



**Bid Number 50-00115024**

**TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND LANDSCAPE  
MAINTENANCE AT THE BELLE MEADE WALKING TRAIL AND  
CONNECTED VACANT LOT**

**BID DUE: THURSDAY, DECEMBER 17, 2015 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received 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: Misty A. Camardelle  
Buyer Email: [mcamardelle@jeffparish.net](mailto:mcamardelle@jeffparish.net)  
Buyer Phone: 504-364-2683**

**Two (2) Year Contract for Grass Cutting and Landscape Maintenance at the Belle Meade Walking Trail and the Connected Vacant Lot**

**Section 1.0 – Pre-Bid Conference:**

A Pre-Bid Conference and inspection of the site shall be held:

**Facility Name:** Belle Meade Walking Trail  
**Address:** 617 Belle Meade Blvd., Gretna, LA, 70056  
**Date:** Thursday, December 3, 2015  
**Time:** 10:00 a.m.

Failure to attend the Pre-Bid Conference shall not relieve bidder of responsibility for information discussed at the conference.

**Section 2.0 – Scope:**

We extend this bid to cover the following work at the Belle Meade Walking Trail, located at 617 Belle Meade Blvd., Gretna, LA, 70056:

- Grass Cutting
- Landscape Maintenance

**Alternate No. 1 – Contractor shall provide pricing for Grass Cutting Only for the adjacent vacant lot (See Attachment “B” for location)**

**Section 3.0 – Performance and Payment Bond:**

A performance bond and a payment bond in the amount of 100% each of the total contract amount will be required. Performance bond and payment bond are two different bonds, and shall be produced upon contract execution.

**Section Intentionally Left Blank**

**Section 4.0 – License:**

The following licenses will be required for this bid:

- Louisiana State Contractor License with a Specialty License in one of the following categories: Landscaping, Grading and Beautification

**Section 5.0 – Submittals:**

Bidders shall furnish the following within ten (10) days from the bid opening date or bid will be deemed non-responsive.

- A current copy of the following licenses issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences:
  - Horticulture License
  - Chemical Applicator License

**Section 6.0 – Bid Specifications:**

The successful bidder shall perform the following at every visit:

- Provide a schedule of work to the Department of General Services, 15 calendar days after receiving the parish issued “Notice to Proceed”.
- 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 said 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.
- Provide timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.

**Section 6.1 – Grass Cutting and Landscape Maintenance:****Walking Trail work:**

The following shall be considered “grass cutting services” and shall be performed 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 6.1.1 – Vacant Lot (Alternate 1):**

The following shall be performed at the Vacant Lot on each visit:

- Rotary Mower (Bush Hog) Cut

**Section 6.2 – Grass Cutting Frequency:**

Grass cutting and trimming around buildings, beds, plantings, curbs, sidewalks, poles, signs, fencing, and landscape maintenance if applicable, shall be provided to the property/site listed.

Cuts shall be performed as per the below schedule:

**Belle Meade Walking Trail**

- January – 2 times per month
- February – 2 times per month
- March – 3 times per month
- April – 4 times per month
- May – 5 times per month
- June – 4 times per month
- July – 4 times per month
- August – 5 times per month
- September – 4 times per month
- October – 3 times per month
- November – 2 times per month
- December – 2 times per month

**Vacant Lot (Alternate 1)**

- January – No Cuts
- February – No Cuts
- March – 1 Time per month
- April – 1 Time per month
- May – 1 Time per month
- June – 2times per month
- July – 2 times per month
- August – 2 times per month
- September – 2 times per month
- October – 1 time per month
- November – 1 time per month
- December – No Cuts

**Section 6.3 – Proper Grass Cutting Equipment:****Walking Trail work:**

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
- Chemical applications

**Section 6.4 – Maintain All Lawn Areas as follows:****Walking Trail work:**

Mower height approximate at the walking trail only:

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

Fertilize all lawn areas in March with a Lawn Fertilizer 15-5-10 at the rate of 20 lbs. per 5,000 square feet.

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

Turf/Lawn areas shall be maintained reasonably free from weeds, and may be chemically treated for weed control; however care must be exercised to minimize chemical kill and run-off. Lawn

areas, shrub beds, flower beds, and other plant beds shall be treated three (3) times per year with an emergent in mid-March, mid-July, and mid-October.

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

#### **Walking Trail work:**

Landscaping services may also be known as horticultural services.

The following shall be considered “landscaping services” and shall be performed at the walking trail only every visit:

- Maintain all flower bed areas free from weeds (if applicable).
- Ground Cover Maintenance- Successful bidder shall perform the following:
  - Prune and shape ground cover throughout the growing season with trained personnel, in accordance with sound horticultural practices.
  - 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.
  - Established groundcover shall be maintained 4” to 6” off edges with a beveled or rolled edge.
  - 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.
  - 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:
  - Shrubs shall be pruned to maintain a clearance of at least 18 inches from structures.
  - Shrubs shall be pruned to remove dead, diseased, injured and unproductive wood to assist in maintaining their natural shape, size and configuration.
  - Shrubs shall not be clipped into a ball or box form unless such is required by the design.
- Included trimming of one inch (1inch) caliper tree limbs below eight feet (8 foot), 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.

An employee holding the appropriate license must be on site whenever horticultural or chemical services are performed. Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (Phone Number 225-952-8100).

The successful bidder will weed beds (if applicable) on every 4<sup>th</sup> visit and shape/prune trees, shrubs and bushes every 11<sup>th</sup> visit at the walking trail only.

Insecticides and disease control of existing trees and plants shall be done three (3) times per year; in mid-March, mid-July, and mid-October.

Fertilize trees with Tree Food Stakes 17-7-6 (or owner approved equal allowed after product information is received and approved by a JP Representative) in March using three stakes per two inches of tree caliper. The successful bidder shall state on the completion sheet when all of the above services were done.

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 Department of General Services.

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

#### **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. Alternating chemicals to maximize effect. Fertilization of all existing trees shall be done once a year, in mid-March. Only chemicals approved by the Environmental Protection Agency and considered the safest and most effective for the specific task may be used in this contract.

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 the Department of General Services, 200 Derbigny Street, Suite 3300, Gretna, LA, 70053.

#### **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 building 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 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 General Services specifications and contract.

The Department of General Services 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. Job sites must remain clean and without excessive liter 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 the Department of General Services, 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 – References:**

The successful bidder shall provide within ten (10) days from the bid opening date or bid will be deemed non-responsive (See attachment "A") a minimum of three (3) references for commercial properties of similar size and scope to this project; said references shall include and list the following information: building name, building address, Management Companies, addresses/locations, primary office addresses, and key points of contact including names and telephone numbers for building owners and/or general managers

**Section 13.0 – Permits:**

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 14.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful contractor and the owner before any work commences. No work shall be performed until the contractor receives a written "Notice to Proceed" to begin work from the Department of General Services.

**Attachment "A"**

**CONTRACTOR'S REFERENCE LIST**

Company Name: West Jefferson Medical Center "WJMC"		Size of Area Serviced: 2,775,000 sq ft
Address: 1101 Medical Center Blvd.		
City/State/Zip: Marrero, LA 70072		Current or Past Client: Current
Contact Person: Erik Yancovich		Title: Maintenance Manager
Telephone/Fax: 504-554-0507 cell		E-Mail: eric.yancovich@wjmc.org
Company Name: Village HOA		Size of Area Serviced: 553,616 sq ft
Address: Greenleaves Blvd Village		
City/State/Zip: Mandeville, LA 70448		Current or Past Client: Current
Contact Person: Yvette Rouglot		Title: President
Telephone/Fax: 985-624-8382		E-Mail: yvetterouglot@yahoo.com
Company Name: Delille Inn Apartments		Size of Area Serviced: 61,076 sq ft
Address: 6924 Chef Menteur Hwy		
City/State/Zip: New Orleans, LA 70127		Current or Past Client: Current
Contact Person: Tanisha Goodman		Title: Property Manager
Telephone/Fax: 504-245-8660		E-Mail: tgoodman@chi-ano.org
Company Name:		Size of Area Serviced:
Address:		
City/State/Zip:		Current or Past Client:
Contact Person:		Title:
Telephone/Fax:		E-Mail:
Company Name:		Size of Area Serviced:
Address:		
City/State/Zip:		Current or Past Client:
Contact Person:		Title:
Telephone/Fax:		E-Mail:

DATE: 11/18/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00115024

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

Page: 1

BUYER: MCamardelle@jeffparish.net

**BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 12/17/2015 AND PUBLICLY OPENED THEREAFTER.**

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**  
**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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 be 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.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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. Please note that all official communication will be expressed in the form of an addendum.

All formal Addenda require written acknowledgement 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.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

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

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

B. 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.

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

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

**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. Please note requirements contained in this bid package for electronic bid submission.**

**Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.**

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy 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 <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2, 3, 4, 5, 6, 8, 9, 10, 11, 12, 13, 15**

**PRE-BID CONFERENCE TO BE HELD AT: 617 BELLE MEADE BLVD. GRETNA, LA 70056  
10:00 AM  
ON 12/03/2015**

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.
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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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 (in Original Format) required; Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

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 Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

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

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

Per Spect.

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

40371

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: CORPORATE GREEN 'DBA' GREENSEASONS

ADDRESS: 56010 HWY 433 SLUGG LA

CITY, STATE: SLUGG, LA ZIP: 70461

TELEPHONE: (225) 752-2333 FAX: (225) 367-4490

EMAIL ADDRESS: mutt@greenseasons.us

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: #1  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 20,226.80

AUTHORIZED SIGNATURE: [Signature]

MATTHEW KWICK  
Printed Name

TITLE: BRANCH MANAGER.

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

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

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	80.00	CUT	<p>TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND LANDSCAPE MAINTENANCE AT THE BELLE MEADE WALKING TRAIL AND CONNECTED VACANT LOT</p> <p>0010 - PROVIDE A PRICE PER CUT FOR GRASS CUTTING AT THE BELLE MEADE WALKING TRAIL, 617 BELLE MEADE BLVD., GRETNA, LA</p>	143.00	11,456.00
2	24.00	MO	<p>WE EXTEND THIS BID TO PROVIDE A TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND LANDSCAPE MAINTENANCE LOCATED AT THE BELLE MEADE WALKING TRAIL, 617 BELLE MEADE BLVD., GRETNA, LA, AS PER THE ATTACHED SPECS., FOR THE DEPARTMENT OF GENERAL SERVICES.</p> <p>0020 - PROVIDE A PRICE PER MONTH FOR LANDSCAPE MAINTENANCE AT THE BELLE MEADE WALKING TRAIL, 617 BELLE MEADE BLVD., GRETNA, LA.</p>	112.25	2,694.00
3	24.00	CUT	<p>0030 - ALTERNATE NO. 1 - PROVIDE A PRICE PER CUT FOR GRASS CUTTING ONLY FOR THE ADJACENT VACANT LOT.</p>	253.20	6,076.80
				<p style="text-align: center;"><del>20,226.80</del></p>	

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Corporate Green LLC, DBA Green Seasons  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Corporate Green DBA Green Seasons  
INCORPORATED, DULY NOTICED AND HELD ON 9-4-2015,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Matthew Knick, 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.

Chi Cassey  
SECRETARY-TREASURER

12-11-2015  
DATE



# JEFFERSON PARISH DEPARTMENT OF PURCHASING

WWW.JEFFPARISH.NET

JOHN F. YOUNG, JR.  
PARISH PRESIDENT

BRENDA J. CAMPOS  
DIRECTOR

December 3, 2015

## ADDENDUM # 1

**Bid No.: 50-00115024**

**Bid Opening Date: December 17, 2015**

**For: Two (2) Year Contract for Grass Cutting and Landscape Maintenance at the Belle Meade Walking Trail and Connected Lot**

---

### CLARIFICATIONS AND REVISIONS.

**Question:** Can you please provide the measurements (acres, sq ft or area) for the Belle Meade Walking Trail and Connected Vacant Lot?

**Answer:** 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.

### Section 7.0 – Landscaping/Horticulture Services

Delete the following in its entirety:

“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.”

Replace with the following:

“Treat all flower beds (if applicable) with EPA approved chemicals for weed control. Included in this contract will be the maintenance of and all planted areas including yearly installation of pine needle mulch to all landscaped garden areas.”

Sincerely,



*Misty A. Camardelle*

---

Misty A. Camardelle, Buyer II  
Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so 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.**

Updated: December 3, 2015

**BID BOND**  
FOR

Two (2) Year Contract for Grass Cutting and Landscape Maintenance at the Belle Meade Walking Trail and the Connected Vacant Lot; Bid Number: 50-00115024

Date: 12/17/2015

KNOW ALL MEN BY THESE PRESENTS:

That Corporate Green, LLC of Central, Louisiana, as Principal, and SureTec Insurance Company, as Surety, are held and firmly bound unto the Jefferson Parish, Purchasing Department (Obligee), in the full and just sum of five (5%) percent of the total amount of this bid, including all alternates, lawful money of the United States, for payment of which sum, well and truly be made, we bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally firmly by these presents.

Surety represents that it is listed on the current U. S. Department of the Treasury Financial Management Service list of approved bonding companies as approved for an amount equal to or greater than the amount for which it obligates itself in this instrument or that it is a Louisiana domiciled insurance company with at least an A - rating in the latest printing of the A. M. Best's Key Rating Guide. If surety qualifies by virtue of its Best's listing, the Bond amount may not exceed ten percent of policyholders' surplus as shown in the latest A. M. Best's Key Rating Guide.

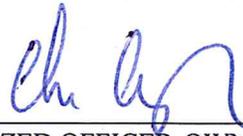
Surety further represents that it is licensed to do business in the State of Louisiana and that this Bond is signed by surety's agent or attorney-in-fact. This Bid Bond is accompanied by appropriate power of attorney.

THE CONDITION OF THIS OBLIGATION IS SUCH that, whereas said Principal is herewith submitting its proposal to the Obligee on a Contract for:

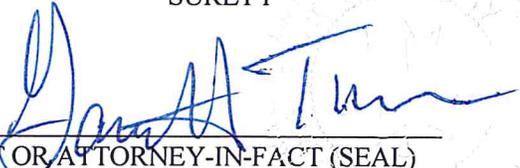
Two (2) Year Contract for Grass Cutting and Landscape Maintenance at the Belle Meade Walking Trail and the Connected Vacant Lot; Bid Number: 50-00115024

NOW, THEREFORE, if the said Contract be awarded to the Principal and the Principal shall, within such time as may be specified, enter into the Contract in writing and give a good and sufficient bond to secure the performance of the terms and conditions of the Contract with surety acceptable to the Obligee, then this obligation shall be void; otherwise this obligation shall become due and payable.

Corporate Green, LLC  
PRINCIPAL (BIDDER)

BY:   
AUTHORIZED OFFICER-OWNER-PARTNER

SureTec Insurance Company  
SURETY

BY:   
AGENT OR ATTORNEY-IN-FACT (SEAL)

Garrett Turner, Attorney-in-Fact

# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

*Know All Men by These Presents*, That SURETEC INSURANCE COMPANY (the "Company"), a corporation duly organized and existing under the laws of the State of Texas, and having its principal office in Houston, Harris County, Texas, does by these presents make, constitute and appoint

Mary Catherine Turner, Meghann C. Turner, Garrett Turner

its true and lawful Attorney-in-fact, with full power and authority hereby conferred in its name, place and stead, to execute, acknowledge and deliver any and all bonds, recognizances, undertakings or other instruments or contracts of suretyship to include waivers to the conditions of contracts and consents of surety for:

Five Million Dollars and no/100 (\$5,000,000.00)

and to bind the Company thereby as fully and to the same extent as if such bond were signed by the President, sealed with the corporate seal of the Company and duly attested by its Secretary, hereby ratifying and confirming all that the said Attorney-in-Fact may do in the premises. Said appointment shall continue in force until 12/31/2016 and is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

*Be it Resolved*, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company subject to the following provisions:

*Attorney-in-Fact* may be given full power and authority for and in the name of and of behalf of the Company, to execute, acknowledge and deliver, any and all bonds, recognizances, contracts, agreements or indemnity and other conditional or obligatory undertakings and any and all notices and documents canceling or terminating the Company's liability thereunder, and any such instruments so executed by any such Attorney-in-Fact shall be binding upon the Company as if signed by the President and sealed and effected by the Corporate Secretary.

*Be it Resolved*, that the signature of any authorized officer and seal of the Company heretofore or hereafter affixed to any power of attorney or any certificate relating thereto by facsimile, and any power of attorney or certificate bearing facsimile signature or facsimile seal shall be valid and binding upon the Company with respect to any bond or undertaking to which it is attached. (Adopted at a meeting held on 20<sup>th</sup> of April, 1999.)

*In Witness Whereof*, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 21st day of March, A.D. 2013.

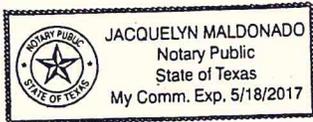
SURETEC INSURANCE COMPANY

By: [Signature]  
John Knox Jr., President



State of Texas                      ss:  
County of Harris

On this 21st day of March, A.D. 2013 before me personally came John Knox Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



[Signature]  
Jacquelyn Maldonado, Notary Public  
My commission expires May 18, 2017

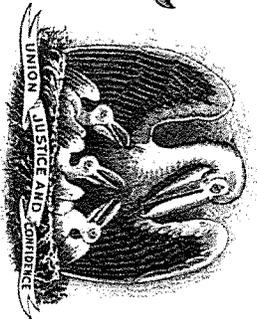
I, M. Brent Beaty, Assistant Secretary of SURETEC INSURANCE COMPANY, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney, executed by said Company, which is still in full force and effect; and furthermore, the resolutions of the Board of Directors, set out in the Power of Attorney are in full force and effect.

Given under my hand and the seal of said Company at Houston, Texas this 17<sup>th</sup> day of December, 2015, A.D.

[Signature]  
M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.  
For verification of the authority of this power you may call (713) 812-0800 any business day between 8:00 am and 5:00 pm CST.

# State of Louisiana



## State Licensing Board for Contractors

This is to Verify that:

CORPORATE GREEN, LLC  
P. O. Box 41861  
Baton Rouge, LA 70835-1861

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; ELECTRICAL WORK (STATEWIDE); MECHANICAL WORK (STATEWIDE);  
SPECIALTY: CARPENTRY; SPECIALTY: DETENTION LOCKS; SPECIALTY: DRY WALL; SPECIALTY:  
FURNITURE, FIXTURES, AND INSTITUTIONAL & KITCHEN EQUIPMENT; SPECIALTY: LANDSCAPING,  
GRADING AND BEAUTIFICATION; SPECIALTY: PAINTING AND INTERIOR DECORATING, CARPETING;  
SPECIALTY: TELECOMMUNICATIONS; SPECIALTY: TOWER CONSTRUCTION

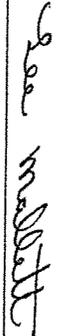


Expiration Date: February 20, 2016

License No: 40371

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 21st day of February 2015

  
Director

  
Chairman

This License Is Not Transferrable

  
Secretary-Treasurer



MIKE STRAIN DVM, COMMISSIONER  
 MIKE STRAIN DVM, COMMISSIONER  
 Agricultural & Environmental Sciences, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 952-8100, FAX (225) 925-3760

HORTICULTURE REGISTRATION : **DEBORAH J CASSELBERRY**

Date: 01/22/2015

LDAF ID : 112016

LICENSE(S): **LANDSCAPE HORTICULTURIST** 15-2219

Please verify information for correctness. If changes are necessary, make corrections and promptly return to issuing agency.  
 53

**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

**MIKE STRAIN DVM, COMMISSIONER**

Agricultural & Environmental Sciences, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 952-8100, FAX (225) 925-3760

Be it known, that effective **02/01/2015** through **01/31/2016** 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): **LANDSCAPE HORTICULTURIST** 15-2219

**DEBORAH J CASSELBERRY**  
 19543 RIVER BREEZE DRIVE  
 BATON ROUGE LA 70816

*Mike Strain*  
 Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: 112016



MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 952-8100, FAX (225) 925-3760

AGRICULTURE REGISTRATION : ADAM BENJAMIN CASSELBERRY

Date: 02/05/2015

LDAF ID : 120752

LICENSE(S): ARBORIST

15-1020

Please verify information for correctness. If changes are necessary, make corrections and promptly return to issuing agency. 1

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 952-8100, FAX (225) 925-3760

Be it known, that effective 02/01/2015 through 01/31/2016 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

15-1020

ADAM BENJAMIN CASSELBERRY  
19453 RIVER BREEZE DR  
BATON ROUGE LA 70816

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: 120752



Mike Strain, DVM, Commissioner  
Agricultural & Environmental Sciences, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 952-8100, FAX (225) 925-3760

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jo  
io

HORTICULTURE REGISTRATION : CHRISTOPHER MICHAEL CASSELBERRY

Date: 04/27/2015

LDAF ID : 110601

15-0043

LICENSE(S): IRRIGATION CONTRACTOR

CEU Expiration Date Sep 14 2015

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, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 952-8100, FAX (225) 925-3760

Be it known, that effective 02/01/2015 through 01/31/2016 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): IRRIGATION CONTRACTOR

15-0043

CEU Expiration Date

Sep 14 2015

CHRISTOPHER MICHAEL CASSELBERRY  
14661 FRENCHTOWN RD  
CENTRAL LA 70739

DISPLAY IN A PROMINENT PLACE.

LDAF ID:

110601

Commissioner

issued.

75:00  
100:00  
REV 11/13

00



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 925-3787, FAX (225) 925-3760

License No. 00054898

Date: 02/03/2015

CORPORATE GREEN LLC DBA GREENSEASONS

2

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, P.O. Box 3596, Baton Rouge, LA 70821-3596, (225) 925-3787, FAX (225) 925-3760

Be it known, that effective **January 01, 2015** through **December 31, 2015** 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**.

CORPORATE GREEN LLC DBA GREENSEASONS  
14461 FRENCH TOWN RD  
CENTRAL LA 70739

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE

License No. 00054898

**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**  
**IDENTIFICATION CARD**



**COMMERCIAL PESTICIDE  
 APPLICATOR**

**CHARLIE CASSELBERRY**  
 3224 WHITE SHADOWS DR  
 BATON ROUGE LA 70816

00104092

Exp. Date: 12/31/2014

MIKE STRAIN DVM, COMMISSIONER

NOT AN EMPLOYEE OF THE STATE

CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

- 2C-Wood Processing
- 3-Ornamental & Turf Pest Control
- 5A-Aquatic Pest Control
- 6-Right-Of-Way & Industrial Pest
- GS-General Standards



SIGNATURE: \_\_\_\_\_

LDAF EMERGENCY HOTLINE: 955-452-5323  
 LA POISON CONTROL CENTER: 800-222-1222

RECEIVED BY  
 1/10/2016  
 1/10/2016  
 1/10/2016  
 1/10/2016  
 1/10/2016



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
9/10/2015

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 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> Wright & Percy Ins - Baton Rouge A Division of BancorpSouth Ins. Svcs. P O Box 3809 Baton Rouge LA 70821-3809		<b>CONTACT NAME:</b> Patricia Duker <b>PHONE (A/C, No, Ext):</b> 225-336-3200 <b>FAX (A/C, No):</b> 225-336-4536 <b>E-MAIL ADDRESS:</b> pat.dukes@bxsi.com															
<b>INSURED</b> GreenSeasons See Below for complete Named Insured 14461 Frenchtown Road Central LA 70739		<b>INSURER(S) AFFORDING COVERAGE</b> <table border="1"> <tr> <th>INSURER A</th> <th>NAIC #</th> </tr> <tr> <td>Lexington Insurance Company</td> <td>19437</td> </tr> <tr> <td>West American Insurance Company</td> <td>44393</td> </tr> <tr> <td>LUBA Casualty Insurance Company</td> <td>12472</td> </tr> <tr> <td>INSURER D:</td> <td></td> </tr> <tr> <td>INSURER E:</td> <td></td> </tr> <tr> <td>INSURER F:</td> <td></td> </tr> </table>		INSURER A	NAIC #	Lexington Insurance Company	19437	West American Insurance Company	44393	LUBA Casualty Insurance Company	12472	INSURER D:		INSURER E:		INSURER F:	
INSURER A	NAIC #																
Lexington Insurance Company	19437																
West American Insurance Company	44393																
LUBA Casualty Insurance Company	12472																
INSURER D:																	
INSURER E:																	
INSURER F:																	

**COVERAGES** CERTIFICATE NUMBER: 657891456 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 EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

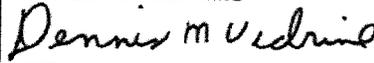
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	41LX00033288010	1/1/2015	1/1/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMPI/OP AGG \$2,000,000 \$
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			BAW1655861757	1/1/2015	1/1/2016	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 <input checked="" type="checkbox"/> RETENTION \$10,000			41UD0128561965	1/1/2015	1/1/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	Y/N/A	028000005270115	1/1/2015	1/1/2016	<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)

COMPLETE NAMED INSURED: Corporate Green, LLC, Corporate Truck, LLC, GreenSeasons, Quality Turf Management, LLC dba Spring Green, Harrells Ferry Property, LLC, Adventure Investments, LLC, Spring-Green Enterprises, Inc., Spring-Green IP, Inc. and Their Affiliates and Their Respective Officers, Director and Employees

Commercial General Liability policy endorsed with Blanket Additional Insured, Primary & Non-Contributory wording and Blanket Waiver of Subrogation, as required by written contract. Workers Compensation policy endorsed with Blanket Waiver of Subrogation, as required by See Attached...

**CERTIFICATE HOLDER** **CANCELLATION**

	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 



### ADDITIONAL REMARKS SCHEDULE

AGENCY Wright & Percy Ins - Baton Rouge		NAMED INSURED GreenSeasons	
POLICY NUMBER		See Below for complete Named Insured	
CARRIER		14461 Frenchtown Road	
NAIC CODE		Central LA 70739	
		EFFECTIVE DATE:	

**ADDITIONAL REMARKS**

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
 FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

written contract. Auto Policy endorsed with Blanket Additional Insured and Blanket Waiver of Subrogation as required by written contract  
 30 days Notice of Cancellation except 10 days for non-payment.

📍 2525 Quail Drive, Baton Rouge, 70808

☎ (225) 765-2301



## Louisiana State Licensing Board for Contractors



### Contractor Information

Business Name CORPORATE GREEN, LLC ✓  
 Mailing Address P. O. Box 41861  
 Baton Rouge, LA 70835-1861  
 Phone Number (225) 752-2333  
 Fax Number (225) 752-1399  
 Email Address ChrisSr@corporategreen.us

### Active Licenses

License Number 40371 ✓  
 Type Commercial License  
 Status LICENSED  
 Effective 02/21/2015  
 Expiration 02/20/2016  
 First Issued 02/20/2003

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Chris Casselberry Sr.	ALL
BUSINESS AND LAW	Chris Casselberry Sr.	ALL
ELECTRICAL WORK (STATEWIDE)	Christopher Michael Casselberry Jr.	ALL
MECHANICAL WORK (STATEWIDE)	Christopher Michael Casselberry Jr.	ALL
SPECIALTY: CARPENTRY	Chris Casselberry Sr.	ALL
SPECIALTY: DETENTION LOCKS	Chris Casselberry Sr.	ALL
SPECIALTY: DRY WALL	Chris Casselberry Sr.	ALL
SPECIALTY: FURNITURE, FIXTURES, AND INSTITUTIONAL & KITCHEN EQUIPMENT	Chris Casselberry Sr.	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION ✓	Christopher Michael Casselberry Jr.	ALL
SPECIALTY: PAINTING AND INTERIOR DECORATING, CARPETING	Chris Casselberry Sr.	ALL
SPECIALTY: TELECOMMUNICATIONS	Chris Casselberry Sr.	ALL
SPECIALTY: TOWER CONSTRUCTION	Chris Casselberry Sr.	ALL

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## Request for Taxpayer Identification Number and Certification

Give Form to the  
 requester. Do not  
 send to the IRS.

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) <b>Corporate Green, LLC dba GreenSeasons</b>	
	Business name/disregarded entity name, if different from above	
	Check appropriate box for federal tax classification: <input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <u>      C      </u> <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.) <b>14461 Frenchtown Road</b>	Requester's name and address (optional)
City, state, and ZIP code <b>Central, LA 70739</b>		
List account number(s) here (optional)		

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on the "Name" line to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Social security number								

**Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Employer identification number								
0	1	-	0	7	4	3	8	0

### Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. citizen or other U.S. person (defined below).

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 4.

**Sign Here**    Signature of U.S. person ▶ *Chu Cathy*

Date ▶ *01/04/15*

### General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.

#### Purpose of Form

A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

**Note.** If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

**Definition of a U.S. person.** For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

**Special rules for partnerships.** Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

CORPORATE GREEN 'DBA' GREENSEASONS  
14461 FRENCH TOWN RD  
CENTRAL, VA 70739

RECEIVED

21 DEC 17 PM 1:27

JEFFERSON PARISH  
PURCHASING

Jefferson Parish Purchasing Department  
200 Derbigny Street 4400  
General Government Building, suite  
Gretna, VA 70053  
Buyer: Misty A. Camardelle

BID NUMBER: 50-00115024  
TWO YEAR CONTRACT FOR GRASS  
CUTTING AND LANDSCAPE MAINTENANCE  
AT THE BOLE WEADE MARLINE TRAIL  
AND CONNECTED WATER LOT.  
LANDSCAPE CONTRACT # = 40371  
Bid opening: December 17, 2015 at 2:00pm