

DATE: 6/03/2020

Page: 5

BID NO.: 50-00130762

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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

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

Per Spec

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) 752-2333

FAX:

(225) 752-1399

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: \$

180,416.82

AUTHORIZED

SIGNATURE:

Chris

Chris Castellberry

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.

DATE: 6/03/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130762

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	86.00	CUT	<p>TWO (2) YEAR CONTRACT FOR LANDSCAPING SERVICES AT VARIOUS LIBRARY PROPERTIES LOCATED ON THE EAST BANK AND WEST BANK OF JEFFERSON PARISH FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT</p> <p>0010 - EBR - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Eastbank Regional Library 4747 West Napoleon Avenue Metairie, Louisiana 70001</p> <p>(To include area behind the loading dock at the library)</p>	360.00	30,960.00
2	86.00	CUT	<p>0020 - HAR - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123</p>	47.52	4,086.72
3	86.00	CUT	<p>0030 - LKS - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Lakeshore Library 1000 West Esplanade Avenue Metairie, Louisiana 70005</p>	68.28	5,872.08
4	86.00	CUT	<p>0040 - MET - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Old Metairie Library 2350 Metairie Road Metairie, Louisiana 70001</p>	71.22	6,124.92
5	86.00	CUT	<p>0050 - GPK - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Glendale Park 2350 Metairie Road Metairie, Louisiana 70001</p> <p>(Located behind the Old Metairie Library)</p>	71.44	6,143.84
6	86.00	CUT	<p>0060 - NKL - Per visit/cut for landscaping & grass cutting services at</p>	72.95	6,273.70

DATE: 6/03/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130762

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	86.00	CUT	<p>the following location:</p> <p>North Kenner Library 630 West Esplanade Avenue Kenner, Louisiana 70065</p> <p>SEE ATTACHMENT A</p> <p>0070 - ROS - Per visit/cut for landscaping & grass cutting services at</p>	55.05	4,734.30
8	86.00	CUT	<p>the following location:</p> <p>Rosedale Library 4036 Jefferson Highway Jefferson, Louisiana 70121</p> <p>0080 - WAG - Per visit/cut for landscaping & grass cutting services at</p>	56.03	4,818.58
9	86.00	CUT	<p>the following location</p> <p>Wagner Library 6646 Riverside Drive Metairie, Louisiana 70003</p> <p>SEE ATTACHMENT E</p> <p>0090 - RVS - Per visit/cut for landscaping & grass cutting services at</p>	88.00	7,568.00
10	86.00	CUT	<p>the following location:</p> <p>Riverside Drive Property 6640 Riverside Drive Metairie, Louisiana 70003</p> <p>SEE ATTACHMENT E</p> <p>0110 - RVR - Per visit/cut for landscaping & grass cutting services at</p>	95.00	8,170.00
11	86.00	CUT	<p>the following location:</p> <p>River Ridge Library 8825 Jefferson Highway River Ridge, Louisiana 70123</p> <p>0120 - WBR - Per visit/cut for landscaping & grass cutting services at</p>	245.00	21,070.00
			<p>the following location:</p> <p>Jane O Brien Chatelain Westbank Regional Library 2751 Manhattan Blvd.</p>		

DATE: 6/03/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130762

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	86.00	CUT	<p>Harvey, Louisiana 70058</p> <p>0130 - BTR - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072</p> <p>SEE ATTACHMENT C</p>	85.00	7,310.00
13	86.00	CUT	<p>0140 - LOK - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Live Oak Library 125 Acadia Drive Waggamann, Louisiana 70094</p> <p>SEE ATTACHMENT B</p>	237.00	20,382.00
14	86.00	CUT	<p>0150 - TER - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Terrytown Library 680 Heritage Avenue Terrytown, Louisiana 70056</p> <p>SEE ATTACHMENT D</p>	71.15	6,118.90
15	86.00	CUT	<p>0160 - WES - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Edith S. Lawson Library in Westwego 635 Fourth Street Westwego, Louisiana 70094</p>	89.00	7,654.00
16	86.00	CUT	<p>0170 - GRT - Per visit/cut for landscaping & grass cutting services at the following location:</p> <p>Gretna Library 102 Willow Drive Gretna, Louisiana 70053</p>	67.57	5,811.02
17	86.00	CUT	<p>0180 - CTP - Per visit/cut for landscaping & grass cutting services at</p>	136.03	11,698.58

DATE: 6/03/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130762

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	86.00	CUT	<p>the following location:</p> <p>Centennial Park 101 Willow Drive Gretna, Louisiana 70053</p> <p>0190 - ARC - Per visit/cut for landscaping & grass cutting services at</p>	56.78	4883.08
19	86.00	CUT	<p>the following location:</p> <p>Archives Building 80 West Bank Expressway Gretna, Louisiana 70053</p> <p>0200 - AVD - Per visit/cut for landscaping & grass cutting services at</p> <p>the following location:</p> <p>Avondale Property Corner of Highway 90 and Avondale Garden Road Lots 1 - 5, Square 6, J.S. Brady Subdivision (33,823 SQ FT) Avondale, Louisiana 70094</p> <p>SEE ATTACHMENT F</p>	124.85	10737.10

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

6/24/2020

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 LouisianaPARISH/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 Corporate Green LLC (Entity), the party who submitted a bid in response to Bid Number 50-00130762, 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.

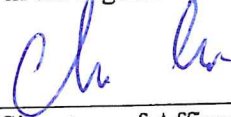
Choice B X _____ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

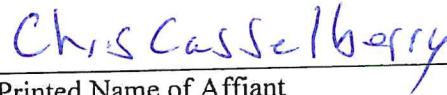
That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration 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.



Signature of Affiant



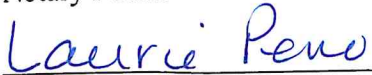
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 1st DAY OF July, 2020



Notary Public



Printed Name of Notary



Notary/Bar Roll Number

My commission expires @ death.

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: 10/13/2024
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 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

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

June 29, 2020

ADDENDUM # 1

Bid Number: 50-00130762

Bid Opening Date: July 2, 2020 at 2:00 PM

Description of Bid: TWO (2) YEAR CONTRACT FOR LANDSCAPING SERVICES AT VARIOUS LIBRARY PROPERTIES LOCATED ON THE EAST BANK AND WEST BANK OF JEFFERSON PARISH FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

CLARIFICATION OF SPECIFICATIONS

QUESTIONS AND ANSWERS:

- Q1: Can you please tell us if Mulch is to be included in this bid? We do not see a line item for mulch, but mulch is referenced in the proposal in section 6.1.
- A1: No, mulch is not included in this bid.
Remove in its entirety the word "mulching" from section 6.0 and 16.1 of specifications.
- Q2: Is the right away included in the Avondale Property #0200, and what is the square footage?
- A2: No, the right away is not included in the Avondale Property. Only the property inside the outlined area on Attachment "F" (SP Page 21 of 22) is included.
Bidders must inspect the sites and perform their own measurements.

Sincerely,

Melissa Ovalle

Melissa Ovalle
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.

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

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

Client#: 53790

CORGR1

ACORD™

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

7/30/2019

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Ross & Yerger Insurance, Inc. P.O. Box 1139 Jackson, MS 39215 601 948-2900		CONTACT NAME: PHONE (A/C, No, Ext): 601 948-2900 FAX (A/C, No): 601 355 3227 E-MAIL ADDRESS: dgoins@rossandyerger.com															
INSURED Corporate Green, LLC 14461 Frenchtown Road Greenwell Springs, LA 70739		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURER</th> <th>NAIC #</th> </tr> <tr> <td>INSURER A: National Union Fire Ins. Co.</td> <td>19445</td> </tr> <tr> <td>INSURER B: Aspen American Ins. Co.</td> <td>43460</td> </tr> <tr> <td>INSURER C: New Hampshire Ins. Co.</td> <td>23841</td> </tr> <tr> <td>INSURER D: AXIS Surplus Ins. Co.</td> <td>26620</td> </tr> <tr> <td>INSURER E: Markel American Ins. Co.</td> <td>28932</td> </tr> <tr> <td>INSURER F: Certain Underwriters @ Lloyd's</td> <td>AA1122000</td> </tr> </table>		INSURER	NAIC #	INSURER A: National Union Fire Ins. Co.	19445	INSURER B: Aspen American Ins. Co.	43460	INSURER C: New Hampshire Ins. Co.	23841	INSURER D: AXIS Surplus Ins. Co.	26620	INSURER E: Markel American Ins. Co.	28932	INSURER F: Certain Underwriters @ Lloyd's	AA1122000
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INSURER E: Markel American Ins. Co.	28932																
INSURER F: Certain Underwriters @ Lloyd's	AA1122000																

COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	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"/> PROJECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:			GL4613990	08/01/2019	08/01/2020	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY			CA4544895	08/01/2019	08/01/2020	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$			CX007G519	08/01/2019	08/01/2020	EACH OCCURRENCE \$9,000,000 AGGREGATE \$9,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC025893798	08/01/2019	08/01/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
D	Pollution LIAB			EMP1900134501	08/01/2019	08/01/2020	\$4,000,000/\$10,000 Ded
E	Equipment			MKLM3IM0050128	08/01/2019	08/01/2020	Per Schedule
F	Professional LIAB			PGIARK0817302	08/01/2019	08/01/2020	\$1,000,000/\$10,000 Ded

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

Insured Multiple Names: Harrells Ferry Property,LLC; Quality Turf Management,LLC dba Spring Green; Corporate Green dba GreenSeasons; Corporate Truck,LLC; Adventure Investment,LLC; Pelican Bill Management, LLC; Bayou Bookkeeping and Tax Services,LLC; Big Bark Tree Care; Great with Tools; Bug Ninja Pest Control. Blanket Additional Insured with Primary & Non-Contributory applies to General Liability and Automobile Liability when required by written contract. Blanket Waiver of Subrogation applies to General Liability, (See Attached Descriptions)

CERTIFICATE HOLDER

CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Dudley A. Wootley

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

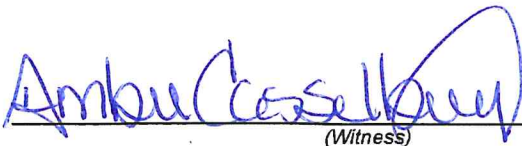
Dollars (\$ 5%),

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.

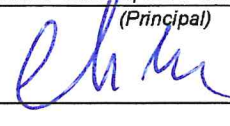
WHEREAS, the Principal has submitted a bid for Bid No.: 50-00130762 Bid Opening Date: July 2, 2020 Bid 2 year
contract fro landscape services at various library properties, east and west bank of Jefferson Parish

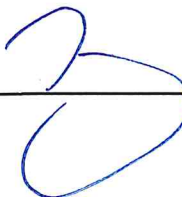
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specified in the bidding or Contract Documents with good and sufficient surety for the faithful 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 2nd day of July, 2020


(Witness)

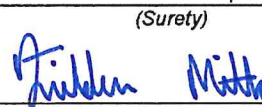
Corporate Green, LLC dba GreenSeasons

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


(Witness)



SureTec Insurance Company

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

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.

State of Texas
County of Harris

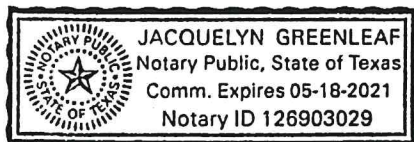
ss:



SURETEC INSURANCE COMPANY

By: 
John Knox, Jr., President

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.



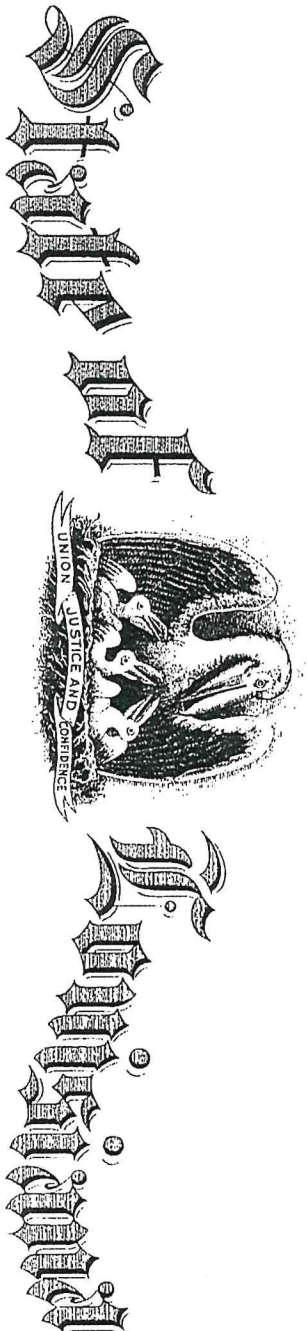

Jacquelyn Greenleaf, Notary Public
My commission expires May 18, 2021

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 2nd day of July, 2020, 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.



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

Willis MacP
Director

See next page
Chairman

Expiration Date: February 20, 2022
License No: 40371

This License Is Not Transferrable

Andy M. M. M.
Treasurer



HORTICULTURE REGISTRATION : **DEBORAH J CASSELBERRY**

Date: 01/21/2020

LDAF ID : **112016**

LICENSE(S): **LANDSCAPE HORTICULTURIST 20-2219**

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

40

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

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

LICENSE(S): **LANDSCAPE HORTICULTURIST 20-2219**

DEBORAH J CASSELBERRY
9453 RIVER BREEZE DRIVE
BATON ROUGE LA 70816

Mike Strain
Commissioner

LDAF ID: **112016**

DISPLAY IN A PROMINENT PLACE.





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. 00171896

Date: 12/11/2019

CORPORATE GREEN LLC DBA GREEN SEASONS

33

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

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

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

CORPORATE GREEN LLC DBA GREEN SEASONS
14461 FRENCHTOWN RD
CENTRAL LA 70739

DISPLAY IN A PROMINENT PLACE.

Commissioner

License No. 00171896





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 : **CHRISTOPHER MICHAEL CASSELBERRY**

Date: 01/21/2020

LDAF ID: **110601**

LICENSE(S): **IRRIGATION CONTRACTOR** **20-0043**
CEU Expiration Date **Jul 27 2021**
LANDSCAPE HORTICULTURIST **20-4303**

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

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LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN, DVM, COMMISSIONER

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

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

LICENSE(S): **IRRIGATION CONTRACTOR** **20-0043**
CEU Expiration Date **Jul 27 2021**
LANDSCAPE HORTICULTURIST **20-4303**

CHRISTOPHER MICHAEL CASSELB
14461 FRENCHTOWN RD
CENTRAL LA 70739

Mike Strain
Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: **110601**





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 : **ADAM B CASSELBERRY**

Date: 01/21/2020

LDAF ID : **120752**

LICENSE(S): **ARBORIST**

20-1020

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

2

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

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

LICENSE(S): **ARBORIST**

20-1020

ADAM B CASSELBERRY
19453 RIVER BREEZE DR
BATON ROUGE LA 70816


Commissioner

LDAF ID: **120752**

DISPLAY IN A PROMINENT PLACE.



LOUISIANA DEPARTMENT OF
AGRICULTURE & FORESTRY

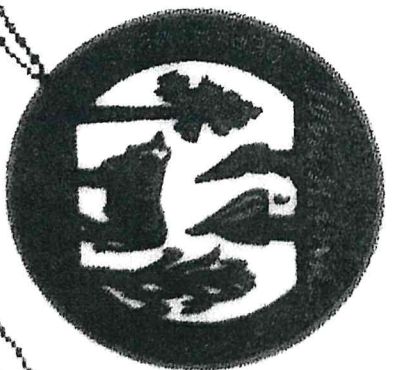
C E R T I F I C A T I O N C A R D

COMMERCIAL PESTICIDE APPLICATOR

CHARLIE CASSELBERRY
14461 FRENCHTOWN RD
CENTRAL LA 70739

00104092

Exp. Date: 12/31/2020



Mike Strain

MIKE STRAIN, DVM COMMISSIONER

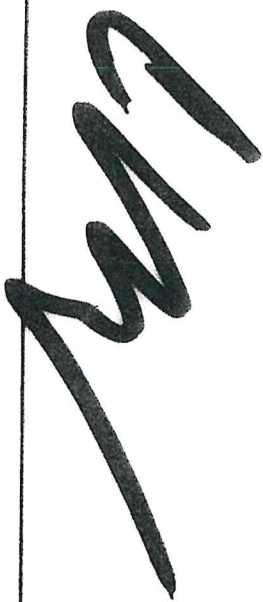
CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

2C-Wood Processing	3/13/2021
3-Ornamental & Turf Pest Control	3/13/2021
5A-Aquatic Pest Control	3/13/2021
6-Right-Of-Way & Industrial Pest	3/13/2021
GS-General Standards	3/13/2021

RECERTIFY BY

SIGNATURE:



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



Bid Number 50-00130762

TWO (2) YEAR CONTRACT FOR LANDSCAPING SERVICES AT VARIOUS LIBRARY PROPERTIES LOCATED ON THE EAST BANK AND WEST BANK OF JEFFERSON PARISH FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

BID DUE: July 2, 2020 at 2:00 PM

ATTENTION VENDORS!!!

Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Melissa Ovalle
Buyer Email: movalle@jeffparish.net
Buyer Phone: (504) 364-2687**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

May 2020

PURCHASING DEPARTMENT ANNOUNCEMENT

Public Access to the General Government Building and Joseph S. Yenni Building:

Effective **Monday, May 18, 2020**, Jefferson Parish Government buildings will be open to the public. All visitors will be required to wear a mask or face covering and undergo a temperature screening prior to entry.

Bid Openings:

Due to COVID-19 safety precautions, all public bid openings have been suspended. Bid openings will continue and be made available via phone conference by calling the following:

Dial-in Number: (504) 323-1800

Meeting ID: 181357

Bids will be accepted through Central Bidding or manual submission. Manually-submitted bids can be delivered to either Purchasing office location; however, if submitting bids on the day of the bid opening, bidders must submit at the West Bank location. Advertised bids will be received until 2 p.m. The bid opening teleconference will begin at 2:30 p.m. on each bid opening date.

If you have any questions, please contact the Purchasing Department at (504) 364-2678 or e-mail purchasing@jeffparish.net for assistance.

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

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

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



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 2020

Changes to Jefferson Parish Bidding Information

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

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

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

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

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

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

**TWO (2) YEAR CONTRACT FOR LANDSCAPING SERVICES AT VARIOUS
LIBRARY PROPERTIES LOCATED ON THE EAST BANK AND WEST BANK OF
JEFFERSON PARISH FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT**

We extend this proposal to cover all labor, materials, and equipment necessary to provide a two (2) year contract for landscaping services at nineteen (19) library properties located on the East Bank and West Bank of Jefferson Parish for the Jefferson Parish Library Department.

Section 1.0 Mandatory Pre-Bid Conference:

A MANDATORY Pre-Bid Conference will be held on June 18, 2020 at 10:00 AM via teleconference. The teleconference will be made available by calling the following: Dial-in Number: 504-323-1800, Meeting ID: 181357. All interested parties are invited to attend. All bidders must attend the Mandatory pre-bid teleconference and will be required to state their name at the beginning and at the end 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 teleconference and shall remain in attendance for the duration of the teleconference. Any prospective bidder who fails to attend the teleconference or remain for the duration shall be prohibited from submitting a bid for the project.

The Mandatory Pre-Bid teleconference and non-mandatory inspections/site-visits, does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the Contract, in accordance with the written specifications without any additional costs to the Owner.

Section 1.1 Quantities/Inspections:

Bidders must inspect the sites and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this contract.

Section 2.0 Performance Bond:

The successful bidder shall be required to provide a performance bond in the amount of 50% of the contract price. The Performance Bond shall be supplied at the signing of the contract. This bond is to insure the successful performance of the agreement in accordance with the negotiated terms and conditions of the parties.

The bidder acknowledges and agrees that the performance bond may be forfeited for the successful bidder's failure to fully and faithfully perform its obligations in accordance with the executed agreement.

Section 3.0 Licenses and Permits:**Louisiana State Contractor's License:**

The following Louisiana State Contractor's License shall be required for this bid in the following classification:

- **Specialty: Landscaping, Grading and Beautification**

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

Louisiana Department of Agriculture and Forestry:

The following licenses/certifications issued by the Louisiana Department of Agriculture and Forestry are required for this bid:

- **Landscape Horticulturist License**
- **Certified Commercial Pesticide Applicator Certification**
- **Arborist License**

A copy of the front and back of each of the above Louisiana Department of Agriculture and Forestry licenses/certification cards in the name of the bidder shall be submitted with bid submission. Failure to submit with bid submission will result in bid being deemed non-responsive and rejected.

Contractor must maintain all licenses and insurances during the course of this contract.

Upon request the successful bidder must provide a copy of all licenses and insurances during the course of this contract.

NOTE: BIDDER IN PROVIDING COPIES OF SAID LICENSES CERTIFIES THAT ANY AND ALL REQUIRED LICENSES ARE COMPLIANT WITH ALL APPLICABLE RULES AND REGULATIONS, AS PROMULATED BY THE ISSUING AUTHORITY, GOVERNING THE ISSUANCE, AND ASSOCIATED USE OF SAID LICENSES.

Contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement and the Jefferson Parish Parkway Department. Contractor shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all-current during this two year contract period. The contractor will provide a copy of all permits required to perform the work to the Jefferson Parish Library Landscape Supervisor upon contract acceptance.

Section 3.1 Industry Standards/Test/Recommendations:

The following are standards, tests, and recommended methods that apply to this work:

- a. Occupational Safety and Health Administration (OSHA)
- b. International Society of Arboriculture (ISA)
- c. Louisiana Department of Agriculture & Forestry (LDAF)
- d. Department of Transportation and Development (DOTD)

The proposed work must comply with OSHA (Occupational Safety and Health Administration), DOTD (Department of Transportation), Jefferson Parish, and any other applicable agency requirements and regulations regarding this variety of work.

Section 4.0 Scope:

We extend this proposal to cover all labor, materials, and equipment necessary to provide a two (2) year contract for landscaping services at nineteen (19) library properties located on the East Bank and West Bank of Jefferson Parish for the Jefferson Parish Library Department.

This two-year contract will provide for 43 cuts per year for a total of 86 cuts for the two-year period. See Section 6.0: Turf Maintenance Frequency for weekly and bi-weekly schedule.

This contract will be for a period of two years.

Bidders must bid on all locations. No partial bids will be accepted.

This scope of work shall include all items as listed within these specifications. This shall include maintenance of designated areas to include all aspects of lawn and garden maintenance for the Jefferson Parish Library Department. The total bid price will include all equipment, operator, fuel and transportation to the service locations listed.

The following library property locations will be included in this bid:

EASTBANK SERVICE LOCATIONS (10 locations)

Eastbank Regional Library
4747 W. Napoleon Avenue
Metairie, Louisiana 70001

Harahan Library
219 Soniat Avenue
Harahan, Louisiana 70123

Lakeshore Library
1000 West Esplanade Avenue
Metairie, Louisiana 70005

Old Metairie Library
2350 Metairie Road

Metairie, Louisiana 70001

Glendale Park
2350 Metairie Road
Metairie, Louisiana 70001
(Located behind the Old Metairie Library)

North Kenner Library
630 West Esplanade Avenue
Kenner, Louisiana 70065
See Attachment 'A'

Rosedale Library
4036 Jefferson Highway
Jefferson, Louisiana 70121

Wagner Library
6646 Riverside Drive
Metairie, Louisiana 70003
See Attachment 'E'

Riverside Drive Property
6640 Riverside Drive
Metairie, Louisiana 70003
See Attachment 'E'

River Ridge Library
8825 Jefferson Highway
River Ridge, Louisiana 70123

WESTBANK SERVICE LOCATIONS (9 locations)

Jane O Brien Chatelain Westbank Regional Library
2751 Manhattan Blvd.
Harvey, Louisiana 70058

Belle Terre Library
5550 Belle Terre Road
Marrero, Louisiana 70072
See Attachment 'C'

Live Oak Library
125 Acadia Drive
Waggaman, Louisiana 70094
See Attachment 'B'

Terrytown Library
680 Heritage Avenue
Terrytown, Louisiana 70056
See Attachment 'D'

Edith S. Lawson Library in Westwego
635 Fourth Street
Westwego, Louisiana 70094

Gretna Library
102 Willow Drive
Gretna, Louisiana 70053

Centennial Park
101 Willow Drive
Gretna, Louisiana 70053

Archives Building
80 West Bank Expressway
Gretna, Louisiana 70053

Avondale Property
Corner of Highway 90 and Avondale Garden Road
Lots 1 – 5, Square 6, J.S. Brady Subdivision (33,823 SQ FT)
Avondale, Louisiana 70094
See Attachment "F"
(Vacant Lot – A library may be built on lot within two years)

Note: The Library reserves the right to delete landscape footage to be serviced at any time due to vacancies, openings, closing, personnel reassignments, etc. for that month or months. A thirty (30) day notice will be given prior to the reduction of required services.

Section 4.1 Subcontractor:

No part of this contract may be subcontracted to another company. All work under this contract must be performed by the successful bidder.

Section 5.0 Bid Specifications:

The successful bidder shall furnish all labor, materials, supplies and equipment necessary to provide grass cutting, lawn/landscape maintenance.

Section 6.0 Lawn Services:

Lawn services will include mowing of all lawn areas, edging of all sidewalks and curbs, weed-eating along all buildings, fences and poles. Services will also encompass air-blowing, raking and removing all clippings from gardens, parking lots driveways, sidewalks, and street curbs.

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.

A written receipt for all services must be signed by the Library Landscape Supervisor or Library Manager if available, upon completion of any and all visits/services. This receipt will reflect: grass cutting, shrubbery trimming, pruning, landscaping activities, planting, mulching, weeding, chemical applications including chemicals used, etc.

The contractor will email a sheet listing of all property completions and services provided the prior day. Failure to send the notification email will result in non-payment for those services. The email address to send in the listing is maintenance@jefferson.lib.la.us.

NOTE: THESE SERVICES WILL BE PERFORMED AT EACH VISIT TO THE LIBRARY FACILITIES.

Section 7.0 Turf Maintenance Frequency:

The lawn services to all library properties/sites will be as follows:

Weekly: March through October (35 cuts/8 months)

Bi-Weekly: November through February (8 cuts/4 months)

This two-year contract will provide for 43 cuts per year for a total of 86 cuts for the two-year period.

Section 8.0 Turf Maintenance Management:

Cutting shall be performed to such a manner as to leave the areas with a smooth level, cut on the grass; conforming to the existing grade. No gouging, scalping or similar actions shall be permitted. The contractor is responsible for scheduling the grass cutting in such a manner that all areas are evenly cut.

Lawn services will include mowing of all lawn areas, edging of all sidewalks and curbs, weed-eating along all buildings, fences and poles. Services will also encompass air-blowing, raking and removing all clippings from gardens, parking lots driveways, sidewalks, and street curbs.

NOTE: THESE SERVICES WILL BE PERFORMED AT EACH VISIT TO THE LIBRARY FACILITIES.

Grass clippings, litter, cigarette butts, and debris shall not be blown into rain-drains or permitted to remain on hard surfaces to eventually wash into rain-drains.

Care must be taken to not air-blow or discharge grass trimmings onto parked vehicles in the vicinity of lawn services. Care and caution must be taken to not create ruts and trenching during extended periods of rain.

On Library sites where dumpsters exist, East Bank Regional and West Bank Regional Library, clippings, branches, debris, etc. may be put into the Library dumpster. At all other sites the debris will be bagged and removed by contractor.

Proper care will be taken to 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.

Section 8.1 Hand Mowing:

Hand mowing is a form of cutting that will be performed using a push mower that may be required to complete some grass cutting areas. The push mower can be used for sites with small amounts of grass to be cut or sites with awkward slopes and angles.

Section 8.2 Weed Eating:

Grass areas around any and all existing features including but not limited to signs, monuments, benches, statues, landscaped beds, may be cut using a mechanical trimmer. These areas shall be cut to a one inch (1") height and twelve inches (12") distance around all objects.

Section 8.3 Edging:

All locations where grass areas meet surface paving, whether it is concrete, asphalt, brick or some other material paving type, the grass shall be edged and not sprayed (Section 7.4 Weed Control).

Herbicides may not be used to control grass growth where grass and a paved surface meet.

The frequency of edging shall be such that no part of the grass growth shall extend over the hard surface more than one and one-half inch (1 ½") in length. A minimum depth of one inch (1") shall remain along and below the top of hard surface paving upon completion of edging in order to retard the continued growth of the grass.

Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edging.

Section 8.4 Weed Control:

As needed, whereas no weed are visible within the designated area. Herbicides and pre-emergent herbicides may be required. Weed control and spraying shall be performed by a licensed and qualified applicator in such a manner to leave clean lines around all areas that will be affected.

Spraying around trees will be in a radius of twenty-four inches (24") from the trunk of the tree, creating a forty-eight inch (48") diameter circle and be partially covered by pine straw.

There will be no spraying around obstructions such as signs, fire hydrants, light poles, guardrails, buildings, and permanent objects, etc.

Precautions should be taken to avoid chemical drift by not spraying when wind is in excess of 5 mph. All gardens within the designated service area shall be weed free at all times. Weeds in cracks and joints in all paved surfaces including streets, parking areas, and walkways shall only be removed by spraying. Spraying will not be allowed where the paved surface meets the edge of lawn.

Section 8.5 Cleaning and Sweeping of Paved Areas:

The paved areas adjacent to turf areas being cut will be free of grass, leaves, cigarette butts, and any other type of debris. Debris shall not be blown from the paved to the turf areas. Code 1961 1703 Ordinance No. 2120 2014-01 Sec. 27-71 (A) states "It shall be unlawful to dump or place material of any kind into parish catch basins, in a canal/ditch, on the banks of a drainage canal/ditch or in drainage servitude without a permit".

Contactors shall not blow grass clippings into roadways and/or drainage catch basins. In order to keep grass, leaves, smoking paraphernalia butts and other debris from collecting and building up in the curb of streets, the contractor will be **REQUIRED** to sweep the areas affected by grass cutting and edging. Blowers may be used to blow grass clippings off walkway. Blowers will not be allowed to blow grass clippings, dirt and debris into the street or drain inlets.

Section 8.6 Debris Removal:

Waste such as grass clippings, dirt, or any other natural rubbish created as a direct result of the contractor's performance will be considered debris. Debris, as described, shall be removed by the contractor as a part of the grass cutting performance. Debris shall be picked up daily. Under no circumstances shall the debris from the service work area be allowed to remain overnight in any one area.

Section 8.7 Trash Removal:

Any non-organic or manmade debris that is not part of or obstructs the area to be serviced by the contractor is considered to be trash and will be removed prior to any cutting. Contractor shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers will not be permitted. Trash considered too large to be removed by hand or which requires specialized equipment to remove shall be noted in the comments section of the daily written receipt.

Section 9.0 Proper Equipment:

Walk behind 21 inch mowers on any grass section less than 225 SQ FT or a width and/or length of less than 60 inches.

Stick type edgers on all drives, sidewalks, or curb edging.

All mowing machines will be equipped with mulch type blades and covers or a bagging system. No open discharge mowers are allowed.

All factory equipment protective devices must be installed on all equipment. The removal of guards, blade covers, etc. is strictly prohibited.

This bid includes all equipment, operators, fuel maintenance and transportation. All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame. Continual breakdown, repairs or work stoppage due equipment failure will not be permitted.

Section 10.0 Maintain All Lawn Areas as follows:

Approximate lawn heights recommended by the Louisiana Department of Agriculture:

St. Augustine:	2 – 3 inches
Centipede	1 – 2 inches
Common Bermuda	1 ¼ - 1 ½ inches
Hybrid Bermuda	¾ - 1 inch

Fertilize all lawn areas in March with Hi-Yield Premium Lawn Fertilizer 15-5-10 (or approved equal) 20 lbs. per 5,000 square feet.

Apply Hi-Yield Ant Bait containing Logic (or approved equal) as needed to control fire ants.

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

areas, shrub beds, flower beds, and other plant beds shall be treated four (4) times per year with emergent's in mid-January, mid-March, mid-July, and mid-October.

Section 11.0 Horticultural Services:

Horticultural services will include maintaining all flower bed areas free from weeds.

Removal of weeds from garden beds will be by hand with complete root removal or chemical removal, no weed-eaters, edger's or any other motorized tool will be used.

All shrubbery, bushes and ground-cover will be maintained to an acceptable Industry/Library standard.

Trimming (2) two inch caliper tree limbs below (8) eight feet, pruning and trimming of trees, shrubs and ground-cover in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain the natural shape, reflect a clean, and neat appearance.

Ground cover will not be sheared with weed-eaters.

Treating all flowerbeds with EPA approved chemicals for weed control and included in this contract will be the maintenance of all library gardens, and all planted areas.

All landscaping shall be maintained reasonable free of fire ants, sugar ants, ant mounds, or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for linger residual turn response.

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

The contractor will weed beds on every fourth visit and shape/prune trees, shrubs and bushes every seventh (7th) visit. The contractor will state on the written receipt when this service has been done.

Insecticides and disease control of existing trees and plants shall be done four (4) times per year; in mid-January, mid-March, mid-July, and mid-October.

Fertilize trees with Tree Food Stakes 17-7-6 (or approved equal) in March using three stakes per two inches of tree caliper.

Report any tree pruning that may be need for public safety or wire lines safety, on trees over 15 feet tall to the landscape supervisor at maintenancesupervisors@jplibrary.net.

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

Section 12.0 Chemical/Weed Control and MSDS Binder:

Chemical weed control may be used; however caution must be exercised to protect the public, the property, and the environment. Vendor will alternate chemicals to maximize effect. Fertilization of all existing trees shall be done once a year, in mid-March. Only chemicals approved by the Environmental Protection Agency and considered the safest and most effective for the specific task may be used in this contract.

Contractor will furnish the Eastbank Regional Library (the main office) with a ringed binder containing full Material Safety Data Sheets for all products used at the Library department properties. These MSDA sheets will be kept updated and current with all products used at the Library Properties throughout this contract.

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

Section 13.0 Cutting/Work Hours: Eastbank and Westbank Regional Libraries

The work that is to be performed shall be scheduled in advance, and shall be performed during normal working hours. The normal working hours are 6:00 am and 4:00 pm.

All work time periods shall be in accordance with the requirements and standards of Jefferson Parish.

Cutting/work performances on Saturdays may be approved at the two (2) Regional Libraries, after a proven contractor performance satisfaction has been established with the Library Department, if in the best interest of the Jefferson Parish Library Department.

Section 14.0 Cutting/Work Hours: Library Branches and Buildings

Library Branches/Buildings, because of the close proximity to homes in the immediate areas, will not begin before 7:30 am and should be completed by 4:00 pm, Monday through Friday. Care should be taken to ensure that cutting/work in court yards are done as quietly as possible, and without tracking dirt or trimmings onto carpeted areas or tiled areas. Negligent performance in this area will result in additional cleaning of carpet/tile. Cost of cleaning will be at the Landscaping Contractor's expense.

All work time periods shall be in accordance with the requirements and standards of Jefferson Parish.

Section 15.0 Quality Control:

Services will be performed on the same day(s) each week, weather permitting. In the event of inclement weather or holidays, services will be rescheduled and performed the next day. If the services are not provided on the next available day, the maintenance representative will be notified of delays, reasons for delays, and resolutions.

In efforts to provide the highest quality of services and maximum visual impact, the contractors crew representative will provide a contact number and meet with the Library Landscape Supervisor during each visit and a written receipt will be signed by the contractor and library representative. All services shall be performed in a professional and timely manner.

In efforts to provide the highest quality of services and maximum visual impact, the Contractors crew representative will meet with the library representative during each visit, and a cutting/written receipt will be signed by the Library (See Section 6.0, Paragraph 3). All services shall be performed in a professional and timely manner.

Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the Contractor, his staff and the Library Landscape Supervisor or his designee, if or when required. The Contractor will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to the Library specifications and contract.

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

Section 16.0 Receipt, Inspections, Penalties, and Invoicing:**Section 16.1 Receipts:**

The contractor shall complete a signed receipt for each day work is performed. This receipt will be emailed no later than 8:00 am the next business day (Attachment "G") of all property completions and services provided the prior day. The failure to send the notification email will result in non-payment for those services. The email address to send in the receipt is maintenance@jefferson.lib.la.us.

This receipt will reflect: grass cutting, shrubbery trimming, prunings, landscaping activities, plantings, mulchings, weedings, chemical applications, etc.

These receipts will be used as the record for tracking the quantity and quality of the work being performed. All services performed will be listed on the receipt, including the use of chemicals. In addition, the receipt shall be utilized to record anything which might impede the contractor in performing the scope of work.

The contractor is required to notify the Jefferson Parish Landscape Supervisor immediately, within twenty-four (24) hours of any problems and/or restrictions that would prevent him from performing his duties.

Note: Contractor may elect to use own report format, if approved by the Jefferson Parish Library Department.

Section 16.2 Inspections:

The written receipts (Attachment "G") submitted by the contractor, the areas of work performed will be inspected by Jefferson Parish Library personnel to determine the acceptance of the work performed.

In the event the work is considered unacceptable, the contractor will be directed to immediately employ any and all methods or means to bring the area up to an acceptable level within twenty-four (24) hours of notice, without any cost to Jefferson Parish.

Section 16.3 Penalties:

If the contractor has been notified that an area of work is not satisfactory and after the twenty-four (24) hour notice, a crew from the Jefferson Parish Library Department will be sent out to complete the task. An hourly rate of seventy-five dollars (\$75.00) to include travel time will be charged to the contractor. This charge will be withheld from the invoice payment for that cycle the incident occurred.

Section 16.4 Invoicing :

Invoices will be billed on a per cut per month location basis. All signed written receipts and emails must accompany the invoice being billed. Invoices will not be processed until all paperwork has been received by the library department.

Section 17.0 Safety Precautions:

Safety must be exercised at all times to safeguard the welfare and safety of the Library patron, the general public, the employees of Jefferson Parish, and the Library. Job site must remain clean and without excessive litter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

Contractor must consider the security and integrity of the Library Buildings and Grounds, before, during, and after contractor services. Buildings, Grounds, and Equipment must be protected and secured to the satisfaction of the Library Department, and Industry Standards. The Contractor will provide trained personnel to perform all duties of this Contract. Contractor's personnel will

conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on the Library properties.

Section 18.0 Damages Incurred by Contractor:

The contractor shall take exceptional precaution when performing landscaping services in order to eliminate the possibility of damage. In the event that damage occurs, the contractor shall immediately notify the parish representative.

The contractor shall note in the comments section of the written receipt the time, location, person notified, type of damage and circumstances of the damage.

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

Note: The contractor must have in place prior to work, a method of recording, responding and repairing legitimately broken glass, windshields or any other kind of damage experienced due to the work being performed.

Section 19.0 Utility Service Interruption:

In the event of interruption of public or private utility service or general damage to public or private properties as a result of accidental breakage or any other actions by the contractor, the contractor shall immediately notify the proper authority and/or property owner and shall fully cooperate with said authority or owner until the service is restored to its previous capacity.

Section 20.0 Ongoing Contracts:

It is possible that other contractors may be working within close proximity of the locations of work. The contractor shall coordinate his work with any other contractors working in or around the service locations. Should a conflict occur, a Jefferson Parish Library Representative will make final decision.

Section 21.0 Addition and Deletion of Landscape Footage:

The Library reserves the right to delete landscape footage to be serviced at any time due to vacancies, openings, closings, personnel reassignments, etc. for that month or months. A thirty (30) day notice will be given prior to the reduction of required services.

Section 22.0 Attachments:

Attachment A – North Kenner Library

Attachment B – Live Oak Library

Attachment C – Belle Terre Library

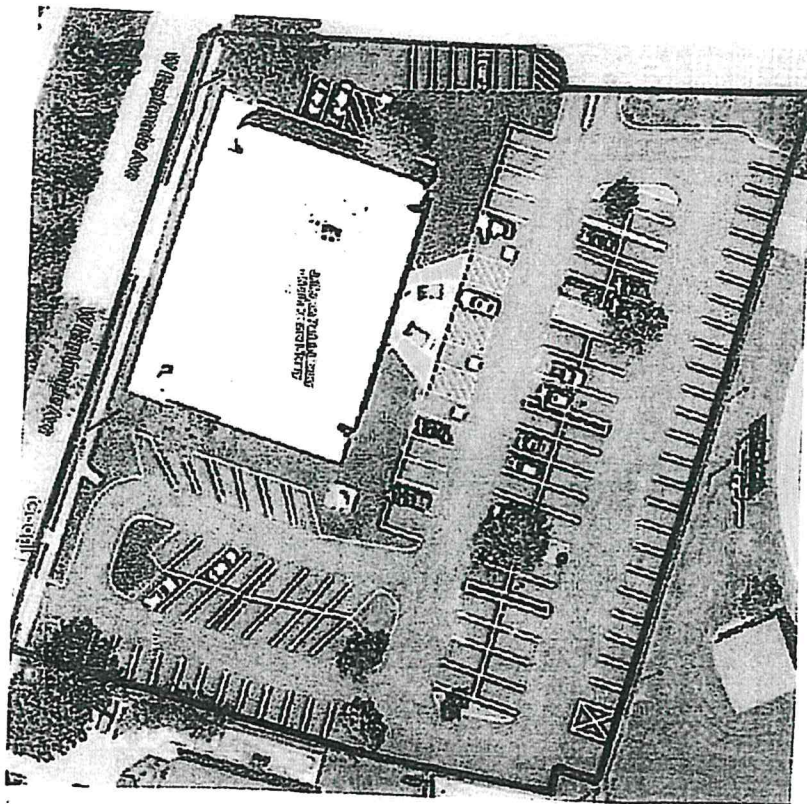
Attachment D – Terrytown Library

Attachment E – Riverside Drive (Riverside Drive Property and Wagner Library)

Attachment F- Avondale Property

Attachment G – Receipt of Landscaping Services

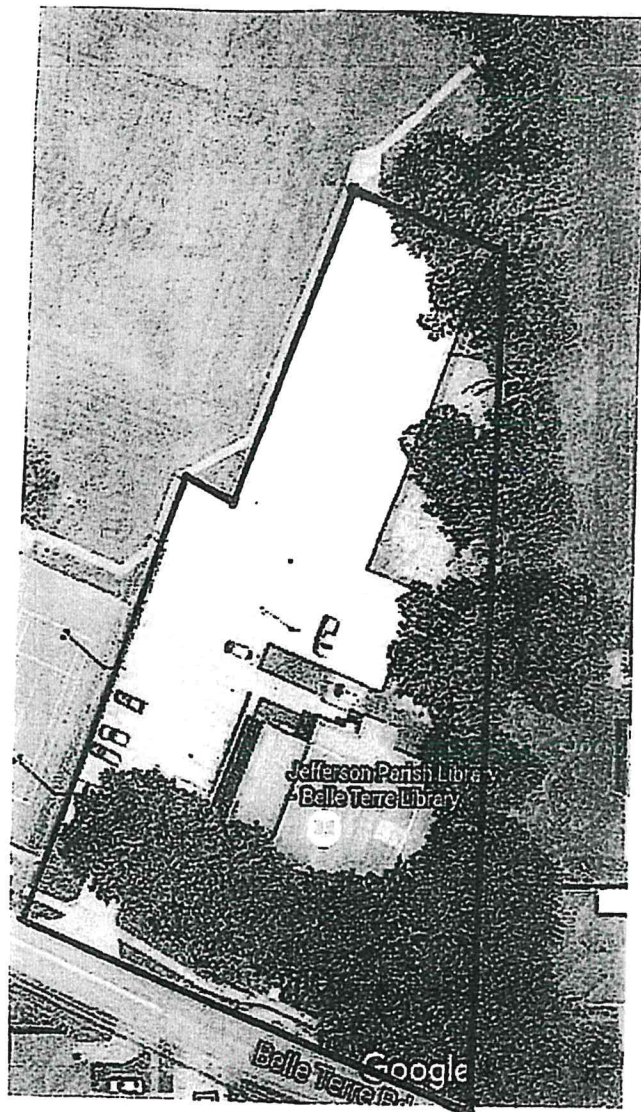
Attachment 'A'
North Kenner Library



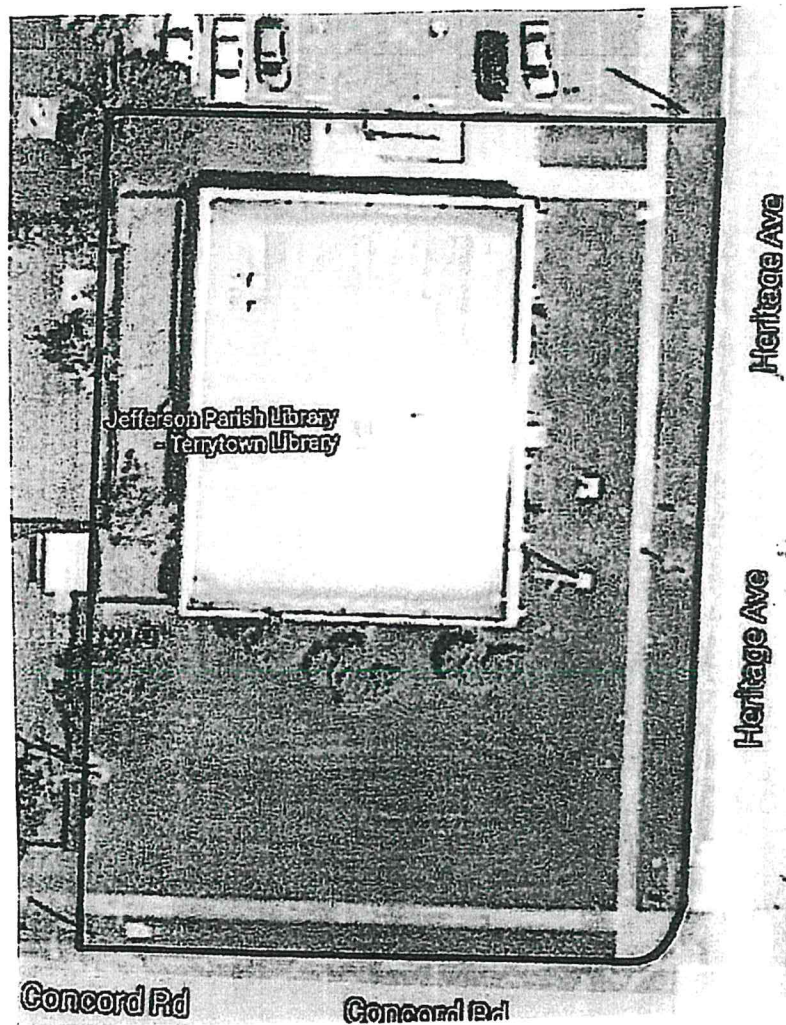
Attachment 'B'
Live Oak Library



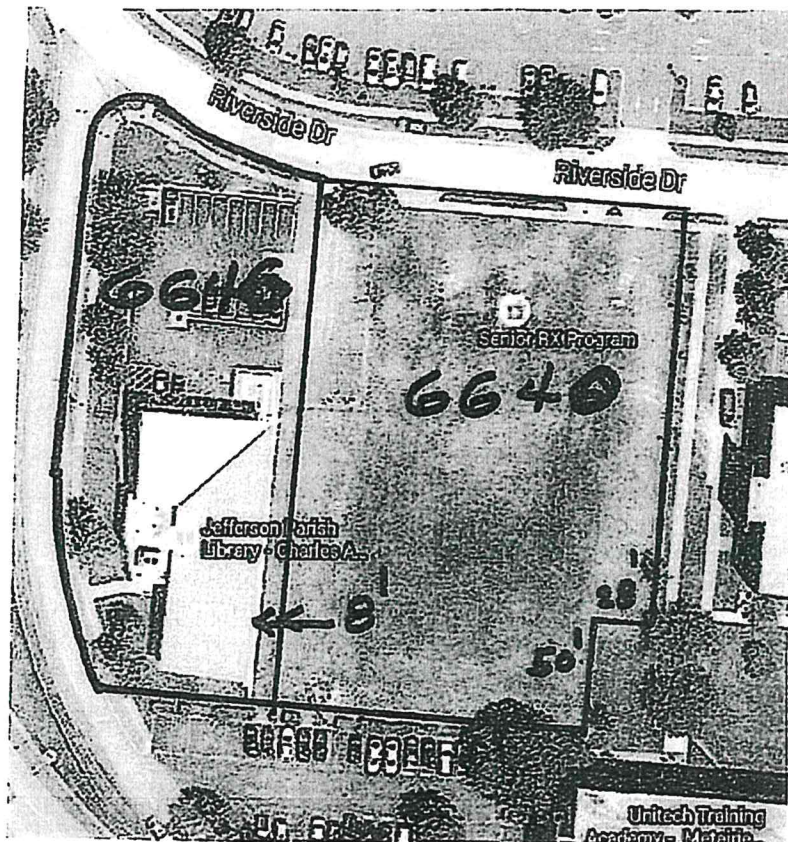
Attachment 'C'
Belle Terre Library



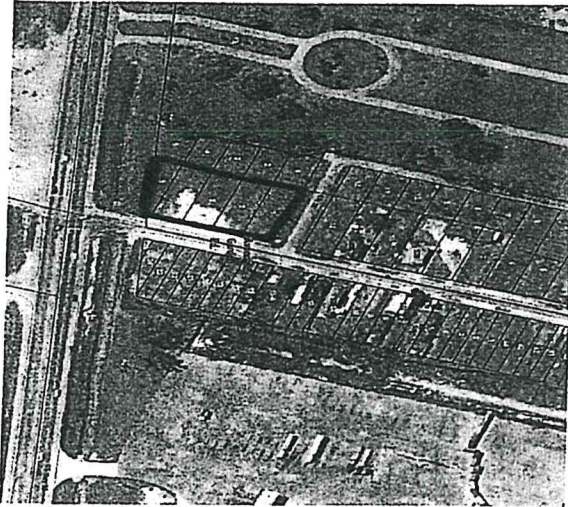
Attachment 'D'
Terrytown Library



Attachment 'E'
Riverside Drive



Attachment "F"
Avondale Property



Attachment "G"

Jefferson Parish Library
 Receipt of Landscaping Services Contract No.: 55-

Branch	Cut Date	Hedge Trimming	Tree Trimming 8'	Weeding/Spraying (W/S)	Fertilize Grass/Trees	Comments
East Bank Regional						
Harahan Library						
Lakeshore Library						
Metairie Library						
Glendale Park						
North Kenner Library						
Rosedale Library						
Wagner Library						
Riverside Dr. Property						
River Ridge Property						
River Ridge Library						
West Bank Regional						
Belle Terre Library						
Live Oak Library						
Terrytown Library						
Westwego Library						
Gretna Library						
Centennial Park						
Archives Bldg.						
Avondale Property						

Additional Comments: _____

 Contractor's Signature & Date

 Library Representative & Date

DATE: 6/03/2020
BID NO.: 50-00130762

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: MOVALLE@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, 7/02/2020 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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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: 6/03/2020

BID NO.: 50-00130762

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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.

DATE: 6/03/2020

BID NO.: 50-00130762

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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: (TELECONFERENCE) DIAL-IN # 504-323-1800,
MEETING ID: 181357 AT 10:00 AM
ON 6/18/2020

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.

DATE: 6/03/2020

BID NO.: 50-00130762

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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. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

📍 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