <u>XXXXXXXXXX</u>

## **Evidence of Authority Instructions**

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

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

*Instruction sheet may be omitted when submitting.*

## **CORPORATE RESOLUTION**

Excerpt from minutes of meeting of the Board of Directors of

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Incorporated.

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

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

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

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**Secretary-Treasurer**

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**Date**

## **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.*

**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 \_\_\_\_\_ (Title) of

\_\_\_\_\_ (Entity), who submitted a bid to the Parish of Jefferson, and who attested as follows:

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:

**LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS**

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- (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)

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S.14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Issuing worthless checks (R.S. 14:71)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Contractors; misapplication of payments (R.S. 14:202)
- (i) Malfeasance in office (R.S. 14:134)

Affiant further said:

**LA. R.S. 38:2212.10 VERIFICATION OF EMPLOYEES**

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer 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.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

Affiant further said:

**LA. R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS  
COMPENSATION INSURANCE**

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.
  
- B. By signing this Affidavit, Affiant certifies that no such assessment is in effect against the bidding /proposing entity.

\_\_\_\_\_  
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 **Specifications**. Except as where otherwise precluded by law, the Parish Attorney or her designee, with the concurrence of the Director of Risk Management or her designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. **Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date.** Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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**Within ten (10) calendar days of bid opening, the apparent low bidder will be required to provide final insurance certificates that fully comply with these requirements and any additional requirements set forth in the specifications to the Parish. Failure to provide final insurance certificates within the ten (10) calendar days of bid opening shall result in the Parish rejecting your bid and moving on to the next lowest bidder.** The Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council shall be named 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.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **WORKER'S COMPENSATION INSURANCE**

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

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

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

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) calendar 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) calendar 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.