



Bid Number 50-00149757

**Two (2) Year Contract to Provide Labor, Materials, and Equipment
Necessary for Turnkey Landscape Bed Maintenance Operations for
the Jefferson Parish Department of Parkways**

BID DUE: April 28, 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 , 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
Email: stacey.champagne@jeffparish.gov
Phone: 504-364-2688**

Bid #50-00149757

**TURNKEY LANDSCAPE BED MAINTENANCE OPERATIONS
JEFFERSON PARISH PUBLIC WORKS – PARKWAYS**

Bonds

Performance Bond: A performance bond in the amount of \$350,000.00 will be required at the signing of the 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.

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 3: Ornamental and Turf Pest Control;
- 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.

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.

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

All work must be performed by the Contractor. **No subcontractors shall be used to fulfill this contract.**

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;
- 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

The Jefferson Parish Parkways Department (Parkways) is soliciting bids from qualified Contractors to provide labor, materials, incidentals and equipment for turnkey landscape bed maintenance operations. The contract period shall be for two (2) years. All work shall occur through a combination of scheduled and as-needed maintenance.

Payment

Refer to Attachment 'B' for the schedule of required work for this two (2) year contract. Payment for the work outlined in Attachment 'B' shall be made in equal monthly installment over twenty-four (24) months. Although the required work may be different each month, the monthly invoice price will be the same.

Any contract incidental work, additions, or subtractions, shall be made based on the provided unit prices of the bid form. There is no minimum or maximum quantity of incidental items for this contract.

The provided unit prices for incidental items and/or work shall be calculated to the desired quantity for the incidental task. For example, a chemical application may be priced at \$100 for 1,000 SF, but the required application is only 500 SF. The Purchase order for the work would be valued at \$50.

Definitions and Specifications

Chemical Weeding (Non-Selective Herbicide): Chemical weeding (non-selective herbicide) shall refer to the chemical treatment of visible weeds within a landscape bed with a non-selective post emergence herbicide. All chemical weeding applications shall utilize a Parkways approved product. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. Any damage to the existing plant material or any adjacent turf areas as a result of chemical application shall be remedied by the Contractor with no additional cost to Parkways.

The Contractor shall spray bed edges to keep surround turf from entering the bed area, but should not leave a visible line of dead turf. All spraying shall be to the edge of the mulch.

Dead Plant Material: Removal of dead, or partially dead, plant material is critical to the desired look of the landscape beds. At the same frequency as weed removal, the Contractor shall be responsible for removing dead plant material. Dead plant material is considered to be any stem, branch or entire shrub that is severely dried out, brown in color or without foliage in comparison to similar plant material. Removal may require simply clipping the dead stem, or removing the entire plant. If removing an entire plant, the Contractor shall remove as much soil from the dead plant as possible to backfill the hole, then spread existing mulch to cover the area to the greatest extent possible. Additional fill is not required. All removed plants shall be reported to the Parkways Department so that replanting may be scheduled.

Debris: Debris shall refer to any organic foreign material that may be located within a landscape bed. Debris may include, but not be limited to, tree limbs, leaves, grass clippings and the like. All removed debris shall be properly disposed of off-site by the Contractor immediately after completion of any work performed at each site. Debris removal shall be inclusive to any requested task at a particular site. Any time that the Contractor performs a task at any site location, they shall ensure all debris is removed as part of the task. For example, if the Contractor is given a purchase order to mulch a location, they shall also pick up any debris at the site. There will be no separate pay item for debris removal.

Garden Soil: Garden soil shall refer to a blended soil mixture suitable for landscape plantings. Garden soil shall be made up of approximately 60% native topsoil, 30% composted organic material and 10% sharp sand. Pricing for garden soil shall include all material, freight, installation, tools and machinery.

Granular Fertilizer: Granular fertilizer shall refer to blended bag fertilizer in formulations specified by Parkways. All granular fertilizer shall arrive to the site in sealed bags clearly displaying the fertilizer's formulation. All applications shall be performed by a Louisiana licensed applicator. For scheduled maintenance, the Contractor shall apply Lesco 14-14-14 Professional Landscape and Ornamental All-Purpose fertilizer at the manufacturer's half rate. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. The Contractor shall provide incidental pricing in accordance with Attachment 'C'.

Granular Fungicide: Granular fungicide shall refer to bag fungicide in formulations specified by Parkways. All granular fungicide shall arrive to the site in sealed bags clearly displaying the product's name and label. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Granular Pre-Emergent Herbicide: Granular pre-emergent herbicide shall refer to a selective pre-emergent herbicide as specified by Parkways. All granular pre-emergent herbicide shall arrive to the site in sealed bags clearly displaying the product's name and label. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. In general, the Contractor shall be directed to apply the product at 1/4 the manufacturer's recommended rate for the year, per application. It is typical that the granular pre-emergent herbicide shall be applied to landscape beds four (4) times per year. For scheduled maintenance, the Contractor shall apply FreeHand® 1.75G herbicide. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. When applying granular pre-emergent herbicide in the vicinity of ornamental grasses, application shall take place outside of the drip line of the grasses. No granular material shall be applied within the crown of ornamental grasses. The Contractor shall provide incidental pricing in accordance with the Bid Form.

Hand Weeding: Hand weeding shall refer to the manual removal of weeds and undesirable plant material from a landscape bed. All debris generated from hand weeding shall be properly disposed of off-site by the Contractor immediately after completion of hand weeding.

Horticultural Oil: Horticultural oil shall refer to bottled horticultural oil in formulations specified by Parkways. All horticultural oil shall arrive to the site in sealed manufacturer's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. All applications shall abide by the manufacturer's rates, schedule and installation specifications.

Insecticide: Insecticide shall refer liquid or granular formulations specified by Parkways. All insecticides shall arrive to the site in sealed manufacturer's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Inspection: Prior to any Owner requested tasks (outside of the scheduled maintenance described in Attachment 'B') taking place, a site inspection must occur with both the Contractor and the Owner. The inspection shall ensure an agreed upon square foot quantity of landscape bed area is derived, as well as to document existing conditions and discuss the expected standards of work. All agreed upon square foot quantities of landscape bed areas shall be recorded for future tasks involving the same area(s).

Once the Contractor has completed any assigned task(s), they must immediately notify the Parkways Department so that an inspection of the work can be performed to ensure the quality of work expectations are met. Any work not deemed acceptable by the Owner shall be immediately be revised by the Contractor prior to invoicing. In instances of herbicide applications, Parkways will inspect for signs of decline. In the event that weed dieback is insufficient, the Contractor may be required to provide a second application at no cost to Parkways.

Jefferson Parish Parkways Department: The Jefferson Parish Parkways Department (Parkways) shall be considered the Owner of this contract. All directives and approvals shall come from a Parkways representative.

Liquid Fungicide: Liquid fungicide shall refer to bottled fungicide in formulations specified by Parkways. All liquid fungicide shall arrive to the site in sealed manufacture's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Liquid Herbicide: Liquid herbicide shall refer to bottled herbicide in formulations specified by Parkways. All liquid herbicides shall arrive to the site in sealed manufacture's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. In some situations, the Contractor shall be directed to apply a product at 1/3 the manufacturers recommended rate for the year. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. The Contractor shall provide pricing accordingly as specified on the Bid Form.

Miscellaneous Task w/Director's Approval: The majority of anticipated tasks are included for unit pricing as part of this bid. In the event that a task not included on the bid form is required, the Contractor will be asked by Parkways to provide a fee proposal for the work. At the discretion of the Parkways Director, the fee proposal can be approved in an amount not to exceed \$10,000.00.

Mulch: Mulch shall refer to cut pine straw bag mulch or to baled pine straw mulch. All cut pine straw mulch shall arrive to each site in sealed bags (min. 2 cubic feet) prior to installation and all baled mulch (min. 3 cubic feet) shall arrive in a tied bundle in accordance with industry standards. All mulch shall be free of trash and debris. Mulch shall be placed in order to maintain a minimum depth of 4" (including any existing mulch layers).

Ornamental Grass Pruning: Ornamental grass pruning shall occur one time per year, typically in early March. At the time of pruning, the ornamental grass clumps shall be trimmed down to about 6" in uniform height. The Contractor shall be responsible for removing all trimmed debris from the site. It will not be acceptable for the clippings to be left in the bed area. Minor pruning may be required at other times during the year to create separation or reduce plant material overhang, but the only time ornamental grasses should be cut back is at the designated pruning in March.

Shrubs: Shrubs shall be considered any plant material within a landscape bed. For this contract, tree-form plant material such as crape myrtles and hollies shall be considered shrubs when they are located inside of a landscape bed. Class A trees such as cypress, oaks and magnolias are excluded from this contract. In addition, ground cover and perennial plant material located within landscape beds shall also be considered as shrubs.

When incidental shrub planting is requested, the task shall include supply and installation of the plant material. In addition, all newly planted shrubs shall be irrigated by the Contractor the same day that installation occurs. Subsequent irrigation shall be the responsibility of Parkways.

Shrub Pruning: Shrub pruning shall refer to the manual, or mechanical, trimming of all landscape material within a landscape bed, excluding Class A trees. All debris generated from shrub pruning shall be properly disposed of off-site by the Contractor immediately after completion of shrub pruning. Class A tree pruning shall not be a requirement of this contract.

Various types of plant material may require different levels of pruning. Prior to each scheduled pruning, the Contractor shall consult with the Parkways Department on the desired pruning plan. Depending on environmental factors, more or less pruning may be required to achieve the desired look. Additionally, some varieties of plant material, such as ornamental grasses, may not require any pruning during a scheduled pruning cycle. Failure to communicate with the Parkways Department prior to pruning may result in termination of the contract.

Shrub Replacement: Shrub replacement shall refer to the supply and installation of in-kind, or new, shrubs. Shrub replacement shall apply to all plant material within a landscape bed, excluding class A trees. Pricing for shrub replacement shall include all material, tools, incidentals, freight and fees associated with acquiring and installing the specified plant material. Tree form shrubs such as crape myrtles and hollies shall require staking utilizing metal 'T' posts and synthetic landscape strapping. No watering bags are required for any plant material replacement.

Sod Replacement: Sod replacement shall refer to the supply and installation of in-kind, or new, turf. At the Contractor's discretion, sod may be installed as rolls, mini rolls or squares. All sod shall be delivered to the site in good, properly hydrated, condition. Sod installation shall include minor hand grading to prepare the existing soil to receive the new sod. No filling or grubbing shall be required for sod replacement. All newly installed sod shall be countersunk to meet flush with the surrounding turf/grade. All newly installed sod shall be saturated with water and rolled so that the surface is smooth to follow the existing grade. After the initial saturation, subsequent watering shall be the responsibility of Parkways.

Soil Testing: Soil testing shall refer to the acquisition of soil samples, as directed by Parkways, and delivery to an accredited soil testing lab such as Spectrum Analytic, Inc. Soil testing shall be a basic soil test with micronutrients. As directed by Parkways, multiple soil samples may be required for a soil test.

Spot Spraying: Spot spraying shall refer to the selective spraying of herbicide within a landscape bed. Spot spraying is typically related to the application of a non-selective herbicide, but may also be used with other herbicide products at the discretion of Parkways. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Trash: Trash shall refer to any manmade, inorganic, debris that may be located within a landscape bed. All trash shall be picked up by the Contractor prior to any work taking place at a given site. The picked up trash shall be properly disposed of off-site by the Contractor immediately after completion of any work performed at each site. Trash removal shall be inclusive to any task taking place at a particular site. Any time that the Contractor performs a task at any site location, they shall ensure all trash is removed as part of the task. For example, if the Contractor is given a purchase order to mulch a location, he shall also pick up any trash at the site. There will be no separate pay item for trash removal.

Traffic Control: Traffic control shall refer to as needed, cones, signs, flagmen, barricades and the like to safely move vehicular and/or pedestrian traffic around a work site. All traffic control shall be the responsibility of the Contractor. In the event that any vehicular traffic lanes need to be closed by the Contractor, they must provide Parkways with written notice a minimum of ten (10) working days prior to the desired closing(s). There will be no separate pay item for traffic control.

Tree Replacement: Tree replacement shall refer to the supply and installation of in-kind, or new, trees. Pricing for tree replacement shall include all material, tools, incidentals, freight and fees associated with acquiring and installing the specified plant material. Trees shall require staking utilizing metal 'T' posts and synthetic landscape strapping. No watering bags are required for any tree plantings.

Purchase Orders and Invoicing: Any work performed outside of the required maintenance schedule outlined in Attachment 'C' shall require Parkways to provide a Purchase Order to the Contractor authorizing the requested work. The Contractor shall not perform any additional work without receiving a purchase order from Parkways. If any work is performed without a purchase order, the Contractor may not be compensated.

Invoicing shall be submitted once per month based on the completed work. Once all work is complete, inspected and approved by Parkways, the Contractor may submit an invoice for the work. As applicable, spray logs must be submitted with each invoice.

Scheduled Work: This contract shall include a set schedule of maintenance items to be performed at various locations throughout Jefferson Parish. Refer to Attachment 'A' for a list of required locations and an approximate landscape bed square footage calculation for each location. Refer to Attachment 'B' for a calendar of required work for each location.

This scheduled work shall be the basis for payment each month. Within the bid form, the 'Monthly Maintenance' line item shall refer to the scheduled work to be performed at each site location (see Attachment 'A') and in accordance with the maintenance schedule (see Attachment 'B'). Even though the frequency and the number/type of task may vary each month, the 'monthly maintenance' price will be the same for each of the contract's twenty-four (24) months.

Any additional and/or incidental maintenance each month shall be added to the 'monthly maintenance' price. Any deducted locations shall be reduced from the 'monthly maintenance' price.

Steel Landscape Edge: Pricing for steel landscape edge shall include commercial grade steel edging, in either green or black, installed with the manufacturer supplied stakes. Edging dimensions shall be a minimum of 3/16" thick by 4" in height.

Quantity Calculations for As-Needed Work

In addition to the scheduled maintenance operations (see Attachment's 'A' and 'B'), incidental work may be requested by Parkways. There is no guaranteed minimum or maximum of incidental work to be performed by the Contractor. Refer to the Bid Form for a list of incidental items to be included in this bid for pricing. Unit pricing for each line item of the Bid Form shall include all material, labor, tools, incidentals and machinery required to complete the task.

Most items listed within the Bid Form shall be priced in square foot increments. When an incidental task is requested by Parkways, the Contractor and a Parkways representative shall measure the site and determine an agreed upon square footage of landscape bed area. For simplicity, each individual landscape bed shall be rounded up or down to the nearest 10 square feet. For example, if the agreed upon area of a landscape bed is 226 square feet, the purchase order will reflect an assignment for 230 square feet.

For chemical applications, bid pricing shall include the product, labor, equipment and incidentals required to make the application in accordance with the manufacturer's specifications. The Contractor will be responsible for locating as-needed water sources to apply the product as well as to water-in the product. In addition, the bid pricing shall reflect each physical application. The manufacturer, and/or Parkways, may recommend or require multiple applications of a product in certain situations. The Contractor shall be compensated for each individual application.

Attachment 'A'

Scheduled Work Locations

The below locations shall receive regularly scheduled maintenance as outlined in Attachment 'B'. Each location includes an approximate square foot area calculation to better define each location. Additionally, it is encouraged that all prospective bidders visit the site locations prior to submitting a bid.

Eastbank +/- 36,800 SF:

- | | |
|---|----------|
| ○ Apple Pi Sculpture
4500 Power Boulevard | 915 SF |
| ○ Sculpture Display (median)
Power Boulevard at Schouest Street | 1,625 SF |
| ○ W. Esplanade Median Landscape
From Power Boulevard to Rebecca Boulevard | 2,100 SF |
| ○ North Bridgedale Sign
1513 Transcontinental Drive | 135 SF |
| ○ Willowdale Sign
W. Napoleon Avenue near Tina Street | 65 SF |
| ○ Clearview Shores Park
4585 Folsom Drive | 650 SF |
| ○ Helios Sewer Station
600 Helios Avenue | 1,025 SF |
| ○ Orpheum Avenue
Metairie Road to Narcissus Street | 6,500 SF |
| ○ Northline Street
Orpheum Avenue to the West | 1,250 SF |
| ○ Nassau Drive
Englewood Parkway to the West
Along Golf Course | 1,000 SF |
| ○ North Causeway Boulevard
Center Median of Causeway Boulevard from I-10 to Lake Pontchartrain
(5) landscape beds total – at each sculpture | 5,340 SF |

○ Bonnabel Place Sign (North) 1245 Bonnabel Boulevard	420 SF
○ Bonnabel Place Sign (South) 200 Bonnabel Boulevard	300 SF
○ Pontchartrain Shores Sign (median) Near 4419 Transcontinental Drive	100 SF
○ Pontchartrain Shores Sign (median) Near 4414 Clearview Parkway	100 SF
○ Pontchartrain Gardens Sign (median) Near 4016 Transcontinental Drive	100 SF
○ 17 th Street Landscape Beds (median) Between Causeway Boulevard and Severn Avenue	3,050 SF
○ 17 th Street Landscape Planters From N Arnoult Road to Severn Avenue	50 SF
○ 18 th Street Landscape Planters From N Arnoult Road to Severn Avenue	15 SF
○ 19 th Street Landscape Planters From N Arnoult Road to Severn Avenue	30 SF
○ Lift Station Landscape Bed Edenborn Avenue at 18 th Street	470 SF
○ Whitney Heights Sign 2600 Veterans Boulevard	60 SF
○ Beverly Garden Entrance 2202 Metairie Road	900 SF
○ River Ridge Sign Little Farms Avenue at Ivy Street	415 SF
○ Little Farms Sign and Beds Little Farms Avenue at Jefferson Highway	3,630 SF
○ Bunche Village Sign and Beds 1600 S. Lester Avenue	1,455 SF

- Bunche Village Sign
Little Farms Avenue at Mistletoe Street 415 SF
- River Ridge / Harahan Sign
2100 Dickory Avenue 295 SF
- River Ridge Sign
Wilker Neal Avenue at Jefferson Highway 415 SF
- River Ridge Sign (median)
8600 Jefferson Highway 555 SF
- Tiffany Drive Bed
Tiffany Drive at Celeste Avenue 135 SF
- Citrus Road Bridge
Citrus Road at Generes Drive 800 SF
- Rensue Drive Cul-de-Sac
Across from 9028 Rensue Drive 315 SF
- Citrus Boulevard Landscape (median)
5735 through 5860 Citrus Boulevard 1,750 SF
- Old Jefferson Sign #1
Dodge Avenue at Jefferson Highway 170 SF
- Old Jefferson Sign #2
Jefferson Park Avenue at Jefferson Highway 200 SF
- Rio Vista Columns
Rio Vista Avenue (south) at Jefferson Highway 50 SF

Westbank +/- 101,860 SF:

- Terry Parkway Flag Pole
65 Terry Parkway 100 SF
- Terry Parkway at Holmes Boulevard
(2) island landscape beds 7,000 SF
- Terry Parkway Clock Tower
335 Terry Parkway 410 SF
- Terry Parkway Blue Star Marker
415 Terry Parkway 50 SF

○ Harvard Walking Trail Landscape (park) Raised block planters and blue pots Harvard Avenue at Glencove Lane	825 SF
○ Mardi Gras Mask Sculpture 055 Terry Parkway	625 SF
○ Terry Parkway Planters Terry Parkway from Harvard Avenue to Hickory Street	15,200 SF
○ Terrytown Sign (median) Stumpf Boulevard at Whitney Avenue	1,300 SF
○ Terrytown Sign (median) Carol Sue Avenue at Whitney Avenue	1,300 SF
○ Jefferson Place Sign (North) 203 Wall Boulevard	250 SF
○ Jefferson Place Sign (South) 405 Wall Boulevard	250 SF
○ Baywood Sign (North) 463 Wall Boulevard	250 SF
○ Baywood Sign (South) 695 Wall Boulevard	250 SF
○ Decorative Fence Landscape Carol Sue Avenue at Wright Avenue	590 SF
○ (20) Decorative Blue Planters Carol Sue Avenue from Wright Avenue to Heritage Avenue	340 SF
○ Decorative Fence Landscape Carol Sue Avenue at Heritage Avenue	1,180 SF
○ Meadowbrook Sign Willowbrook Drive at Lapalco Boulevard	180 SF
○ Bellemeade Sign and Triangle Island Bellemeade Boulevard at Lapalco Boulevard	420 SF
○ Bellemeade Sign +/- 250 Bellemeade Boulevard	60 SF

○ Gretna Boulevard Median Gretna Boulevard from York Street to the Canal	9,600 SF
○ Family Sculpture 2004 Manhattan Boulevard	250 SF
○ Manhattan Boulevard Median Manhattan Boulevard at Lapalco Boulevard	12,500 SF
○ Woodland West / Spanish Oaks Sign Timberlane Estates Drive at Manhattan Boulevard	60 SF
○ Timberlane Estates Drive Median Timberlane Estates Drive at Manhattan Boulevard	250 SF
○ Breckenridge Drive Median Breckenridge Drive at Manhattan Boulevard	250 SF
○ Timberlane Way Drive Median Timberlane Way Drive at Shadow Lake Court	475 SF
○ Woodland West / Spanish Oaks Sign Apollo Avenue at Lapalco Boulevard	60 SF
○ Lapalco Fountain Destrehan Avenue at Lapalco Boulevard	3,750 SF
○ Woodmere Sign Woodmere Boulevard at Lapalco Boulevard	45 SF
○ Oak Knoll Sign Dueling Oaks Avenue at Barataria Boulevard	100 SF
○ Lapalco Median Beautification Lapalco Boulevard at Westwood Drive	21,750 SF
○ Lapalco Median Beautification Lapalco Boulevard at Westminster Boulevard	12,175 SF
○ Lincolnshire Sign Betty Boulevard at Lapalco Boulevard	20 SF
○ Orleans Village Sign Rue Louis Phillippe at Ames Boulevard	145 SF
○ Bayou Estates Sign Bayou Estates Boulevard at Ames Boulevard	130 SF

- Hillcrest Sign 180 SF
Hillcrest Drive at Barataria Boulevard
- Oak Cove Sign 100 SF
Pritchard Road at Barataria Boulevard
- Barataria Oaks Estates Sign 400 SF
Barataria Oaks Drive at Barataria Boulevard
- Oak Forest Sign 100 SF
Oak Forest Boulevard at Barataria Boulevard
- Acadiana Trace (sign and medians) 2,360
Barataria Boulevard at Acadiana Trace
- Blue Star Monument 450 SF
Leo Kerner Parkway at Barataria Boulevard
- Pelican Bay Sign (median) 100 SF
Pelican Bay Boulevard at Lafitte Parkway
- Bent Tree Sign 450 SF
Bent Tree Boulevard at Leo Kerner Parkway
- Westminster Park Sign 350 SF
Westminster Boulevard at Lapalco Boulevard
- Golf Statue 80 SF
Lapalco Boulevard at Highway 90
- Segnette Median Landscape 4,060 SF
Segnette Boulevard at Highway 90
- Avondale Homes Sign (north) 75 SF
Jamie Boulevard at Highway 90
- Avondale Homes Sign (south) 250 SF
S. Jamie Boulevard at Highway 90
- Kennedy Heights Sign and Median 610 SF
Butler Drive at Highway 90
- Glen Della Sign 65 SF
Glen Della Drive at Highway 90
- Washington Place Sign 90 SF
Capitol Drive at Highway 90

Attachment 'B'

Scheduled Work

The below schedule of work shall be completed on monthly basis for all landscape locations outlined in Attachment 'A'. Refer to 'Definitions and Specifications' for a description of each task outlined below. The Contractor shall complete the assigned tasks within seven (7) calendar days of the below schedule.

Year: 2026

Month	Week (Monday)	Task
July	13 th	Chemical/Hand Weeding
July	7 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
August	10 th	Chemical/Hand Weeding
August	24 th	Chemical/Hand Weeding
September	7 th	Chemical/Hand Weeding, Shrub Pruning
September	21 th	Chemical/Hand Weeding
October	5 th	Chemical/Hand Weeding
November	2 nd	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
December	7 th	Chemical/Hand Weeding

Year: 2027

Month	Week (Monday)	Task
January	4 th	Chemical/Hand Weeding
February	1 st	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
March	1 st	Chemical/Hand Weeding, Ornamental Grass Pruning
April	5 th	Chemical/Hand Weeding
April	19 st	Chemical/Hand Weeding
May	3 rd	Chemical/Hand Weeding
May	17 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
May	31 st	Chemical/Hand Weeding, Shrub Pruning, Granular Fertilizer
June	14 th	Chemical/Hand Weeding
June	28 th	Chemical/Hand Weeding
July	12 th	Chemical/Hand Weeding, Shrub Pruning
July	26 th	Chemical/Hand Weeding
August	9 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
August	23 rd	Chemical/Hand Weeding
September	6 th	Chemical/Hand Weeding, Shrub Pruning
September	20 th	Chemical/Hand Weeding
October	4 th	Chemical/Hand Weeding
November	1 st	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
December	6 th	Chemical/Hand Weeding

Year: 2028

Month	Week (Monday)	Task
January	3 rd	Chemical/Hand Weeding
February	7 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
March	6 th	Chemical/Hand Weeding, Ornamental Grass Pruning
April	3 rd	Chemical/Hand Weeding
April	17 th	Chemical/Hand Weeding
May	1 st	Chemical/Hand Weeding
May	15 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
May	29 th	Chemical/Hand Weeding
June	12 th	Chemical/Hand Weeding
June	26 th	Chemical/Hand Weeding

* All tasks scheduled for the week of June 26, 2028 shall be completed before the end of the contract to receive full payment.

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at www.jeffparish.net or 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.centralauctionhouse.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 statistics section lists: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. A "Learn More" button is located below the statistics. The footer contains the URL <https://www.centralauctionhouse.com/central-bidding/bid-bonds>.

\$41.6 Billion

38,136 Bid Opportunities

18,123 Vendors

568 Agencies

Browse Thousands of Public Bids today!

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

[Learn More >](#)

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

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

DATE: 4/01/2026

BID NO: 50-00149757

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, 4/28/2026 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: 50-00149757

- 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 to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

1. **MANDATORY PRE-BID** - All bidders must attend the **MANDATORY** pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LA.R.S. 38:2212(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.

DATE: 4/01/2026

BID NO: 50-00149757

BID FORM
Non Public Works

All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form

All prices must be held firm throughout the entirety of the contract. However, bidders may request that an escalation provision be added to their contract by selecting "yes" below. The escalation provision in the contract will state that only one escalation will be allowed during the term of the contract, and the escalation shall take effect only after the initial 12 month period of the contract. A vendor with an escalation provision in their contract must submit a request in writing to activate the provision, but should not do so any sooner than the first day of the 13th month of their contract. The escalation percentage shall be limited to the most recently published CPI figure issued at the time an adjustment is requested by bidder based on the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure.

Are you requesting an escalation provision?

YES _____ NO _____

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: () _____

E-MAIL: _____

In the event that addenda are issued with this bid, bidders **MUST** acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ _____

AUTHORIZED

SIGNATURE: _____

Printed Name

TITLE: _____

SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.

NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149757

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>Two (2) Year Contract to Provide Labor, Materials, and Equipment Necessary for Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Department of Parkways</p> <p>0010 Scheduled Maintenance (See Attachment 'B')</p> <p>24 Equal Payments</p>	\$	\$
2	100.00	EA	0020 Pine Straw Mulch (Bag)	\$	\$
3	300.00	EA	0030 Pine Straw Mulch (Bale)	\$	\$
4	50.00	SQFT	0040 Shrub Pruning (Per 1,000 Sq Ft.)	\$	\$
5	50.00	EA	0050 1- Gallon Shrub	\$	\$
6	150.00	EA	0060 3- Gallon Shrub	\$	\$
7	50.00	EA	0070 7- Gallon Shrub	\$	\$
8	15.00	EA	0080 15- Gallon Shrub or Tree	\$	\$
9	20.00	EA	0090 30- Gallon Shrub or Tree	\$	\$
10	10.00	EA	0100 45- Gallon Tree	\$	\$
11	20.00	EA	0110 65- Gallon Tree	\$	\$
12	1,500.00	EA	0120 4 Inch Pot Annual	\$	\$
13	500.00	EA	0130 6 Inch Pot Annual	\$	\$
14	50.00	CUYD	0140 Garden Soil	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149757

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	200.00	SY	0150 Sod	\$ _____	\$ _____
16	50.00	SQFT	0160 Regal Multigreen Liquid Fertilizer Application (Per 1,000 Sq. Ft.)	\$ _____	\$ _____
17	50.00	SQFT	0170 Lesco 8-2-12 Palm Fertilizer per 1,000 Sq.Ft.	\$ _____	\$ _____
18	50.00	SQFT	0180 Lesco 14-14-14 Landscape and Ornamental All Slow Release Fertilizer Application (1/2 Rate for Year) per 1,000 Sq.Ft.	\$ _____	\$ _____
19	50.00	SQFT	0190 Merit 0.5 Granular Insecticide Application per 1,000 Sq. Ft.	\$ _____	\$ _____
20	50.00	SQFT	0200 Acephate Insecticide Application per 1,000 Sq.Ft.	\$ _____	\$ _____
21	50.00	SQFT	0210 Avid 0.15ec Liquid Insecticide Application per 1,000 Sq.Ft.	\$ _____	\$ _____
22	50.00	SQFT	0220 FMC Talstar Liquid Insecticide Application per 1,000 Sq.Ft.	\$ _____	\$ _____
23	50.00	SQFT	0230 FMC Talstar Granular Insecticide Application per 1,000 Sq.Ft.	\$ _____	\$ _____
24	50.00	SQFT	0240 Bayer Topchoice Granular Insecticide Application per 1,000 Sq.Ft.	\$ _____	\$ _____
25	50.00	SQFT	0250 Horticultural Oil Spray Insecticide Application per 1,000 Sq.Ft.	\$ _____	\$ _____
26	50.00	SQFT	0260 Banner Maxx II Liquid Fungicide Application per 1,000 Sq.Ft.	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149757

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	50.00	SQFT	0270 Banrot Granular Fungicide Application per 1,000 Sq.Ft.	-\$	-\$
28	50.00	SQFT	0280 Pageant Intrinsic Liquid Fungicide Application per 1,000 Sq.Ft.	-\$	-\$
29	50.00	SQFT	0290 Segway Fungicide SC Liquid Application per 1,000 Sq.Ft.	-\$	-\$
30	50.00	SQFT	0300 Syngenta Subdue Maxx Liquid Application per 1,000 Sq.Ft.	-\$	-\$
31	50.00	SQFT	0310 Regal Consyst Liquid Fungicide Application per 1,000 Sq.Ft.	-\$	-\$
32	50.00	SQFT	0320 Pillar G Granular Fungicide Application per 1,000 Sq.Ft.	-\$	-\$
33	50.00	SQFT	0330 Gallery 75 Dry Flowable Herbicide Application (Full Rate) per 1,000 Sq.Ft.	-\$	-\$
34	50.00	SQFT	0340 Barricade 4FL Liquid Herbicide Application (1/3 Rate for Year) per 1,000 Sq.Ft.	-\$	-\$
35	50.00	SQFT	0350 Freehand 1.75G Granular Herbicide Application (1/4 Rate for Year) per 1,000 Sq.Ft.	-\$	-\$
36	50.00	SQFT	0360 Pennant Magnum Liquid Herbicide Application (Full Rate) per 1,000 Sq.Ft.	-\$	-\$
37	50.00	SQFT	0370 Segment Liquid Herbicide Application (Full Rate) per 1,000 Sq.Ft.	-\$	-\$
38	50.00	SQFT	0380 BASF Image 70 DG Liquid Herbicide Application (Full Rate)	-\$	-\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149757

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
39	50.00	SQFT	per 1,000 Sq.Ft. 0390 Syngenta Fusilade II Liquid Herbicide Application (Full Rate)	\$ _____	\$ _____
40	50.00	SQFT	per 1,000 Sq.Ft. 0400 Certainty Liquid Herbicide Application (Full Rate)	\$ _____	\$ _____
41	50.00	SQFT	per 1,000 Sq.Ft. 0410 Bayer RoundUp Pro Liquid Herbicide Application (Spot Spray)	\$ _____	\$ _____
42	500.00	SQFT	0420 Hand Weeding per 1,000 Sq.Ft.	\$ _____	\$ _____
43	50.00	TN	0430 Dolomitic Lime Granular Application	\$ _____	\$ _____
44	50.00	TN	0440 Elemental Sulfur Granular Application	\$ _____	\$ _____
45	5.00	EA	0450 Soil Testing	\$ _____	\$ _____
46	5.00	LF	0460 Steel Landscape Edge	\$ _____	\$ _____
47	1.00	LPSM	0470 Miscellaneous Task w/Director Approval (Up to \$10,000)	\$ <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

Incorporated.

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

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

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

Secretary-Treasurer

Date

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.

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.

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.