



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

June 26, 2026

### ADDENDUM # 1

Bid Number: 50-00150110

Bid Opening Date: July 02, 2026 at 2:00 p, m, cst

### Two (2) Year Contract for Tree Work for the Jefferson Parish Department of Public Works - Parkways

#### QUESTION:

- (1) On page 4, under the "Additional Requirements" section, item number 3 ("JP License") states that the contractor must hold a current applicable Jefferson Parish License. Could you please clarify which specific JEFFERSON PARISH License is required for this bid?

#### ANSWER:

It is listed under Parkways on the [www.jeffparish.gov](http://www.jeffparish.gov) website- this is stated in the specs under Licensing.

#### QUESTION:

- (2) The bid lists LDAF and ISA-certified arborists. Can we use an LDAF **and/or** ISA-certified arborist among the (potential) three crews required?

#### ANSWER:

No- the bid lists LDAF and ISA certified arborists.

#### QUESTION:

- (3) Is the Pollution Insurance reimbursable?

#### ANSWER:

No, it is not.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054  
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**QUESTION:**

(4) Are the Performance & Payment Bonds \$1M as listed in the "Tree Work" Section OR 100% of the contract price?

**ANSWER:**

It is One Million as listed in the specs.

**QUESTION:**

(5) In the equipment section, will one truck-mounted and two track-mounted "aerial trucks" meet the requirements?

**ANSWER:**

No, it will not meet the requirements.

**QUESTION:**

(6) Can the covered chipper truck requirement be met with 16 CY covered chipper trucks?

**ANSWER:**

No- It has to be 25 CY min. covered chipper truck.

**Bid Specifications have been revised- see attached Revised Specifications**

**Pre-Bid sign in sheet is attached.**

Sincerely,  
*Donna Evans*

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Donna M. Evans  
Purchasing Specialist II

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**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**

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**TREE WORK  
FOR THE JEFFERSON PARISH  
DEPARTMENT OF PUBLIC WORKS – PARKWAYS DEPARTMENT**

**NON-MANDATORY PRE-BID CONFERENCE**

**A NON-MANDATORY Pre-Bid Conference will be held at 10:00 a.m. am on June 18, 2026 in the Purchasing Department located in the General Government Building- 200 Derbigny St. Suite 4400 Gretna, La 70053.** All bidders are invited to attend the NON-MANDATORY pre-bid conference.

**BONDS**

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

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

Bidders shall possess the following licenses and certifications:

- Louisiana Department of Agriculture & Forestry Arborist License.
- 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.

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.

#### **JEFFERSON PARISH PARKWAYS DEPARTMENT RIGHT-OF-WAY LICENSE**

The Contractor shall possess a Jefferson Parish Parkways Department Right-of-Way Licenses within five (5) calendar days of signing the contract. The license information can be found at [www.jeffparish.gov](http://www.jeffparish.gov) under the Parkways Department. There is a \$35 annual fee for this license made payable to Jefferson Parish Parkways Department. This licensed shall be renewed each year of the contract.

#### **SUBCONTRACTORS**

All tree trimming and removal operations and related work must be performed by the Contractor. No subcontractors shall be allowed to perform these services. Subcontractors may be utilized for specialty equipment, chemical applications, bee removal, mulch placement, stump grinding and debris removal. The Contractor shall be fully responsible for the actions of any subcontractors.

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.

#### **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 (Parkways Department) is soliciting qualified Contractors for a two (2) year contract for tree work (tree removal, stump removal, trimming & pruning, hauling tree debris, termite & insect treatment and fertilization) to be performed throughout unincorporated Jefferson Parish.

**PERIOD OF AGREEMENT**

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

**INVOICING**

The contractor shall only submit invoices for completed work. Invoicing for incomplete, or partially complete, work may result in a penalty (see LIQUIDATED DAMAGES). Invoices shall be submitted to the Department of Parkways, 5698 Belle Terre Road, Marrero, LA 70072, attn. Heta Babin. If upon inspection, any property damages are discovered as a direct result of the contractor’s work, all remediation shall be complete before the invoice will be processed.

**LIQUIDATED DAMAGES**

The Parkways Department shall have the ability to charge the Contractor for Liquidated Damages for unsatisfactory work. Liquidated Damages may be assessed as outlined below:

**Unauthorized Tree Removal**

Liquidated Damages may be assessed for any unauthorized tree removals. Damage amounts will correspond to the size of the removed tree(s):

1” – 6” Dia.	=	\$1,000.00
7” – 12” Dia.	=	\$2,000.00
13” – 18” Dia.	=	\$3,000.00
19” – 24” Dia.	=	\$4,000.00
25” and Larger Dia.	=	\$5,000.00

Note: Diameter measurement shall be taken from the stump of the removed tree(s).

### Unapproved Schedule Changes

Scheduling of work is an important part of this contract. Liquidated Damages of two hundred fifty dollars (\$250.00) per calendar day may be assessed for any unapproved schedule changes and/or missed assignments. Agreed upon weather delays shall not warrant Liquidated Damages.

### Stump Removal

All tree cut downs shall include the removal of the associated stump. Stumps shall be removed within five (5) calendar days of the completed cut down. Liquidated damages of two hundred fifty dollars (\$250.00) per calendar day may be assessed after five (5) calendar days of a stump remaining. Agreed upon weather delays shall not warrant Liquidated Damages.

### Debris

Work site cleanliness is imperative. The Contractor shall not be allowed to leave any debris at a job site for any reason. Liquidated Damages of two hundred fifty dollars (\$250.00) may be assessed for each calendar day that debris is left at a job site. Intact stumps are not considered debris.

### Incomplete Work

Once an invoice for a completed work order is received, the Parkways Department will inspect the site (address) to ensure the work was completed as specified. Unsatisfactory work shall be immediately addressed by the Contractor (within 24 hours of notice). Incomplete work will result in the assessment of Liquidated Damages in the amount of fifty dollars (\$50.00) per address.

The Parkways Department will notify the Contractor of any Liquidated damages in writing. Assessed Liquidated Damages shall be deducted from the Contractor's corresponding invoice.

### **WORK LOCATIONS**

This as-needed contract will encompass all of unincorporated Jefferson Parish including the rights-of-way and public buildings and facilities. Except under special circumstances, no work shall be required within the city limits of Grand Isle, the Town of Jean Lafitte, the City of Kenner, the City of Harahan, the City of Gretna or the City of Westwego.

### **MINIMUM EQUIPMENT**

The Contractor shall determine the type, and volume, of equipment and labor required to perform tree work as specified in this contract under normal conditions. Tree work must be completed within a certain timeframe (see WORK ASSIGNMENTS). Additionally, tree work must be performed in a safe and professional manner utilizing industry approved equipment and techniques. The Contractor shall evaluate each work order to determine the type of equipment and labor force required for the work. However, in emergency situations (see EMERGENCY WORK), the Contractor must be able to supply a minimum number of equipment and personnel to assist the Parkways Department. Prior to contract execution, the Contractor must proof of ownership and/or lease agreements for the following list of minimum equipment:

- (3) aerial trucks with a minimum 40' reach
- (3) chippers\*
- (3) 25 CY min. covered chipper trucks
- (1) stump grinder\*

- (3) labor crews consisting of a minimum three (3) workers per crew and associated tools and incidentals to professionally provide tree work\*\*

\* Chipper/stump grinder size shall be determined by the Contractor. The Contractor shall have the means to remove any debris from the site that is too large for a chipper. All stump grinding shall be performed in accordance with these specifications (see STUMP GRINDING).

\*\* Prior to issuing the contract, the Contractor shall supply a list of field managers and supervisors displaying all accreditations and years of experience. Each required crew shall be supervised by a Louisiana Department of Agriculture licensed and ISA (International Society of Arboriculture) certified arborist.

Prior to issuing of the contract, the Contractor must show proof of ownership or lease agreements for equipment specified above. All equipment used for work related to this contract shall include the Contractor's name and/or company logo in a clearly visible location.

### **SPECIALTY EQUIPMENT**

At the Contractor's discretion, specialty equipment such as cranes, long reach aerial trucks or other equipment not specified above (see MINIMUM EQUIPMENT) may be utilized to complete work orders. It is not a requirement that specialty equipment be owned or leased by the Contractor. However, the Contractor shall take full responsibility for this equipment and its operation.

### **GENERAL SPECIFICATIONS**

The contractor shall submit unit prices for a typical, unspecified tree variety, within each of the categories of trees listed on the bid form based on DBH (diameter at breast height).

Contractor agrees to be bound to all applicable provisions of State and Parish laws concerning tree work, as well as policy decisions of the Parkways Department.

Unless permission is granted from the Director of Parkways, and with the proper documentation, the Contractor shall not access private property for any tree work.

The Contractor's field supervisors shall have knowledge of the natural habits of all applicable tree species so that their natural crown shapes will be preserved when removing any of the wood (branches, leaders, etc.).

All traffic control, signs, barricades and signals are the responsibility of the Contractor. Unless prior approval is given from the Parkways Department, the Contractor shall not block more than one lane of traffic when performing his work. The Contractor shall be allowed to block a lane of travel and/or sidewalk along residential streets as needed for his work. The Contractor must provide a minimum of 72 hours' notice to the Parkways Department prior to blocking any lanes and/or sidewalks along commercial corridors.

All removed wood, brush and debris shall be hauled away on the same day that it is cut. No material resulting from tree work operations may be deposited on Jefferson Parish property. Dump fees, if applicable, are the responsibility of the Contractor.

All loads of debris must be covered and tied down with tarpaulins, or equal, when transported on public streets in accordance to the applicable State and Parish laws and Paragraph 5.6.2 of the ANSI Standard.

Spurs or climbing irons cannot be used on any Parish trees unless approved, in writing, by the Director of Parkways, or his representative.

Denatured alcohol, bleach or anti-freeze can be used for the sterilization of cutting tools. Any other sterilization methods must be approved, in writing, by the Director of Parkways or his representative. When pruning palms, sterilization is required after pruning each palm.

The Contractor shall be responsible to repair any damage to the right-of-way and/or private property as a result of his operations. This includes, but is not limited to, sidewalks, driveways and decorative flatwork. The Contractor shall fill any holes, indentions and/or ruts with batture sand leaving a smooth surface with positive drainage toward the roadway. Depending on the severity of the turf damage, the Contractor may be required to install in-kind sod to make proper repairs.

The use of brand names and/or manufacturers within these specifications is to establish a baseline of expected quality. As-equal products shall be presented to the Parkways Department for prior approval prior to use.

### **TREE TRIMMING / PRUNING**

Pruning is defined by the National Arborist Association to be "Class II-Medium Pruning". All work shall be done according to the rules of the arboricultural practices as set forth the publications "Standards for Pruning Shade Trees", (Published by the National Arborist Association, 1750 Old Meadow Road, Mclean, Virginia 22101) and "Safety Requirements for Tree Pruning, Trimming, Repairing or Removal" (ANSI-Z122,1) Published by American National Standards Institute, Incorporated, 1430 Broadway, New York, New York 10018.

In no instance will topping be employed on any tree, but rather directional pruning and drop crotching. Safety requirement of ANSI, Section 5, 8 and 9 (exclusive of paragraphs of sections expressly deleted) shall regulate the work.

Pruning heights will be included on the work order for each tree. Parkways Department standard pruning height for truck and parade routes is a minimum of eighteen (18) feet above the centerline of the roadway, unless stated differently on the work order. Parkways Department standard pruning height for residential streets is a minimum of fourteen (14) feet above the centerline of the roadway, unless stated differently on the work order. Parkways Department standard pruning height for sidewalks is a minimum of seven (7) feet, unless stated differently on the work order. Parkways Department standard pruning height over and near residential structures is a minimum of ten (10) feet, unless stated differently on the work order. Branches rubbing on roofs or sides of houses should be removed entirely, if possible, to the main trunk or principal lateral, in such a way that at least a ten (10) foot clearance between the tree and the house is provided.

Branches damaged by vehicles are to be removed to a substantial lateral branch that will project future growth in the proper direction without weakening the branch per the direction of the Parkways Department.

Branches interfering with street lights and traffic signals should be trimmed to provide for a minimum of five (5) feet of clearance around the light. The traffic signals are to be visible by motorists for at least one hundred fifty feet (150') away from any given traffic signal.

All cuts shall be made leaving the branch collar intact. No stubbing of branches is allowed. Either the branch must be pruned entirely, or cut off to a substantial lateral. Tearing, ripping, or pulling of branches is prohibited. Only hand saws, gas or battery powered saws or tools, pole saws or pruners are to be used to make cuts.

All hazardous, dead, fungus or insect infested branches one inch (1") diameter and larger shall be cut off at a crotch so that healthy tissue surrounds the final cut. If it is not possible to cut without stubbing a branch, the entire branch must be removed or cut back to a substantial lateral branch that will project future growth in the proper direction without weakening the branch. All limbs exceeding one inch (1") in diameter must be precut to prevent splitting. All branches three- and one-half inches (3-1/2"), or larger, should be lowered to the ground by ropes after being cut.

Suckers, water sprouts and/or vines that originate either on the trunk and major branches or are growing from the root system shall be removed flush with the main stems or with the ground.

Wires, cables, metal objects and other structures embedded in or girdling branches are to be removed during the course of this work, to the greatest extent possible. Any problems caused by utility lines, such as wire embedded into a tree, should be reported to the Director of Parkways or his representative. The Jefferson Parish Parkways Department will then report any utility problems to the correct system owner.

Pruning instructions shall come from Jefferson Parish only. In no instance shall a citizen, renter or property owner dictate any pruning practices.

#### **HAZARDOUS LIMB REMOVAL**

Hazardous limb removal shall typically refer to the removal of an individual limb or branch that has been determined to pose a danger of falling out of a tree and causing injury and/or damage. Pricing for hazardous limb removal shall be made per each and will be based on the average diameter of the limb. In addition to removing the hazardous limb, the Contractor shall make a clean, proper, cut at the point of connection from where the hazardous limb was growing on the tree. Hazardous limb removal shall include disposal of all debris generated from the work.

#### **TREE REMOVAL**

All tree removal shall include stump removal (see GRINDING). The Contractor shall determine the type, size and quantity of equipment required for a safe removal. All tree debris shall be removed from the job site the same day in which it is cut. The Contractor shall immediately notify the Parkways Department of any instance where the work cannot be complete once started (weather delays, equipment malfunction, etc.).

In the event that a tree is uprooted, removal shall include complete removal of all above grade root mass. Depending on the uprooted tree, stump grinding may or may not be required. No above grade roots shall be left at the site once the uprooted tree is removed. The Contractor shall not be required to fill the site of uprooted trees.

#### **EMERGENCY WORK**

Emergency work may include tree trimming / pruning, hazardous limb removal, tree removal and stump grinding.

Emergency work may be required at any time. In non-named storm situations, or named storms not requiring mandatory evacuation of Jefferson Parish, the Contractor shall be able to provide a minimum of one (1) three (3) man crew and associated equipment to the emergency work site address within two (2) hours of notification from the Parkways Department, with the ability to deploy the second and third crew, as needed, within four (4) hours of notification.

### **STUMP GRINDING**

Stump grinding and removal of all stumps which result from tree removal shall occur within five (5) calendar days from the date that the tree was removed\*. Any exceptions to this five (5) day requirement must be approved in writing by the Parkways Department. Stumps and visible surface roots must be ground to a minimum of six inches (6") below the lowest point of the surrounding grade. Additionally, the Contractor shall remove all surface roots to ensure a smooth and level surrounding grade adjacent to the main stump that is to be ground. Upon conclusion of the stump grinding, all resulting holes, indentations and ruts shall be back filled with batture sand by the Contractor so that the work site conforms in elevation to the surrounding existing grade. Moreover, any wood chips, sawdust, etc. shall be removed from the work site by the Contractor immediately upon conclusion of his work and the street/sidewalk shall be broom swept clean.

The Contractor shall be responsible for having both private and public utilities located prior to performing stump grinding. Any damage resulting from stump grinding shall be the responsibility of the Contractor.

Subcontracting of stump grinding is prohibited.

\*The time frame of required stump grinding during declared emergencies is waived.

Separate bid items for Stump Grinding are included with this bid. These line items shall be used in the event that a right-of-way tree is removed by an agency other than the Contractor. Pricing shall correlate to the top diameter of the exposed stump.

### **TREE GROWTH REGULATOR**

As requested by the Parkways Department, the Contractor shall apply the tree growth regulator Cambistat®, or an approved equal. Cambistat® shall be applied in accordance with the manufacturer's label for right-of-way applications regarding tree species, timing and dosage rates. All Cambistat® applications shall be performed via calibrated injection. No drenching shall be allowed.

Tree growth regulator pricing shall be made based on DBH only. Final application rates shall be approved by the Jefferson Parish Parkways Department based on the specified tree. Tree growth regulator pricing shall include all products, tools, equipment and labor.

### **TREE ROOT AERATION**

As requested by the Parkways Department, tree root aeration may be required of various trees. Tree root aeration shall be bid with unit prices based of tree size and with/without aerating pellets. Aeration shall occur by drilling (soil auger, drill or air spade) 2" - 3" diameter holes at a depth of 8" - 12" in concentric circles around the tree. The drilled holes shall be 2' - 3' apart. The first circle shall expend out roughly 3' from the base of the tree. Additional circles shall be drilled every 2' - 3' past the first circle. Aeration holes shall extend to the edge of the dripline. Once all of the holes are drilled, and any products applied (see TREE FERTILIZATION), backfill the holes with peat moss, sand and organic topsoil mixture.

In some instances, the Parkways Department may require granular broadcast products be applied in conjunction with aeration. The Contractor shall utilize the bid item for aeration and the bid item for any chemical products.

**TREE FERTILIZATION**

As requested by the Parkways Department, the Contractor shall be required to apply various types of tree fertilization such as organic, inorganic and water soluble. All fertilization applications shall be in accordance with the manufacturer’s specifications with regards type of application, rate and timing. All products listed by trade name/and or manufacturers are done so as a basis for minimum quality. As-equal products must be approved by the Parkways Department. Anticipated products and applications methods are as follows:

<u>Fertilizer</u>	<u>Application Method</u>
<b>Fertilization Program 1</b> Mycor (mycorrhizae) only	Liquid deep root injection
<b>Fertilization Program 2</b> Mycor (mycorrhizae) + 30-0-0 Slow Release + 0-20-20	Liquid deep root injection
<b>Fertilization Program 3</b> Mycor (mycorrhizae) + 20-0-0 Slow Release + 0-15-30	Liquid deep root injection
<b>Fertilization Program 4</b> 30-0-0 Slow Release + 0-20-20	Liquid deep root injection

All applications and rates shall be in accordance with the manufacturer’s label. At the discretion of Jefferson Parish, application rates may be reduced. All tree fertilization pricing shall be bid with unit prices reflecting the full rate. As-equal products must be approved by the Parkways Department before use.

**HARDWOOD MULCH**

As requested by the Parkways Department, the Contractor shall supply and install bulk hardwood mulch under the dripline(s) of various trees. The depth of mulch placement will typically be 3” – 4”. Hardwood mulch shall consist of shredded hardwood material such as oak, ash, elm, hickory and maple. The processed final product should yield individual wood pieces 2” long or shorter and may consist of a variety of hardwood species. All mulch shall be dark brown in color and be free of weeds, trash and debris. When applying mulch, the top of the root flare should be exposed so that mulch is not mounded around the base of the tree.

Pricing for hardwood mulch shall be per cubic yard and shall include all products, freight and labor for installation. The minimum Purchase Order to be issued for hardwood mulch by the Parkways Department mulch shall be 10 cubic yards.

**TREE FUNGICIDE TREATMENT**

As requested by the Parkways Department, fungicide treatment of various trees may be required. Bid pricing shall be based on the product and the size of the tree. The bid form includes a line item for the Contractor to provide and apply BASF Pageant® Intrinsic fungicide.

All fungicide applications shall be in accordance with the manufacturer’s label. At the discretion of Jefferson Parish, the application rate may be reduced. All tree fungicide treatment pricing shall be bid

with unit prices reflecting the full rate. As-equal products must be approved by the Parkways Department before use.

#### **TREE TERMITE TREATMENT**

As requested by the Parkways Department, termite treatment of various trees may be required. Bid pricing shall be based on the product/application type and the size of the tree. The bid form includes line items for the Contractor to provide and apply either BASF Termidor® SC, Control Solutions, Inc. Taurus® SC or an approved equal fipronil based barrier applied termiticide. Additionally, the bid form includes line items for the Contractor to provide and apply Bayer Premise WP or an approved equal non-repellent termiticide.

All termiticide applications shall be in accordance with the manufacturer's label. The Contractor shall check the tree for honey bees prior to application (see TREE HONEY BEE REMOVAL). At the discretion of Jefferson Parish, the application rates may be reduced. All tree termite treatment pricing shall be bid with unit prices reflecting the full rate. As-equal products must be approved by the Parkways Department before use.

If re-infestation of a treated tree occurs within one (1) year of the initial application, the Contractor shall be required to retreat the tree at no charge to the Parkways Department.

#### **TREE INSECT TREATMENT**

As requested by the Parkways Department, insect control in various trees may be required. Bid pricing shall be based on the product and the size of the tree. The bid form includes line items for the Contractor to provide and apply Bayer Tempo® SC Ultra, Bayer Merit® 2F, Zoecon Malathion, Syngenta Acelepryn® or an approved equal insecticide. Common targeted pests include bag worms, buck moth caterpillars, tussock caterpillars and hornets/wasps.

All insecticide applications shall be in accordance with the manufacturer's label. The Contractor shall check the tree for honey bees prior to application (see TREE HONEY BEE REMOVAL). At the discretion of Jefferson Parish, the application rates may be reduced. All tree insect treatment pricing shall be bid with unit prices reflecting the full rate. As-equal products must be approved by the Parkways Department before use.

#### **TREE HONEY BEE REMOVAL**

As requested by the Parkways Department, honey bee removal in various trees may be required. Bid pricing for honey bee colony removal shall be priced per tree. Honey bee removal shall be performed by an experienced beekeeper in a manner to safely relocate the colony an offsite apiary. Eradication of a honey bee colony must be approved by the Parkways Department.

The Contractor shall check trees for honey bees prior to any termiticide and/or insecticide applications. Any discovered honey bees shall be properly removed from the tree(s) prior to application.

Pricing for honey bee removal shall be per tree. Pricing shall include all labor, tools, incidentals and travel costs. Pricing shall also include any costs associated with relocating the hive.

#### **SOIL SAMPLES**

As requested by the Parkways Department, soil samples for testing may be required. Soil samples shall be advanced (golf course) samples with micronutrients and/or herbicide detection. Pricing shall be made per test and may include actual soil samples from multiple tree locations within the same vicinity. Soil sample pricing shall include all tools, labor and standard freight to Spectrum Analytic or other approved private lab. In the event of herbicide testing, the provided unit pricing shall be used for each required test, as directed by the Parkways Department. Pricing shall be per each.

**LEAF TISSUE SAMPLES**

As requested by the Parkways Department, leaf tissue samples for testing may be required. Leaf tissue samples may be required for the detection of disease, insects and/or herbicide. Leaf tissue sample pricing shall include all tools, labor and second day air freight to Spectrum Analytic or other approved private lab. In the event of herbicide testing, the provided unit pricing shall be used for each required test, as directed by the Parkways Department. Pricing shall be per each.

**WORK ASSIGNMENTS:**

All work orders shall be provided to the Contractor in writing. Work orders shall include the date, species, location(s), size, class, work description, the unit price per tree and total dollar amount for all work. All work orders submitted to the Contractor shall be referenced using a municipal address unless special instructions state otherwise on the work order. If the contractor is not certain which tree(s) the work order is referring to, he should contact the Director of Parkways or his representative prior to beginning any work at that address. The Contractor will not be paid for any tree the work that is not specified on the work order and will be assessed liquidated damages for removal of an unspecified tree (see LIQUIDATED DAMAGES). Work orders will be sent via e-mail and/or hand delivered to the Contractor by a Parkways Department representative. The Contractor shall review each work order and then contact the Parkways Department with any questions prior to the start of work. Once the Contractor reviews all work orders, he shall sign and date them as acknowledgement of his receipt and understanding of the specified work.

Multiple works orders may be submitted to the Contractor at one time. If multiple work orders are provided, The Parkways Department will note the order of priority for the assigned addresses. The Contractor shall complete the work orders within a timely fashion. The allowable working days shall begin on the date that the work order is issued to the Contractor. See the below chart for expected work order completion schedules:

<u>Number of Work Orders Issues</u>	<u>Allowable Working Days</u>
1 – 5 Works Orders	10 Calendar Days
6 – 10 Work Orders	15 Calendar Days
11 – 15 Work Orders	20 Calendar Days
16 – 20 Works Orders	25 Calendar Days

Failure to complete work orders within the allowable working days may result in liquidated damages (see LIQUIDATED DAMAGES).

Typically, one address will be associated with each work order. There may be multiple trees at an address, but only one work order will be issued for that address. In the event that a work order includes multiple trees within a stretch of median, the allowable working days will be modified, as needed, by the Parkways Department.

**WORKING HOURS**

The Contractor shall be allowed to perform his work during the normal business hours of 7:00 AM and 6:00 PM. Any holiday and/or weekend work must receive written approval from the Parkways Department. Emergency work is excluded (see EMERGENCY WORK).

**ADDITIONAL REPAIR AND/OR REPLACEMENT**

Any additional repair and/or replacement, up to \$10,000.00 will require Director approval.

**SAFETY**

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

The Contractor shall ensure that all vehicles and equipment have the company name and/or logo clearly displayed. All field employees shall wear high visibility clothing that clearly displays the company name and/or logo.

The Contractor must have a system in place to handle any public claims for damage against his work. The Contractor shall notify the Parkways Department, in writing, of any damage that occurs as a result of his tree work. Notification shall include the date, time, location, description of the damage, person(s) notified of the damage. All costs associated with repair and/or replacement shall be borne by the Contractor.

The contractor shall notify all public service utilities to resolve conflicts concerning their property. Paragraph 4.1.2 of the ANSI Standards shall apply specifically.

The Contractor shall maintain a professional work zone at all times. The use of drugs or alcohol is prohibited while working on parish property. Confrontation with citizens and/or Jefferson Parish personnel will not be tolerated. Soliciting and performing private work while working on Jefferson Parish trees is prohibited. Failure to maintain a professional work zone, or fraudulent activities, may result in the termination of the contract and possible legal ramifications.

