



Bid Number 50-00150109

Two (2) Year Contract for Decorative & Landscape Lighting Maintenance for the Eastbank & Westbank of Jefferson Parish for the parkways Department

BID DUE: July 2, 2026 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Purchasing Specialist II: Stacey Champagne
Email: stacey.champagne@jeffparish.gov
Phone: 504-364-2688**

JEFFERSON PARISH DECORATIVE AND LANDSCAPE LIGHTING MAINTENANCE
FOR THE JEFFERSON PARISH
DEPARTMENT OF PUBLIC WORKS-PARKWAYS DEPARTMENT

Bid #50-00150109

NON-MANDATORY PRE-BID CONFERENCE

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

Location: General Government Building, 200 Derbigny Street, Suite 4400, Gretna, La 70053

Date: June 12, 2026

Time: 9:00 am

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 \$250,000.00 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 \$250,000.00 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 **ELECTRICAL** (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).

All required licenses shall be issued in the name of the company submitting the bid and performing the work. All required licenses and certifications shall remain valid and in good standing for the duration of the contract. The Contractor bears sole responsibility for compliance with all applicable federal, state, and local laws, rules, and regulations governing required licensure and certification.

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

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 decorative and landscape lighting maintenance to include, but not be limited to, monitoring, troubleshooting, fixture repair and replacement and general electrical work within the rights-of-way of unincorporated Jefferson Parish. 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 electrical maintenance. All pricing shall include the necessary equipment, incidentals, licenses, insurance, labor, fuel and transportation to perform the work.

PERIOD OF AGREEMENT

The term of the contract shall be for two (2) years.

PRE-BID INSPECTION OF THE SITE LOCATIONS

All prospective bidders are encouraged to visit the site locations prior to submitting a bid. See below for a list of locations to be included in this contract:

Eastbank Locations

1. Transcontinental Drive

This Site includes the center median of Transcontinental Drive from Airline Highway to W. Metairie Avenue. The Site consists of two (2) electrical panels/meters and approximately sixty-six (66) light fixtures.

2. Bunche Village Sign

This Site includes the western right-of-way of S Lester Avenue near the Mistletoe Street intersection. The Site consists of one (1) electrical panels/meters and approximately two (2) LED light fixtures.

3. Dodge Avenue

This Site includes the center median of Dodge Ave from Jefferson Highway to Orleans Boulevard. The Site consists of one (1) electrical panels/meters and approximately fifteen (15) LED light fixtures.

4. Power Boulevard Artwork (Site A)

This Site includes the center median of Power Boulevard near the Schouest Street intersection. The Site consists of one (1) electrical panel/meter and approximately fourteen (14) light fixtures installed within the existing sculptures.

5. Power Boulevard Artwork (Site B)

This Site includes the center median of Power Boulevard at the W Esplanade Avenue intersection. The Site consists of two (2) LED light fixtures.

6. Power Boulevard Artwork (Site C)
This Site includes the center median of Power Boulevard approximately 160' north of the W Esplanade Avenue intersection. The Site consists of one (1) electrical panel/meter and two (2) LED light fixtures.
7. W Esplanade Avenue Artwork (Site A)
This Site includes the center median of W Esplanade Avenue from Power Boulevard to Rebecca Boulevard. The Site consists of one (1) electrical panel/meter and approximately nine (9) LED light fixtures.
8. W Esplanade Avenue Artwork (Site B)
This Site includes the center median of W Esplanade Avenue near the Houma Boulevard intersection. The Site consists of one (1) electrical panel/meter and approximately ten (10) LED light fixtures.
9. Veterans Blvd. CPZ Landscape (Site A)
This Site includes the center median of Veterans Boulevard just west of Massachusetts Avenue. The Site consists of one (1) electrical panel/meter and approximately eight (8) light fixtures.
10. Veterans Blvd. CPZ Landscape (Site B)
This Site includes the center median of Veterans Boulevard near the intersection of Lisa Drive. The Site consists of one (1) electrical panel/meter and approximately four (4) light fixtures.
11. Veterans Blvd. CPZ Landscape (Site C)
This Site includes the center median of Veterans Boulevard just west of Downs Boulevard. The Site consists of one (1) electrical panel/meter and approximately ten (10) light fixtures.
12. Veterans Blvd. CPZ Landscape (Site D)
This Site includes the center median of Veterans Boulevard from W. Canal Avenue to just east of Club Drive. This Site consists of one (1) electrical panel/meter and approximately forty eight (48) light fixtures.
13. Veterans Blvd. CPZ Landscape (Site E)
This Site includes the center median of Veterans Boulevard from Lime Street to N Woodlawn Avenue. This Site consists of two (2) electrical panels/meters and approximately seventy (70) light fixtures.
14. Veterans Blvd. CPZ Landscape (Site F)
This Site includes the center median of Veterans Boulevard from Houma Boulevard to Lake Villa Drive. The Site consists of one (1) electrical panel/meter and approximately one hundred (100) light fixtures.

15. Veterans Blvd. CPZ Landscape (Site G)

This Site includes the center median of Veterans Boulevard from N. Arnoult Road to Athania Parkway. The Site consists of one (1) electrical panel/meter and approximately forty (40) light fixtures.

16. Veterans Blvd. CPZ Landscape (Site H)

This Site includes the center median of Veterans Boulevard from Athania Parkway to N. Causeway Boulevard. This area is also known as the Veterans Memorial. The Site consists of one (1) electrical panel/meter and approximately forty-three (43) light fixtures.

17. Veterans Blvd. CPZ Landscape (Site I)

This Site includes the center median of Veterans Boulevard from N. Causeway Boulevard to the U-turn to the east of Ridgelake Drive. The Site consists of one (1) electrical panel/meter and approximately eighteen (18) light fixtures.

18. Veterans Blvd. CPZ Landscape (Site J)

This Site includes the center median of Veterans Boulevard from Helios Avenue to Orion Avenue. This Site consists of two (2) electrical panels/meters and approximately thirty-two (32) light fixtures.

19. Veterans Blvd. CPZ Phase IV (Site K)

This Site includes the center median of Veterans Boulevard from Aurora Avenue to Homestead Avenue. The Site consists of one (1) electrical panel/meter and approximately three (3) LED light fixtures.

20. Veterans Blvd. CPZ Phase IV (Site L)

This Site includes the center median of Veterans Boulevard from Homestead Avenue to Elmeer Avenue. The Site consists of one (1) electrical panel/meter and approximately three (3) LED light fixtures.

21. Veterans Blvd. CPZ Phase IV (Site M)

This Site includes the center median of Veterans Boulevard from Elmeer Avenue to W. William David Parkway. The Site consists of one (1) electrical panel/meter and approximately ten (10) LED light fixtures.

22. Veterans Blvd. CPZ Phase IV (Site N)

This Site includes the center median of Veterans Boulevard from W. William David Parkway to Oaklawn Drive. The Site consists of one (1) electrical panel/meter and approximately three (3) LED light fixtures.

23. Veterans Blvd. CPZ Phase IV (Site O)

This Site includes the center median of Veterans Boulevard from Lake Avenue to the 17th Street Canal. The Site consists of one (1) electrical panel/meter and one (1) decorative clock.

24. Whitney Heights Sign

This Site includes the northern right-of-way of Veterans Boulevard between Clifford Drive and Ridgeway Drive. The Site consists of one (1) electrical panel/meter and approximately two (2) light fixtures.

25. Severn Ave. Artwork (Site A)

This Site includes the center median of Severn Avenue just north of the Veterans Boulevard. The Site consists of one (1) electrical panel/meter and two (2) LED light fixtures.

26. Severn Ave. Artwork (Site B)

This Site includes the center median of Severn Avenue at the Kenneth Street intersection. The Site consists of two (2) LED light fixtures.

27. Severn Ave. Artwork (Site C)

This Site includes the center median of Severn Avenue between 20th Street and 19th Street. The Site consists of two (2) LED light fixtures.

28. Severn Ave. Artwork (Site D)

This Site includes the center median of Severn Avenue between 18th Street and 17th Street. The Site consists of two (2) LED light fixtures.

29. Severn Ave. Artwork (Site E)

This Site includes the center median of Severn Avenue just south of W. Esplanade Avenue. The Site consists of one (1) electrical panel/meter and two (2) LED light fixtures.

30. Bonnabel Place Sign (North)

This Site includes the center median of Bonnabel Boulevard just south of W. Esplanade Avenue. The Site consists of one (1) electrical panel/meter and four (4) LED light fixtures.

31. Bonnabel Place Sign (South)

This Site includes the center median of Bonnabel Boulevard just north of Codifer Boulevard. The Site consists of one (1) electrical panel/meter and four (4) LED light fixtures.

Westbank Locations

1. Terry Parkway (Site A)

This Site includes the flag pole located within the center median of Terry Parkway near the Westbank Expressway. The Site consists of one (1) light fixture.

2. Terry Parkway (Site B)
This Site includes the center median of Terry Parkway beginning at the signal light at the Oakwood Mall entrance and extending to Holmes Boulevard. The Site consists of one (1) electrical panel/meter and approximately thirty-two (32) light fixtures.
3. Terry Parkway (Site C)
This Site includes the center median of Terry Parkway beginning at Holmes Boulevard and extending to Belle Chasse Highway (excluding the Terrytown signs, clock tower and Mardi Gras mask sculpture). The Site consists of five (5) electrical panels/meters and RGB lighting controllers and approximately two hundred and sixty-eight (268) LED light fixtures.
4. Terry Parkway (Site D)
This Site (Terrytown sign) includes the center median of Terry Parkway approximately 550' south of the Holmes Boulevard intersection. The Site consists of four (4) light fixtures.
5. Terry Parkway (Site E)
This Site (Terrytown clock tower) includes the center median of Terry Parkway between Heritage Avenue and Browning Lane. The Site consists of approximately eight (8) light fixtures.
6. Terry Parkway (Site D)
This Site (Mardi Gras masks) includes the center median of Terry Parkway near the Friedrica Street intersection. The Site consists of one (1) electrical panel and two (2) LED light fixtures.
7. Terry Parkway (Site G)
This Site (Terrytown sign) includes the center median of Terry Parkway approximately 550' north of the Belle Chasse Highway intersection. The Site consists of four (4) light fixtures.
8. Wall Boulevard (Site A)
This Site (Jefferson Place sign) includes the center median of Wall Boulevard near the Willowbrook Drive intersection. The Site consists of approximately three (3) light fixtures.
9. Wall Boulevard (Site B)
This Site (Jefferson Place sign) includes the center median of Wall Boulevard near the Cameron Drive intersection. The Site consists of approximately three (3) light fixtures.
10. Wall Boulevard (Site C)
This Site (Baywood sign) includes the center median of Wall Boulevard approximately 850' south of Lapalco Boulevard. The Site consists of one (1) electrical panel/meter and one (1) light fixture.
11. Wall Boulevard (Site D)
This Site (Baywood sign) includes the center median of Wall Boulevard at the Fairfield Drive intersection. The Site consists of one (1) electrical panel/meter and one (1) light fixture.

12. Park Place Sign

This Site includes the south right-of-way of Park Place Drive just west of the Fairfax Drive intersection. The Site consists of one (1) electrical panel/meter and one (1) light fixture.

13. Terrytown Sign (Site A)

This Site includes the center median of Stumpf Boulevard just east of the Whitney Avenue intersection. The Site consists of one (1) electrical panel/meter and one (1) light fixture.

14. Terrytown Sign (Site B)

This Site includes the center median of Carol Sue Avenue just east of the Whitney Avenue intersection. The Site consists of one (1) electrical panel/meter and one (1) light fixture.

15. Manhattan Boulevard Beautification

This Site includes the center median of Manhattan Boulevard from Lapalco Boulevard to 12th Street. The Site consists of one (1) electrical panel/meter and approximately one hundred and twenty (120) LED light fixtures.

16. Lapalco Boulevard Fountain

This Site includes the north side right-of-way of Lapalco Boulevard near the Destrehan Avenue intersection. The Site consists of one (1) electrical panel/meter and approximately eight (8) light fixtures.

17. Woodmere Sign

This Site includes the center median of Woodmere Boulevard just south of Lapalco Boulevard. The Site consists of one (1) electrical panel/meter and one (1) LED light fixture.

18. Lapalco Boulevard Beautification

This Site includes the center median of Lapalco Boulevard from Crossing Boulevard to just west of Westminster Boulevard. The Site consists of one (1) electrical panel/meter and approximately twenty-five (25) LED light fixtures.

19. Westminster Sign

This Site includes the center median of Westminster Boulevard just south of Lapalco Boulevard. The Site consists of one (1) electrical panel/meter and one (1) LED light fixture.

20. Lapalco Boulevard Golf Statue

This Site includes the center median of Lapalco Boulevard just south of the Highway 90 intersection. The Site consists of one (1) electrical panel/meter and approximately twelve (12) light fixtures.

21. Crown Point Sign

This Site includes the western right-of-way of Leo Kerner Parkway approximately 750' north of the Baratavia Boulevard intersection (in Crown Point). The Site consists of one (1) electrical panel/meter and two (2) light fixtures.

22. Lafitte Sign

This Site includes the western right-of-way of Leo Kerner Parkway approximately 2,500' south of the Intracoastal Waterway. The Site consists of approximately eighteen (18) LED light fixtures.

Note: All above information (type and quantities) is based on the initial installations and/or repairs made over time. This information shall be used as a baseline for possible repairs. It is possible, due to previous replacement and/or repair, that current fixture specifications and/or quantities varies from this list. All repairs and replacement will be evaluated when replacement and/or repair becomes necessary on a per site basis.

SPECIFICATIONS

The Contractor shall determine the tools and equipment that are to be used for this maintenance contract. All bid pricing shall include all necessary equipment, operators, fuel, maintenance, transportation, insurances and incidentals. Incidentals shall include, but not be limited to, electrical tape, wire nuts, silicone and screws, bolts and hardware. 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(s) related to faulty equipment, or operator error, shall be repaired immediately at the Contractor's expense. Information on all equipment required to complete the associated tasks shall be furnished upon request

It is the Contractor's responsibility to maintain the Site(s) to the highest standards. However, the Contractor is not responsible for any repair or replacement costs that exceed the work outlined in this document. In the event that related work not included in these specifications is required, the Contractor shall consult with Jefferson Parish on a plan and cost to complete the work. No additional work shall take place without written approval from Jefferson Parish. Any and all additional work, approved by Jefferson Parish, shall be included in the next month's invoice.

Referring to the included Bid Form, the Contractor shall submit a monthly price to inspect each of the locations listed within these specifications. The monthly inspection price shall be the same for each month of this twenty-four (24) month contract. The monthly maintenance report shall include all site locations listed within these specifications and shall include a detailed assessment of the operation of each location. These reports will be used to track the completed work for comparison to the monthly billing and for quality assurance purposes. The Contractor shall provide his own form for Jefferson Parish approval prior to the first invoice. The monthly maintenance report(s) shall include the date, time, location and work performed for ALL tasks outlined in these specifications. In addition, the monthly maintenance report may be required to include dated images to serve as evidence of the daytime/evening/night-time inspections of each Site included in this bid. Dated pictures may be submitted in printed or digital form.

The two (2) year maintenance contract shall be bid as a lump sum price for monthly inspection. Once the Contractor is in place, this lump sum price will be divided into twenty-four (24) equal monthly payments. In addition, any common incidental items, approved by Jefferson Parish and installed by the Contractor, shall be invoiced on the next monthly invoice after they are installed and shall be in addition to the monthly maintenance price.

In the event that the Contractor does not complete a required monthly inspection, or multiple inspections, payment will not be made for those incomplete inspections. Missed monthly inspection cannot be made up without written approval from the Parkways Department.

Referring to the included Bid Form, the Contractor shall provide unit pricing for typical maintenance and replacement items such as circuit breakers, light bulbs, wire, conduit and light fixtures. All unit pricing shall include the associated taxes, demolition (as needed), labor, travel time, equipment, tools and incidentals to properly install each item. For example, if a light fixture is damaged and needs to be replaced, the unit cost of the replacement light fixture shall include the costs associated with removal of the existing fixture, the cost of the new fixture and all labor and incidentals needed to install the new fixture.

The Bid Form also includes hourly rates for labor and equipment. These rates shall be used for any quoted work outside of the included line items on the Bid Form. Labor rates shall also be used for RGB controller programming and for new service installations.

Frequent inspections of Site(s) shall be made by Jefferson Parish personnel to determine the compliance of the Contractor within these specifications and to gauge the quality of 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 Site(s) 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.

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. All equipment, labor for set-up/removal and maintenance of all traffic control equipment shall be by the Contractor and shall be included in the price of the bid items. 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 the 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.

Whenever possible, the Contractor shall work between 7:00 a.m. and 6:00 p.m. (typical working hours) Monday thru Friday. All monthly site inspections made by the Contractor may take place at night or outside of the typical working hours. If desired by the Contractor, minor repairs can be made at the time of inspection. No repairs involving any machinery can be made outside of the typical working hours.

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(s) 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.

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

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

FIELD WORK

Monthly Site Inspections: The Contractor will be required to visit each Site a minimum of one (1) time per month. Each site shall have a minimum of twenty (20) days between visits, and a maximum of thirty-five (35) days between visits. Each site visit shall take place so that the Contractor can visually inspect the lighting while it is (purportedly) operational. The Contractor shall have the feed points turned on and shall trouble shoot during the walk thru. The Contractor will be required to take **dated pictures** of each Site to show proof that the monthly inspections are taking place. The Contractor shall note the condition of each Site for the monthly maintenance report and include any repairs or replacements that need to take place. Jefferson Parish shall be notified, within five (5) calendar days, to any repairs or replacements that are required, and must approve, in writing, the anticipated work. Payment will not be processed for the Monthly Site Inspections without monthly maintenance report being submitted.

Minor repairs such as replacement of bulbs, breakers, photocells and the like (repairs under \$500.00 in value according to the incidental items bid form) can be performed at the time of inspection. The Contractor shall turn in all replaced parts to the Parkways Department with the monthly inspection and invoice.

Light Adjustment/Aiming: During the monthly site inspections, the Contractor will be required to, as needed, make adjustments in the aiming of light fixtures. It shall be imperative that no lights are directed into oncoming traffic. Lights shall be aimed to uniformly light the desired objects (trees, signs, artwork, etc.) intended for illumination. In addition, the Contractor shall ensure that all light fixtures are on top of existing grade, level, and that no soil, mulch or debris inhibits the proper function of the fixture(s).

RGB Light Programming: Where applicable, the Contractor may be required to program RGB light controllers at various Site locations. The Contractor shall become familiar the controller(s) and software and be able to program requested colors and sequences when requested by the Parkways Department. Access to a laptop computer is required to perform this task. Hourly labor rates will be used to invoice for RGB light programming.

Bulb Replacement: In the event that a light bulb has expired, the Contractor shall immediately replace the bulb. If an expired bulb is discovered during the monthly site inspection, the Contractor shall replace it at that time. The Contractor shall keep a stock of all light's bulbs required in this contract for fast replacement. It will be unacceptable for an expired light bulb to remain inoperable due to a lack of inventory by the Contractor.

Ballast Replacement: In the event that ballast has expired, the Contractor shall replace the ballast(s) as soon as possible. Ballast repair work may take place during the monthly site inspection, but is not required.

Circuit Breaker Replacement: In the event that a circuit breaker has expired, the Contractor shall replace the circuit breaker(s) as soon as possible. Circuit breaker repair work may take place during the monthly site inspection, but is not required.

Photocell Replacement: Any decorative light fixtures operating on their own electrical panel/meter are controlled by a photocell switch. In the event that a photocell has expired, the Contractor shall replace the photocell(s) as soon as possible. Photocell repair work may take place during the monthly site inspection, but is not required.

System Operation – It will be the Contractor’s responsibility to ensure that the various decorative lighting systems are operational at all times. If an entire system is not functioning, the Contractor shall diagnose the system and make the proper repair(s) utilizing the common incidentals listed on the bid form. If the diagnosis reveals an issue that is unrelated to the common incidentals listed on the bid form, the Contractor shall notify Jefferson Parish of the issue, and present a solution, and cost, to repair the problem.

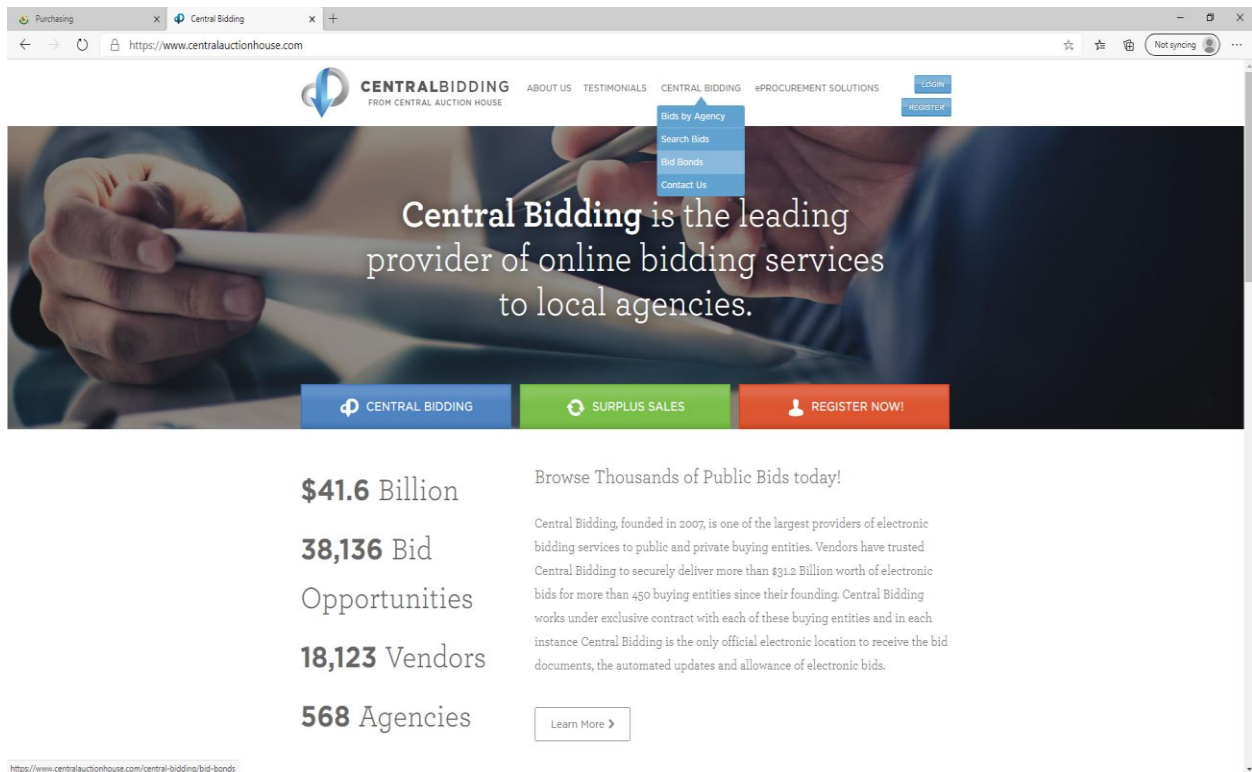
Decorative Fixture Replacement (LED): Many decorative light fixtures installed at the Sites utilize Light Emitting Diode (LED) technology. When these light fixtures reach the end of their light output lifespan, they must be replaced. In the event that any LED fixtures reach their lifespan, and are no longer operational, the Contractor shall replace the entire fixture. The Contractor shall not be required to keep additional LED light fixtures in stock, and may order them as needed. Ordering of the light fixtures shall take place as soon as written approval for the order is given to the Contractor by Jefferson Parish. Whenever possible, the Contractor shall match the replacement fixture’s specifications to the existing fixture (beam spread, wattage, lumen output, color output, etc.). All replacement fixtures shall be approved by the Parkways Department prior to installation.

Decorative Fixture Replacement (HID): The majority of repair work for High Intensity Discharge (HID) fixtures will involve the replacement of light bulbs and ballasts. In the event that an HID fixture needs to be replaced, the Contractor shall replace the entire fixture. The Contractor shall not be required to keep additional HID light fixtures in consult with the Parkways Department on changing the HID fixture to an LED fixture.

Bid Bond

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

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



The screenshot shows a web browser window with the URL <https://www.centrauctionhouse.com>. The page features a navigation bar with the following links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, #PROCUREMENT SOLUTIONS, LOGIN, and REGISTER. A dropdown menu is open under 'CENTRAL BIDDING', listing: Bids by Agency, Search Bids, Bid Bonds, and Contact Us. The main content area has a background image of hands holding a pen over a document, with the text: 'Central Bidding is the leading provider of online bidding services to local agencies.' Below this is a navigation bar with three buttons: CENTRAL BIDDING, SURPLUS SALES, and REGISTER NOW!. The main content area is divided into two columns. The left column lists statistics: \$41.6 Billion, 38,136 Bid Opportunities, 18,123 Vendors, and 568 Agencies. The right column has the heading 'Browse Thousands of Public Bids today!' and a paragraph of text about Central Bidding's services, followed by a 'Learn More >' button. At the bottom left, there is a small URL: <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.

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

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

DATE: 5/27/2026

BID NO: 50-00150109

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, 7/02/2026 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: 5/27/2026

BID NO: 50-00150109

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

**PRE-BID CONFERENCE TO BE HELD AT: 200 Derbigny St. Ste. 4400, Gretna, La
70053 at 9:00 am
ON 6/12/2026**

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

DATE: 5/27/2026

BID NO: 50-00150109

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.: 50-00150109

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Two (2) Year Contract for Decorative & Landscape Lighting Maintenance for the Eastbank & Westbank of Jefferson Parish for the Parkways Department		
1	24.00	EA	0010 Monthly Maintenance Site Inspection (Complete Cycle)	\$	\$
2	5.00	EA	0020 Acquire Jefferson Parish Electrical Permit	\$	\$
3	5.00	EA	0030 Electric Meter Housing	\$	\$
4	5.00	EA	0040 100 Amp 6-Space Outdoor Breaker Panel And Main Breaker (No Additional Breakers)	\$	\$
5	5.00	EA	0050 100 Amp 20- Space Outdoor Breaker Panel And Main Breaker (No Additional Breakers)	\$	\$
6	5.00	EA	0060 100 Amp Service Disconnect	\$	\$
7	20.00	EA	0070 20 Amp Breaker	\$	\$
8	15.00	EA	0080 Outdoor Rated Photocell	\$	\$
9	5.00	EA	0090 Outdoor Rated GFCI Electrical Outlet	\$	\$
10	25.00	EA	0100 Outdoor Rated GFCI Electrical Outlet Weatherproof Cover	\$	\$
11	5.00	EA	0110 1/2" Copper Ground Rod	\$	\$
12	40.00	CF	0120 3,000 PSI Concrete Foundation Repair or Replacement	\$	\$
13	5.00	EA	0130 Precast Polymer Concrete Underground Enclosure w/Lid	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150109

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
14	5.00	EA	Non- Deliberate Traffic 6"x6" 0140 Precast Polymer Concrete Lid Non- Deliberate Traffic 6"x6"	\$	\$
15	5.00	EA	0150 Precast Polymer Concrete Underground Enclosure w/Lid Non-Deliberate Traffic 12"x 12"	\$	\$
16	5.00	EA	0160 Precast Polymer Concrete Lid Non- Deliberate Traffic 12" x 12"	\$	\$
17	5.00	EA	0170 Precast Polymer Concrete Underground Enclosure w/Lid Non- Deliberate Traffic 13" x 24"	\$	\$
18	5.00	EA	0180 Precast Polymer Concrete Lid Non- Deliberate Traffic 13" x 24"	\$	\$
19	5.00	EA	0190 6"x 6" Junction Box (Galvanized Steel)	\$	\$
20	150.00	EA	0200 6"x 6" Junction Box (Plastic)	\$	\$
21	450.00	LF	0210 1/2" Schd. 80 PVC Conduit (Rigid)	\$	\$
22	100.00	LF	0220 3/4" Schd. 80 PVC CONDUIT (Rigid)	\$	\$
23	1,000.00	LF	0230 1" Schd. 80 PVC Conduit (Rigid)	\$	\$
24	1,000.00	LF	0240 2" Schd. 80 PVC Conduit (Rigid)	\$	\$
25	150.00	LF	0250 3/4" Schd. 80 PVC Conduit (Flex)	\$	\$
26	600.00	LF	0260 2" HDPE Bore (Pipe, Machine, and Labor)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150109

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	100.00	LF	0270 3" HDPE Bore (Pipe, Machine and Labor)	\$	\$
28	200.00	LF	0280 4" HDPE Bore (Pipe, Machine and Labor)	\$	\$
29	50.00	LF	0290 6" HDPE Bore (Pipe, Machine and Labor)	\$	\$
30	5.00	LF	0300 #1/0 Gauge Copper Wire	\$	\$
31	3,000.00	LF	0310 #2/0 Gauge Copper Wire	\$	\$
32	5.00	LF	0320 #1 Gauge Copper Wire	\$	\$
33	450.00	LF	0330 #2 Gauge Copper Wire	\$	\$
34	1,000.00	LF	0340 #4 Gauge Copper Wire	\$	\$
35	1,000.00	LF	0350 #6 Gauge Copper Wire	\$	\$
36	200.00	LF	0360 #6 Gauge Bare Ground Wire	\$	\$
37	3,000.00	LF	0370 #8 Gauge Copper Wire	\$	\$
38	4,000.00	LF	0380 #10 Gauge Copper Wire	\$	\$
39	5,000.00	LF	0390 #12 Gauge Copper Wire	\$	\$
40	50.00	LF	0400 #14 Gauge Copper Wire	\$	\$
41	50.00	EA	0410 3M DBR/Y-6 Direct Bury Splice Kit	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150109

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
42	1,000.00	HR	0420 Licensed Electrician Labor Rate (Includes Labor and Tools)	\$ _____	\$ _____
43	100.00	HR	0430 Electrical Apprentice/Helper (Includes Labor and Tools)	\$ _____	\$ _____
44	50.00	HR	0440 Bucket Truck/Man Lift (Machine Only)	\$ _____	\$ _____
45	250.00	HR	0450 Trenching Machine/Small Excavator (Machine Only)	\$ _____	\$ _____
46	50.00	HR	0460 Electrical Line Toning/Locating (Equipment and Labor)	\$ _____	\$ _____
47	10.00	EA	0470 1,000 Watt Metal Halide Bulb	\$ _____	\$ _____
48	5.00	EA	0480 400 Watt Metal Halide Bulb	\$ _____	\$ _____
49	5.00	EA	0490 175 Watt Metal Halide Bulb	\$ _____	\$ _____
50	5.00	EA	0500 150 Watt Metal Halide Bulb	\$ _____	\$ _____
51	185.00	EA	0510 100 Watt Metal Halide Bulb	\$ _____	\$ _____
52	5.00	EA	0520 70 Watt Metal Halide Bulb (PAR 30)	\$ _____	\$ _____
53	5.00	EA	0530 35 Watt Metal Halide Bulb (PAR 20)	\$ _____	\$ _____
54	5.00	EA	0540 35 Watt T6 Single Ended Ceramic Metal Halide Bulb	\$ _____	\$ _____
55	5.00	EA	0550 1,000 Watt Metal Halide Ballast (Multi-Tap)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150109

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
56	5.00	EA	0560 400 Watt Metal Halide Ballast (Multi-Tap)	\$	\$
57	5.00	EA	0570 175 Watt Metal Halide Ballast (Multi-Tap)	\$	\$
58	5.00	EA	0580 150 Watt Metal Halide Ballast (Multi-Tap)	\$	\$
59	185.00	EA	0590 100 Watt Metal Halide Ballast (Multi-Tap)	\$	\$
60	5.00	EA	0600 70 Watt Metal Halide Ballast (Multi-Tap)	\$	\$
61	5.00	EA	0610 35 Watt Metal Halide Ballast (Multi-Tap)	\$	\$
62	30.00	EA	0620 120 Volt LED Outdoor Light Fixture +/- 6,000 Lumen Output 3,000K - 4,000K Color Temperature Various Beam Angles 5 Year Minimum Warranty	\$	\$
63	75.00	EA	0630 120 Volt LED Outdoor Light Fixture +/- 3,000 Lumen Output 3,000K - 4,000K Color Temperature Various Beam Angles 5 Year Minimum Warranty	\$	\$
64	5.00	EA	0640 120 Volt LED Outdoor Light Fixture +/- 2,000 Lumen Output 3,000K - 4,000K Color Temperature Various Beam Angles 5 Year Minimum Warranty	\$	\$
65	5.00	EA	0650 120 Volt LED Outdoor Light Fixture +/- 1,000 Lumen Output 3,000K - 4,000K Color Temperature Various Beam Angles	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150109

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
66	5.00	EA	5 Year Minimum Warranty 0660 120 Volt LED Linear Outdoor Light Fixture 1' Length 3,000K - 4,000K Color Temperature Various Beam Angles 5 Year Minimum Warranty	\$ _____	\$ _____
67	5.00	EA	0670 120 Volt LED Linear Outdoor Light Fixture 2' Length 3,000K - 4,000K Color Temperature Various Beam Angles 5 Year Minimum Warranty	\$ _____	\$ _____
68	5.00	EA	0680 120 Volt LED Linear Outdoor Light Fixture 4' Length 3,000K - 4,000K Color Temperature Various Beam Angles 5 Year Minimum Warranty	\$ _____	\$ _____
69	.10	EA	0690 Director Approved Incidental Up To \$10,000.00 Non-Biddable Item	\$ <u>XXXXXXXXXX</u>	\$ <u>XXXXXXXXXX</u>

Evidence of Authority Instructions

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

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

Instruction sheet may be omitted when submitting.

CORPORATE RESOLUTION

Excerpt from minutes of meeting of the Board of Directors of

Incorporated.

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

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

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

Secretary-Treasurer

Date

Bid Affidavit Instructions

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

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

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

Affidavits with the following WILL NOT be accepted.

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

Instruction sheet may be omitted when submitting the affidavit.

BID AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

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

_____ (Affiant) who after being duly sworn by me, deposed and

said that he/she is the fully authorized _____ (Title) of

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

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Affiant further said:

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

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

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

Affiant further said:

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

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

Affiant further said:

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

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.

- B. By signing this Affidavit, Affiant certifies that no such assessment is in effect against the bidding /proposing entity.

Signature of Affiant

Printed Name of Affiant

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

Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

Within ten (10) calendar days of bid opening, the apparent low bidder will be required to provide final insurance certificates that fully comply with these requirements and any additional requirements set forth in the specifications to the Parish. Failure to provide final insurance certificates within the ten (10) calendar days of bid opening shall result in the Parish rejecting your bid and moving on to the next lowest bidder. The Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council shall be named as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

WORKER'S COMPENSATION INSURANCE

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

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

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

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

COMMERCIAL GENERAL LIABILITY

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

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

BUSINESS AUTOMOBILE LIABILITY

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

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

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

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

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

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

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

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

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