

📍 600 North Street, Baton Rouge, 70802 📞 (225) 765-2301 🗨️ Text-To-Verify: 1 (855) 999-7896



Louisiana State Licensing Board for Contractors

Contractor Information

Business Name MULLIN LANDSCAPE ASSOCIATES, LLC
Mailing Address 10356 River Road
 St. Rose, LA 70087
Phone Number (504) 275-6617
Fax Number (504) 733-3279
Email Address info@mullinlandscape.com
Website http://

Active Licenses

License Number 53711
Type Commercial License
Status LICENSED
Effective 06/18/2019
Expiration 06/17/2020
First Issued 06/17/2010

License Number 883310
Type Residential License
Status LICENSED
Effective 05/25/2017
Expiration 05/17/2020
First Issued 05/17/2016

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Charles Michael Mullin Jr.	ALL
BUSINESS AND LAW	Charles Michael Mullin Jr.	ALL
BUSINESS AND LAW	Charles Michael Mullin Jr.	ALL
RESIDENTIAL BUILDING CONTRACTOR	Charles Michael Mullin Jr.	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Charles Michael Mullin Jr.	ALL
SPECIALTY: RECREATION & SPORTING FACILITIES & GOLF COURSES	Charles Michael Mullin Jr.	ALL

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 end of Contract

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

10/1/19

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

53711

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Mullin Landscape Associates, LLC.

ADDRESS: 10356 River Rd.

CITY, STATE: St. Rose, LA ZIP: 70087

TELEPHONE: (504) 275-6617 FAX: (504) 233-3279

EMAIL ADDRESS: Kurt@mullinlandscape.com

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: \$ 156,225.00

AUTHORIZED SIGNATURE: [Signature]

Charles Mullin Jr.
Printed Name

TITLE: Managing member / owner

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	93.00	CUT	THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICAL & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES. 0010 - GRASS CUTTING BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA	\$105.00	\$9,765.00
2	93.00	CUT	0020 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA	\$145.00	\$13,485.00
3	93.00	CUT	0030 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA	\$95.00	\$8,835.00
4	93.00	CUT	0040 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD MARRERO, LA	\$305.00	\$28,365.00
5	93.00	CUT	0050 - FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA	\$150.00	\$13,950.00
6	120.00	CUT	0050 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD JEFFERSON, LA	\$205.00	\$24,600.00
7	93.00	CUT	0070 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY JEFFERSON, LA	\$45.00	\$4,185.00
8	93.00	CUT	0080 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD METAIRIE, LA	\$55.00	\$5,115.00
9	93.00	CUT	0090 - JUVENILE SERVICES 3420 N. CAUSEWAY BOULEVARD METAIRIE, LA	\$45.00	\$4,185.00
10	93.00	CUT	0100 - MAPLE STREET BUILDING 400 MAPLE STREET	\$70.00	\$6,510.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	93.00	CUT	HARVEY, LA 0110 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	\$ 55.00	\$ 5,115.00
12	93.00	CUT	MARRERO, LA 0120 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET	\$ 55.00	\$ 5,115.00
13	36.00	MO	GRETNA, LA ****PROVIDE A MONTHLY PRICE FOR ***** LANDSCAPE MAINTENANCE. 0130 - BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE	\$ 70.00	\$ 2,520.00
14	36.00	MO	BRIDGE CITY, LA 0140 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY	\$ 75.00	\$ 2,700.00
15	36.00	MO	MARRERO, LA 0150 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD	\$ 75.00	\$ 2,700.00
16	36.00	MO	METAIRIE, LA 0160 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD	\$ 50.00	\$ 1,800.00
17	36.00	MO	MARRERO, LA 0170 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD	\$ 115.00	\$ 4,140.00
18	36.00	MO	JEFFERSON, LA 0180 - FIRST PARISH COURT 924 DAVID DRIVE	\$ 165.00	\$ 5,940.00
19	36.00	MO	METAIRIE, LA 0190 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY	\$ 30.00	\$ 1,080.00
20	36.00	MO	JEFFERSON, LA 0200 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD	\$ 30.00	\$ 1,080.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	36.00	MO	METAIRIE, LA 0210 - JUVENILE SERVICES 3420 N CAUSEWAY BOULEVARD	\$ 30.00	\$ 1,080.00
22	36.00	MO	METAIRIE, LA 0220 - MAPLE STREET BUILDING 400 MAPLE STREET	\$ 30.00	\$ 1,080.00
23	36.00	MO	HARVEY, LA 0230 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	\$ 50.00	\$ 1,800.00
24	36.00	MO	MARRERO, LA 0240 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET GRETNA, LA	\$ 30.00	\$ 1,080.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Mullin Landscape Associates LLC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Mullin Landscape Associates LLC
INCORPORATED, DULY NOTICED AND HELD ON 09/30/2019.,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Charles M Mullin Jr., 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.

Joseph J
SECRETARY-TREASURER

09/30/2019.
DATE

State of
Louisiana
Secretary of
State



COMMERCIAL DIVISION
225.925.4704

Fax Numbers
225.932.5317 (Admin. Services)
225.932.5314 (Corporations)
225.932.5318 (UCC)

Name	Type	City	Status
MULLIN LANDSCAPE ASSOCIATES, LLC	Limited Liability Company	ST ROSE	Active

Previous Names

CURB APPEAL LANDSCAPES, L.L.C. (Changed: 1/12/2009)

Business: MULLIN LANDSCAPE ASSOCIATES, LLC

Charter Number: 36433969K

Registration Date: 4/23/2007

Domicile Address

10356 RIVER ROAD
ST ROSE, LA 70087

Mailing Address

C/O CHARLES M. MULLIN, JR.
10356 RIVER ROAD
ST. ROSE, LA 70087

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 4/23/2007

Last Report Filed: 4/29/2019

Type: Limited Liability Company

Registered Agent(s)

Agent:	CHARLES M. MULLIN, JR.
Address 1:	10356 RIVER ROAD
City, State, Zip:	SAINT ROSE, LA 70087
Appointment Date:	4/23/2007

Officer(s)

Additional Officers: No

Officer:	CHARLES M. MULLIN, JR.
Title:	Manager, Member
Address 1:	10356 RIVER ROAD
City, State, Zip:	ST. ROSE, LA 70087

Amendments on File (4)

Request for Taxpayer Identification Number and Certification

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

▶ Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Mullin Landscape Associates, LLC	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <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) ▶ S Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner. <input type="checkbox"/> Other (see instructions) ▶	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>
5 Address (number, street, and apt. or suite no.) See instructions. 10356 River Road	Requester's name and address (optional)
6 City, state, and ZIP code St. Rose, LA 70087	
7 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 line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number													
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or													
Employer identification number													
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2	0		-	8	9	4	7	6	7	5			

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); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 for Part II, later.

Sign Here

Signature of U.S. person ▶

Date ▶ **4-13-2019**

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.

DESCRIPTIONS (Continued from Page 1)

liability policies as required by written contract when executed prior to a loss, subject to policy terms, conditions and exclusions.

Thirty day notice of cancellation, except ten days for nonpayment of premium as required by written contract executed prior to a loss, subject to policy terms, conditions and exclusions.

Additional insured provision on the general liability policy is primary and non-contributory as required by written contract executed prior to a loss, subject to policy terms, conditions and exclusions.

Certificate holder is loss payee with respect to lease/rented equipment coverage as required by written contract executed prior to a loss, subject to policy terms, conditions and exclusions.

Umbrella policy follows form over primaries.

State of Louisiana



State Licensing Board for Contractors

This is to Certify that:

MULLIN LANDSCAPE ASSOCIATES, LLC
10356 River Road

St. Rose, LA 70087

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION; SPECIALTY:
RECREATION & SPORTING FACILITIES & GOLF COURSES



Expiration Date: June 17, 2020

License No: 53711

Witness our hand and seal of the Board dated,
Baton Rouge, LA 18th day of June 2019

Will B. McCoy

Director

Lee Madette

Chairman

Andy Dumau

Treasurer

This License Is Not Transferrable



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. 00135063

Date: 03/19/2019

MULLIN LANDSCAPE ASSOCIATES LLC

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, 2019 through December 31, 2019 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.**

MULLIN LANDSCAPE ASSOCIATES LLC
10356 RIVER ROAD
SAINT ROSE LA 70087

Commissioner

License No. 00135063

DISPLAY IN A PROMINENT PLACE.





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

IMPORTANT
OFFICIAL DOCUMENT ENCLOSED

CHARLES MULLIN JR
10356 RIVER ROAD
SAINT ROSE LA 70087

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. : 00130679

CHARLES MULLIN JR

10356 RIVER ROAD
SAINT ROSE LA 70087

00130679

Card Expires : 12/31/2019

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



ARTICULTURE REGISTRATION : ERIC TOURNET

Date: 02/14/2019

LDAF ID : 139352

LICENSE(S): LANDSCAPE HORTICULTURIST 19-3935

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

45

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

is it known, that effective 02/01/2019 through 01/31/2020 having complied with all relevant requirements of the Louisiana Revised Statutes,
e individual named below is hereby licensed in the following profession(s):

LICENSE(S): LANDSCAPE HORTICULTURIST 19-3935

ERIC TOURNET
458 HURON AVENUE
METAIRIE LA 70005

Mike Strain
Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: 139352





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

IMPORTANT
OFFICIAL DOCUMENT ENCLOSED

THOMAS GAFFNEY 6882
10356 RIVER RD
ST. ROSE LA 70087

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. : 00095567

THOMAS GAFFNEY 6882

166 BAILEY ST.
HARAHAN LA 70123

00095567

Card Expires : 12/31/2019

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

BID BOND

FOR
Bid Number 50-127606

THREE YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT
NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS
LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES. Date: 10/01/2019

KNOW ALL MEN BY THESE PRESENTS:

That Mullin Landscape Associates, LLC of Saint Rose, La., as Principal,
and Merchants National Bonding, Inc., as Surety, are held and firmly bound
unto the Jefferson Parish Government (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 that 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: Bid Number 50-127606
**THREE YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE GRASS
CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES**

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.

Mullin Landscape Associates, LLC
PRINCIPAL (BIDDER)

Merchants National Bonding, Inc.
SURETY

BY: 
AUTHORIZED OFFICER-OWNER-PARTNER

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

MERCHANTS
BONDING COMPANY™
POWER OF ATTORNEY

Know All Persons By These Presents, that MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., both being corporations of the State of Iowa (herein collectively called the "Companies") do hereby make, constitute and appoint, individually, Annette Latiolais; Ken David; Mary J Courvelle

their true and lawful Attorney(s)-in-Fact, to sign its name as surety(ies) and to execute, seal and acknowledge any and all bonds, undertakings, contracts and other written instruments in the nature thereof, on behalf of the Companies in their business of guaranteeing the fidelity of persons, guaranteeing the performance of contracts and executing or guaranteeing bonds and undertakings required or permitted in any actions or proceedings allowed by law.

This Power-of-Attorney is granted and is signed and sealed by facsimile under and by authority of the following By-Laws adopted by the Board of Directors of Merchants Bonding Company (Mutual) on April 23, 2011 and amended August 14, 2015 and adopted by the Board of Directors of Merchants National Bonding, Inc., on October 16, 2015.

"The President, Secretary, Treasurer, or any Assistant Treasurer or any Assistant Secretary or any Vice President shall have power and authority to appoint Attorneys-in-Fact, and to authorize them to execute on behalf of the Company, and attach the seal of the Company thereto, bonds and undertakings, recognizances, contracts of indemnity and other writings obligatory in the nature thereof."

"The signature of any authorized officer and the seal of the Company may be affixed by facsimile or electronic transmission to any Power of Attorney or Certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually fixed."

In connection with obligations in favor of the Florida Department of Transportation only, it is agreed that the power and authority hereby given to the Attorney-in-Fact includes any and all consents for the release of retained percentages and/or final estimates on engineering and construction contracts required by the State of Florida Department of Transportation. It is fully understood that consenting to the State of Florida Department of Transportation making payment of the final estimate to the Contractor and/or its assignee, shall not relieve this surety company of any of its obligations under its bond.

In connection with obligations in favor of the Kentucky Department of Highways only, it is agreed that the power and authority hereby given to the Attorney-in-Fact cannot be modified or revoked unless prior written personal notice of such intent has been given to the Commissioner-Department of Highways of the Commonwealth of Kentucky at least thirty (30) days prior to the modification or revocation.

In Witness Whereof, the Companies have caused this instrument to be signed and sealed this 6th day of April, 2017.

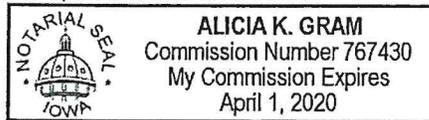


MERCHANTS BONDING COMPANY (MUTUAL)
MERCHANTS NATIONAL BONDING, INC.

By *Larry Taylor*
President

STATE OF IOWA
COUNTY OF DALLAS ss.

On this this 6th day of April 2017, before me appeared Larry Taylor, to me personally known, who being by me duly sworn did say that he is President of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC.; and that the seals affixed to the foregoing instrument are the Corporate Seals of the Companies; and that the said instrument was signed and sealed in behalf of the Companies by authority of their respective Boards of Directors.



Alicia K. Gram
Notary Public

(Expiration of notary's commission does not invalidate this instrument)

I, William Warner, Jr., Secretary of MERCHANTS BONDING COMPANY (MUTUAL) and MERCHANTS NATIONAL BONDING, INC., do hereby certify that the above and foregoing is a true and correct copy of the POWER-OF-ATTORNEY executed by said Companies, which is still in full force and effect and has not been amended or revoked.

In Witness Whereof, I have hereunto set my hand and affixed the seal of the Companies on this 1st day of October, 2017.



William Warner Jr.
Secretary

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LA

PARISH/COUNTY OF St. Charles

BEFORE ME, the undersigned authority, personally came and appeared: Charles Mullin Jr., (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Manager/member of Mullin Landscape (Entity), the party who submitted a bid in response to Bid Number 50-00127606, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

CA
Signature of Affiant

Charles Mullin Jr.
Printed Name of Affiant

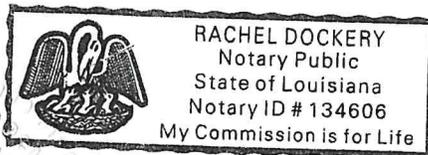
SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 27th DAY OF September, 2019.

Rachel Dockery
Notary Public

Rachel Dockery
Printed Name of Notary

134606
Notary/Bar Roll Number

My commission expires at death.



Louisiana Secretary of State R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

Print

Notary Search - Detail

Name: MS. RACHEL DOCKERY
Address: 2540 SEVERN AVE.
 STE. 400
 METAIRIE, LA 70002

Phone: (504) 885-9994
Phone 2: (504) 201-1773

Notary ID Number: 134606
Parish: ST. CHARLES with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Non Attorney
Status: Active

Commission Date: 08/11/2017
Oath Date: 07/12/2017
Surety Expiration Date: 06/27/2021
Annual Report Current: Yes

Notary Events

Name Change Previous Name: RACHEL WETZEL Previous Commission Date: 07/21/2016

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)

[New Search](#)

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.

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, Workmen's Compensation Insurance 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.

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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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.

PROTESTS: Only those vendors that submit bids in response to a 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.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000127606 THREE YEAR CONTRACT FOR LABOR, MATERIALS,
SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE
GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS
LOCATIONS FOR THE DEPT. OF GENERAL SERVICE.**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

11-Sep-2019 10:07:59 AM



Bid Number 50 - 127606

THREE YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES.

OCTOBER 1, 2019 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
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

THREE YEAR CONTRACT TO PERFORM GRASS CUTTING AND LANDSCAPING SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

Section 1.0 – Pre-Bid Conference:

A **MANDATORY** Pre-Bid Conference will be held:

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

Date: September 13, 2019

Time: 10:00 AM

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.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to provide a three (3) year contract to perform grass cutting and landscape maintenance at various locations for the Department of General Services.

Section 3.0 – Bonds:

Surety Bid Bond:

A bid bond will be required **with** the submission in the amount of 5% of the total bid. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

Performance Bond:

A Performance Bond in the amount of 100% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

Section 4.0 – License:

License required for this bid issued by the Louisiana State Licensing Board for Contractors:

- Contractor License with
- A Louisiana State Specialty License in Landscaping, Grading and Beautification.

NOTE- Louisiana State Contractors License number shall be 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.

License required for this bid issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences:

- Horticulture License
- Chemical Applicator License

Note:

- An employee holding the appropriate license must be on site when horticultural and or chemical services are performed.
- All licenses and certifications shall remain current during the course of this contract. Should any licenses be renewed or cancelled during this contract, copies of the new licenses or cancelation notice shall be immediately furnished to the Department of General Services.

NOTE: A copy of the front and back of all licenses and endorsements listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

Section 5.0 – Quantities/Inspections:

Bidders must inspect all sites listed in section 6.0 and perform their own measurements to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

SPECIFICATIONS BID # 50-00127606

Section 6.0 –Locations and Working Hours:

EAST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
East Bank Health Unit 111 N. Causeway Boulevard Metairie, LA 70001	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
First Parish Court 924 David Drive Metairie, LA 70003	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Jefferson Senior Center 4518 Jefferson Highway Jefferson, LA 70181	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services Building 3420 Causeway Boulevard Metairie, LA 70002	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Metairie Senior Center 265 N. Causeway Boulevard Metairie, LA 70001	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
WEST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
Bridge City Senior Center 1601 Bridge City Avenue Bridge City, LA 70094	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Charles Odom Service Center 5001 West Bank Expressway Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Emergency Operation & Communication Center 910 3 rd Street Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Marrero/Harvey Senior Center 4420 7 th Street Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
West Bank Health Unit 1855 Ames Boulevard Marrero, LA 70072	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Maple Street Building 400 Maple Street Harvey, LA 70058	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.

Section 7.0 – Bid Specifications:

7.1 Grass Cutting and Lawn Maintenance:

The following shall be performed prior to the start of the grass cutting and landscaping contract:

A: Tasks required prior to the Start of the Grass Cutting and Landscaping Contract:

- Fifteen (15) calendar days after receiving the parish issued “Notice to Proceed”, the successful bidder shall provide a typed work schedule to the Department of General Services.
- Schedule shall include:
 - The day each property will be serviced throughout the contract.
 - List of Supervisors with their contact information assigned to the contract.

The following shall be performed during each grass cutting and lawn maintenance visit See attachment “A” for grass cutting frequencies:

B: Task required at each grass cutting and lawn maintenance visit:

- Work shall be performed as quietly as possible to avoid neighbor complaints.
- Remove and properly dispose of all litter, cigarette butts, debris, etc.
- Remove weeds and grass from cracks in sidewalks, driveways, parking lots etc.
- Mowing of all lawn areas
- 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.
- If ruts and trenching occur the successful bidder shall return all damaged areas to its original condition at no additional cost.
- Edging of all sidewalks and curbs
- Weed-eating along all buildings, fences, poles, etc.
- 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, storm drains, or parking areas.
- All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.
- 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.

7.1 Grass Cutting and Lawn Maintenance: (B: Continued)

- 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.
- The following mower height shall be used:
 - St. Augustine lawn: 1.5" – 2.5"
 - Centipede lawn: 1" – 2"
 - Bermuda lawn: 1" – 1.5"

Section 7.2 Landscaping/Horticulture Service:

The following shall be performed during each Landscaping/Horticulture Service:

A: Ground Cover Maintenance (where applicable):

- Prune and shape ground cover.
- Ground cover shall maintain a minimum clearance of 18 inches from structures and shall not be permitted to encroach into lawns, adjacent plants, paved and building surfaces.
- Chemically treat grass and weeds protruding thru concrete areas (sidewalks, driveways, parking lots, etc.)
- 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.
- The successful bidder shall properly dispose of all debris from pruning at an offsite location.

B: Shrub and Hedge Maintenance (where applicable):

- Shape/prune shrubs, hedges, and bushes every four (4) weeks.
- Insecticides and disease control of existing shrubs, hedges, and bushes shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
- Shrubs, hedges, and bushes shall maintain a minimum clearance of 18 inches from structures.
- Shrubs, hedges, and bushes shall not be clipped into a ball or box form unless such is required by the design.

Section 7.2 Landscaping/Horticulture Service: (Continued)

C: Flower Beds Maintenance (where applicable:

- Once a month treat all flower beds (if applicable) with EPA approved chemicals for weed control.
- Hand weed all flower beds (if applicable) every two (2) weeks
- Semi-annually (March and September) red cypress mulch shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas.
- Established beds where plant foliage or groundcover completely covers the soil surface require no mulch.
- Mulch shall be kept at least two to three inches (2 – 3") away from the crown of plants and trees.

D: Tree Maintenance (where applicable:

- Trimming of one inch caliper tree limbs below eight feet shall be performed every six months (January and July).
- Report any tree pruning that may be needed for public safety or wire lines safety, on trees over 15' tall to the Department of General Services representative.
- Removal of any severely damaged or dead trees is not included in this contract.
- Insecticides and disease control of existing trees shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
- Fertilize trees with Tree Food Stakes 17-7-6 in March using three stakes per two inches of tree caliper.

Section 8.0 – Notifications:

Within two working days of completing any service the successful bidder shall complete and e-mail a copy of the Jefferson Parish "Grass Cutting and Landscaping Monthly Check List Form" (See attachment "B") for each building to the Department of General Services. A list of e-mail addresses will be provided to the successful bidder at the pre-construction meeting.

In the event of inclement weather, services will be rescheduled and performed the next day. If services are not able to be performed the next day the successful bidder shall notify the department representative when the services will be re-scheduled.

Section 9.0 – Existing Structure:

If the successful bidder should damage or destroy any part of a building, vehicles, parking lots, irrigation system, fencing, landscaping, etc. the successful bidder shall be required to replace and/or restore said item to its original condition, with the same type of material, finish, and workmanship at no additional cost to the owner.

Section 10.0 – Deletion of Footage:

The Department of General Services reserves the right to delete any locations listed in section 6.0 at any time due to vacancies, openings, closings, personnel reassignments, etc. A thirty (30) day notice will be given prior to the reduction of required services.

Section 11.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of General Services.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Service.

ATTACHMENT "A"

GRASS CUTTING FREQUENCY 2020												
Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Maple Street Building	0	1	2	4	4	4	5	4	4	2	1	0
East Bank Health Unit	0	1	2	4	4	4	5	4	4	2	1	0
Emergency Operation & Communication Center	0	1	2	4	4	4	5	4	4	2	1	0
First Parish Court	0	1	2	4	4	4	5	4	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Juvenile Services Center	0	1	2	4	4	4	5	4	4	2	1	0
Marrero/Harvey Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Metairie Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Odom Building	0	1	2	4	4	4	5	4	4	2	1	0
West Bank Health Unit	0	1	2	4	4	4	5	4	4	2	1	0

Joseph S. Yenni Building	2	2	3	4	5	4	4	5	4	4	3	2	2
	NUMBER OF TIMES TO CUT GRASS PER MONTH												

ATTACHMENT "A" continued

GRASS CUTTING FREQUENCY 2021 & 2022												
Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Maple Street Building	0	1	2	4	4	4	4	5	4	2	1	0
East Bank Health Unit	0	1	2	4	4	4	4	5	4	2	1	0
Emergency Operation & Communication Center	0	1	2	4	4	4	4	5	4	2	1	0
First Parish Court	0	1	2	4	4	4	4	5	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Juvenile Services Center	0	1	2	4	4	4	4	5	4	2	1	0
Marrero/Harvey Senior Center	0	1	2	4	4	4	4	5	4	2	1	0

SPECIFICATIONS BID # 50-00127606

Metairie Senior Center	0	1	2	4	4	4	4	4	4	4	4	5	4	2	1	0
Odom Building	0	1	2	4	4	4	4	4	4	4	4	5	4	2	1	0
West Bank Health Unit	0	1	2	4	4	4	4	4	4	4	4	5	4	2	1	0
Joseph S. Yenni Building	2	2	3	4	5	4	4	4	4	4	4	5	4	3	2	2
NUMBER OF TIMES TO CUT GRASS PER MONTH																

ATTACHMENT "B"

Location of Service:	Date of Service:
Grass Cutting and Lawn Maintenance	
Remove and Dispose of all Litter, cigarette butts, debris, etc. (Each Visit Per Contract)	
Remove Weeds and Grass from cracks in sidewalks, driveways, parking lots, etc. (Each Visit Per Contract)	
Mowing of all lawn areas (Each Visit Per Contract)	
Edging of all sidewalks and curbs (Each Visit Per Contract)	
Weed-eating along all buildings, fences, poles, etc. (Each Visit Per Contract)	
Blowing down property (Each Visit Per Contract)	
Remove all grass clippings (Each Visit Per Contract)	
Fertilize lawn areas (March)	
Chemically Treat lawn areas for weeds (March, July, October)	Chemical used:
Apply ant bait as needed	Chemical used:
Landscaping and Horticulture Services	
Prune and shape groundcover (Monthly)	
Chemically treat grass and weeds in sidewalks, driveways, parking lots, etc. (Monthly)	
Shape/Prune shrubs, hedges, and bushes (March, July, and October)	
Chemically treat shrubs, hedges, and bushes (March, July, and October)	Chemical Used:
Chemically treat flowerbeds (Monthly)	Chemical Used:
Hand weed flower beds (Monthly)	
Install Mulch (March and September)	
Trim Trees (January and July)	
Chemically Treat Trees (March, July, and October)	Chemical Used:
Fertilize Trees (March)	Chemical Used:
Notes:	
Signature: _____	
Date: _____	

DATE: 8/28/2019
BID NO.: 50-00127606

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/01/2019 AND PUBLICLY OPENED THEREAFTER.

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 will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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.

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

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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

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).

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

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.

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. 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 to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

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.

1,3,4,5,6,8,10,11,12,13,15

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 GRETNA,
LA. @ 10:00 AM
ON 9/13/2019**

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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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.

See Page 1 for Conflicts of Interest Statement

📍 600 North Street, Baton Rouge, 70802 📞 (225) 765-2301 📧 Text-To-Verify: 1 (855) 999-7896



Louisiana State Licensing Board for Contractors

Contractor Information

Business Name CORPORATE GREEN, LLC
Mailing Address 14461 Frenchtown Road
 Central, LA 70739
Phone Number (225) 752-2333
Email Address mindl@greenseasons.us
Website http://

Active Licenses

License Number 40371
Type Commercial License
Status LICENSED
Effective 02/21/2019
Expiration 02/20/2022
First Issued 02/20/2003

License Number 884537
Type Residential License
Status LICENSED
Effective 06/20/2018
Expiration 06/19/2021
First Issued 06/19/2017

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Chris Casselberry Sr.	ALL
BUSINESS AND LAW	Chris Casselberry Sr.	ALL
BUSINESS AND LAW	Chris Michael Casselberry Sr.	ALL
ELECTRICAL WORK (STATEWIDE)	Christopher Michael Casselberry Jr.	ALL
HEAVY CONSTRUCTION	Christopher Michael Casselberry Jr.	ALL
MECHANICAL WORK (STATEWIDE)	Christopher Michael Casselberry Jr.	ALL
RESIDENTIAL BUILDING CONTRACTOR	Chris Michael Casselberry Sr.	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

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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Contract

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 Spec

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

40371

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Corporate Green LLC, DBA GreenSeasons

ADDRESS: 14461 Frenchtown Rd

CITY, STATE: Central, LA ZIP: 70739

TELEPHONE: (225) 754-2333 FAX: (225) 754-1399

EMAIL ADDRESS: chris@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: \$ 274,758⁰⁰

AUTHORIZED SIGNATURE: Ch Ay

Chris Casselberry
Printed Name

TITLE: CEO

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	93.00	CUT	THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICAL & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES. 0010 - GRASS CUTTING BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA	96.00	8,928.00
2	93.00	CUT	0020 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA	141.00	13,113.00
3	93.00	CUT	0030 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA	90.00	8,370.00
4	93.00	CUT	0040 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD MARRERO, LA	478.00	44,454.00
5	93.00	CUT	0050 - FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA	191.00	17,763.00
6	120.00	CUT	0050 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD JEFFERSON, LA	370.00	44,400.00
7	93.00	CUT	0070 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY JEFFERSON, LA	51.00	4,743.00
8	93.00	CUT	0080 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD METAIRIE, LA	51.00	4,743.00
9	93.00	CUT	0090 - JUVENILE SERVICES 3420 N. CAUSEWAY BOULEVARD METAIRIE, LA	51.00	4,743.00
10	93.00	CUT	0100 - MAPLE STREET BUILDING 400 MAPLE STREET	71.00	6,603.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	93.00	CUT	HARVEY, LA 0110 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	59.00	5,487.00
12	93.00	CUT	MARRERO, LA 0120 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET	51.00	4,743.00
13	36.00	MO	GRETNA, LA ****PROVIDE A MONTHLY PRICE FOR ***** LANDSCAPE MAINTENANCE. 0130 - BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE	351.00	12,636.00
14	36.00	MO	BRIDGE CITY, LA 0140 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY	400.00 [Ⓢ]	14,400.00
15	36.00	MO	MARRERO, LA 0150 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD	246.00	8,856.00
16	36.00	MO	METAIRIE, LA 0160 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD	155.00	5,580.00
17	36.00	MO	MARRERO, LA 0170 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD	495.00	17,820.00
18	36.00	MO	JEFFERSON, LA 0180 - FIRST PARISH COURT 924 DAVID DRIVE	633.00	22,788.00
19	36.00	MO	METAIRIE, LA 0190 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY	117.00	4,212.00
20	36.00	MO	JEFFERSON, LA 0200 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD	91.00	3,276.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	36.00	MO	METAIRIE, LA 0210 - JUVENILE SERVICES 3420 N CAUSEWAY BOULEVARD	111.00	3,996.00
22	36.00	MO	METAIRIE, LA 0220 - MAPLE STREET BUILDING 400 MAPLE STREET	66.00	2,376.00
23	36.00	MO	HARVEY, LA 0230 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	66.00	2,376.00
24	36.00	MO	MARRERO, LA 0240 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET GRETNA, LA	232.00	8,352.00

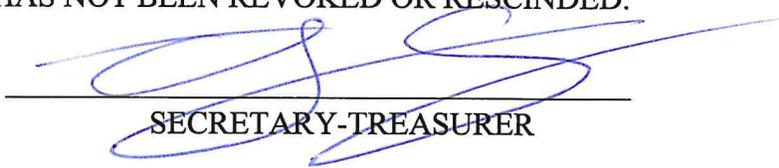
CORPORATE RESOLUTION

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, LLC DBA GREEN
SEASONS_ INCORPORATED, DULY NOTICED AND HELD ON __ 09/04/2015 _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED. THAT __ Chris Casselberry _____, 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, INCLUDING BUT NOT LIMITED TO, THE
EXCUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN EXCERPT
OF THE MINUTES OF THE ABOVE DATED
MEETING OF THE BOARD OF DIRECTORS
OF SAID CORPORATION, AND THE SAME
HAS NOT BEEN REVOKED OR RESCINDED.



SECRETARY-TREASURER

9/27/2019

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF EAST BATON Rouge

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

Chris Casselberry, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Representative of OPA Green Services Corporation (Entity), the party who submitted a bid in response to Bid Number 50-0012766 to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

Choice B X there are NO campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

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

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

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

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

Ch Lu

Signature of Affiant

Chris Casselberry

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 21th DAY OF September, 2019

Laurie Peno

Notary Public

Laurie Peno

Printed Name of Notary

59943

Notary/Bar Roll Number

My commission expires @clark

Louisiana Secretary of State R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MS. LAURIE PENO
Address: 40463 NOAH ROAD
 GONZALES, LA 70737

Phone: (225) 963-1251

Notary ID Number: 59943

Parish: ASCENSION with authority in the following parishes:
 EAST BATON ROUGE, EAST FELICIANA, IBERVILLE, LIVINGSTON, POINTE COUPEE, WEST
 BATON ROUGE, WEST FELICIANA

Agency: N/A
Notary Type: Non Attorney
Status: Active

Commission Date: 11/15/1999
Oath Date: 10/06/1999
Surety Expiration Date: 10/13/2019
Annual Report Current: Yes

Notary Events

Suspension From: 01/15/2015 To: 01/23/2015
Suspension From: 10/14/2014 To: 11/19/2014

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#) [New Search](#)

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.

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, Workmen's Compensation Insurance 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.

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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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.

PROTESTS: Only those vendors that submit bids in response to a 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.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.

THE AMERICAN INSTITUTE OF ARCHITECTS

AIA Document A310 Bid Bond

KNOW ALL MEN BY THESE PRESENTS, THAT WE Corporate Green, LLC dba GreenSeasons

as Principal, hereinafter called the Principal, and SureTec Insurance Company

2103 CityWest Boulevard, Suite 1300, Houston, TX 77042

a corporation duly organized under the laws of the State of _____ TX

as Surety, hereinafter called the Surety, are held and firmly bound unto Jefferson Parish

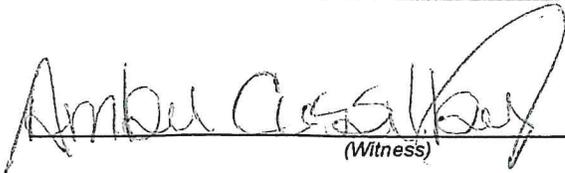
as Obligee, hereinafter called the Obligee, in the sum of Five Percent of Amount Bid

_____ Dollars (\$ _____ 5% _____),
for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

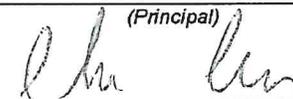
WHEREAS, the Principal has submitted a bid for 5000127606 THREE YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATION FOR THE DEPT. OF GENERAL SERVICE

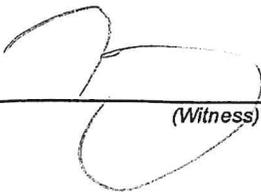
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and materials furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

Signed and sealed this 1st day of October, 2019


(Witness)

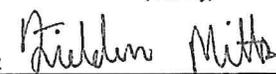
Corporate Green, LLC dba GreenSeasons

By:  (Principal) (Seal)
CEO (Title)


(Witness)



SureTec Insurance Company

(Surety) (Seal)
By:  (Title)
Attorney-in-Fact Fielden Mitts

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 Fielden Mitts Jackson, MS

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:

Surety Bond No.: Bid Bond

Principal: Corporate Green, LLC dba GreenSeasons

Obligee: Jefferson Parish

Amount: See Bond Form

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 is made under and by authority of the following resolutions of the Board of Directors of the SureTec Insurance Company:

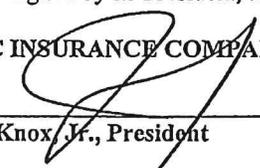
Be it Resolved, that the President, any Vice-President, any Assistant Vice-President, any Secretary or any Assistant Secretary shall be and is hereby vested with full power and authority to appoint any one or more suitable persons as Attorney(s)-in-Fact to represent and act for and on behalf of the Company 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 20th 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 6th day of April, A.D. 2017.

SURETEC INSURANCE COMPANY

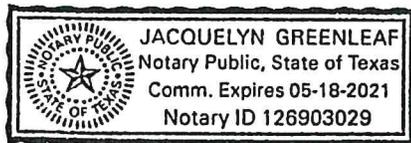
By: 
John Knox, Jr., President

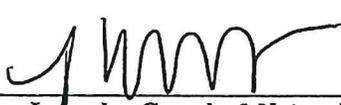
State of Texas
County of Harris

ss:



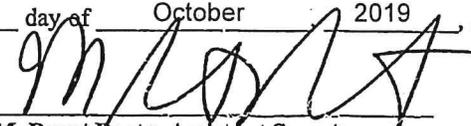
On this 6th day of April, A.D. 2017 before me personally came John Knox, Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows 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.




Jacquelyn Greenleaf, Notary Public
My commission expires May 18, 2021

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 1st day of October 2019, A.D.


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.

DESCRIPTIONS (Continued from Page 1)

Automobile Liability, and Workers Compensation when required by written contract. ALL policies are subject to policy terms, conditions, and exclusions.



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

HORTICULTURE REGISTRATION :

DEBORAH J CASSELBERRY

Date: 04/02/2019

LICENSE(S): LANDSCAPE HORTICULTURIST 19-2219

LDAF ID: 112016

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 3002, Baton Rouge, LA 70806, (225) 952-8100, FAX (225) 925-3760

Be it known, that effective 03/18/2019 through 01/31/2020 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 19-2219


Commissioner

DEBORAH J CASSELBERRY
19453 RIVER BREEZE DRIVE
BATON ROUGE LA 70816

DISPLAY IN A PROMINENT PLACE

LDAF ID: 112016



LOUISIANA DEPARTMENT OF
AGRICULTURE & FORESTRY

C E R T I F I C A T I O N C A R D

COMMERCIAL PESTICIDE APPLICATOR

CHARLIE CASSELBERRY
18737 BIENVILLE COURT
PRAIRIEVILLE LA 70769



00104092

Exp. Date: 12/31/2019

Mike Strain

MIKE STRAIN, DVM COMMISSIONER



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

RECEIVED BY
3/13/2021
3/13/2021
3/13/2021
3/13/2021
3/13/2021

SIGNATURE:

LDAF EMERGENCY HOTLINE: 855-468-8323
LA POISON CONTROL CENTER: 800-222-1222

State of Louisiana



State Licensing Board for Contractors

This is to Certify that:

CORPORATE GREEN, LLC
14461 Frenchtown Road
Central, LA 70739

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; ELECTRICAL WORK (STATEWIDE); HEAVY CONSTRUCTION; 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



Witness our hand and seal of the Board dated,
Baton Rouge, LA 21st day of February 2019

Will S. M... J
Director

Lee Madette
Chairman

Andy ...
Treasurer

Expiration Date: February 20, 2022

License No: 40371

This License Is Not Transferrable

Request for Taxpayer Identification Number and Certification

#201849

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

Print or type See Specific instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Corporate Green, LLC dba GreenSeasons	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small> <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) 14461 Frenchtown Rd	Requester's name and address (optional)
	6 City, state, and ZIP code Central, LA 70739	
	7 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 line 1 to avoid backup withholding. For individuals, this is generally 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

--	--	--	--	--	--	--	--	--	--

or

Employer identification number

0	1	-	0	7	4	3	8	0	8
---	---	---	---	---	---	---	---	---	---

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- I am a U.S. citizen or other U.S. person (defined below); and
- The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here Signature of U.S. person ▶ *Ph. Cully* Date ▶ *1-1-17*

General Instructions

Section references are to the Internal Revenue Code unless otherwise noted.
Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- 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, and
- Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

September 19, 2019

ADDENDUM # 1

Bid No.: 50-00127606

Bid Opening Date: 10/01/2019

For: Three year contract for labor, materials, supplies, chemicals & equipment necessary to provide grass cutting & landscape maintenance for various locations for General Services.

Answer vendor questions:

1). Section 7.2, subsection C says to hand weed all flower beds (if applicable) every 2 weeks. That would be 26 per year for a total quantity of 78 visits. On the form where you write the unit price quoted and the total shows only 36 visits, which is once a month during for the 3 year agreement, not every 2 weeks. Can I get a clarification on how often the flower beds are to be hand weeded?

Answer:

Please remove the existing Section 7.2 subsection C from the original specifications and replace with the below Section 7.2 subsection C.

Section 7.2 Landscaping/Horticulture Service: (Continued)

C: Planting Beds Maintenance (where applicable):

Once a month a pre-emergent weed control shall be applied to all beds in accordance with proper horticultural industry standards.

All planting beds shall be clear of weeds and all debris after each Grass Cutting/Lawn Maintenance visit and Landscaping and Horticulture Service. This includes but is not limited to all natural and man-made debris.

Semi-annually (March and September) red cypress mulch shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

Page Two:

Established beds where plant foliage or groundcover completely covers the soil surface require no mulch.

Mulch shall be kept at least two to three inches (2 – 3") away from the crown of plants and trees.

2). The specs mention to remove and properly dispose of all litter, cigarette butts, debris, etc.

Will the contract require parking lot sweeping for debris or is debris removal just what is in and around the landscape areas?

Answer: Just what is in and around the landscaping area.

Sincerely,

Donna Reamey

Donna Reamey, 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.



Bid Number 50 - 127606

THREE YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES.

OCTOBER 1, 2019 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
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

SPECIFICATIONS BID # 50-00127606

THREE YEAR CONTRACT TO PERFORM GRASS CUTTING AND LANDSCAPING SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

Section 1.0 – Pre-Bid Conference:

A **MANDATORY** Pre-Bid Conference will be held:

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

Date: September 13, 2019

Time: 10:00 AM

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.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to provide a three (3) year contract to perform grass cutting and landscape maintenance at various locations for the Department of General Services.

Section 3.0 – Bonds:

Surety Bid Bond:

A bid bond will be required with the submission in the amount of 5% of the total bid. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

Performance Bond:

A Performance Bond in the amount of 100% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

SPECIFICATIONS BID # 50-00127606

Section 4.0 – License:

License required for this bid issued by the Louisiana State Licensing Board for Contractors:

- Contractor License with
- A Louisiana State Specialty License in Landscaping, Grading and Beautification.

NOTE- Louisiana State Contractors License number shall be 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.

License required for this bid issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences:

- Horticulture License
- Chemical Applicator License

Note:

- An employee holding the appropriate license must be on site when horticultural and or chemical services are performed.
- All licenses and certifications shall remain current during the course of this contract. Should any licenses be renewed or cancelled during this contract, copies of the new licenses or cancelation notice shall be immediately furnished to the Department of General Services.

NOTE: A copy of the front and back of all licenses and endorsements listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

Section 5.0 – Quantities/Inspections:

Bidders must inspect all sites listed in section 6.0 and perform their own measurements to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

SPECIFICATIONS BID # 50-00127606

Section 6.0 –Locations and Working Hours:

EAST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
East Bank Health Unit 111 N. Causeway Boulevard Metairie, LA 70001	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
First Parish Court 924 David Drive Metairie, LA 70003	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Jefferson Senior Center 4518 Jefferson Highway Jefferson, LA 70181	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services Building 3420 Causeway Boulevard Metairie, LA 70002	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Metairie Senior Center 265 N. Causeway Boulevard Metairie, LA 70001	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
WEST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
Bridge City Senior Center 1601 Bridge City Avenue Bridge City, LA 70094	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Charles Odom Service Center 5001 West Bank Expressway Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Emergency Operation & Communication Center 910 3 rd Street Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Marrero/Harvey Senior Center 4420 7 th Street Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
West Bank Health Unit 1855 Ames Boulevard Marrero, LA 70072	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Maple Street Building 400 Maple Street Harvey, LA 70058	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.

Section 7.0 – Bid Specifications:

7.1 Grass Cutting and Lawn Maintenance:

The following shall be performed prior to the start of the grass cutting and landscaping contract:

A: Tasks required prior to the Start of the Grass Cutting and Landscaping Contract:

- Fifteen (15) calendar days after receiving the parish issued “Notice to Proceed”, the successful bidder shall provide a typed work schedule to the Department of General Services.
- Schedule shall include:
 - The day each property will be serviced throughout the contract.
 - List of Supervisors with their contact information assigned to the contract.

The following shall be performed during each grass cutting and lawn maintenance visit See attachment “A” for grass cutting frequencies:

B: Task required at each grass cutting and lawn maintenance visit:

- Work shall be performed as quietly as possible to avoid neighbor complaints.
- Remove and properly dispose of all litter, cigarette butts, debris, etc.
- Remove weeds and grass from cracks in sidewalks, driveways, parking lots etc.
- Mowing of all lawn areas
- 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.
- If ruts and trenching occur the successful bidder shall return all damaged areas to its original condition at no additional cost.
- Edging of all sidewalks and curbs
- Weed-eating along all buildings, fences, poles, etc.
- 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, storm drains, or parking areas.
- All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.
- 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.

7.1 Grass Cutting and Lawn Maintenance: (B: Continued)

- 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.
- The following mower height shall be used:
 - St. Augustine lawn: 1.5" – 2.5"
 - Centipede lawn: 1" – 2"
 - Bermuda lawn: 1" – 1.5"

Section 7.2 Landscaping/Horticulture Service:

The following shall be performed during each Landscaping/Horticulture Service:

A: Ground Cover Maintenance (where applicable):

- Prune and shape ground cover.
- Ground cover shall maintain a minimum clearance of 18 inches from structures and shall not be permitted to encroach into lawns, adjacent plants, paved and building surfaces.
- Chemically treat grass and weeds protruding thru concrete areas (sidewalks, driveways, parking lots, etc.)
- 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.
- The successful bidder shall properly dispose of all debris from pruning at an offsite location.

B: Shrub and Hedge Maintenance (where applicable):

- Shape/prune shrubs, hedges, and bushes every four (4) weeks.
- Insecticides and disease control of existing shrubs, hedges, and bushes shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
- Shrubs, hedges, and bushes shall maintain a minimum clearance of 18 inches from structures.
- Shrubs, hedges, and bushes shall not be clipped into a ball or box form unless such is required by the design.

Section 7.2 Landscaping/Horticulture Service: (Continued)

C: Flower Beds Maintenance (where applicable):

- Once a month treat all flower beds (if applicable) with EPA approved chemicals for weed control.
- Hand weed all flower beds (if applicable) every two (2) weeks
- Semi-annually (March and September) red cypress mulch shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas.
- Established beds where plant foliage or groundcover completely covers the soil surface require no mulch.
- Mulch shall be kept at least two to three inches (2 – 3") away from the crown of plants and trees.

D: Tree Maintenance (where applicable):

- Trimming of one inch caliper tree limbs below eight feet shall be performed every six months (January and July).
- Report any tree pruning that may be needed for public safety or wire lines safety, on trees over 15' tall to the Department of General Services representative.
- Removal of any severely damaged or dead trees is not included in this contract.
- Insecticides and disease control of existing trees shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
- Fertilize trees with Tree Food Stakes 17-7-6 in March using three stakes per two inches of tree caliper.

Section 8.0 – Notifications:

Within two working days of completing any service the successful bidder shall complete and e-mail a copy of the Jefferson Parish "Grass Cutting and Landscaping Monthly Check List Form" (See attachment "B") for each building to the Department of General Services. A list of e-mail addresses will be provided to the successful bidder at the pre-construction meeting.

In the event of inclement weather, services will be rescheduled and performed the next day. If services are not able to be performed the next day the successful bidder shall notify the department representative when the services will be re-scheduled.

SPECIFICATIONS BID # 50-00127606

Section 9.0 – Existing Structure:

If the successful bidder should damage or destroy any part of a building, vehicles, parking lots, irrigation system, fencing, landscaping, etc. the successful bidder shall be required to replace and/or restore said item to its original condition, with the same type of material, finish, and workmanship at no additional cost to the owner.

Section 10.0 – Deletion of Footage:

The Department of General Services reserves the right to delete any locations listed in section 6.0 at any time due to vacancies, openings, closings, personnel reassignments, etc. A thirty (30) day notice will be given prior to the reduction of required services.

Section 11.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.

No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work, from the Department of General Service.

ATTACHMENT "A"

GRASS CUTTING FREQUENCY 2020												
Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Maple Street Building	0	1	2	4	4	4	5	4	4	2	1	0
East Bank Health Unit	0	1	2	4	4	4	5	4	4	2	1	0
Emergency Operation & Communication Center	0	1	2	4	4	4	5	4	4	2	1	0
First Parish Court	0	1	2	4	4	4	5	4	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Juvenile Services Center	0	1	2	4	4	4	5	4	4	2	1	0
Marrero/Harvey Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Metairie Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Odom Building	0	1	2	4	4	4	5	4	4	2	1	0
West Bank Health Unit	0	1	2	4	4	4	5	4	4	2	1	0

Joseph S. Yenni Building	2	2	3	4	5	4	4	5	4	4	3	2	2
	NUMBER OF TIMES TO CUT GRASS PER MONTH												

ATTACHMENT "A" continued

GRASS CUTTING FREQUENCY 2021 & 2022												
Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Maple Street Building	0	1	2	4	4	4	4	5	4	2	1	0
East Bank Health Unit	0	1	2	4	4	4	4	5	4	2	1	0
Emergency Operation & Communication Center	0	1	2	4	4	4	4	5	4	2	1	0
First Parish Court	0	1	2	4	4	4	4	5	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Juvenile Services Center	0	1	2	4	4	4	4	5	4	2	1	0
Marrero/Harvey Senior Center	0	1	2	4	4	4	4	5	4	2	1	0

SPECIFICATIONS BID # 50-00127606

Metairie Senior Center	0	1	2	4	4	4	4	4	4	4	4	5	4	2	1	0
Odom Building	0	1	2	4	4	4	4	4	4	4	4	5	4	2	1	0
West Bank Health Unit	0	1	2	4	4	4	4	4	4	4	4	5	4	2	1	0
Joseph S. Yenni Building	2	2	3	4	5	4	4	4	4	4	4	5	4	3	2	2
NUMBER OF TIMES TO CUT GRASS PER MONTH																

ATTACHMENT "B"

Location of Service:	Date of Service:
Grass Cutting and Lawn Maintenance	
Remove and Dispose of all Litter, cigarette butts, debris, etc. (Each Visit Per Contract)	
Remove Weeds and Grass from cracks in sidewalks, driveways, parking lots, etc. (Each Visit Per Contract)	
Mowing of all lawn areas (Each Visit Per Contract)	
Edging of all sidewalks and curbs (Each Visit Per Contract)	
Weed-eating along all buildings, fences, poles, etc. (Each Visit Per Contract)	
Blowing down property (Each Visit Per Contract)	
Remove all grass clippings (Each Visit Per Contract)	
Fertilize lawn areas (March)	
Chemically Treat lawn areas for weeds (March, July, October)	Chemical used:
Apply ant bait as needed	Chemical used:
Landscaping and Horticulture Services	
Prune and shape groundcover (Monthly)	
Chemically treat grass and weeds in sidewalks, driveways, parking lots, etc. (Monthly)	
Shape/Prune shrubs, hedges, and bushes (March, July, and October)	
Chemically treat shrubs, hedges, and bushes (March, July, and October)	Chemical Used:
Chemically treat flowerbeds (Monthly)	Chemical Used:
Hand weed flower beds (Monthly)	
Install Mulch (March and September)	
Trim Trees (January and July)	
Chemically Treat Trees (March, July, and October)	Chemical Used:
Fertilize Trees (March)	Chemical Used:
Notes:	
	Signature:
	Date:

DATE: 8/28/2019
BID NO.: 50-00127606

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/01/2019 AND PUBLICLY OPENED THEREAFTER. 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 will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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.

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

DATE: 8/28/2019

BID NO.: 50-00127606

Page: 2

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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

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).

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

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.

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. 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 to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

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.

1,3,4,5,6,8,10,11,12,13,15

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 GRETN,
LA. @ 10:00 AM
ON 9/13/2019**

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(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. 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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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-Collusion 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.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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.

See Page 1 for Conflicts of Interest Statement

600 North Street, Baton Rouge, 70802 (225) 765-2301 Text-To-Verify: 1 (855) 999-7896 

Louisiana State Licensing Board for Contractors

Contractor Information

Business Name RAMELLI JANITORIAL SERVICES, INC.
Mailing Address P. O. Box 51193
 New Orleans, LA 70151
Phone Number (504) 482-2040
Fax Number (504) 484-0579
Email Address robert@ramelli.com
Website http://

Active Licenses

License Number 43644
Type Commercial License
Status LICENSED
Effective 07/21/2019
Expiration 07/20/2022
First Issued 07/20/2005

Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Robert C. Ramelli	ALL
SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING	Robert C. Ramelli	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Robert C. Ramelli	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Robert C. Ramelli	ALL

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 5 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 10/1/2020

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

10/1/19

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

43644

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: RAMELLI JANITORIAL SERVICE, INC

ADDRESS: 7136 WASHINGTON AVENUE

CITY, STATE: NEW ORLEANS, LA ZIP: 70125

TELEPHONE: (504) 482-2040 FAX: (504) 484-0579

EMAIL ADDRESS: robert@ramelli.com

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.

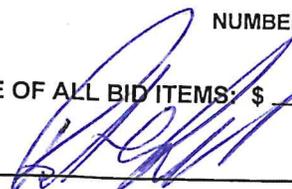
Acknowledge Receipt of Addenda: NUMBER: #1 9/19/19

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 402,750.00

AUTHORIZED SIGNATURE: 

ROBERT C. RAMELLI

Printed Name

TITLE: president

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICAL & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES.		
1	93.00	CUT	0010 - GRASS CUTTING BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA	200.00	18,600.00
2	93.00	CUT	0020 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA	300.00	27,900.00
3	93.00	CUT	0030 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA	300.00	27,900.00
4	93.00	CUT	0040 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD MARRERO, LA	350.00	32,550.00
5	93.00	CUT	0050 - FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA	350.00	32,550.00
6	120.00	CUT	0050 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD JEFFERSON, LA	1,000.00	120,000.00
7	93.00	CUT	0070 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY JEFFERSON, LA	200.00	18,600.00
8	93.00	CUT	0080 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD METAIRIE, LA	250.00	23,250.00
9	93.00	CUT	0090 - JUVENILE SERVICES 3420 N. CAUSEWAY BOULEVARD METAIRIE, LA	200.00	18,600.00
10	93.00	CUT	0100 - MAPLE STREET BUILDING 400 MAPLE STREET	200.00	18,600.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	93.00	CUT	HARVEY, LA 0110 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	200.00	18,600.00
12	93.00	CUT	MARRERO, LA 0120 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET	200.00	18,600.00
13	36.00	MO	GRETNA, LA ****PROVIDE A MONTHLY PRICE FOR ***** LANDSCAPE MAINTENANCE. 0130 - BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE	200.00	7,200.00
14	36.00	MO	BRIDGE CITY, LA 0140 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY	50.00	1,800.00
15	36.00	MO	MARRERO, LA 0150 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD	50.00	1,800.00
16	36.00	MO	METAIRIE, LA 0160 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD	50.00	1,800.00
17	36.00	MO	MARRERO, LA 0170 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD	50.00	1,800.00
18	36.00	MO	JEFFERSON, LA 0180 - FIRST PARISH COURT 924 DAVID DRIVE	50.00	1,800.00
19	36.00	MO	METAIRIE, LA 0190 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY	50.00	1,800.00
20	36.00	MO	JEFFERSON, LA 0200 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD	50.00	1,800.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	36.00	MO	METAIRIE, LA 0210 - JUVENILE SERVICES 3420 N CAUSEWAY BOULEVARD	50.00	1,800.00
22	36.00	MO	METAIRIE, LA 0220 - MAPLE STREET BUILDING 400 MAPLE STREET	50.00	1,800.00
23	36.00	MO	HARVEY, LA 0230 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	50.00	1,800.00
24	36.00	MO	MARRERO, LA 0240 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET GRETNA, LA	50.00	1,800.00

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF ORLEANS

BEFORE ME, the undersigned authority, personally came and appeared: ROBERT C
RAMELLI, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized president of Ramelli Janitorial (Entity),
the party who submitted a bid in response to Bid Number 50-00127606 to the Parish of
Jefferson.

Affiant further said:

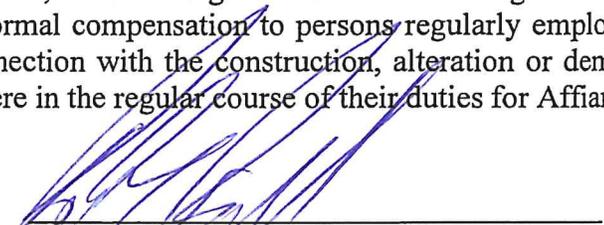
Campaign Contribution Disclosures

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

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

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

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.

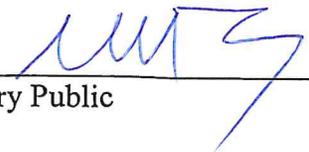


Signature of Affiant

ROBERT C. RAMELLI
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 25 DAY OF September, 2019.



Notary Public

Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

MICHAEL THOMAS Bar # 27108
Notary Public, State of Louisiana
My Commission is issued for Life
112 Holly Dr.
Metairie, LA 70005
(504) 460-5742

Louisiana Secretary of State R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MR. MICHAEL A. THOMAS
Address: 246 BEVERLY DR.
 METAIRIE, LA 70001

Phone: (504) 736-6300

Notary ID Number: 62225
Parish: JEFFERSON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 27108

Status: Active

Commission Date: 12/04/2000
Oath Date: 11/28/2000
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

[Back to Search Results](#) [New Search](#)

THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

Bid Bond

KNOW ALL MEN BY THESE PRESENTS, that we **Ramelli Janitorial Services, Inc.**
(Here insert full name and address or legal title of Contractor)

7136 Washington Ave., New Orleans, LA 70125

as Principal, hereinafter called the Principal, and **NGM Insurance Company**
(Here insert full name and address or legal title of Surety)

4601 Touchton Rd., East, Ste. 3400, Jacksonville, FL 32246

a corporation duly organized under the laws of the State of **Florida**
as Surety, hereinafter called the Surety, are held and firmly bound unto **Jefferson Parish Purchasing Dept., 200 Derbigny St., General Government Bldg., Ste. 4400, Gretna, LA 70053** (Here insert full name and address or legal title of Owner)

as Obligee, hereinafter called the Obligee, in the sum of **Five PerCent of Amount Bid**-----
Dollars (**\$--5%--**) for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for **Bid No. 50 - 00127606 -Three (3) Year Contract to Perform Grass Cutting & Landscape Services at Various Locations for The Jefferson Parish Department of General Services.**

(Here insert full name, address and description of project)

NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof, or in the event of the failure of the Principal to enter such Contract and give such bond or bonds, if the Principal shall pay to the Obligee the difference not to exceed the penalty hereof between the amount specified in said bid and such larger amount for which the Obligee may in good faith contract with another party to perform the Work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect.

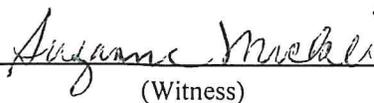
Signed and sealed this **1st** day of **October** **2019**.



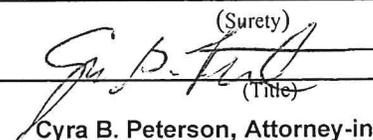
(Witness)

Ramelli Janitorial Services, Inc.
(Principal) (Seal)


(Title)



(Witness)

NGM Insurance Company
(Surety) (Seal)


Cyra B. Peterson, Attorney-in-Fact





KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint **Cyra B Peterson** -----

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

- 1. No one bond to exceed Five Million Dollars (\$5,000,000.00)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 8th day of January, 2016.

NGM INSURANCE COMPANY By:

Bruce R Fox
Vice President, General
Counsel and Secretary



State of Florida,
County of Duval.

On this January 8, 2016, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Bruce R Fox of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and he acknowledged the execution of same, and being by me fully sworn, deposed and said that he is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Jacksonville, Florida this 8th day of January, 2016.



Tasha Ann Philpot
NOTARY PUBLIC
STATE OF FLORIDA
Comm# FF915117
Expires 10/3/2019

I, Nancy Giordano-Ramos, Vice President of NGM 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.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this
1st day of October, 2019.

WARNING: Any unauthorized reproduction or alteration of this document is prohibited.
TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.
TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.



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.

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, Workmen's Compensation Insurance 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.

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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

September 19, 2019

ADDENDUM # 1

Bid No.: 50-00127606

Bid Opening Date: 10/01/2019

For: Three year contract for labor, materials, supplies, chemicals & equipment necessary to provide grass cutting & landscape maintenance for various locations for General Services.

Answer vendor questions:

1). Section 7.2, subsection C says to hand weed all flower beds (if applicable) every 2 weeks. That would be 26 per year for a total quantity of 78 visits. On the form where you write the unit price quoted and the total shows only 36 visits, which is once a month during for the 3 year agreement, not every 2 weeks. Can I get a clarification on how often the flower beds are to be hand weeded?

Answer:

Please remove the existing Section 7.2 subsection C from the original specifications and replace with the below Section 7.2 subsection C.

Section 7.2 Landscaping/Horticulture Service: (Continued)

C: Planting Beds Maintenance (where applicable):

Once a month a pre-emergent weed control shall be applied to all beds in accordance with proper horticultural industry standards.

All planting beds shall be clear of weeds and all debris after each Grass Cutting/Lawn Maintenance visit and Landscaping and Horticulture Service. This includes but is not limited to all natural and man-made debris.

Semi-annually (March and September) red cypress mulch shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

Page Two:

Established beds where plant foliage or groundcover completely covers the soil surface require no mulch.

Mulch shall be kept at least two to three inches (2 – 3") away from the crown of plants and trees.

2). The specs mention to remove and properly dispose of all litter, cigarette butts, debris, etc.

Will the contract require parking lot sweeping for debris or is debris removal just what is in and around the landscape areas?

Answer: Just what is in and around the landscaping area.

Sincerely,

Donna Reamey

Donna Reamey, 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.

State of Louisiana



State Licensing Board for Contractors

RAMELLI JANITORIAL SERVICES, INC.
P. O. Box 51193
New Orleans, LA 70151

This is to Certify that:

is duly licensed and entitled to practice the following classifications

SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING; SPECIALTY: LANDSCAPING,
GRADING AND BEAUTIFICATION; SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND
HOUSEHOLD WASTE REMOVAL



Expiration Date: July 20, 2022

License No: 43644

Witness our hand and seal of the Board dated,
Baton Rouge, LA 21st day of July 2019

Will S. McCoy
Director

Lee Mallette
Chairman

Andy M... ..
Treasurer

This License Is Not Transferrable



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

IMPORTANT
OFFICIAL DOCUMENT ENCLOSED

ROBERT RAMELLI II
7136 WASHINGTON AVE
NEW ORLEANS LA 70125

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. : 00109790

ROBERT RAMELLI II

7136 WASHINGTON AVE
NEW ORLEANS LA 70125

Card Expires : 12/31/2019

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

CERTIFICATION CARD

COMMERCIAL PESTICIDE APPLICATOR

ROBERT RAMELLI II
7136 WASHINGTON AVE
NEW ORLEANS LA 70125

00109790

Exp. Date: 12/31/2019



MIKE STRAIN, DVM COMMISSIONER



CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY
6-Right-Of-Way & Industrial Pest
GS-General Standards

RECERTIFY BY
3/22/2020
3/22/2020

SIGNATURE: _____

LDAF EMERGENCY HOTLINE: 855-452-5323
LA POISON CONTROL CENTER: 800-222-1222

Please verify all information for correctness. If changes are necessary, please note them 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

License No. 00124730

Date: 03/13/2019

RAMELLI JANITORIAL SERVICE INC

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, 2019 through December 31, 2019 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**.

RAMELLI JANITORIAL SERVICE INC
7136 WASHINGTON AVE

Mike Strain
Commissioner



RAMELLI JANITORIAL SERVICE INC
7136 WASHINGTON AVE
NEW ORLEANS LA 70125

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 02/01/2019 through 01/31/2020 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

19-2076

LANCE D STANSBERRY
616 PAILET AVE
HARVEY LA 70058

DISPLAY IN A PROMINENT PLACE.

Mike Strain
Commissioner

LDAF ID: 109866

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 02/01/2019 through 01/31/2020 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

19-1157

LANDSCAPE HORTICULTURIST

19-2534

LEE CHRISTOPHER STANSBERRY
208 11TH STREET
GRETN LA 70053

DISPLAY IN A PROMINENT PLACE.

Mike Strain
Commissioner

LDAF ID: 42909

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 02/01/2019 through 01/31/2020 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

19-0465

SCOTT G GREENFIELD
756 JEFFERSON HEIGHTS AVE.
JEFFERSON LA 70121

DISPLAY IN A PROMINENT PLACE.

Mike Strain
Commissioner

LDAF ID: 120936

**LOUISIANA DEPARTMENT OF
AGRICULTURE & FORESTRY**

CERTIFICATION CARD

GOVERNMENT PESTICIDE APPLICATOR

**LANCE STANSBERRY
616 PAILET AVE
HARVEY LA 70058**

00109866

Exp. Date: 12/31/2019



MIKE STRAIN, DVM COMMISSIONER



CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

**3-Ornamental & Turf Pest Control
6-Right-Of-Way & Industrial Pest
GS-General Standards**

RECERTIFY BY

**12/10/2021
12/10/2021
12/10/2021**

SIGNATURE: _____

**LDAF EMERGENCY HOTLINE: 855-452-5323
LA POISON CONTROL CENTER: 800-222-1222**



Form 9
Request for Taxpayer
Identification Number and Certification
OMB No. 1545-0047
Use of this form is mandatory
under the Revenue Act of 2001

Request for Taxpayer Identification Number and Certification

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

Amount shown on your income tax return

RAMELLI JANITORIAL SERVICE, INC. 88197

Business name, if different from above

Check appropriate box: Individual/Sole proprietor Corporation Partnership
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ Exempt payee
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)

PO BOX 51193

City, state, and ZIP code

NEW ORLEANS, LA 70151-1193

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 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.

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

Social security number
:
:
:
or

Employer identification number
72 1148046

Part II Certification

Under penalties of perjury, I certify that:

- 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
- 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
- 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 ▶

Rameley

Date ▶

1/29/09

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:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- 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.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.

600 North Street, Baton Rouge, 70802 (225) 765-2301 Text-To-Verify: 1 (855) 999-7896 

Louisiana State Licensing Board for Contractors

Contractor Information

Business Name ANTHONY'S LANDSCAPING, L.L.C.
Mailing Address 300 L & A Road
 Metairie, LA 70001
Phone Number (504) 834-3094
Fax Number (504) 834-3097
Email Address lynn@anthonys.net
Website http://www.anthonys.net

Active Licenses

License Number 555681
Type Home Improvement Contractor Registration
Status REGISTERED
Effective 04/02/2019
Expiration 04/01/2020
First Issued 04/01/2013

License Number 39491
Type Commercial License
Status LICENSED
Effective 06/21/2019
Expiration 06/20/2022
First Issued 06/20/2002

License Number 884479
Type Residential License
Status LICENSED
Effective 04/04/2018
Expiration 04/03/2020
First Issued 04/03/2017

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Ted Wayne Anthony Jr.	ALL
BUSINESS AND LAW	Ted Wayne Anthony Jr.	ALL
BUSINESS AND LAW	Ted Wayne Anthony Jr.	ALL
RESIDENTIAL BUILDING CONTRACTOR	Ted Wayne Anthony Jr.	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Ted Wayne Anthony Jr.	ALL

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 Term of Contract

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

TBD
39491

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: ANTHONY'S LANDSCAPING, LLC

ADDRESS: 300 L & A Road

CITY, STATE: METAIRIE, LA ZIP: 70003

TELEPHONE: (504) 834-3094 FAX: (504)

EMAIL ADDRESS: lynn@anthonys.net

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: \$ 246,000.00

AUTHORIZED SIGNATURE: [Signature]

TITLE: Owner

TED ANTHONY
Printed Name

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	93.00	CUT	THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICAL & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES. 0010 - GRASS CUTTING BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA	FOB \$125.00	\$11,625.00
2	93.00	CUT	0020 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA	FOB \$187.50	\$17,437.50
3	93.00	CUT	0030 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA	FOB \$125.00	\$11,625.00
4	93.00	CUT	0040 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD MARRERO, LA	FOB \$312.50	\$29,062.50
5	93.00	CUT	0050 - FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA	FOB \$250.00	\$23,250.00
6	120.00	CUT	0050 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD JEFFERSON, LA	FOB \$500.00	\$60,000.00
7	93.00	CUT	0070 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY JEFFERSON, LA	FOB \$250.00	\$23,250.00
8	93.00	CUT	0080 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD METAIRIE, LA	FOB \$125.00	\$11,625.00
9	93.00	CUT	0090 - JUVENILE SERVICES 3420 N. CAUSEWAY BOULEVARD METAIRIE, LA	FOB \$125.00	\$11,625.00
10	93.00	CUT	0100 - MAPLE STREET BUILDING 400 MAPLE STREET	FOB \$125.00	\$11,625.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	93.00	CUT	HARVEY, LA 0110 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	FOB \$125.00	\$11,625.00
12	93.00	CUT	MARRERO, LA 0120 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET	FOB \$250.00	\$23,250.00
13	36.00	MO	GRETNA, LA ****PROVIDE A MONTHLY PRICE FOR ***** LANDSCAPE MAINTENANCE. 0130 - BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE	FOB \$322.92	\$11,625.00
14	36.00	MO	BRIDGE CITY, LA 0140 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY	FOB \$484.37	\$17,437.50
15	36.00	MO	MARRERO, LA 0150 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD	FOB \$322.92	\$11,625.00
16	36.00	MO	METAIRIE, LA 0160 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD	FOB \$807.29	\$29,062.50
17	36.00	MO	MARRERO, LA 0170 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD	FOB \$645.83	\$23,250.00
18	36.00	MO	JEFFERSON, LA 0180 - FIRST PARISH COURT 924 DAVID DRIVE	FOB \$1,666.67	\$60,000.00
19	36.00	MO	METAIRIE, LA 0190 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY	FOB \$645.83	\$23,250.00
20	36.00	MO	JEFFERSON, LA 0200 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD	FOB \$322.92	\$11,625.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	36.00	MO	METAIRIE, LA 0210 - JUVENILE SERVICES 3420 N CAUSEWAY BOULEVARD	FOB 322.92	11,625.00
22	36.00	MO	METAIRIE, LA 0220 - MAPLE STREET BUILDING 400 MAPLE STREET	FOB 322.92	11,625.00
23	36.00	MO	HARVEY, LA 0230 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	FOB 322.92	11,625.00
24	36.00	MO	MARRERO, LA 0240 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET GRETN, LA	FOB 645.83	23,250.00

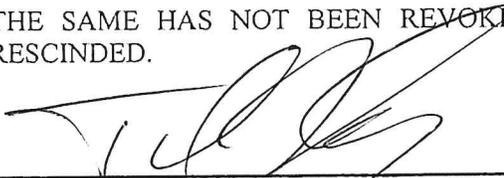
CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Anthony's Landscaping, L.L.C.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Anthony's Landscaping, L.L.C.
INCORPORATED, DULY NOTICED AND HELD ON 9/30/19,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT TED Anthony, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.



SECRETARY-TREASURER

9/30/19

DATE

Non-Public Works Bid Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Orleans

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

Ted Anthony, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Anthony's Laundry (Entity), the party who submitted a bid in response to Bid Number 50-127606, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project or in securing the public contract were in the regular course of their duties for Affiant; and

[The remainder of this page is intentionally left blank.]

That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection with the construction, alteration or demolition of the public building or project were in the regular course of their duties for Affiant.



Signature of Affiant

Tom Anthony

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 30 DAY OF September, 2019.



Notary Public

Frank Swartz

Printed Name of Notary

LA Bar. 23302

Notary/Bar Roll Number

My commission expires AT DEATH.

Louisiana Secretary of State R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

Print

Notary Search - Detail

Name: MR. FRANK J. SWARR
Address: 1010 COMMON ST., SUITE 2050
NEW ORLEANS, LA 70112
Phone: (504) 299-1214
Notary ID Number: 49603
Parish: ORLEANS with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 23322
Status: Active
Commission Date: 11/09/1994
Oath Date: 10/25/1994
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

[Back to Search Results](#)

[New Search](#)

 **Document A310™ – 2010**

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Anthony's Landscaping LLC
300 L & A Road
Metairie, LA 70001

OWNER:

(Name, legal status and address)

Jefferson Parish Purchasing Department
200 Derbigny Street, General Government Building, Suite 4400
Gretna, LA 70053

SURETY:

(Name, legal status and principal place of business)

Old Republic Insurance Company
P.O. Box 1635
Milwaukee, Wisconsin 53201

BOND AMOUNT: \$ Five Percent (5%) of bid amount

PROJECT:

(Name, location or address, and Project number, if any)

Bid Number 50-127606
Three year contract for labor, materials, & equipment necessary for grass cutting and landscaping maintenance for various locations for department of general services

The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so

ADDITIONS AND DELETIONS:

The author of this document has added information needed for its completion. The author may also have revised the text of the original AIA standard form. An *Additions and Deletions Report* that notes added information as well as revisions to the standard form text is available from the author and should be reviewed. A vertical line in the left margin of this document indicates where the author has added necessary information and where the author has added to or deleted from the original AIA text.

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

★ ★ ★ ★ ★
OLD REPUBLIC INSURANCE COMPANY
★ ★ ★ ★ ★

POWER OF ATTORNEY

KNOW ALL MEN BY THESE PRESENTS: That OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania stock insurance corporation, does make, constitute and appoint:
JOHNNY BECKMANN III, CHARISSE O'BRIEN, JACKIE BERGERON, PAUL BECKMANN, OF NEW ORLEANS, LA

its true and lawful Attorney(s)-in-Fact, with full power and authority, not exceeding \$50,000,000, for and on behalf of the Company as surety, to execute and deliver and affix the seal of the Company thereto (if a seal is required), bonds, undertakings, recognizances or other written obligations in the nature thereof, (other than self-insurance workers compensation bonds guaranteeing payment of benefits, asbestos abatement contract bonds, waste management bonds, hazardous waste remediation bonds or black lung bonds), as follows:

**ALL WRITTEN INSTRUMENTS IN AN AMOUNT NOT TO EXCEED
TEN MILLION DOLLARS (\$10,000,000) ----- FOR ANY SINGLE OBLIGATION**

and to bind OLD REPUBLIC INSURANCE COMPANY thereby, and all of the acts of said Attorneys-in-Fact, pursuant to these presents, are ratified and confirmed. This document is not valid unless printed on colored background and is multi-colored. This appointment is made under and by authority of the board of directors at a meeting held on March 14, 2014. This Power of Attorney is signed and sealed by facsimile under and by the authority of the following resolutions adopted by the board of directors of the OLD REPUBLIC INSURANCE COMPANY on March 14, 2014.

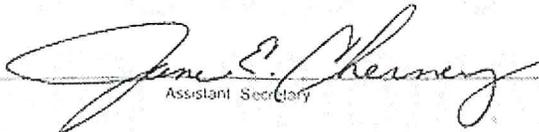
RESOLVED FURTHER, that the chairman, president or any vice president of the Company's surety division, in conjunction with the secretary or any assistant secretary of the Company, be and hereby are authorized and directed to execute and deliver, to such persons as such officers of the Company may deem appropriate, Powers of Attorney in the form presented to and attached to the minutes of this meeting, authorizing such persons to execute and deliver and affix the seal of the Company to bonds, undertakings, recognizances, and suretyship obligations of all kinds, other than bail bonds, bank depository bonds, mortgage deficiency bonds, mortgage guaranty bonds, guarantees of installment paper and note guaranty bonds. The said officers may revoke any Power of Attorney previously granted to any such person. The authority of any Power of Attorney granted by any such officer of the Company as aforesaid shall not exceed fifty million dollars (\$50,000,000.00), except (a) bonds required to be filed as open penalty bonds, and (b) bonds filed with any court or governmental authority requiring an unlimited penalty in bonds filed in that court.

RESOLVED FURTHER, that any bond, undertaking, recognizance, or suretyship obligation shall be valid and binding upon the Company (i) when signed by the chairman, president or any vice president of the Company's surety division and attested and sealed (if a seal be required) by any secretary or assistant secretary; or (ii) when signed by a duly authorized Attorney-in-Fact and sealed with the seal of the Company (if a seal be required).

RESOLVED FURTHER, that the signature of any officer designated above, and the seal of the Company, may be affixed by facsimile to any Power of Attorney or certification thereof authorizing the execution and delivery of any bond, undertaking, recognizance, or other suretyship obligations of the Company, and such signature and seal when so used shall have the same force and effect as though manually affixed.

IN WITNESS WHEREOF, OLD REPUBLIC INSURANCE COMPANY has caused these presents to be signed by its proper officer, and its corporate seal to be affixed this 27TH day of DECEMBER, 2017.

OLD REPUBLIC INSURANCE COMPANY


Assistant Secretary

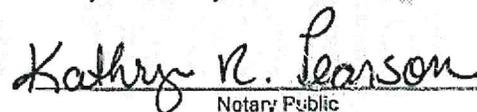



Vice President

STATE OF WISCONSIN, COUNTY OF WAUKESHA - SS

On this 27TH day of DECEMBER, 2017, personally came before me, ALAN PAVLIC and JANE E CHERNEY to me known to be the individuals and officers of the OLD REPUBLIC INSURANCE COMPANY who executed the above instrument, and they each acknowledged the execution of the same, and being by me duly sworn, did severally depose and say; that they are said officers of the corporation aforesaid, and that the seal affixed to the above instrument is the seal of the corporation, and that said corporate seal and their signatures as such officers were duly affixed and subscribed to the said instrument by the authority of the board of directors of said organization.




Notary Public

My commission expires: 9/28/18

(Expiration of notary commission does not invalidate this instrument)

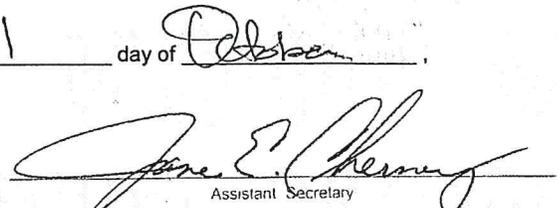
CERTIFICATE

I, the undersigned, assistant secretary of the OLD REPUBLIC INSURANCE COMPANY, a Pennsylvania corporation, CERTIFY that the foregoing and attached Power of Attorney remains in full force and has not been revoked; and furthermore, that the Resolutions of the board of directors set forth in the Power of Attorney, are now in force.

87-5486

Signed and sealed at the City of Brookfield, WI this 1 day of October, 2019.




Assistant Secretary

J. EVERETT EAVES

THIS DOCUMENT HAS A COLORED BACKGROUND AND IS MULTICOLORED ON THE FACE. THE COMPANY LOGO APPEARS ON THE BACK OF THIS DOCUMENT AS A WATERMARK. IF THESE FEATURES ARE ABSENT, THIS DOCUMENT IS VOID.

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.

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, Workmen's Compensation Insurance 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.

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.



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

07/09/2019

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).

PRODUCER AssuredPartners Gulf Coast Ins Agency LLC 650 Poydras Street Suite 1500 New Orleans LA 70130		CONTACT NAME: Kyra Fairchild PHONE (A/C, No, Ext): (504) 581-5353 FAX (A/C, No): (504) 588-2954 E-MAIL ADDRESS: kyra.fairchild@assuredpartners.com	
		INSURER(S) AFFORDING COVERAGE	
		INSURER A: Western World Ins	NAIC # 13196
INSURED		INSURER B: La Workers Comp Corp	22350
Anthony's Landscaping LLC 300 L & A Road Metairie LA 70001		INSURER C:	
		INSURER D:	
		INSURER E:	
		INSURER F:	

COVERAGES CERTIFICATE NUMBER: CL197936340 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 GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			NPP8396618	07/06/2019	07/06/2020	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 - COMPIOP AGG \$ 2,000,000 \$
	AUTOMOBILE LIABILITY <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 <input type="checkbox"/> AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	151128B	04/12/2019	04/12/2020	<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)

CERTIFICATE HOLDER		CANCELLATION	
Anthony's Landscaping LLC 300 L & A Road Metairie LA 70001		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 	

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State of Louisiana Department of Professional Regulation

State Licensing Board for Contractors

This is to Verify that:

ANTHONY'S LANDSCAPING, L.L.C.
300 L & A Road
Metairie, LA 70001

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION



Expiration Date: June 20, 2022

License No.: 39491

Witness our hand and seal of the Board dated,
Baton Rouge, LA 21st day of June 2019

M. S. M. O. P.
Director

See M. S. M. O. P.
Chairman

This License Is Not Transferrable

W. S. M. O. P.
Treasurer



MIKE STRAIN DVM, COMMISSIONER

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

HORTICULTURE REGISTRATION: **TED WAYNE ANTHONY JR**

Date: 02/19/2019

LDAF ID: **49945**

LICENSE(S):	ARBORIST	19-1089
	RETAIL FLORIST	19-4990
	LANDSCAPE HORTICULTURIST	19-1920

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

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

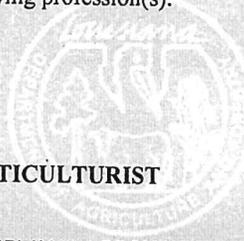
MIKE STRAIN DVM, COMMISSIONER

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

Be it known, that effective 02/01/2019 through 01/31/2020 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	19-1089
	RETAIL FLORIST	19-4990
	LANDSCAPE HORTICULTURIST	19-1920

TED WAYNE ANTHONY JR
300 L AND A ROAD
METAIRIE LA 70001



Mike Strain
Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: **49945**





MIKE STRAIN DVM, COMMISSIONER

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

HORTICULTURE REGISTRATION : **TED WAYNE ANTHONY JR**

Date: 03/15/2019

LDAF ID : **49945**

LICENSE(S): **IRRIGATION CONTRACTOR** **19-0087**
CEU Expiration Date **Mar 13 2022**

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

30

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

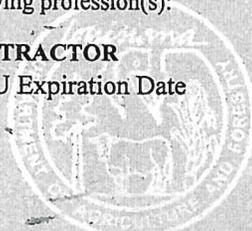
MIKE STRAIN DVM, COMMISSIONER

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

Be it known, that effective **03/13/2019** through **01/31/2020** 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** **19-0087**
CEU Expiration Date **Mar 13 2022**

TED WAYNE ANTHONY JR
300 L AND A ROAD
METAIRIE LA 70001



Mike Strain
Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: **49945**





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. 00087681

Date: 02/06/2019

ANTHONY'S LANDSCAPING LLC

4

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, 2019** through **December 31, 2019** 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**.



ANTHONY'S LANDSCAPING LLC
300 L & A ROAD
METAIRIE LA 70001

Commissioner

License No. 00087681

DISPLAY IN A PROMINENT PLACE.





DIVISION OF SMALL BUSINESS SERVICES

This certification acknowledges that

Anthony

is Certified-Active as a Small Entrepreneurship with Louisiana Economic Development's Veteran Initiative.

This certification is valid from 10/8/2018 to 10/8/2019.

Certification No. 17620

A handwritten signature in black ink, appearing to read "John W. Matthews, Jr.", written over a horizontal line.

John W. Matthews, Jr.,
Executive Director, Entrepreneurial Services



DIVISION OF SMALL BUSINESS SERVICES

This certification acknowledges that

Anthony

is Certified-Active as a Service-Connected Disabled Veteran Small Entrepreneurship with Louisiana Economic Development's Veteran Initiative.

This certification is valid from 10/8/2018 to 10/8/2019.

Certification No. 17620

A handwritten signature in black ink, appearing to read "John W. Matthews, Jr.", written in a cursive style.

John W. Matthews, Jr.
Executive Director, Entrepreneurial Services



DIVISION OF SMALL BUSINESS SERVICES

This certification acknowledges that

Anthony

is Certified-Active as a Small Entrepreneurship with Louisiana Economic Development's Hudson Initiative.

This certification is valid from 10/8/2018 to 10/8/2019 .

Certification No. 17620

A handwritten signature in black ink, appearing to read "John W. Matthews, Jr.", written in a cursive style.

John W. Matthews, Jr.,
Executive Director, Entrepreneurial Services



Bid Number 50 - 127606

THREE YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES.

OCTOBER 1, 2019 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
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

SPECIFICATIONS BID # 50-00127606

THREE YEAR CONTRACT TO PERFORM GRASS CUTTING AND LANDSCAPING SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES

Section 1.0 – Pre-Bid Conference:

A **MANDATORY** Pre-Bid Conference will be held:

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

Date: September 13, 2019

Time: 10:00 AM

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.

Section 2.0 – Scope:

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to provide a three (3) year contract to perform grass cutting and landscape maintenance at various locations for the Department of General Services.

Section 3.0 – Bonds:

Surety Bid Bond:

A bid bond will be required **with** the submission in the amount of 5% of the total bid. 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

Performance Bond:

A Performance Bond in the amount of 100% of the total contract amount will be required. Performance bond shall be produced upon contract execution.

Section 4.0 – License:

License required for this bid issued by the Louisiana State Licensing Board for Contractors:

- Contractor License with
- A Louisiana State Specialty License in Landscaping, Grading and Beautification.

NOTE- Louisiana State Contractors License number shall be 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.

License required for this bid issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences:

- Horticulture License
- Chemical Applicator License

Note:

- An employee holding the appropriate license must be on site when horticultural and or chemical services are performed.
- All licenses and certifications shall remain current during the course of this contract. Should any licenses be renewed or cancelled during this contract, copies of the new licenses or cancelation notice shall be immediately furnished to the Department of General Services.

NOTE: A copy of the front and back of all licenses and endorsements listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

Section 5.0 – Quantities/Inspections:

Bidders must inspect all sites listed in section 6.0 and perform their own measurements to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

SPECIFICATIONS BID # 50-00127606

Section 6.0 –Locations and Working Hours:

EAST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
East Bank Health Unit 111 N. Causeway Boulevard Metairie, LA 70001	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
First Parish Court 924 David Drive Metairie, LA 70003	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Jefferson Senior Center 4518 Jefferson Highway Jefferson, LA 70181	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services Building 3420 Causeway Boulevard Metairie, LA 70002	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Metairie Senior Center 265 N. Causeway Boulevard Metairie, LA 70001	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
WEST BANK LOCATIONS	
LOCATION:	HOURS WORK IS TO BE PERFORMED:
Bridge City Senior Center 1601 Bridge City Avenue Bridge City, LA 70094	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Charles Odom Service Center 5001 West Bank Expressway Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Emergency Operation & Communication Center 910 3 rd Street Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Marrero/Harvey Senior Center 4420 7 th Street Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
West Bank Health Unit 1855 Ames Boulevard Marrero, LA 70072	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Maple Street Building 400 Maple Street Harvey, LA 70058	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.

Section 7.0 – Bid Specifications:

7.1 Grass Cutting and Lawn Maintenance:

The following shall be performed prior to the start of the grass cutting and landscaping contract:

A: Tasks required prior to the Start of the Grass Cutting and Landscaping Contract:

- Fifteen (15) calendar days after receiving the parish issued “Notice to Proceed”, the successful bidder shall provide a typed work schedule to the Department of General Services.
- Schedule shall include:
 - The day each property will be serviced throughout the contract.
 - List of Supervisors with their contact information assigned to the contract.

The following shall be performed during each grass cutting and lawn maintenance visit See attachment “A” for grass cutting frequencies:

B: Task required at each grass cutting and lawn maintenance visit:

- Work shall be performed as quietly as possible to avoid neighbor complaints.
- Remove and properly dispose of all litter, cigarette butts, debris, etc.
- Remove weeds and grass from cracks in sidewalks, driveways, parking lots etc.
- Mowing of all lawn areas
- 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.
- If ruts and trenching occur the successful bidder shall return all damaged areas to its original condition at no additional cost.
- Edging of all sidewalks and curbs
- Weed-eating along all buildings, fences, poles, etc.
- 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, storm drains, or parking areas.
- All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.
- 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.

7.1 Grass Cutting and Lawn Maintenance: (B: Continued)

- 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.
- The following mower height shall be used:
 - St. Augustine lawn: 1.5" – 2.5"
 - Centipede lawn: 1" – 2"
 - Bermuda lawn: 1" – 1.5"

Section 7.2 Landscaping/Horticulture Service:

The following shall be performed during each Landscaping/Horticulture Service:

A: Ground Cover Maintenance (where applicable):

- Prune and shape ground cover.
- Ground cover shall maintain a minimum clearance of 18 inches from structures and shall not be permitted to encroach into lawns, adjacent plants, paved and building surfaces.
- Chemically treat grass and weeds protruding thru concrete areas (sidewalks, driveways, parking lots, etc.)
- 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.
- The successful bidder shall properly dispose of all debris from pruning at an offsite location.

B: Shrub and Hedge Maintenance (where applicable):

- Shape/prune shrubs, hedges, and bushes every four (4) weeks.
- Insecticides and disease control of existing shrubs, hedges, and bushes shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
- Shrubs, hedges, and bushes shall maintain a minimum clearance of 18 inches from structures.
- Shrubs, hedges, and bushes shall not be clipped into a ball or box form unless such is required by the design.

Section 7.2 Landscaping/Horticulture Service: (Continued)

C: Flower Beds Maintenance (where applicable):

- Once a month treat all flower beds (if applicable) with EPA approved chemicals for weed control.
- Hand weed all flower beds (if applicable) every two (2) weeks
- Semi-annually (March and September) red cypress mulch shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas.
- Established beds where plant foliage or groundcover completely covers the soil surface require no mulch.
- Mulch shall be kept at least two to three inches (2 – 3") away from the crown of plants and trees.

D: Tree Maintenance (where applicable):

- Trimming of one inch caliper tree limbs below eight feet shall be performed every six months (January and July).
- Report any tree pruning that may be needed for public safety or wire lines safety, on trees over 15' tall to the Department of General Services representative.
- Removal of any severely damaged or dead trees is not included in this contract.
- Insecticides and disease control of existing trees shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
- Fertilize trees with Tree Food Stakes 17-7-6 in March using three stakes per two inches of tree caliper.

Section 8.0 – Notifications:

Within two working days of completing any service the successful bidder shall complete and e-mail a copy of the Jefferson Parish "Grass Cutting and Landscaping Monthly Check List Form" (See attachment "B") for each building to the Department of General Services. A list of e-mail addresses will be provided to the successful bidder at the pre-construction meeting.

In the event of inclement weather, services will be rescheduled and performed the next day. If services are not able to be performed the next day the successful bidder shall notify the department representative when the services will be re-scheduled.

SPECIFICATIONS BID # 50-00127606

Section 9.0 – Existing Structure:

If the successful bidder should damage or destroy any part of a building, vehicles, parking lots, irrigation system, fencing, landscaping, etc. the successful bidder shall be required to replace and/or restore said item to its original condition, with the same type of material, finish, and workmanship at no additional cost to the owner.

Section 10.0 – Deletion of Footage:

The Department of General Services reserves the right to delete any locations listed in section 6.0 at any time due to vacancies, openings, closings, personnel reassignments, etc. A thirty (30) day notice will be given prior to the reduction of required services.

Section 11.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

No materials shall be ordered until the successful bidder receives a written “Notice to Order Materials” from the Department of General Services.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work, from the Department of General Service.

ATTACHMENT "A"

Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Maple Street Building	0	1	2	4	4	4	5	4	4	2	1	0
East Bank Health Unit	0	1	2	4	4	4	5	4	4	2	1	0
Emergency Operation & Communication Center	0	1	2	4	4	4	5	4	4	2	1	0
First Parish Court	0	1	2	4	4	4	5	4	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Juvenile Services Center	0	1	2	4	4	4	5	4	4	2	1	0
Marrero/Harvey Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Metairie Senior Center	0	1	2	4	4	4	5	4	4	2	1	0
Odom Building	0	1	2	4	4	4	5	4	4	2	1	0
West Bank Health Unit	0	1	2	4	4	4	5	4	4	2	1	0

Joseph S. Yenni Building	2	2	3	4	5	4	5	4	4	3	2	2
	NUMBER OF TIMES TO CUT GRASS PER MONTH											

ATTACHMENT "A" continued

Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Maple Street Building	0	1	2	4	4	4	4	5	4	2	1	0
East Bank Health Unit	0	1	2	4	4	4	4	5	4	2	1	0
Emergency Operation & Communication Center	0	1	2	4	4	4	4	5	4	2	1	0
First Parish Court	0	1	2	4	4	4	4	5	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Juvenile Services Center	0	1	2	4	4	4	4	5	4	2	1	0
Marrero/Harvey Senior Center	0	1	2	4	4	4	4	5	4	2	1	0

SPECIFICATIONS BID # 50-00127606

Metairie Senior Center	0	1	2	4	4	4	4	4	4	5	4	2	1	0
Odom Building	0	1	2	4	4	4	4	4	4	5	4	2	1	0
West Bank Health Unit	0	1	2	4	4	4	4	4	4	5	4	2	1	0
Joseph S. Yenni Building	2	2	3	4	5	4	4	4	4	5	4	3	2	2
NUMBER OF TIMES TO CUT GRASS PER MONTH														

ATTACHMENT "B"

Location of Service:	Date of Service:
Grass Cutting and Lawn Maintenance	
Remove and Dispose of all Litter, cigarette butts, debris, etc. (Each Visit Per Contract)	
Remove Weeds and Grass from cracks in sidewalks, driveways, parking lots, etc. (Each Visit Per Contract)	
Mowing of all lawn areas (Each Visit Per Contract)	
Edging of all sidewalks and curbs (Each Visit Per Contract)	
Weed-eating along all buildings, fences, poles, etc. (Each Visit Per Contract)	
Blowing down property (Each Visit Per Contract)	
Remove all grass clippings (Each Visit Per Contract)	
Fertilize lawn areas (March)	
Chemically Treat lawn areas for weeds (March, July, October)	Chemical used:
Apply ant bait as needed	Chemical used:
Landscaping and Horticulture Services	
Prune and shape groundcover (Monthly)	
Chemically treat grass and weeds in sidewalks, driveways, parking lots, etc. (Monthly)	
Shape/Prune shrubs, hedges, and bushes (March, July, and October)	
Chemically treat shrubs, hedges, and bushes (March, July, and October)	Chemical Used:
Chemically treat flowerbeds (Monthly)	Chemical Used:
Hand weed flower beds (Monthly)	
Install Mulch (March and September)	
Trim Trees (January and July)	
Chemically Treat Trees (March, July, and October)	Chemical Used:
Fertilize Trees (March)	Chemical Used:
Notes:	
	Signature:
	Date:

DATE: 8/28/2019
BID NO.: 50-00127606

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/01/2019 AND PUBLICLY OPENED THEREAFTER.

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 will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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.

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

DATE: 8/28/2019

Page: 2

BID NO.: 50-00127606

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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

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).

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

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.

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. 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 to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

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.

1,3,4,5,6,8,10,11,12,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 GRETNA, LA. @ 10:00 AM ON 9/13/2019

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(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. 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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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.

See Page 1 for Conflicts of Interest Statement



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

June 2019

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

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

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.

PROTESTS: Only those vendors that submit bids in response to a 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.)

Please contact the Jefferson Parish Purchasing Department at 504-364-2678 if you have any questions or need assistance.



JEFFERSON PARISH

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June 2019

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JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

September 19, 2019

ADDENDUM # 1

Bid No.: 50-00127606

Bid Opening Date: 10/01/2019

For: Three year contract for labor, materials, supplies, chemicals & equipment necessary to provide grass cutting & landscape maintenance for various locations for General Services.

Answer vendor questions:

1). Section 7.2, subsection C says to hand weed all flower beds (if applicable) every 2 weeks. That would be 26 per year for a total quantity of 78 visits. On the form where you write the unit price quoted and the total shows only 36 visits, which is once a month during for the 3 year agreement, not every 2 weeks. Can I get a clarification on how often the flower beds are to be hand weeded?

Answer:

Please remove the existing Section 7.2 subsection C from the original specifications and replace with the below Section 7.2 subsection C.

Section 7.2 Landscaping/Horticulture Service: (Continued)

C: Planting Beds Maintenance (where applicable):

Once a month a pre-emergent weed control shall be applied to all beds in accordance with proper horticultural industry standards.

All planting beds shall be clear of weeds and all debris after each Grass Cutting/Lawn Maintenance visit and Landscaping and Horticulture Service. This includes but is not limited to all natural and man-made debris.

Semi-annually (March and September) red cypress mulch shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

Page Two:

Established beds where plant foliage or groundcover completely covers the soil surface require no mulch.

Mulch shall be kept at least two to three inches (2 – 3") away from the crown of plants and trees.

2). The specs mention to remove and properly dispose of all litter, cigarette butts, debris, etc.

Will the contract require parking lot sweeping for debris or is debris removal just what is in and around the landscape areas?

Answer: Just what is in and around the landscaping area.

Sincerely,

Donna Reamey

Donna Reamey, 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.

BID REJECTION FORM

Bid number: 50-127606

Vendor Name: FIRMIN TRUCKING LLC

Reasons for

Rejection: NO PROOF OF INSURANCE. NO CORPORATE RESOLUTION,

NO NON- PUBLIC WORKS AFFIDAVIT, DID NOT ACKNOWLEDGE

ADDENDUM, NO AGRICULTURE LICENSE TURNED IN. NO

BID SURETY.

REVIEWED BY:

Buyer Name: Donna Reamey

Date: 10/01/2019

Chief Buyer: 

Date: 10/3/19

📍 600 North Street, Baton Rouge, 70802 📞 (225) 765-2301 🗨️ Text-To-Verify: 1 (855) 999-7896 

Louisiana State Licensing Board for Contractors

Contractor Information

Business Name FIRMIN TRUCKING LLC
Mailing Address 8814 Veterans Blvd Suite 3-173
 Metairie, LA 70003
Phone Number (504) 628-4860
Fax Number (985) 651-1794
Email Address firm_enterprises@yahoo.com
Website http://

Active Licenses

License Number 55668
Type Commercial License
Status LICENSED
Effective 09/28/2019
Expiration 09/27/2021
First Issued 09/27/2011

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Ronald Felix Firmin	ALL
BUSINESS AND LAW	Ronald Felix Firmin	ALL
SPECIALTY: CLEARING, GRUBBING AND SNAGGING	Ronald Felix Firmin	ALL
SPECIALTY: EARTHWORK, DRAINAGE AND LEVEES	Ronald Felix Firmin	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Ronald Felix Firmin	ALL
SPECIALTY: PERMANENT OR PAVED HIGHWAYS AND STREETS (CONCRETE)	Ronald Felix Firmin	ALL
SPECIALTY: RIGGING, HOUSE MOVING, WRECKING AND DISMANTLING	Ronald Felix Firmin	ALL
SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES, AND HOUSEHOLD WASTE REMOVAL	Ronald Felix Firmin	ALL

BID FORM
Non Public Works

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

All prices must be held firm 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 2 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Contract Completion.

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

7 days from contract sign date

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

55660

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Firmin Trucking LLC

ADDRESS: 2508 Lexington Dr

CITY, STATE: Laplace, La. ZIP: 70068

TELEPHONE: (504) 628-4860 FAX: ()

EMAIL ADDRESS: firm-enterprises@yahoo.com

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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 330,210.00

AUTHORIZED SIGNATURE: Ronald Firmin

Ronald Firmin

Printed Name

TITLE: Owner

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICAL & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES.		
1	93.00	CUT	0010 - GRASS CUTTING BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA	176	16,368
2	93.00	CUT	0020 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA	139	12,927
3	93.00	CUT	0030 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD METAIRIE, LA	120	11,160
4	93.00	CUT	0040 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD MARRERO, LA	275	25,575
5	93.00	CUT	0050 - FIRST PARISH COURT 924 DAVID DRIVE METAIRIE, LA	175	16,275
6	120.00	CUT	0050 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD JEFFERSON, LA	275	25,575
7	93.00	CUT	0070 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY JEFFERSON, LA	100	9,300
8	93.00	CUT	0080 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD METAIRIE, LA	90	8,370
9	93.00	CUT	0090 - JUVENILE SERVICES 3420 N. CAUSEWAY BOULEVARD METAIRIE, LA	80	7,440
10	93.00	CUT	0100 - MAPLE STREET BUILDING 400 MAPLE STREET	150	13,950

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	93.00	CUT	HARVEY, LA 0110 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	150	13,950
12	93.00	CUT	MARRERO, LA 0120 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET	280	26,040
13	36.00	MO	GRETNA, LA ****PROVIDE A MONTHLY PRICE FOR ***** LANDSCAPE MAINTENANCE. 0130 - BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE	475	17,100
14	36.00	MO	BRIDGE CITY, LA 0140 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY	375	13,500
15	36.00	MO	MARRERO, LA 0150 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BOULEVARD	300	10,800
16	36.00	MO	METAIRIE, LA 0160 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD	400	14,400
17	36.00	MO	MARRERO, LA 0170 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD	390	14,040
18	36.00	MO	JEFFERSON, LA 0180 - FIRST PARISH COURT 924 DAVID DRIVE	390	14,040
19	36.00	MO	METAIRIE, LA 0190 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY	125	4,500
20	36.00	MO	JEFFERSON, LA 0200 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD	125	4,500

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00127606

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	36.00	MO	METAIRIE, LA 0210 - JUVENILE SERVICES 3420 N CAUSEWAY BOULEVARD	125	4,500
22	36.00	MO	METAIRIE, LA 0220 - MAPLE STREET BUILDING 400 MAPLE STREET	250	9,000
23	36.00	MO	HARVEY, LA 0230 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET	525	18,900
24	36.00	MO	MARRERO, LA 0240 - EMERGENCY OPS & COMMUNICATION CTR 910 3RD STREET GRETNA, LA	500	18,000



Bid Number 50 - 127606

THREE YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING & LANDSCAPE MAINTENANCE FOR VARIOUS LOCATIONS FOR DEPARTMENT OF GENERAL SERVICES.

OCTOBER 1, 2019 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
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

DATE: 8/28/2019
BID NO.: 50-00127606

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/01/2019 AND PUBLICLY OPENED THEREAFTER.

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 will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

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 via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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.

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

DATE: 8/28/2019

BID NO.: 50-00127606

Page: 2

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.

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.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA – R.S. 38:2251-2261"

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).

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

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.

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. 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 to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

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.

1,3,4,5,6,8,10,11,12,13,15

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 GREтна,
LA. @ 10:00 AM
ON 9/13/2019

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(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. 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 stated 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. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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-Collusion 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.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(6)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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.

See Page 1 for Conflicts of Interest Statement

