

DATE: 7/29/2020

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00131810

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DABRAHAM

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order 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 at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

N/A

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

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 as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: ADDENDUM #1

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 23559

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME:

LOUISIANA LANDSCAPE SPECIALTY, INC

SIGNATURE:

(Must be signed here)

Merlin Decorte

TITLE:

VICE PRESIDENT

PRINT OR TYPE NAME:

MERLIN DECORTE

ADDRESS:

1701 BELLE CHASSE HWY

CITY, STATE:

GRETNA, LOUISIANA

ZIP:

70056

TELEPHONE:

(504) 874-2198

FAX:

(504) 394-0726

EMAIL ADDRESS:

Merlin@lalandscape.com

TOTAL PRICE OF ALL BID ITEMS: \$ 20,352.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00131810

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	EA	<p>A one (1) year contract for grass cutting and landscape maintenance for various Jefferson Parish Community Centers</p> <p>0010 Gretna Community Center 1700 Monroe Street  Gretna, LA 70053</p> <p>One (1) Year Contract for Grass Cutting &amp; Landscape Maintenance for Various Jefferson Community Action Programs (JeffCAP) - Community Centers</p> <p>SEE ATTACHED SPECIFICATIONS ***</p>	158. <sup>00</sup>	3,792. <sup>00</sup>
2	24.00	EA	<p>0020 Harvey Community Center 1501 Estalote Street  Harvey, LA 70058</p>	162. <sup>00</sup>	3,888. <sup>00</sup>
3	24.00	EA	<p>0030 J.C. Simmons Community Center 4008 U. S. Hwy 90  Avondale, LA 70094</p>	214. <sup>00</sup>	5,136. <sup>00</sup>
4	24.00	EA	<p>0040 Watson Community Center 1300 S. Myrtle Street  Metairie, LA 70003</p>	140. <sup>00</sup>	3,360. <sup>00</sup>
5	24.00	EA	<p>0050 Bridge City Community Center 301 Third Emmanuel Street Bridge City, LA 70094</p>	174. <sup>00</sup>	4,176. <sup>00</sup>

Debarment/Suspension Form

**DEBARMENT/SUSPENSION CERTIFICATION**

**Debarment:**

Federal Executive Order (E.O.) 12549 "Debarment" requires that all contractors receiving individual awards, using federal funds, and all subrecipients certify that the organization and its principals are not debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded by any Federal department or agency from doing business with the Federal Government. By signing this document you certify that your organization and its principals are not debarred. Failure to comply or attempts to edit this language may disqualify your bid. Information on debarment is available at the following websites: [www.sam.gov](http://www.sam.gov) and <https://acquisition.gov/far/index.html> see section 52.209-6.

Your signature certifies that neither you nor your principal is presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any federal department or agency.

MERLIN DECORTE, VICE PRESIDENT  
(Name and Title of bidder's official)

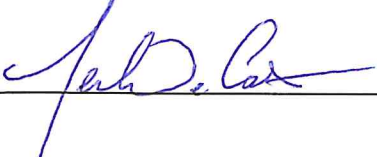
LOUISIANA LANDSCAPE SPECIALTY, INC.  
(Name of bidder/company)

1701 BELLE CHASSE HWY  
(Address)

GRETN, LA 70056  
(Address)

PHONE 504-374-2198 FAX 504-344-0726

EMAIL Merlin@lalandscape.com

 Signature 8/6/20 Date





# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

*July 31, 2020*

### ADDENDUM # 1

**Bid Number: 50-00131810**

**Receipt Date: Aug. 10, 2020**

**Description of Bid: A one (1) year contract for grass cutting and landscape maintenance for various Jefferson Parish Community Centers**

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#### ADDITION. REVISION. CLARIFICATION

- Q1.** Section 3.0 License/Qualifications & Permits states only a LA State Contractor's License with Landscaping, Grading, and Beautification classification is required. Per Louisiana Department of Agriculture and Forestry no person shall apply or supervise the application of any herbicide, rodenticide, insecticide, or restricted use pesticide, on a non-fee basis for grass and weed control without having proper certifications. Will a commercial applicators license, or any other chemical application license/certification, be a requirement since the bid specifications require chemical weed control and turf fertilization?
- A1.** No other licenses are required.
- Q2.** The contact number for Lonnie Bewley under section 1.0 Pre-Bid Conference is not accurate, it is disconnected. Can you please provide us with a working number?
- A2.** Phone # is 504-736-6160, cell # is 504-322-5872 or email lbewley@jeffparish.net

Sincerely,

Doris Abraham  
\_\_\_\_\_  
Buyer Name  
Buyer I

**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.**

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN, LA 70053  
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET





**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000131810 A ONE (1) YEAR CONTRACT FOR GRASS CUTTING &  
LANDSCAPE MAINTENANCE FOR VARIOUS JEFFERSON PARISH  
COMMUNITY CENTERS**

Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

31-Jul-2020 09:38:01 AM

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Louisiana Landscape Specialty, Inc.  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Louisiana Landscape Specialty, Inc.  
INCORPORATED, DULY NOTICED AND HELD ON August 6, 2020,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Merlin DeCorte, 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.

Kelsey Tharion  
SECRETARY-TREASURER

August 6, 2020  
DATE

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

LOUISIANA LANDSCAPE SPECIALTY, INC.  
1701 Belle Chasse Hwy.  
Gretna, LA 70056

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION; SPECIALTY:  
STONE, GRANITE, SLATE, RESILIENT FLOOR INSTALLATIONS, CARPETING; SPECIALTY: SWIMMING  
POOLS



Expiration Date: April 24, 2021

License No: 23559

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 25th day of April 2020

*Will B. McOP*

Director

*Lee Mallett*

Chairman

*Andy Duvall*

Treasurer

This License Is Not Transferrable



FOR PUBLIC DISPLAY - NOT TRANSFERABLE

ISSUED BY

SHERIFF AND EX-OFFICIO TAX COLLECTOR-JEFFERSON PARISH, LOUISIANA

## 2020 Occupational License Tax



LA LANDSCAPE SPECIALTY INC  
1701 BELLE CHASSE HWY  
GRETN, LA 70056



License # 270466546

Account # 37154784

### Location Address

1701 BELLE CHASSE HWY  
TERRYTOWN, LA

Business Class 561730  
Landscaping Services

License Class 1752  
Contractor

Tax	Interest	Penalty	Other	Total	Payment
\$700.00	\$0.00	\$0.00	\$0.00	\$700.00	\$700.00

JOSEPH P. LOPINTO, III  
SHERIFF & TAX COLLECTOR

Gregory A. Ruppert, Director  
Bureau of Revenue and Taxation

Pursuant to Jefferson Parish Code of Ordinances Chapter 35, Article VI, Section 35-153, the issuance of this occupational license to the person or firm named hereon is a receipt for payment of said tax and entitles the recipient to operate a business at the location shown, provided said business is operated within the confines of the application thereof, and does not violate any parish or state criminal, health, or zoning laws. This license will expire December 31, 2020.

**RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 1.**



HORTICULTURE REGISTRATION: RANDY M LOUP

Date: 12/20/2019

LDAF ID: 47823

LICENSE(S): ARBORIST 20-0682

LANDSCAPE HORTICULTURIST 20-0118

Please verify information for correctness. If changes are necessary, make corrections and promptly return to issuing agency.

112

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3002, Baton Rouge, LA 70806, (225) 952-8100, FAX (225) 925-3760

Be it known, that effective 02/01/2020 through 01/31/2021 having complied with all relevant requirements of the Louisiana Revised Statutes, the individual named below is hereby licensed in the following profession(s):

LICENSE(S): ARBORIST 20-0682

LANDSCAPE HORTICULTURIST 20-0118

RANDY M LOUP  
1701 BELLE CHASE HIGHWAY  
GRETN LA 70056

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: 47823



# LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-3787, FAX (225) 925-3760

License No. 00053811

Date: 11/21/2019

LOUISIANA LANDSCAPE SPECIALTY

17

Please verify information for correctness. If changes are necessary, make corrections and promptly return to issuing agency.

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-3787, FAX (225) 925-3760

Be it known, that effective **January 01, 2020** through **December 31, 2020** having complied with all relevant requirements of the Louisiana Revised Statutes, the entity named below is hereby authorized to engage in the business of **GROUND APPLICATOR OWNER-OPERATOR**.

LOUISIANA LANDSCAPE SPECIALTY  
1701 BELLE CHASSE HWY  
GRETN LA 70056

DISPLAY IN A PROMINENT PLACE.

Commissioner

License No. 00053811





In RML box 11/26/2019



## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Office of Agricultural & Environmental Sciences, 5825 Florida Blvd, Suite 3003, Baton Rouge, LA 70806, (225) 925-3787, FAX (225) 925-3760

RANDY LOUP  
1701 BELLE CHASE HIGHWAY  
GRETNALA 70056

IMPORTANT  
OFFICIAL DOCUMENT ENCLOSED

AGRICULTURAL & ENVIRONMENTAL SCIENCES  
COMMERCIAL APPLICATOR CARD

This is your pesticide certification card. The holder of this card is authorized to perform the duties covered by your type of certification in the categories listed. This card must be renewed before the expiration date. The certifications need to be recertified before the recertification date. Please use a "permanent ink" type marker for signing in the space provided on the reverse side.

### COMMERCIAL APPLICATOR

Card LDAF ID No. : 00047823

RANDY LOUP

1701 BELLE CHASE HIGHWAY  
GRETNALA 70056

Card Expires : 12/31/2020

### LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

#### CERTIFICATION CARD

COMMERCIAL PESTICIDE APPLICATOR

RANDY LOUP  
1701 BELLE CHASE HIGHWAY  
GRETNALA 70056

00047823

Exp. Date: 12/31/2020



MIKE STRAIN, DVM COMMISSIONER

Please verify all information for correctness. If changes are necessary, please note them and promptly return to issuing agency.

Card and Test Problems/Questions : 1-225-925-3796

Meeting Information and Study Guides : 1-225-578-2180



LOUIS-6

OP ID: JB

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

04/16/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

**IMPORTANT:** If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> Fontenelle & Goodreau Ins. LLC 3748 N Causeway Blvd, Ste. 300 Metairie, LA 70002 Charles Fontenelle	504-454-8939	<b>CONTACT NAME:</b> Charles Fontenelle	
		<b>PHONE (A/C, No, Ext):</b> 504-454-8939	<b>FAX (A/C, No):</b> 504-454-8979
		<b>E-MAIL ADDRESS:</b> charlief@fandgins.com	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		<b>INSURER A :</b> Hanover Insurance Company	22292
		<b>INSURER B :</b>	
		<b>INSURER C :</b>	
		<b>INSURER D :</b>	
		<b>INSURER E :</b>	
		<b>INSURER F :</b>	

**INSURED**  
Louisiana Landscape Specialty  
Inc.  
1701 Belle Chasse Hwy  
Gretna, LA 70056

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ZDOA72110305	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			AZO72121704	09/01/2019	09/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			UHOA72110404	09/01/2019	09/01/2020	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N If yes, describe under DESCRIPTION OF OPERATIONS below		N / A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Blanket additional insured & waiver of subrogation as required by written contract as respects General & Auto liability policies.  
Bid #50-130291 Department- JeffCapp

## CERTIFICATE HOLDER

## CANCELLATION

JEFFE35	SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.
Jefferson Parish Department of Purchasing 200 Derbigny St Suite 4400 Gretna, LA 70053	AUTHORIZED REPRESENTATIVE 





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
04/21/2020

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must have ADDITIONAL INSURED provisions or be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> AssuredPartners Gulf Coast Ins Agency LLC 650 Poydras Street Suite 1500 New Orleans LA 70130		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (504) 581-5353 <b>FAX (A/C, No):</b> (504) 583-2954 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Louisiana Landscape Specialty Inc 1701 Belle Chase Highway Gretna LA 70056		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> LUBA Casualty Insurance Company <b>INSURER B:</b> <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 12472	

**COVERAGES** **CERTIFICATE NUMBER:** 2019-2020 WC **REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE <b>DED</b> <input type="checkbox"/> <b>RETENTION \$</b> <input type="checkbox"/>						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	028000017039119	09/01/2019	09/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Workers compensation policy includes waiver of subrogation as required by written contract prior to a loss.

## CERTIFICATE HOLDER

## CANCELLATION

Proof of Coverage

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Jacqueline L. Bergeron*



## Property Maintenance References:

Darryl Berger Companies  
Pavilion, Holiday Square, Riverside Marketplace, Jax Millhouse  
100 Conti Street  
New Orleans, La 70130  
Contact: Arnold Cooper  
504-581-4082

Harrah's Casino  
8 Canal Street  
New Orleans, Louisiana 70130  
Contact: Pat Maher  
504-533-6825

Sterling Properties  
Hammond Square, River Chase, Gateway Shopping Center  
109 Northpark Boulevard  
Suite 300  
Covington, Louisiana 70433  
Contact: Dick Cyr  
985-898-0260

Property One  
Algiers Plaza, Northeast Plaza  
4141 Veterans Boulevard  
Suite 300  
Metairie, Louisiana 70002  
Contact: Maria Orgeron  
504-681-3405

Jefferson Parish  
Performing Arts Center  
200 Derbigny Street  
Gretna, La 70053  
Contact: Michelle Dufrene  
504-364-2675



# Jefferson Parish

## Department of Purchasing

Cynthia Lee Sheng  
Simno  
Parish President  
director

Renny

July 29, 2020

### JEFFERSON PARISH INVITATION TO BID NOTIFICATION

This notification is to inform bidders of the following bid solicitation for Jefferson Parish Government. Please review this notification in its entirety for details on how to access the on-line bidding site to view and download the Invitation to Bid, including all required bidding documents. The notification also states how and/or where to submit the bid response to the Jefferson Parish Purchasing Department on the bid opening date or before.

BID # 5000131810

## A ONE (1) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS JEFFERSON PARISH COMMUNITY CENTERS

Bids will be received at the West Bank Purchasing Department, Suite 4400, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, La 70053 until 11 a.m., 8/10/2020.

Bids delivered after 11 a.m., will not be accepted.

For convenience, bidders may also submit bids at the East Bank Purchasing Department, Suite 404, Jefferson Parish, Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson, LA 70123. However, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location only.

Both of the Jefferson Parish Purchasing offices operate Monday through Friday from 8:30 a.m. to 4:30 p.m.

**Where to obtain the Invitation to Bid:** This Invitation to Bid may be viewed, and/or downloaded from our on-line bidding site, Central Bidding by clicking, <http://www.jeffparishbids.net>. All vendors are encouraged to register with Central Bidding in order to respond, free of charge, to Jefferson Parish Invitation to Bid.

**How to respond:** Vendors can respond either through Central Bidding, our on-line bidding site, through the link above or via manual delivery, as stated above.

For more information on this bid, please contact the buyer assigned to this bid:

**Doris Abraham, Buyer I**  
**504-364-2690**

General Government Bldg. - 200 Derbigny St., Suite 4400, Gretna, LA 70053  
Office 504.364.2678

Joseph S. Yenni Bldg. - 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123  
Office 504.364.2678

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

January 2020

## **Changes to Jefferson Parish Bidding Information**

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

**Probable Construction Cost:** Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

**Insurance Requirement:** **All bidders** must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.





# Jefferson Parish

## Department of Purchasing

Cynthia Lee Sheng  
Simno  
Parish President  
director

Renny

[DAbraham@jeffparish.net](mailto:DAbraham@jeffparish.net)

Or you may visit the Purchasing Department's webpage at [www.jeffparish.net](http://www.jeffparish.net).

General Government Bldg. - 200 Derbigny St., Suite 4400, Gretna, LA 70053  
Office 504.364.2678

Joseph S. Yenni Bldg. - 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123  
Office 504.364.2678

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000131810 A ONE (1) YEAR CONTRACT FOR GRASS CUTTING &  
LANDSCAPE MAINTENANCE FOR VARIOUS JEFFERSON PARISH  
COMMUNITY CENTERS**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
29-Jul-2020 02:31:05 PM



**Bid Number 50 – 00131810**

**A ONE (1) YEAR CONTRACT FOR GRASS CUTTING & LANDSCAPE  
MAINTENANCE FOR VARIOUS JEFFERSON PARISH COMMUNITY  
CENTERS**

**AUG 10, 2020 at 11:00 am**

**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 in the Purchasing  
Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Doris Abraham, Buyer I  
Buyer Email: dabraham@jeffparish.net  
Buyer Phone: 504-364-2690**



DATE: 7/29/2020

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00131810

**JEFFERSON PARISH**  
PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70054-0009  
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DABRAHAM@jeffparish.net

**Bids will be received until 11:00 AM, 8/10/2020 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well as in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions 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 by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> 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.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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.)

JEFFERSON PARISH reserves the right to cancel all or any part of an order if not shipped promptly. No charges will be allowed for parking or cartage unless specified in the quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an 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.

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.

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

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 A1 17.1-1961).

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.



## 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 encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

### ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

4,5,6,10,12,13,16

1. 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 LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. 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. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. 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 Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the 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. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. 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.



**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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. 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. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, 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. This is a requirements 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 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. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 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 PUBLIC WORKS 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. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 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-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS 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.
16. 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. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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.



# **Grass Cutting & Landscape Maintenance Contract for the Jefferson Community Action Programs (JEFFCAP) – Community Centers**

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## **Section 1.0 - Pre-Bid Conference:**

**No Pre-bid Conference shall be required.**

Bidders must inspect the sites and perform their own measurements and surveys in order to determine the proper quantity labor hours, materials, supplies, equipment, etc. required to complete this project. Jefferson Parish does not allow for extra funding for contractor cost overruns.

To schedule site visits contact:  
Lonnie Bewley, Property Manager at (504) 736-6160

## **Section 2.0 - Scope:**

We extend this bid to cover the furnishing of labor, materials, supplies, and equipment necessary to provide grass cutting and landscape maintenance for a period of twelve (12) months for the following JeffCAP Community Centers:

- **Gretna Community Center**, 1700 Monroe St Gretna, LA 70053
- **Harvey Community Center**, 1501 Estalote St Harvey, LA 70058
- **J.C. Simmons Community Center**, 4008 U.S. Hwy 90, Avondale, LA 70094
- **Watson Community Center**, 1300 S. Myrtle Street, Metairie, LA 70003
- **Bridge City Community Center**, 301 Third Emmanuel St, Bridge City, LA 70094

## **Section 3.0 - License/Qualifications & Permits:**

A Louisiana State Contractor's License is required in the following classification:  
**Specialty: Landscaping, Grading and Beautification**

*The above LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.*

The successful bidder shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. The successful bidder shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all-current during this Contract period.

#### **Section 4.0 - Bid Specifications:**

The successful bidder shall provide a schedule of work to JeffCap, 15 calendar days after receiving the parish issued "Notice to proceed".

At all times the successful bidder shall perform the following:

- Avoid the tracking of dirt or trimmings into buildings by patrons who enter the buildings. Failure to keep areas clean which will result in additional cost to the contractor to clean floors and/or carpet.
- Grass clippings, litter, cigarette butts, and debris shall be picked up and not be blown into rain-drains or permitted to remain on hard surfaces (streets, sidewalks, etc.) which may eventually wash into rain-drains. All debris shall be picked up and properly disposed of.
- Ensure cutting/work is performed as quietly as possible to avoid neighbor complaints.
- Do not air-blow or discharge grass trimmings onto parked vehicles in the vicinity of lawn services. Successful bidder is responsible for all damages caused by this work.
- Do not create ruts and trenching during extended periods of rain. Successful bidder is responsible for all damages caused by this work.
- Regulate the mowing height to promote effective root growth to the existing turf. Appropriate attention will be given to minimize runs and matting to ensure the turf areas are kept in the best possible conditions.

All grounds shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds.

Successful bidder shall provide timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turf response, and slow release for longer residual turn response.

### **Section 5.0 - Notifications:**

The Jeffcap Property Manager or his designee shall be notified by e-mail on the first working day upon completion of any and all visits/services. This receipt will reflect all applicable work to the location serviced:

- grass cutting
- shrubbery trimming
- pruning
- landscaping
- plantings
- mulching

### **Section 6.0 – Schedule/Frequency of Visits:**

The grass cutting and trimming around buildings, beds, plantings, curbs, sidewalks, poles, signs, and landscape maintenance if applicable, shall be provided to the building property/sites listed.

Grass cutting, landscaping services and lawn maintenance must be performed as follows at each site as indicated in the below schedule:

<b>January</b>	<b>1 time per month</b>
<b>February</b>	<b>2 times per month</b>
<b>March</b>	<b>2 times per month</b>
<b>April</b>	<b>2 times per month</b>
<b>May</b>	<b>2 times per month</b>
<b>June</b>	<b>3 times per month</b>
<b>July</b>	<b>3 times per month</b>
<b>August</b>	<b>3 times per month</b>
<b>September</b>	<b>2 times per month</b>
<b>October</b>	<b>2 times per month</b>
<b>November</b>	<b>1 time per month</b>
<b>December</b>	<b>1 time per month</b>



### **Section 6.1 - Grass Cutting:**

The following shall be considered "grass cutting services" and shall be performed at each site on every visit:

- Mowing of all lawn areas
- Removal of all weeds and grass from cracks in sidewalks, driveways, parking lots etc.
- Edging of all sidewalks and curbs
- Weed-eating along all buildings, fences, and poles
- Cleaning by using air-blowing equipment, rakes and/or brooms.
- Removing all clippings from parking lots, driveways, sidewalks, and street curbs. No clippings shall be blown or swept into the streets or parking areas at any time.

### **Section 6.2 - Proper Grass Cutting Equipment:**

The following equipment shall be used for grass cutting services:

- Walk behind 21" mowers on any grass section less than 225 sq. ft. or a width and/or length of less than 60".
- Walk behind 21" mowers on any grass 36" from any fencing.
- Stick type edger on all drives, sidewalks, or curb edging.
- All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.
- Weeding

### **Section 6.3 - Maintain All Lawn Areas as follows:**

Mower height approximate:

- St. Augustine lawn: 1.5" – 2.5"
- Centipede lawn: 1" – 2"
- Bermuda lawn: 1" – 1.5"

Apply Ant bait containing a Growth Regulator as needed to control fire ants.

## **Section 7.0 – Landscaping Service:**

Landscaping services may also be known as horticultural services.

The following shall be considered "landscaping services" and shall be performed at each site on every visit:

- Maintain all flower bed areas free from weeds (if applicable).
- Ground Cover Maintenance - Successful bidder shall perform the following:
  - o Prune and shape ground cover throughout the growing season with trained personnel, in accordance with sound horticultural practices.
  - o Ground cover beds shall be maintained to maintain a clearance of at least 18 inches from structures and shall not be permitted to encroach into lawns, adjacent plants, paved and building surfaces.
  - o Established groundcover shall be maintained 4" to 6" off edges with a beveled or rolled edge.
  - o Ground cover shall be sheared or cutback annually in the dormant season if horticultural practice so dictates or is required or is recommended by a specific type of ground cover.
  - o All trimmings shall be removed when the service is performed. The contractor shall legally dispose of the debris from pruning at an offsite location.
- Shrub and Hedge Maintenance - Successful bidder shall perform the following:
  - o Shrubs shall be pruned to maintain a clearance of at least 18 inches from structures.
  - o Shrubs shall be pruned to remove dead, diseased, injured and unproductive wood to assist in maintaining their natural shape, size and configuration.
  - o Shrubs shall not be clipped into a ball or box form unless such is required by the design.
- Included trimming of one inch (1 in) caliper tree limbs below eight feet (8 ft), pruning and trimming of trees, shrubs, and ground cover will be performed in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain natural shape, reflect a clean, natural, and neat appearance.
- Treat all flower beds (if applicable) with EPA approved chemicals for weed control, and included in this contract will be the maintenance of and all planted areas. This includes yearly installation of Red Colored Pine Bark Mulch (Bark Bright) to all landscaped garden areas.

The successful bidder will weed beds (if applicable) on every 4th visit and shape/prune trees, shrubs and bushes every 11th visit.

Report any tree pruning that may be needed for public safety or wire lines safety, on trees over 15' tall to the representative of the Jeffcap Property Manager.

The removal of any severely damaged or dead trees is **not** included in this contract.

### **Section 7.1- Lawn Maintenance Frequency:**

Lawn maintenance shall be provided during the same visits as described in

### **Section 6.0 – Schedule/Frequency of Visits.**

### **Section 8.0 - Safety Data Sheets:**

Chemical weed control may be used; however caution must be exercised to protect the public, each property, and the environment.

The successful bidder will furnish a binder containing full Safety Data Sheets for all products used at the properties. These SDS sheets will be kept updated and current with all products used at the properties throughout this contract. The binder and all updates shall be delivered to:

Jeffcap  
1221 Elmwood Park Blvd., Suite 402  
Jefferson, LA 70123

### **Section 9.0 - Cutting/Work Hours:**

The successful bidder shall furnish all labor, materials, supplies, and equipment necessary to provide grass cutting, lawn/landscape maintenance during normal working hours Monday thru Friday. Weekend service is allowable with prior written approval. The successful bidder shall discuss if weekend work is desired before the "Notice to Proceed" is issued. Jefferson Parish will not pay extra for weekend and holiday work.

### **Section 10.0 - Quality Control:**

In the event of inclement weather, services will be rescheduled and performed the next day. If the services are not provided on the next available day, the Jeffcap Property Manager or the designee will be notified of delays, reasons for delays, and resolutions. All services shall be performed in a professional and timely manner.



Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the successful bidder, his staff, and the building the Jeffcap Property Manager or his designee, if or when required. The successful bidder will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to Jeffcap specifications and contract.

Jeffcap will supply documentation to prove present unsatisfactory and/or repeated unsatisfactory workmanship, documentation of supervisor visits, requests for additional supervisor visits, previous agreements and resolutions, photographs, etc.

### **Section 11.0 -Safety Precautions:**

Safety must be exercised at all times to safeguard the welfare and safety of all patrons, the general public, and the employees of Jefferson Parish at all properties listed in this bid. Jobsites must remain clean and without excessive litter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

If the successful bidder should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler heads, fence, tree, or pole, the successful bidder shall be required to replace and/or restore such item to its original condition, with the same type of material, finish, and workmanship. The successful bidder will be responsible for any and all damages caused by the successful bidder's lawn equipment, and for the equipment itself.

The successful bidder must consider the security and integrity of all properties listed in this bid before, during, and after contractor services. Buildings, grounds, and equipment must be protected and secured to the satisfaction of Jeffcap, and Industry Standards. The successful bidder will provide trained personnel to perform all duties of this contract. Successful bidder's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on any property listed in this bid.

### **Section 12.0 - Deletion of Work:**

Jeffcap reserves the right to delete properties from this contract if needed. A thirty (30) day notice will be given prior to deletion of any work.

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, 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 **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name **the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council** as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

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



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

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be \$1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than \$500,000 per occurrence.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy 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.



**COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: \$1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.



**COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence.  
Property Damage Liability \$1,000,000.00 each occurrence.

**Note:** This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. 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.

**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.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **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.



# Sealed Bid

## BID/RFP/SOQ RECEIPT

Receipt of Bid/RFP/SOQ Proposal No. 520-131810

From: Louisiana Landscape

Company's Name

Person Received Response: R. L. L. L.

Number of Envelopes/Boxes Received: 1

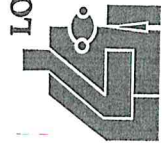
Jefferson Parish Purchasing Department  
General Government Building  
200 Derbigny St., Ste. 4400  
Gretna, LA 70053

RECEIVED  
2020 AUG -7 AM 11:30  
JEFFERSON PARISH  
PURCHASING

DATE:

TIME:





LOUISIANA LANDSCAPE SPECIALTY, INC.  
1701 BELLE CHASSE HWY.  
GRETN, LA 70056  
(504) 391-1800  
[www.landscape.com](http://www.landscape.com)  
LA Contractor Lic. #23559

TO:

Jefferson Parish Purchasing Dept.  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Doris Abraham  
Bid # 50-00131810