



**Bid Number 50-00149783**

**Two (2) Year Contract for Landscape and Chemical Maintenance 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  
Email: [stacey.champagne@jeffparish.gov](mailto:stacey.champagne@jeffparish.gov)  
Phone: 504-364-2688**

**9 VETERANS BLVD CPZ LANDSCAPE MAINTENANCE  
FOR JEFFERSON PARISH PUBLIC WORKS - PARKWAYS DEPARTMENT**

**Bid #50-00149783**

**NON-MANDATORY PRE-BID CONFERENCE**

**All prospective bidders are invited to attend the non-mandatory pre-bid conference which will be held at:**

**Location:** The Jefferson Parish General Government Building, 200 Derbigny St., Suite 4400, Gretna, La 70053

**Date:** April 17, 2026

**Time:** 9:00 am

**PRE-BID INSPECTION OF THE SITE**

All prospective bidders are encouraged to visit the site prior to submitting a bid. While the entire site consists of the center median of Veterans Blvd from the City of Kenner line to the 17<sup>th</sup> Street canal, specific locations are defined as either Improved Locations or Unimproved Locations.

**BONDS**

- **BID BOND**- An Electronic bid bond in the amount of 5% of the total bid price is due with the bid submission.
- **PERFORMANCE BOND**-A performance bond in the amount of \$625,000.00 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 \$625,000.00 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.

**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.

- 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;
- Louisiana Department of Agriculture & Forestry Category 3: Turf and Ornamental Certification;
- Louisiana Department of Agriculture & Forestry Irrigation Contractors' License;
- Louisiana Department of Agriculture & Forestry Arborist License.

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.

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.

### **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 OF WORK**

The Jefferson Parish Department of Public Works – Parkways Department (Parkways) is soliciting qualified Contractors for a two (2) year contract for turnkey landscape and chemical maintenance operations to include, but not be limited to, grass cutting, weed control, weed eating, edging, blowing, trash and debris removal, mulch placement, changing of annuals, sweeping, automatic irrigation maintenance, chemical applications and associated maintenance for the center median of Veterans Boulevard from the City of Kenner line to the 17<sup>th</sup> Street canal. The scope of work shall include all scheduled tasks outlined in these specifications. This shall include turnkey maintenance of the designated areas to include all specified aspects of landscape maintenance. All pricing shall include the necessary equipment, incidentals, licenses, insurance, labor, fuel and transportation to perform the work.

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 two (2) years.

**INVOICING**

Bid pricing shall be provided on a monthly basis for the maintenance work outlined in these specifications. The Contractor shall submit an invoice once per month based on the unit pricing, for a total of twenty-four (24) equal payments for the life of the contract. Any approved incidental work shall be invoiced separately from the monthly maintenance cost and can be submitted any time after the work is accepted as complete by Parkways. 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.

**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.

Some scheduled maintenance items within the required specifications must be completed within a designated time frame. These schedules are important to the overall appearance of the Site. Once a certain task begins, the Contractor will have a set number of calendar days to complete the task to the satisfaction of the Jefferson Parish Parkways Department. As designated within certain tasks, liquidated damages may be assessed in an amount of **\$200.00** per calendar day for each day that the task remains incomplete. For example, mulch placement must be complete within seven (7) calendar days. If the Contractor takes nine (9) calendar days to complete the task, he may be penalized up to \$400.00 for the delayed completion.

**MANUFACTURERS**

Wherever a brand name, make, manufacturer, model or catalog number is specified, it is used only to denote the quality standard of the product desired and does not restrict bides to that brand or manufacturer. Such references are intended solely to convey the general style, type, character and minimum quality of the product required. Equivalent products may be acceptable if, in the Parish’s sole discretion, they meet all specifications and project needs. Required documentation for proposed equivalents shall be submitted in accordance with these specifications.

Any prospective bidders wishing to submit as-equal products shall do so during the bid process. Products shall be reviewed and approved or denied by the Parkways Department during the bid process. As-equal products submitted after the bid process shall not be considered by the Parkways Department.

**IMPROVED LOCATIONS**

Improved locations shall refer to various locations along the Site containing a combination of landscape planting beds, irrigation systems, sculptures, landscape walls and other decorative features. Improved locations shall require a more intense maintenance program than unimproved locations. The additional maintenance shall include, but not be limited to, weed pulling, shrub pruning, annual color change outs, in depth chemical and fertilization programs and additional monitoring. The attached landscape and chemical application specifications shall define the work required. The improved locations shall be as follows:

1. Veterans Boulevard from the Kenner city limits line to the open canal located just to the east of Club Drive. Approximately 1.7 miles in length. This location includes the brick paver island located at the intersection of Downs Boulevard at Veterans Boulevard for non-selective herbicide spraying.
2. Veterans Boulevard intersection with Clearview Parkway beginning approximately 450 linear feet west of the intersection and extending approximately 400 linear feet east of the intersection.
3. Veterans Boulevard intersection with Houma Boulevard.
4. Veterans Boulevard intersection with Independence Street and extending approximately 450 linear feet to the east. This location shall also include the right-of-way greenspace on the north and south sides of Veterans Boulevard along the drainage canal. Each location is approximately 100' in length and an average of 25' in width.
5. Veterans Boulevard intersection with Cleary Avenue.
6. Veterans Boulevard intersection with Severn Avenue beginning approximately 150 linear feet west of the intersection and extending approximately 2,150 linear feet to the east.
7. Veterans Boulevard intersection with Bonnabel Boulevard beginning approximately 200 linear feet west of the intersection and extending approximately 3,000 linear feet to the west. This site includes the center planted island of Veterans Boulevard at Bonnabel Boulevard.
8. Veterans Boulevard intersection with Lake Avenue and extending approximately 300 linear feet to the east.

**UNIMPROVED LOCATIONS**

Unimproved locations refer to the remaining areas along the site that do not contain decorative landscape items. The majority of these locations will include the canal flats located on either side of an open drainage canal. However, these locations do include turf medians as well as additional trees planted within these turf areas.

## **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.

### **SAFETY STANDARDS**

The Contractor shall be responsible for implementing all safety measures to perform the work. No lane closures may take without prior approval from the Jefferson Parish Parkways Department.

### **MINIMUM EQUIPMENT**

The Contractor shall determine the equipment that is to be used. The bid shall include 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. Continual breakdown, repairs or work stoppage due to equipment failure will not be permitted. Any damage that occurs to the Site related to faulty equipment shall be repaired immediately at the Contractor's expense. All equipment required to complete the associated tasks shall be furnished upon request. The following information shall be included: type, make, model, manufacturer and quantity.

## **PART II DEFINITIONS**

### **DEBRIS**

Only debris such as grass clippings, dirt, or any other natural rubbish created, as a direct result the Contractor's performance will be considered to be debris. Under no circumstances shall the debris from the maintenance work be allowed to remain overnight in any one area.

### **TRASH**

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 will be removed prior to the start of any maintenance work. Trash considered too large to be removed by hand or which requires specialized equipment to remove, shall be reported to the Jefferson Parish Parkways Department as soon as possible so that the obstruction can be removed. The Contractor shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers will not be permitted.

### **MEDIAN**

The entire area between the back of curb of opposing multiple travel lanes. For example: A boulevard has two one-direction lanes traveling north and two one-direction lanes traveling south. The lanes are divided by an area 50' wide as measured from the back of curb of the north bound lanes to the back of curb of the southbound lanes. This 50' area is the median.

### **REPAIR / REPLACEMENT**

A list of common incidental repair items is included with this bid. All bidders shall price the incidental items on the bid form for the possibility of providing and installing the items during the life of the contract. There is no minimum or maximum quantity of each item that may be required during the contract. Each item, if required during the contract, will be invoiced in addition to the monthly invoice. All items will require prior approval from Jefferson Parish before being purchased and installed. Whenever possible, the contractor shall supply the same manufacturer and product number of any incidental items he repairs/replaces. All incidentals item pricing shall include all freight, taxes, labor, tools and supplies to properly install each item.

Any additional repair and or replacement not included on the incidental line items sheet, including all associated labor, delivery charges and taxes, shall be approved by Jefferson Parish prior to that repair taking place. The Contractor shall provide a written description of the work to be performed and included all pricing for approval by Jefferson Parish prior to performing the work.

### **INCIDENTAL WORK**

In addition to the items specified, a common incidental material list (bid form) is attached to these specifications. All bidders shall price each line item on the form for the possibility of providing and installing the items during the life of the contract. There is no minimum or maximum quantity of each item that may be required during the contract. Each item, if required during the contract, will be invoiced in addition to the regular monthly invoice. All items will require prior approval from the Jefferson Parish Parkways Department before being purchased and/or installed.

With regard to chemical maintenance items, the incidental bid form includes a price per acre for both granular and liquid applications (labor), as well as pricing for the actual products. Rates are listed in per acre amounts. If any applications from the incidental list are required, the application price (labor) and the product price will be added together to get the total cost of the application. If more than one product will be applied at the same time, of the same constancy, only one application (labor) cost will be included in the total cost. **Incidental bid item pricing will be the basis for any changes (addition, subtraction or substitution) to the chemical application program due to weather conditions, infestation, storms or natural disasters.** All incidental item pricing shall include freight, taxes, tools and supplies required to properly install each item.

Any additional repair and/or replacement not included on the incidental line items sheet, including all associated labor, delivery charges and taxes, shall be approved by the Director of the Jefferson Parish Parkways Department prior to the work taking place. The Contractor shall provide a written proposal including a description of the proposed work and an itemized cost breakdown for approval prior to performing the work.

### **ASSOCIATED COSTS**

It is the Contractor's responsibility to maintain the Site to the highest standard. However, the Contractor is not responsible for any replacement costs, or labor that exceeds the work outlined in this document.

### **MAINTENANCE REPORTS**

A monthly maintenance report shall be required by the Jefferson Parish Parkways Department to be kept and submitted with monthly invoices. These reports are records used for tracking and quality assurance purposes. The Contractor is required to notify Jefferson Parish within 24 hours of any problems and/or restrictions that would prevent him from performing his duties. The Contractor shall provide his own maintenance report form. In addition, the Contractor shall be required to turn in a chemical spray report with every invoice documenting all chemical applications, included routine non-selective herbicide applications.

### **INSPECTIONS**

Frequent inspections of area 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 three (3) calendar days of notice, without any extra cost to Jefferson Parish. The discovery of any fraudulent activities associated with this contract during the inspection process will be grounds for immediate contract termination without further compensation. In addition, such circumstances may initiate possible legal ramifications for the Contractor.

### **TRAFFIC CONTROL AND SIGNS**

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 by the Contractor. Slow moving vehicle signs and flashing lights shall be installed on all moving equipment that will use the public rights-of-way for movement of equipment. In the event that a lane of traffic will need to be closed, the Contractor shall provide sufficient notification to the Jefferson Parish Traffic Engineer of necessity to close any portion of the roadway carrying vehicles or pedestrians. The Contractor will request final approval of such closings from the Department of Public Works, Traffic Engineering Division, at least ten (10) working days in advance.

The Contractor shall be responsible for providing safe and expedient movement of traffic through the work Site. 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.

The Louisiana State Manual for Uniform Traffic Control shall be strictly enforced.

### **WORK PERIODS**

No work shall be done between 6:00 p.m. and 7:00 a.m., or on Saturdays, Sundays, or legal holidays without permission from Jefferson Parish. However, emergency work may be done without prior permission. In the event that the Contractor wishes to work weekends, holidays or outside the allowed times of the local governing bodies, he must secure permission from Jefferson Parish, and provide at least 72 hours notification of his intentions. The Contractor must also be aware of any local event(s) that may affect his scheduled maintenance operations.

### **UTILITY SERVICE INTERRUPT**

In the event of 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, he 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. All costs associated with the notification and repair shall be paid for by the Contractor.

### **ONGOING CONTRACTS**

It is possible that other Contractors may be working within close proximity to the Site. The Contractor shall coordinate his work with any other Contractors working in or around the locations. Should a conflict occur, a Parish representative will make all final decisions.

### **NUISANCE CONTROL**

The Contractor shall include in his bid the control of dust, noise and odors created by his operations. All controls shall be completed in order that nuisances are minimized and occur within the standards of all governing bodies.

### **TRANSFERRING CONTRACTS**

Transfer of this contract shall not be allowed under any circumstances unless an amendment is passed by the Jefferson Parish council.

### **PART III LANDSCAPE MAINTENANCE PROGRAMS AND FREQUENCIES**

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

The entire Site (improved and unimproved areas) shall have the grass cut a minimum number of times. The frequency shall be: a minimum of one (1) cut per every seven (7) days or once every week during the period of March 1 through October 31, and one (1) time per every two (2) weeks or fourteen (14) calendar days during the period of November 1 through February 28 (29) for the entire contract period. The grass shall be cut to a height of between a minimum of 1" (one inch) and a maximum of 2" (two inches) exposure. It is the Contractor's responsibility to visit each location to determine the quantity of turf to be cut. A total of forty-three (43) cuts is required in calendar year.

Cutting shall be performed to such a manner to leave the Site with a smooth, level cut on the grass, conforming to the existing grade. No gouging, scalping or similar actions shall be permitted. All trash and debris must be removed from the Site prior to grass cutting.

In locations where turf meets mulch (bed areas and tree rings), the Contractor shall ensure a clean line around the mulch. The Contractor may accomplish this utilizing a bed redefine, stick edger or weed eater. The Contractor shall include this edge does not allow for chemical runoff into the turf, or any bare areas between the turf and mulch.

Grass cutting may be accomplished utilizing push mowing units or ride on mowing units depending on the areas to be cut and the proximity of objects to the cutting areas. In constricted areas where a push type mower can be used, the cutting of grass by use of a weed eater will be prohibited. Each mowing cycle shall be performed on Thursdays and/or Fridays, weather permitting. No work shall be performed on Saturdays or Sundays without prior approval from the Parkways Department.

This contract will require the Contractor to mow in close proximity to existing drainage canals. The Contractor will not be required to mow the sloped portions of the drainage canal, but shall be required to cut 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.

Each mowing cycle shall be completed in no more than two consecutive days. Weather related and unforeseen circumstances preventing the Contractor from completing a mowing cycle within this time frame shall be immediately reported to Jefferson Parish. Failure to complete mowing operations within this time period, or with too many days between cycles, may result in a penalty (see LIQUIDATED DAMAGES).

#### **WEED EATING**

The entire Site (improved and unimproved areas) shall have the grass areas around any and all existing fixed features including, but not limited to, signs, mow curbs (concrete bed edging), walls, light poles, fire hydrants, drains, manholes and utilities shall be cut using a mechanical trimmer. Spraying will not be allowed around any hard surface. These areas shall be cut to a 1" height and in a 24" diameter around all objects. Weed eating will not be allowed around any trees or plant material where damage may occur to the bark or the trunk of the plant or tree. Spraying shall only be allowed within a 12" diameter around properly mulched trees for the purpose of weed control. Weed eating shall occur at the same time and frequency as grass cutting.

### AS-NEEDED WEED CONTROL

This contract includes a detailed pre-emergent chemical application program (improved and unimproved areas) to limit visible weed growth. However, as-needed post emergent weed control will also be the responsibility of the Contractor to ensure no weeds are visible in bed area, tree mulch rings, curbs & gutters, concrete islands, paver areas and the like. Weed control is to include eradication of grassy weeds such as torpedo grass, broad leaves, and nutsedge. Products such as Round-Up, Fusilade II, Image and Certainty may be used in post-emergent applications. Weed control and spraying shall be performed by a licensed and qualified applicator in such a manner as to leave clean lines around all areas that will be affected. Spraying around trees will be a 12" diameter from trunk of tree and be covered by mulch. Spraying around other obstructions such as signs, fire hydrants, light poles and the like will not be allowed. Precautions should be taken to avoid chemical drift by not spraying when wind is in excess of 5 mph. Weeds in all cracks and joints in all paved surfaces including streets, curbs & gutters, parking areas, paver areas and walkways shall only be removed by spraying. Spraying will not be allowed where a hard surface meets the edge of lawn. Spot spraying of weeds inside of beds areas will be allowed as long as proper precaution is taken when applying the non-selective herbicide. Any damage to the plant material as a result of spot spraying may lead to disallowance of future applications by the Contractor. Chemical weed control shall occur at the same time and frequency as grass cutting.

### AS-NEEDED HAND WEED REMOVAL

For improved areas, this activity will be limited primarily to garden and planted bed areas. Garden beds are to be weed free at all times. Hand weeding shall not be required in turf areas and shall be used in conjunction with post emergent weed control to ensure no visible weeds at all times.

### EDGING

The entire Site (improved and unimproved areas) shall be edged with a mechanical (stick) edger where grass areas meet surface paving whether it be concrete, asphalt, brick or some other paving type. The grass shall be edged and not sprayed. Herbicides may not be used to control grass growth where grass and a paved surface meet. 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 retard the continued growth of the grass. Edging needs to be done with stick edger or walk behind edger with a metal or equivalent blade only. Mechanical weed eaters shall not be used for edging. Edging shall occur at the same time and frequency as grass cutting.

### SWEEPING

The entire Site (improved and unimproved areas) shall be swept in order to keep grass, leaves, smoking paraphernalia butts and other debris and trash from collecting and building up. The Contractor will be required to sweep the areas affected by the work, and all areas included within the boundaries of the Site conducted under the maintenance contract including all turf, bed, concrete curbs & gutters, pavers areas and mow curbs. The sweeping shall be performed immediately after each edging and grass cutting operation. The Contractor shall not be allowed to blow grass clippings, dirt and debris into the street, canals or drain inlets.

Unless the Contractor scatters green debris across the travel lanes, sweeping shall only be required to take place along the curb & gutter of the center median areas of the Veterans Boulevard. **This includes any concrete and/paver islands located within intersections and turning lanes.** The Contractor shall not be allowed to blow any clippings into the roadway. However, it shall still be the responsibility of the Contractor to sweep any grass clippings or debris located within the roadway's travel lanes. Sweeping shall occur at the same time and frequency as grass cutting.

**The Contractor shall determine the best method for sweeping.** A mechanical sweeper truck is encouraged but is not required.

All collected clippings and debris shall be bagged and removed from the site. **Blowing debris back onto the maintained median shall not be allowed.**

### **MULCH PLACEMENT**

The Site (improved and unimproved areas) shall receive baled pine straw mulch in order to keep a minimum 4" thick layer in all garden beds (except for annual color beds) and around all trees. Mulching shall be refreshed every six (6) months. It is the Contractor's responsibility to visit each location to determine the quantity of mulch required. The first mulch application shall take place the first week of November once the maintenance contract starts. The second application shall take place the first week of May. Only mulch free of debris and trash shall be permitted. The Contractor must remove any rope or ties from the baled straw mulch and dispose of off-site. Whole bale pine straw shall be placed around each tree at a minimum 4" thick, and with a minimum of a 36" diameter ring from the trunk of the tree. The pine straw shall be set down level and not in a pyramidal fashion around base of tree. The mulch shall be pulled away from all trees in accordance with standard horticultural practices. Mulch must also be pulled away from all light fixtures and electrical components within a mulched area. The Contractor shall not cover any electrical components or other utilities with mulch.

The Contractor shall complete each mulch application in no more than seven (7) consecutive days. Failure to complete mulch installation within this time period may result in a penalty (see LIQUIDATED DAMAGES).

All mulch installation shall take place under the direct supervision of a licensed horticulturalist.

### **ANNUAL COLOR REPLACEMENT**

Annual color has been incorporated in improved areas within the project Site (planting size: 6" pots). It is the Contractor's responsibility to visit each location to determine how many annuals are required per location (a total quantity of annuals is located within these specifications). The Contractor shall be required to take a soil sample up to one (1) time per year (locations shall be determined by Jefferson Parish). Soil amendments, if required, will be specified by the Jefferson Parish horticulturalist, and furnished and installed by the Contractor. The costs associated with the soil amendments, not included on the incidental items chart, will be billed under associated costs.

The existing annuals shall be removed and replaced during the first week of the following months: April, July, and December. The soil amendments must be in place prior to the December annual color replacement. As part of this contract, it will be the Contractor's responsibility to locate, deliver, and install the annuals in the correct locations. Jefferson Parish will select the type of annual and flower color(s) prior to the order being placed. All annuals used during a replacement shall be of the same variety and color. The Contractor is responsible for all insect control, disease control and fertilization of annuals. The programs for each of these should be approved by the Horticulturist prior to planting. The Contractor shall be responsible for the turn-key planting of annuals. The Contractor is responsible for the proper watering of the annuals from the planting stage until they are changed out.

The Contractor shall complete the annual color replacement in no more than three (3) consecutive days. Failure to complete annual color installation within this time period may result in a penalty (see LIQUIDATED DAMAGES). In the event that soil amendments are required, this timeline may be extended. The Contractor shall be responsible for ensuring that the irrigation system is operating properly before, at the time of and after annual color installation. The Contractor shall be required to replace any annual color harmed as a result of faults in the irrigation system or from a lack of disease, fungus or insect control.

Cut pine straw (bag) mulch shall be installed at a minimum depth of 4" immediately after annual color installation. Mulching shall be completed within the same three (3) consecutive day planting time as the annual planting.

All annual color installation shall take place under the direct supervision of a licensed horticulturalist.

**DEAD PLANT REPLACEMENT**

Improved locations shall require periodic replacement of plants, not including trees, located within the maintenance Site and is required to be performed by the Contractor. The timely replacement is critical to the overall look of the improvement Site. The Contractor must replace any plant discovered to be dead, or nearly dead, during the following grass cutting/maintenance visit. The prolonged existence of dead plant material will not be allowed. The replacement plants size shall match surrounding plant material of the same species. Do not discard the dead shrub/shrubs without contacting the Parkways Department for a site inspection. Any dead, or dying, trees shall be reported via e-mail to Bernie Wisnowski with the Parkways Department. All shrub replacement costs will be as per the incidental list provided by the contractor. Plant replacement costs shall be submitted with the monthly invoice. The Contractor must receive approval from Jefferson Parish prior to replacement.

When pricing the incidental cost of dead plant replacement, the Contractor shall include all material, freight, labor, soil, mulch and incidentals into the unit price.

**CONCRETE PAVERS (MATERIAL ONLY)**

Some improved areas contain decorative concrete pavers. Concrete Paver unit pricing shall include individual concrete paver units, freight to the site (Veterans Boulevard CPZ limits of work) and taxes. No labor for installation shall be included in the unit price. Concrete Pavers shall only be required if broken existing pavers are discovered during Concrete Paver Repair/Leveling.

Concrete Paver Specifications:  
Manufacturer: Pavestone  
29095 Krentel Road  
Lacombe, Louisiana 70445  
(985) 882-9111  
Product: Holland Stone (Heritage Series)  
Paver Thickness: 60mm  
Paver Color: Old Town Blend

### **CONCRETE PAVER REPAIR / LEVELING**

Some improved areas contain decorative concrete pavers. All concrete paver repairs shall occur at the Owner's request. Repair shall be considered on areas that have settled naturally, or due to damage. When an area is determined to be in need of repair, the Owner and the Contractor shall meet at the requested location to determine the quantity of paver repaired required. Once this quantity is agreed upon, and the Contractor receives a written request from the Owner, the repairs may begin. All paver work shall be by an Interlocking Concrete Paving Institute (ICPI) certified installer. The Contractor shall submit his installer's qualifications to the Owner for approval prior to any repair work taking place.

All paver repairs shall occur during a continuous site visit by the Contractor. There shall be no stockpiling of pavers, equipment or materials on site unless the Contractor is present. No incomplete portion of the paver median shall be left unattended by the Contractor at any time. The Contractor shall implement proper lane closures, as required, when working on the median.

To properly repair damaged concrete paver areas, the Contractor shall remove the existing paver units and salvage them for re-use. The Contractor shall then remove as much leveling sand (mason sand) as required to expose the existing compacted #610 limestone base. The #610 limestone base shall be a minimum 8" in thickness and be installed over a geotextile fabric. The Contractor shall compact this layer of #610 limestone to raise the damaged area(s) to the proper grade. The proper grade shall be flush with the surrounding existing pavers and promote positive drainage toward the roadway. Once the #610 limestone is installed, and compacted, the Contractor shall install an approximately 1" thick layer of mason sand. The mason sand shall be free of any debris. The mason sand shall be compacted and the salvaged brick pavers shall be reinstalled in the same pattern in which they were removed. Finally, the Contractor shall install polymeric joint sand (color: tan) into the joints. Polymeric joint sand shall be installed as per the manufacturer's specifications.

All Pavers are 60mm Holland Stone (Heritage Series) pavers manufactured by Pavestone. The pavers are laid in a herringbone pattern with soldier course borders running along the existing roadway curbs. In the event damage has occur to the concrete pavers, and they are unable to be salvaged, the Contractor provide matching concrete pavers as per the unit pricing provided on the Incidental Material list.

### **TREE STAKES AND TIES**

Where applicable along the entire Site, the Contractor shall monitor all tree stakes and ties for the duration of the contract. Stakes found to be loose shall be adjusted so as to make them secure. Tree ties shall be secure and well-fitting without binding. Removal of existing tree stakes and ties may be required at the discretion of Jefferson Parish.

### **AUTOMATIC IRRIGATION**

As an integral part of the improvements within most improved areas, and for the long term success and survivability of the planted areas, automatic irrigation systems have been installed in most garden bed and turf areas. Monitoring of the systems and performing the necessary repairs to the systems is required by the Contractor. These tasks include, but may not be limited to, replacement of heads, broken water lines and valves; adjustment of the controller, heads, valves and zone water durations and frequencies. All irrigation repair costs will be as per the incidental list provided by the Contractor and **all repairs shall be performed within two (2) workings days** of the issue being discovered by the Contractor and/or Jefferson Parish. In the event of minor repairs that can take place at the same time of the inspection, the Contractor may contact the Parkways Department representative for immediate approval via e-mail. Irrigation repair costs shall be submitted as a separate invoice from the monthly billing. The Contractor must receive approval from Jefferson Parish prior to any repairs.

To be included in the monthly billing price, the Contractor shall make up to twenty (20) as-needed complete site visits for controller adjustment and/or backflow preventer shutoff (winterization) and system re-starts as directed by Jefferson Parish. These site visits shall include every irrigation location within the work limits. When requested by Jefferson Parish, the Contractor shall have an irrigation technician adjust the irrigation controllers at each location to account for weather changes. This may include, but not be limited to, watering frequencies and durations and system shut downs or startups. When a site visit is requested by the Parkways Department, the Contractor shall have seventy-two (72) hours to make the visit and complete the required work. This time frame is extremely important for requested winterizations due to the possibility of freezing conditions. As-needed irrigation system adjustments due to chemical applications and/or annual color replacement shall not be a part of the required twenty (20) complete site visits. The site visits may be requested at any time during the length of the contract and are not schedule or calendar determined.

As requested by the Parkways Department, the Contractor shall be responsible for making a complete walk-through/test of each irrigation system within the work limits. Pricing for the walk-through/test shall be priced per visit as a part of the Incidental Material list. These tests will be used to determine repairs and upgrades of the existing systems. The Contractor shall create a report of the system for each site detailing the following information:

- Date/Time of test;
- Irrigation technician performing the test;
- Weather conditions;
- Note the controller settings for that day;
- As needed, or requested by Jefferson Parish, adjust controller settings for each site;
- Note any malfunctioning components of the system;
- Recommend repairs for any discovered malfunctions.

Sprinkler head adjustment (aiming) is not considered incidental work or part of the as-requested site inspections and controller adjustments, and shall not be charged as such. Head adjustments shall be made, when noticed by Jefferson Parish or the Contractor, at each site(s) maintenance (mowing) visit.

Prior to making repairs, or requesting to make a repair, the Contractor shall take pictures and or videos of all issues requiring a repair. In addition, the Contractor shall take additional pictures and or videos of all completed repairs for documentation.

All irrigation work shall be under the direct supervision of a licensed irrigator.

#### **SETTLEMENT**

Monitor the Site (improved and unimproved areas) under this contract for settlement. Areas that require fill due to settling and erosion must be filled with a fill material that supports the weed free growth of grass and supports positive drainage. The fill material will be free of debris and must be graded to a smooth and level surface conforming to the surrounding grade. The fill materials shall be put in place within 72 hours of notification. All fill costs will be as per the incidental list provided by the Contractor. Fill costs shall be submitted as a separate invoice from the monthly billing. The Contractor must receive approval from Jefferson Parish prior to any fill work.

## **DRAINAGE**

Monitor all aspects of the landscape drainage system (improved sites only) located within the maintenance sites including French drains pipe, solid drain pipe, catch basins, grates and swales. Clean and discard any blockages as necessary. Clogged or broken drain lines, or defects in catch basins are to be reported to the Jefferson Parish Parkways Department as soon as they are discovered.

There are three (3) locations with pervious catch basins that are tied into the irrigation main line as a means to pump water from the catch basins. These catch basins shall be monitored by the Contractor at each site visit for clogs and improper function such as being stuck in the on or off position. These catch basins are controlled by the irrigation main line; thus, the irrigation controller operates the main line and these pumps. The catch basins are scheduled to pump water for a few hours around midnight at selected days of the week. If the Contractor notices the catch basins pumping water during the day light hours, a malfunction is taking place and the water shall be shut off at the irrigation backflow until further diagnosis can be made.

Locations: Veterans Boulevard near Massachusetts Avenue, Veterans Boulevard near Lisa Drive and Veterans Boulevard near Downs Boulevard.

## **TREE AND PALM TRIMMING**

Trees within both the improved and unimproved areas of the Site shall be fully trimmed in accordance with standard arboriculture practices twice per year (February and August). The February trimming shall include pruning to 'shape' the trees, lift canopies for maintenance operations and clear any possible sight obstructions. Trimming shall result in a natural, balanced canopy of all trees. There shall be no 'topping' of crape myrtle trees.

The August trimming shall reinforce the shaping completed in February, as well as remove any dead wood, lift canopies for maintenance operations and clear any sight obstructions. Should the Contractor observe a heavily damaged or dead tree, by no fault of his performance, he shall immediately report the tree to Jefferson Parish Parkways Department. Field input from the Jefferson Parish arborist and horticulturist will assist with any questions the Contractor may have regarding tree trimming.

With every mowing cycle, the Contractor shall trim trees with dead and or low hanging branches that obstruct the area in which maintenance work is performed to a minimum height of five feet (5') above ground level, where applicable. The Contractor shall monitor and trim any trees obstructing any traffic signals or signage. Any growth extending six inches (6") beyond the main trunk of the tree, and within five feet (5') of the ground level, is considered to be sucker growth that must be removed during every mowing cycle.

Palms within the improved area of the Site shall be fully trimmed in accordance with standard arboriculture practices twice per year (May and August). All seed pods are to be removed from the palm trees before they fall to the ground (usually around May each year). All tools used for pruning palms shall be sterilized between the pruning of each tree to prevent the possible spread of disease. Use recommended sterilization practices from LSU Plant Diagnostic Center. Field input from the Jefferson Parish arborist and horticulturist will assist with any questions the Contractor may have regarding palm trimming.

With every mowing cycle, the Contractor shall remove all dead or broken fronds from all palms soon as it is noticed or when the Contractor is notified by Jefferson Parish. This includes damage caused by wind and or cold (excluding named storms).

Emergency tree and or palm trimming may be required due to named storm damage. Emergency trimming due to named storm damage shall be considered an additional service not included in this contract. The Contractor shall assess all damage and prepare a proposal for removal to Jefferson Parish for approval. Work shall not be performed without prior approval from Jefferson Parish.

All tree and palm trimming shall take place under the direct supervision of a licensed arborist.

**SHRUB PRUNING**

Shrubs within the improved areas of the Site shall be properly pruned in accordance with standard practices. It is the intent of the design for the shrubs to have a massing effect. This shall be achieved by regular pruning and shaping of the shrubs so that they are natural in shape, but with no “stray” branches. In addition, the Contractor shall ensure that shrub growth does not extend pass any curbs, sidewalks or garden bed borders. Typical pruning heights shall be as per the below chart. Shrubs shall be pruned after blooming each season to promote new growth. This may entail removing an entire limb, branch or frond, and may require removal of a part of a limb, branch or frond. Shrub pruning due to excessive wind and or cold (excluding named storms) may be required, and is considered part of this contract. Shrub pruning around decorative lights shall be monitored on a weekly basis. **The Contractor shall keep all decorative lighting fixtures and enclosures fully exposed from plant growth for service and aiming at all times.** Field input from the Jefferson Parish horticulturist will assist with any questions the Contractor may have regarding shrub pruning. Pruning shall occur on an as-needed basis, but no less than four (4) times per year.

Emergency shrub pruning may be required due to named storm damage. Emergency pruning due to named storm damage shall be considered an additional service not included in this contract. The Contractor shall assess all damage and prepare a proposal for removal to Jefferson Parish for approval. Work shall not be performed without prior approval from Jefferson Parish.

Typical Shrub Pruning Heights:

<b><u>Shrub</u></b>	<b><u>Average Height</u></b>
Juniper	24”
Azalea	36”
Shi Shi Camellia	36”
Knock Out Rose	36”
Indian Hawthorn	36”
Loropetalum	48”
Abelia	48”
Oleander	48”
Native Grasses	Trim once per year in March

All shrub pruning shall take place under the direct supervision of a licensed horticulturalist.

### **INCIDENTAL SCULPTURE CLEANING**

Sculptures have been incorporated into some of the improved areas of Site. The Contractor shall provide an incidental unit price to perform a cleaning cycle of all of the sculptures. The Contractor is responsible for visiting the Site to become familiar with all of the sculptures prior to submitting a bid. Sculptures shall be cleaned with a mild car washing soap and water. The Contractor may utilize the existing irrigation systems as a water source. No pressure washing machines will be allowed for cleaning of the sculptures. The Contractor may implore the use of ladders and or a bucket truck to clean the sculptures. If a bucket truck is used, it must stay on the roadway at all times. The Contractor shall contact the Jefferson Parish Department of Traffic Engineering to properly block traffic, as required. Ladders being used in the cleaning process cannot touch any part of the sculpture.

### **INCIDENTAL BLOCK WALL CLEANING**

Decorative concrete block landscape walls have been incorporated into some of the improved areas of the Site. The Contractor shall provide an incidental unit price to perform a cleaning cycle of all block walls. The Contractor is responsible for visiting the Site to become familiar with all of the block walls prior to submitting a bid. The walls shall be cleaned utilizing a 50/50 mixture of bleach and water and a pressure washer. The Contractor shall take precautions when using the pressure washer not to damage any plant material in the process. The Contractor may utilize the existing irrigation systems as a water source.

### **INCIDENTAL SOD REPAIR**

Incidental sod repair shall include straight line cutting out of existing turf areas, grubbing all non-native materials, and adding pump sand, as needed, to bring newly installed sod to the same elevation as surround turf area. Feather pump sand in joints of new turf to create a smooth transition. Additional excavation may be required in order for new turf to meet the elevation of existing turf. All existing drainage slopes shall be maintained.

## **PART IV IMPROVED LOCATIONS CHEMICAL MAINTENANCE PROGRAMS AND FREQUENCIES**

### **GENERAL**

The below schedule of required chemical applications provides a month-by-month outline application schedule. At the discretion of the Jefferson Parish horticulturalist, products, methods and application rates may be adjusted due to cultural changes or plant needs. Any changes in these specifications will not create additional financial obligations for the Contractor. Jefferson Parish reserves the right to alter, remove, add and/or change the schedule of any chemical application for any reason. Weather conditions, parades, construction activities, product availability and weed resistance are possible causes for adjustment.

The Contractor shall use either a foam marker or GPS based tracking system when applying all turf products. Dye shall not be used for any application.

## CHEMICAL APPLICATION SCHEDULE

### JANUARY – FEBRUARY

- No scheduled applications

### MARCH

- ArborJet® application- **(App 1)** – Palms
- Horticultural oil insecticide - **(App 1)** – Beds

### APRIL

- Tree fertilization - **(1x year)**- Trees
- Ornamental fertilization - **(1x year)**-  
Ornamentals
- Bed pre-emergent- **(App 1)** – Beds
- Merit™ insecticide -**(1x year)**-Beds
- Turf fertilization- **(App 1)** – Turf
- Pillar® G fungicide -**(1x year)** - Turf
- Centipede turf weed control- **(App 1)** – Turf
- Bermuda turf weed control- **(App 1)** – Turf
- Unimproved turf weed control -**(App 1)** – Turf
- Acephate® insecticide -**(1x year)** – Beds
- Pageant® fungicide -**(App 1)** – Beds

### MAY

- Acelepryn® insecticide – **(1x year)** – Turf
- Acelepryn® insecticide – **(1x year)** - Beds
- TopChoice® insecticide -**(1x year)**- Turf
- TopChoice® insecticide -**(1x year)**- Beds
- Centipede turf weed control **(App 2)** – Turf
- Bermuda turf weed control **(App 2)** – Turf
- Unimproved turf weed control **(App 2)** – Turf

### JUNE

- ArborJet® application **(App 2)** - Palms

### JULY

- Bed pre-emergent **(App 2)** - Beds
- Talstar® insecticide **(1x year)** – Beds
- Centipede turf weed control – **(App 3)** – Turf
- Bermuda turf weed control – **(App 3)** – Turf
- Unimproved turf weed control – **(App 3)** – Turf

### AUGUST

- Turf fertilization – **(App 2)** -Turf
- **\*Drive® herbicide – Improved Bermuda - (App 1) Turf**

### SEPTEMBER

- ArborJet® application – **(App 3)** Palms
- Avid® 0.15 EC insecticide **(1x year)** - Beds
- Pageant® fungicide – **(App 2)** -Beds
- Talstar® insecticide – **(1x year)** -Turf

- **\*Drive® herbicide – Improved Bermuda - (App 2) Turf**
- **\*\*Monument® 75WG herbicide – Improved Bermuda (1x year) Turf**

### OCTOBER

- Horticultural oil Insecticide – **(App 2)** -Beds
- **\*Drive® herbicide – Improved Bermuda - (App 3) Turf**

### NOVEMBER

- Bed pre-emergent – **(App 3)** – Beds
- 3336® F fungicide – **(1x year)**- Beds
- Headway® G fungicide – **(1x year)** -Turf
- Centipede turf weed control – **(App 4)** – Turf
- Bermuda turf weed control – **(App 4)** – Turf
- Unimproved turf weed control – **(App 4)** – Turf

### DECEMBER

- ArborJet® application – **(App 4)** Palms
- Horticultural oil Insecticide - **(App 3)** -Beds

Notes:

\* Drive® XLR8 herbicide dates will vary for the three (3) required applications. The Contractor must verify each application date with Jefferson Parish prior to performing the work.

\*\*Monument® 75WG to be applied at the same time as second Drive® XLR8 application.

Please refer to the body of these specifications for details on all required chemicals, rates and additional details.

### **NON-IONIC WETTING AGENT**

As needed, the Contractor shall add a non-ionic wetting agent to applications.

### **SOIL SAMPLE (GOLF COURSE SAMPLE)**

As requested by the Jefferson Parish horticulturalist, the Contractor shall take periodical soil samples from various locations along the project Site. These samples will be taken from turf areas. Samples shall be submitted to Spectrum Analytic (or equivalent private lab). Turf soil samples shall be advanced samples (also known as golf course sample) to include micronutrients and Ph buffer.

Soil sample pricing shall be priced as an incidental item. Pricing shall include all required testing and standard shipping.

### **PLANT TISSUE SAMPLE**

As requested by the Jefferson Parish horticulturalist, the Contractor shall take periodic plant tissue/plant soil samples from various locations along the project Site. These samples will be taken from the landscape beds. Samples shall be submitted to Spectrum Analytic (or equivalent private lab).

Plant tissue sample pricing shall be priced as an incidental item. Pricing shall include all required testing and second day air shipping.

### **PLANT BED WEED CONTROL**

All planting beds and tree wells shall be kept free of weeds and /or undesirable grasses at all times. Chemical weed removal pre-emergent applications shall include:

- Three (3) Prodiamine pre-emergent applications are required each year. Apply Syngenta Barricade® 4FL pre-emergent herbicide @ 16 ounces of product per acre (per application). The first application shall occur in April\*. The second application shall occur in July\* and the third application shall occur in November\*.
- Two (2) Isoxaben pre-emergent applications are required each year. Apply Dow Gallery® 75 Dry Flowable @ 1.0 pound of product per acre (per application). The first application shall occur in April\* and the second application shall occur in November\*.
- One (1) Pennant Magnum® S-metolachlor pre-emergent herbicide application is required each year. Apply in accordance with the manufacturer's recommended rates (as approved by Jefferson Parish). The application shall take place at the end July\*. Do not spray over the top of ornamental grasses with this application.

\*When multiple products are scheduled during the same month, the products shall be tank mixed together for each application.

### **TREE FERTILIZATION**

All trees within the improved and unimproved areas shall be fertilized once per year in April (weather dependent). The fertilizer shall include 8–12-month slow-release fertilizer at a ratio and rate to be approved by the Jefferson Parish horticulturalist.

### **ORNAMENTAL FERTILIZATION**

All shrubs and ground cover shall be fertilized once per year in April (weather dependent). Applications shall be made before the shrubs and ground covers are fully leafed out with new foliage. The fertilizer shall include 8–12-month slow-release bed fertilizer at a ratio and rate to be approved by the Jefferson Parish horticulturalist.

### **PALM PROGRAM**

The palm program shall utilize the ArborJet® injection system and consist of four (4) applications per year. The Contractor shall consult with the manufacturer on all equipment and product specifications, equipment maintenance, labor methods, product rates and procedures involved with implementing the ArborJet® injection system. The Contractor shall only use ArborJet® approved equipment and practices for the palm program.

- Application #1  
ArborJet® Arbor-OTC water soluble systemic antibiotic (2.8 Grams per Palm) WITH ArborJet® IMA-Jet micro-injectable systemic insecticide (20 Milliliters per Palm). This application shall take place during the month of March.
  
- Application #2  
ArborJet® Arbor-OTC water soluble systemic antibiotic (2.8 Grams per Palm) WITH ArborJet® PHOSPHO-Jet systemic fungicide (20 Milliliters per Palm). This application shall take place during the month of June.
  
- Application #3  
ArborJet® Arbor-OTC water soluble systemic antibiotic (2.8 Grams per Palm) WITH ArborJet® IMA-Jet micro-injectable systemic insecticide (20 Milliliters per Palm). This application shall take place during the month of September.
  
- Application #4  
ArborJet® Arbor-OTC (2.8 Grams per Palm) water soluble systemic antibiotic WITH ArborJet® PALM-Jet Mg injectable fertilizer (20 Milliliters per Palm). This application shall take place during the month of December.

## **INSECTS AND DISEASES**

Consistent inspection of plant materials is required in order to detect insect and disease problems before they cause serious damage. The contractor will handle the insect and disease controls by a scheduled preventative spray program. Periodic inspection, diagnosis and spot spray treatment of insects and diseases will also be required. In addition, a full application of the following products will be required for use, as per manufacturer's label, according to the attached maintenance chart (**application dates may vary as per the Jefferson Parish horticulturalist**). All products shall be applied separately:

### Horticultural Oil (Generic)

Apply in March AND October AND December

### FMC Talstar® Insecticide / Miticide

Apply in July

### UPI Acephate 97UP Sprayable Systemic Insecticide

Apply in April

### Syngenta Acelepryn® Insecticide

Apply in May

### Bayer Merit® 0.5G Insecticide

Treat entire bed area including mulch  
Apply in April

### BASF Paegent® Intrinsic® Fungicide

Apply in April AND September

### Nufarm 3336® F Turf & Ornamental Systemic Fungicide

Apply in November

### Syngenta Avid 0.15 EC Insecticide

Apply in September

### Bayer TopChoice® Insecticide

Apply in May

Note: Exact application dates shall be determined by Jefferson Parish based on life cycle intervals.

### **TURF FERTILIZER APPLICATIONS**

All improved locations shall have the turf fertilized two (2) times per year to maintain a healthy, dense, green turf. Care should be taken to apply complete, even, applications of fertilization. Chemicals that shall be used are as followed:

#### **April:**

AgroLiquid High NRG-N™ 27-0-0 liquid fertilizer @ 22.0 gallons of product per acre of turf (per application)

**PLUS**

AgroLiquid Pro-Germinator® 9-24-3 liquid fertilizer @ 3.5 gallons of product per acre of turf (per application)

**PLUS**

AgroLiquid Sure-K® 2-1-6 liquid fertilizer @ 4.0 gallons of product per acre of turf (per application)

***Important:*** These products are to be applied with a (2) to (1) ratio. A minimum (2) parts water and (1) part product. Products shall be tank mixed together for each application.

#### **August:**

RegalGrow™ Harness® 30-0-0 liquid fertilizer @ 44 ounces of product per 1,000 square feet of turf (per application).

**PLUS**

RegalGrow™ 0-18-20 with Shamrock® liquid fertilizer @ 44 ounces of product per 1,000 square feet of turf (per application).

***Important:*** These products are to be applied with a (2) to (1) ratio. A minimum (2) parts water and (1) part product. Products shall be tank mixed together for each application.

**For this contract, the first turf fertilizer application will take place in August of 2026. Four (4) applications shall take place for the life of the contract.**

### **TURF PEST CONTROL APPLICATIONS**

A weekly inspection of lawns for disease and insect problems must occur throughout the contract. If symptoms are found, they must be diagnosed and treated without delay. Follow up applications will be made as necessary to remedy the problem.

**One (1) Application per Year:**

BASF Pillar® G Intrinsic fungicide application shall be required in the month of April. Apply 3 pounds of product per 1,000 SF to all turf areas.

**One (1) Application per Year:**

Syngenta Acelepryn® systemic fungicide application shall be required in the month of May. Apply at the manufacturer's rate per application.

**One (1) Application per Year:**

Bayer TopChoice® insecticide application shall be required in the month of May. Apply 86 pounds of product per acre to all turf areas.

**One (1) Application per Year:**

FMC Talstar® P liquid insecticide application shall be required to all turf areas in the month of September. All applications shall abide by the manufacturer's specifications.

**One (1) Application per Year:**

Syngenta Headway® application shall be required to all turf areas in the month of November. Apply at the rate of 4 pounds per 1,000 square feet.

See attached maintenance chart.

**CENTPEDE TURF WEED CONTROL PROGRAM**

Four (4) applications per year. All centipede turf areas shall be treated with pre-emergent and post-emergent herbicides as outlined below. Application timing is weather dependent.

**APPLICATION #1 - APRIL**

- Syngenta Barricade® 65 WG pre-emergent herbicide applied at a rate of 1.0 pound per acre

PLUS

- PBI Gordon SpeedZone® EW broadleaf herbicide applied at a rate of 32 ounces per acre

**APPLICATION #2 – MAY (early to mid)**

- ENVU Celcius® WG applied at a rate of 3.7 ounces per acre

**APPLICATION #3 – JULY (late)**

- ENVU Celcius® WG applied at a rate of 3.7 ounces per acre

PLUS

- Valent Outrider® herbicide applied at a rate of 1 ounce per acre

**APPLICATION #4 – NOVEMBER**

- Bayer Explanade® 200 SC pre-emergent herbicide applied at a rate of 3 ounces per acre

PLUS

- PBI Gordon SpeedZone® EW broadleaf herbicide applied at a rate of 32 ounces per acre

PLUS

- Valent Outrider® herbicide applied at a rate of 1.25 ounces per acre

See attached maintenance chart. Non-ionic wetting agent shall be used on all herbicide applications.

**BERMUDA TURF WEED CONTROL PROGRAM**

Seven (7) applications per year. All centipede turf areas shall be treated with pre-emergent and post-emergent herbicides as outlined below. Application timing is weather dependent.

**APPLICATION #1 - APRIL**

- Syngenta Barricade® 65 WG pre-emergent herbicide applied at a rate of 1.0 pound per acre

PLUS

- PBI Gordon SpeedZone® EW broadleaf herbicide applied at a rate of 32 ounces per acre

**APPLICATION #2 – MAY (early to mid)**

- Bayer Tribute® Total herbicide applied at a rate of 3.2 ounces per acre

**APPLICATION #3 – JULY (late)**

- Bayer Tribute® Total herbicide applied at a rate of 3.2 ounces per acre

PLUS

- Valent Outrider® herbicide applied at a rate of 1 ounce per acre

**APPLICATION #4 – AUGUST\***

- BASF Drive® XLR8 herbicide applied at the manufacturer’s rate

**APPLICATION #5 – SEPTEMBER\***

- BASF Drive® XLR8 herbicide applied at the manufacturer’s rate

PLUS

- Syngenta Monument® 75WG herbicide applied at the manufacturer’s single application rate

**APPLICATION #6 – OCTOBER\***

- BASF Drive® XLR8 herbicide applied at the manufacturer’s rate

**APPLICATION #7 – NOVEMBER**

- Bayer Explanade® 200 SC pre-emergent herbicide applied at a rate of 3 ounces per acre

PLUS

- PBI Gordon SpeedZone® EW broadleaf herbicide applied at a rate of 32 ounces per acre

PLUS

- Valent Outrider® herbicide applied at a rate of 1.25 ounces per acre

\* Timing shall be determined by the Jefferson Parish horticulturalist based on weather conditions. BASF Drive® XLR8 herbicide shall be applied at 14 – 21-day intervals. All applications shall be in accordance with the manufacturer’s label.

See attached maintenance chart. Non-ionic wetting agent shall be used on all herbicide applications.

**PART V UNIMPROVED LOCATIONS CHEMICAL MAINTENACE PROGRAMS AND FREQUENCIES**

**GENERAL**

At the discretion of the Jefferson Parish horticulturalist, products, methods and application rates may be adjusted due to cultural changes or plant needs. Any changes in these specifications will not create additional financial obligations for the Contractor.

**NON-IONIC WETTING AGENT**

As needed, the Contractor shall add a non-ionic wetting agent to applications.

**JANUARY (PRE-EMERGENT PROGRAM)**

Syngenta Barricade® 65WG at a rate of 1.0 pound per acre with a wetting coverage of 40 gallons of water per acre

PLUS

Nufarm Weedestroy® AM-40 herbicide at a rate of 32 ounces per acre

PLUS

BASF Overdrive® at a rate of 3 ounces per acre

**APRIL (POST-EMERGENT PROGRAM)**

BASF Plateau® herbicide at a rate of 3 ounces per acre

PLUS

Bayer Derigo® herbicide at a rate of 3 ounces per acre

**JULY (POST-EMERGENT PROGRAM)**

BASF Plateau® herbicide at a rate of 4 ounces per acre

PLUS

Bayer Derigo® herbicide at a rate of 3 ounces per acre

PLUS

Valent Outrider® herbicide at a rate of 1 ounce per acre

**SEPTEMBER (PRE-EMERGENT PROGRAM)**

Bayer Esplanade® 200 SC at a rate of 3 ounces per acre

PLUS

Valent Outrider® herbicide at a rate of 1.25 ounces per acre

PLUS

Nufarm Weedestroy® AM-40 herbicide at a rate of 48 ounces per acre

**PART VI APPROXIMATE QUANTITIES**

**Improved Locations Turf (Centipede)**

+/- 256,725 SF (5.9 AC)

**Improved Locations Turf (Bermuda)**

+/- 144,000 SF (3.2 AC)

**Unimproved Locations Landscape Beds**

141,000 SF

**Improved Locations 6" Annuals (Per Change Out)**

2,610 minimum

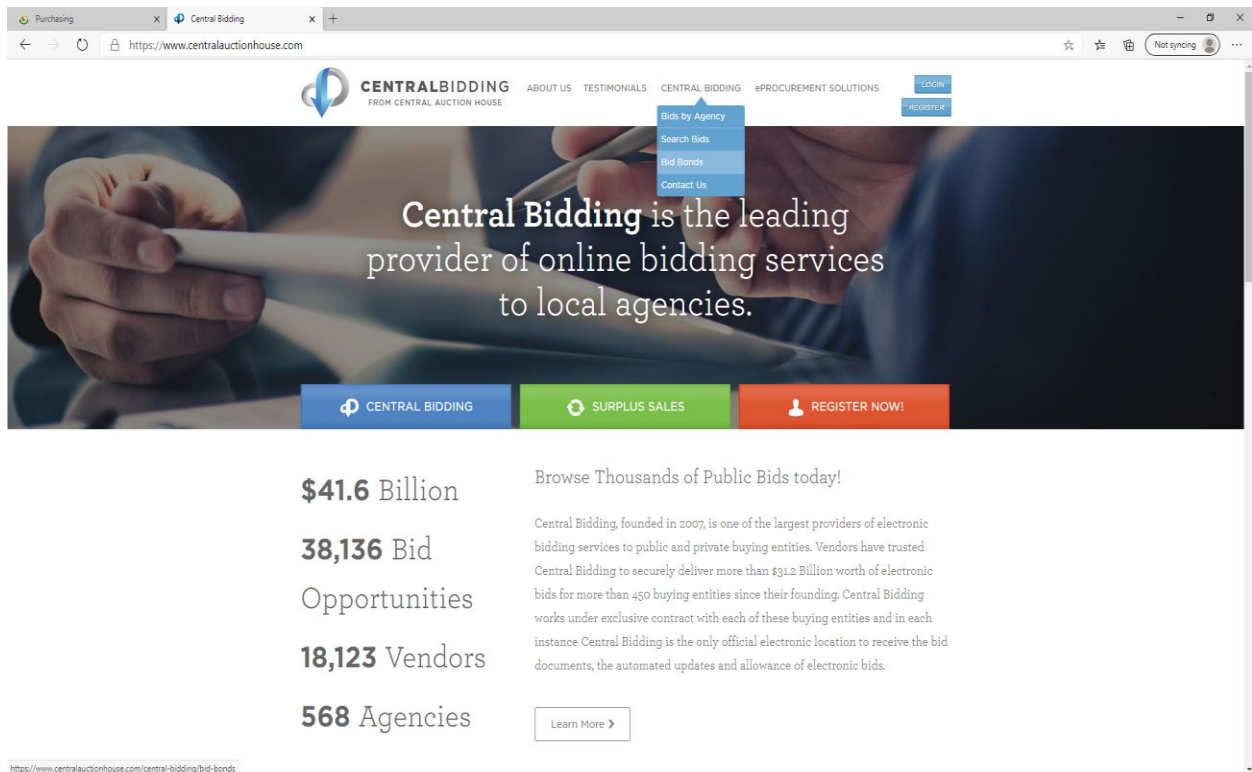
**Unimproved Locations Turf**

The Contractor is responsible for determining the acreage and quantities of all unimproved areas of the Site.

# 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 items: 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 'Bid Bonds' option is highlighted. Below the navigation is a hero section with a background image of hands holding a pen over a document. The text reads: 'Central Bidding is the leading provider of online bidding services to local agencies.' Below this are 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!' followed by a paragraph of text and a 'Learn More >' button. At the bottom left, a small URL is visible: <https://www.centrauctionhouse.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.centrauctionhouse.com/central-bidding/bid-bonds>

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

DATE: 4/01/2026

BID NO: 50-00149783

**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: 50-00149783

- 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 4400, Gretna, LA  
9:00 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(I), all prospective bidders shall be present at the beginning of the **MANDATORY** pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. **NON-MANDATORY PRE-BID** - Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. **JP LICENSE** - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable municipality, Federal and/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

DATE: 4/01/2026

BID NO: 50-00149783

**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.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	CYCL	<p>Two (2) Year Contract for Landscape and Chemical Maintenance for the Jefferson Parish Department of Parkways</p> <p>0010 Provide a Monthly Cost for the Twenty Four (24) Months for</p>	\$	\$
			<p>the Landscape and Chemical Maintenance Contract for Veterans Blvd. Improvements from the City of Kenner Line to the 17th Street Canal</p> <p>Contract Number: 55-00022126 Contract Dates: 08/05/2024 - 08/04/2026</p>		
2	5.00	EA	0020 Incidental Shrub 1-Gallon	\$	\$
3	1,000.00	EA	0030 Incidental Shrub 3-Gallon	\$	\$
4	5.00	EA	0040 Incidental Shrub 7-Gallon	\$	\$
5	5.00	EA	0050 Incidental Shrub 15-Gallon	\$	\$
6	5.00	EA	0060 Incidental Tree 30-Gallon	\$	\$
7	5.00	EA	0070 Incidental Tree 45-Gallon	\$	\$
8	25.00	EA	0080 Incidental Tree 65-Gallon	\$	\$
9	500.00	EA	0090 Incidental Annual Color 6" pot	\$	\$
10	25.00	EA	0100 Incidental Tree Stake Kit (Min. 3 Stakes)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	5.00	LB	0110 Incidental Grass Seed Improved Hulled Bermuda Seed  Sunstar or Approved Equal	\$ _____	\$ _____
12	2,000.00	SY	0120 Incidental Sod 419 Bermuda	\$ _____	\$ _____
13	100.00	SY	0130 Incidental Sod Centipede	\$ _____	\$ _____
14	5.00	EA	0140 Incidental Soil Amendment Metro 380 (2.8 Cu Ft bag)	\$ _____	\$ _____
15	5.00	CUYD	0150 Incidental Fill Dirt Pump Sand	\$ _____	\$ _____
16	125.00	CUYD	0160 Incidental Garden Soil	\$ _____	\$ _____
17	15.00	EA	0170 Incidental Water Retainer Aquasorb or Approved Equal  (50 lb Bag)	\$ _____	\$ _____
18	300.00	CF	0180 Incidental Mulch Baled Pine Straw	\$ _____	\$ _____
19	150.00	CF	0190 Incidental Mulch Crushed Pine Straw Bag	\$ _____	\$ _____
20	5.00	CUYD	0200 Incidental Emergency Tree Trimming (Debris Measurement)	\$ _____	\$ _____
21	5.00	CUYD	0210 Incidental Emergency Shrub Pruning (Debris Measurement)	\$ _____	\$ _____
22	5.00	EA	0220 Concrete Pavers (Paver Bricks Only)	\$ _____	\$ _____
23	5.00	SY	0230 Concrete Paver Repair/Leveling (No Pavers Supplied)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	1.00	CYCL	0240 Sculpture Cleaning	\$	\$
25	1.00	CYCL	0250 Block Wall Cleaning	\$	\$
26	1.00	EA	0260 Complete Irrigation Inspection & Report (all zones within the Site)	\$	\$
27	1.00	EA	0270 Controller Program Adjustment with Backflow Preventer Shutoff/Startup (single location within the Site)	\$	\$
28	5.00	EA	0280 1" Irrigation Valve	\$	\$
29	10.00	EA	0290 1.5" Irrigation Valve	\$	\$
30	15.00	EA	0300 2" Irrigation Valve	\$	\$
31	200.00	EA	0310 12" Irrigation Pop-Up	\$	\$
32	150.00	EA	0320 4" Irrigation Pop-Up	\$	\$
33	100.00	EA	0330 Irrigation Spray Nozzle	\$	\$
34	250.00	EA	0340 Irrigation Rotary Nozzle (Hunter MP Rotator)	\$	\$
35	100.00	EA	0350 Irrigation Turf Rotor	\$	\$
36	200.00	LF	0360 Irrigation Main Line Repair	\$	\$
37	200.00	LF	0370 Irrigation Lateral Line Repair	\$	\$
38	10.00	EA	0380 Irrigation Controller (Rainbird ESP-LX or Similar)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
39	5.00	EA	0390 Irrigation Control Module (4 Zone)	\$	\$
40	5.00	EA	0400 Irrigation Control Module (8 Zone)	\$	\$
41	1.00	EA	0410 Rainbird (or Similar) Battery Controller (4-Zone)	\$	\$
42	1.00	EA	0420 Rainbird (or Similar) Battery Controller (6-Zone)	\$	\$
43	1.00	EA	0430 Irrigation 2" RPA Backflow Preventer	\$	\$
44	1.00	EA	0440 2" Backflow Brass Ball Valve	\$	\$
45	5.00	EA	0450 2" Backflow Brass Ball Valve with Test Cock	\$	\$
46	1.00	EA	0460 2" Backflow Rubber Parts Repair Kit	\$	\$
47	1.00	EA	0470 2" Backflow Check Repair Kit	\$	\$
48	1.00	EA	0480 2" Backflow Relief Valve Repair Kit	\$	\$
49	1.00	EA	0490 Class II 2" RPA Backflow (Green Plastic) Cover (No Base)	\$	\$
50	1.00	EA	0500 Class II 2" RPA Backflow (Green Plastic) Base (No Cover)	\$	\$
51	1.00	EA	0510 2" RPA Backflow Lockable Cage (Green Metal)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
52	1.00	EA	0520 Class II 2" RPA Backflow Cover Concrete Foundation  Aprox. 18"x48"x4" Thick	\$ _____	\$ _____
53	1.00	EA	0530 Backflow Cover/Cage Stainless Steel Mounting Hardware and Labor  (for Concrete Foundation)	\$ _____	\$ _____
54	1.00	EA	0540 2" RPA Backflow Insulated Bag (Green)	\$ _____	\$ _____
55	1.30	EA	0550 6" Round Irrigation Valve Box with Lid	\$ _____	\$ _____
56	1.00	EA	0560 6" Round Irrigation Valve Box Lid (Only)	\$ _____	\$ _____
57	15.00	EA	0570 10" Round Irrigation Valve Box with Lid	\$ _____	\$ _____
58	1.00	EA	0580 10" Round Irrigation Valve Box Lid (Only)	\$ _____	\$ _____
59	1.00	EA	0590 14"x19" Irrigation Valve Box with Lid	\$ _____	\$ _____
60	1.00	EA	0600 14"x19" Irrigation Valve Box Lid (Only)	\$ _____	\$ _____
61	1.00	EA	0610 13"x20" Irrigation Valve Box with Lid	\$ _____	\$ _____
62	1.00	EA	0620 13"x20" Irrigation Valve Box Lid (Only)	\$ _____	\$ _____
63	20.00	EA	0630 13"x24" Irrigation Valve Box with Lid	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
64	5.00	EA	0640 13"x24" Irrigation Valve Box Lid (Only)	\$ _____	\$ _____
65	15.00	HR	0650 Irrigation Wire Tracking	\$ _____	\$ _____
66	650.00	LF	0660 Irrigation Wire Repair or Replacement with Trenching	\$ _____	\$ _____
67	30.00	LF	0670 Irrigation Wire Repair or Replacement without Trenching	\$ _____	\$ _____
68	15.00	EA	0680 Waterproof Irrigation Splice (3M DBR/Y-6)	\$ _____	\$ _____
69	1.00	LF	0690 Irrigation Line Tunneling (Under 5 LF per)	\$ _____	\$ _____
70	1.00	EA	0700 Nipple Risers «"x3" (for Pop-Ups)	\$ _____	\$ _____
71	1.00	EA	0710 Nipple Risers «"x3" (for Turf Rotors)	\$ _____	\$ _____
72	15.00	EA	0720 Solenoid (Rainbird)	\$ _____	\$ _____
73	1.00	EA	0730 Solenoid (Hunter)	\$ _____	\$ _____
74	30.00	EA	0740 Rainbird 1800 6" Extension Riser	\$ _____	\$ _____
75	1.00	EA	0750 Diaphragm - 1" Valve (Rainbird)	\$ _____	\$ _____
76	1.00	EA	0760 Diaphragm - 1.5" Valve (Rainbird)	\$ _____	\$ _____
77	1.00	EA	0770 Diaphragm - 2" Valve (Rainbird)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
78	1.00	EA	0780 Diaphragm - 1" Valve (Hunter)	\$	\$
79	1.00	EA	0790 Diaphragm - 1.5" Valve (Hunter)	\$	\$
80	1.00	EA	0800 Diaphragm - 2" Valve (Hunter)	\$	\$
81	1.00	AC	0810 BASF Drive XLR* Herbicide Or Approved Equal  Application: 64 Ounces per Acre Product and Labor	\$	\$
82	1.00	AC	0820 BASF Overdrive Herbicide Or Approved Equal  Application: .5 Ounces per Acre Product Only	\$	\$
83	1.00	AC	0830 BASF Plateau Or Approved Equal  Application: .5 Ounces per Acre Product and Labor	\$	\$
84	1.00	AC	0840 BASF Pillar G Intrinsic Fungicide Or Approved Equal  Application: 131 Pounds per Acre Product and Labor	\$	\$
85	1.00	AC	0850 Bayer Roundup Pro Or Approved Equal  Application: 4.0% Spray Solution Product Only	\$	\$
86	1.00	AC	0860 Bayer TopChoice Or Approved Equal  Application: 87 Pounds per Acre Product and Labor	\$	\$
87	1.00	AC	0870 Envu Celsius WG Or Approved Equal  Application: .5 oz per Acre Product Only	\$	\$
88	1.00	AC	0880 Envu Derigo Or Approved Equal	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
89	1.00	AC	Application: .5 oz per Acre Product Only  0990 Envu Esplanade 200 (SC) Or Approved Equal	\$	\$
90	1.00	AC	Application: .5 oz per Acre Product Only  0900 Envu Merit 0.5 G Insecticide Or Approved Equal	\$	\$
91	1.00	AC	Application: 80 Pounds per Acre Product and Labor  0910 Envu Pastora Herbicide Or Approved Equal	\$	\$
92	1.00	AC	Application: .5 oz per Acre Product Only  0920 Envu Talstar P Insecticide Or Approved Equal	\$	\$
93	1.00	AC	Application: 43.56 oz per Acre Product and Labor  0930 Envu Tribute Total Or Approved Equal	\$	\$
94	1.00	AC	Application: .5 Ounces per Acre Product Only  0940 Monsanto Certainty Or Approved Equal	\$	\$
95	1.00	AC	Application: 1.25 Ounces per Acre Product Only  0950 Nufarm 3336 F Fungicide Or Approved Equal	\$	\$
96	1.00	AC	Application: 96 Ounces per Acre Product and Labor  0960 Nufarm Weedestroy AM-40 Or Approved Equal	\$	\$
97	1.00	AC	Application: 1 Ounce per Acre Product Only  0970 PBI Gordon SpeedZone Southern EW Or Approved Equal	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
98	1.00	AC	Application: 1 Ounce per Acre Product Only  0980 Rainbow Ecoscience Horticultural Oil Or approved Equal	\$	\$
99	1.00	AC	Application: 3 Gallons per Acre Product and Labor  0990 Regal RegalGrow 0-18-20 with Or Approved Equal	\$	\$
100	1.00	AC	Application: 15 Gallons per Acre Product Only  1000 Regal RegalGrow 0-0-25 (S) Or Approved Equal	\$	\$
101	1.00	AC	Application: 15 Gallons per Acre Product Only  1010 Regal Harness 30-0-0 Or Approved Equal	\$	\$
102	1.00	AC	Application: 3.5 Pounds per Acre Product and Labor  1020 SePRO Junction Fungicide Or Approved Equal	\$	\$
103	1.00	AC	Application: 16 Ounces per Acre Product and Labor  1030 Syngenta Acelepryn Insecticide Or Approved Equal	\$	\$
104	1.00	AC	Or Approved Equal Application: 16 Ounces per Acre Product and Labor  1040 Syngenta Avid 0.15EC Miticide / Insecticide	\$	\$
105	1.00	AC	Application: 174.2 Pounds per Acre Product and Labor  1050 Syngenta Headway G Fungicide Or Approved Equal	\$	\$
106	1.00	AC	1060 Syngenta Monument 75WG Herbicide Or Approved Equal	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00149783

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
107	1.00	AC	Application: .53 Ounces per Acre Product and Labor  1070 Syngenta Mural Fungicide Or Approved Equal	\$ _____	\$ _____
108	1.00	AC	Application: 9.5 Ounces per Acre Product and Labor  1080 Tiger-Sul 90CR Sulphur Or Approved Equal	\$ _____	\$ _____
109	1.00	AC	Application: 109 Pounds per Acre Product and Labor  1090 UPI Acephate 97UP Insecticide Or Approved Equal	\$ _____	\$ _____
110	1.00	AC	Application: 16 Ounces per Acre Product and Labor  1100 Valent Outrider Or Approved Equal	\$ _____	\$ _____
111	1.00	EA	Application: .25 oz per Acre Product Only  1110 Incidental Soil Sample Golf Course Sample	\$ _____	\$ _____
112	1.00	EA	1120 Incidental Plant Tissue Sample	\$ _____	\$ _____
113	1.00	EA	1130 Director Approved Incidental (Up to \$10,000.00)	\$ <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.