

BID/RFP RECEIPT

Receipt of Bid/RFP Proposal No. 00-00129373

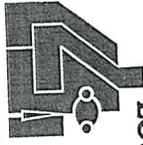
From: Academia Landmark Specialty Care

Person Received Bid: [Signature]
Company's Name

Number of Envelopes/Boxes Received: 1 envelope

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

RECEIVED
2020 FEB 11 AM 9:02
JEFFERSON PARISH
PURCHASING



LOUISIANA LANDSCAPE SPECIALTY, INC.

1701 BELLE CHASSE HWY.

GRETNA, LA 70056

(504) 391-1800

www.lalandscape.com

LA Contractor Lic. #23559

TO: Selferson Parish

Purchasing Department
200 Derbigny St. Ste 4400
Gretna, La 70053

ATTN: MARK Buttery

Bid No. 50-00129373

Feb. 11, 2020

2pm

DATE: 1/17/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00129373

JEFFERSON PARISH

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

VENDOR:

BUYER: MBUTTERY

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

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

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

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	<u>N/A</u>
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>N/A</u>
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	<u>N/A</u>

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: ADDENDUM 1

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>LOUISIANA LANDSCAPE SPECIALTY, INC.</u>	
SIGNATURE: (Must be signed here)	TITLE:
<u>Merlin Delorte</u>	<u>VICE PRESIDENT</u>
PRINT OR TYPE NAME: <u>MERLIN DELORTE</u>	
ADDRESS: <u>1701 BELLE CHASSE HWY</u>	
CITY, STATE:	ZIP:
<u>GRETN, LOUISIANA</u>	<u>70056</u>
TELEPHONE:	FAX:
<u>504 374-2198</u>	<u>504 394-0726</u>
EMAIL ADDRESS: <u>Merlin@landscape.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 15,525.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129373

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2.00	JOB	TWO (2) YEAR CONTRACT FOR LANDSCAPE SERVICES FOR THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS. 0001 HORTICULTURAL SERVICES PROVIDE UNIT PRICE FOR HORTICULTURAL	\$ 2,690. ⁰⁰	\$ 5,380. ⁰⁰
2	1.00	JOB	SERVICES INCLUDING THE MAINTENANCE OF ALL FLOWER BED AREAS, ALL SHRUBBERY, BUSHES, TREE LIMBS AND GROUND COVER. EXISTING FLOWER BEDS AND TREES SHALL BE TREATED WITH INSECTICIDES AND DISEASE CONTROL THREE TIMES PER YEAR. ALL EXISTING TREES SHALL BE FERTILIZED AND ALL EXISTING GARDENS SHALL BE MULCHED USING SHREDDED RED DYED HARD WOOD MULCH ON AN ANNUAL BASIS. TWO (2) YEAR CONTRACT RENEWAL FOR LANDSCAPING SERVICES AT JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEAQUARTERS, LOCATED AT 834 S.CLEARVIEW PKWY., JEFFERSON, LA 70123 0002 ADDITIONAL UP KEEP PROVIDE UNIT PRICE FOR AS NEEDED CLEAN	\$ 425. ⁰⁰	\$ 425. ⁰⁰
3	72.00	EA	UP, REMOVAL OF ALL TREE DEBRIS FROM THE PARKING LOT, GARDENS, AND GRASSY AREAS. 0003 GRASS/TURF CUTTING, TRIMMING, & LANDSCAPE MAINTENANCE PROVIDE FOR ON A MONTHLY BASIS.	\$ 135. ⁰⁰	\$ 9,720. ⁰⁰



The Gray Insurance Company
The Gray Casualty & Surety Company

Bid Bond

Know all men by these presents:

THAT Louisiana Landscape Specialty, Inc.
of Gretna, LA

hereinafter called the Principal, and The Gray Casualty and Surety Company
a corporation duly organized under the laws of the State of Louisiana, as Surety, hereinafter called the Surety, are held firmly bound unto Jefferson Parish, Purchasing Department
as Obligee, hereinafter called the Obligee, in the sum of Five Percent (5%) of the Amount Bid **for the payment of which sum 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:

Job Number: 50-00129373

Project Description: Two (2) Year Contract for Landscaping Services

Project Location: The Jefferson Parish East Bank Consolidated Fire Department Headquarters

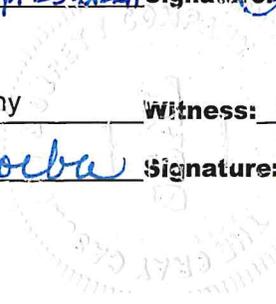
NOW, THEREFORE, if the Obligee shall accept the bid of the Principal and the Principal shall enter into a Contract with the Obligee in accordance with the terms of such bid, and give such bond or bonds as may be specialized in the bidding or Contract Documents with good and sufficient surety for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; 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 this 11th day of February, 2020, by:

Principal: Louisiana Landscape Specialty, Inc. **Witness:** Bairna Ipock Preston
Signature and Title: Johi DeCot, VICE PRESIDENT **Signature:** Bairna Ipock Preston

Surety: The Gray Casualty and Surety Company **Witness:** Laura Burns

Attorney-in-Fact: Catherine R. Froeba **Signature:** Laura Burns
Catherine R. Froeba



**THE GRAY INSURANCE COMPANY
THE GRAY CASUALTY & SURETY COMPANY**

GENERAL POWER OF ATTORNEY

Bond Number: N/A **Principal:** Louisiana Landscape Specialty, Inc.

Project: Two (2) Year Contract for Landscaping Services at the Jefferson Parish East Bank Consolidated Fire Department Headquarters

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint **Edwin D. Schlesinger, William H. Ellsworth, Catherine R. Froeba, Jack T. Landry, Laura Burns, Jill K. Tucker, and Jeffrey E. Kropp of Metairie, Louisiana jointly and severally** on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$10,000,000.00.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

“RESOLVED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 12th day of September, 2011.



Michael T. Gray

By: Michael T. Gray
President, The Gray Insurance Company
and
Vice President,
The Gray Casualty & Surety Company

Attest:

Mark S. Manguno

Mark S. Manguno
Secretary,
The Gray Insurance Company,
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 12th day of September, 2011, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company and Vice President of The Gray Casualty & Surety Company, and Mark S. Manguno, Secretary of The Gray Insurance Company and The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



Lisa S. Millar

Lisa S. Millar, Notary Public, Parish of Orleans
State of Louisiana
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company and The Gray Casualty & Surety Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies, this 11th day of February, 2020.



Mark S. Manguno

Mark S. Manguno, Secretary
The Gray Insurance Company
The Gray Casualty & Surety Company

CORPORATE RESOLUTION

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

AT THE MEETING OF DIRECTORS OF Louisiana Landscape Specialty, Inc.
INCORPORATED, DULY NOTICED AND HELD ON 2/10/2020,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

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

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

Kelsey Sherid
SECRETARY-TREASURER

2/10/2020
DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

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

DELOPTE, (Affiant) who after being by me duly sworn, deposed and said that

he/she is the fully authorized VICE PRESIDENT of LOUISIANA LANDSCAPE SPECIALTY, INC. (Entity),

the party who submitted a bid in response to Bid Number 5000129373, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Merlin DeCorte

Signature of Affiant

MERLIN DECORTE

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 10th DAY OF February 2020

Cindy Garcia

Notary Public

Cindy Garcia

Printed Name of Notary

125967

Notary/Bar Roll Number

My commission expires with life



STATE OF LOUISIANA

State Licensing Board for Contractors

This is to Certify that:

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

is duly licensed and entitled to practice the following classifications

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



Expiration Date: April 24, 2020

License No.: 23559

Witness our hand and seal of the Board dated,
Baton Rouge, LA 25th day of April 2019

Willis Macoy
Director

Lee Mallett
Chairman

This License Is Not Transferrable

Andy Stewart
Treasurer



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

HORTICULTURE REGISTRATION : **RANDY M LOUP**

Date: 12/20/2019

LDAF ID : 47823

LICENSE(S): **ARBORIST** 20-0682
LANDSCAPE HORTICULTURIST 20-0118

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

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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): **ARBORIST** 20-0682
LANDSCAPE HORTICULTURIST 20-0118

RANDY M LOUP
 1701 BELLE CHASE HIGHWAY
 GRETNA LA 70056



Mike Strain
 Commissioner

LDAF ID: 47823

DISPLAY IN A PROMINENT PLACE.



FOR PUBLIC DISPLAY - NOT TRANSFERABLE

ISSUED BY

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

2019 Occupational License Tax



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



License # 137236496

Account # 37154784

Location Address

1701 BELLE CHASSE HWY
TERRYTOWN, LA

Business Class 561730

Landscaping Services

License Class 1752

Contractor

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

JOSEPH P. LOPINTO, III
SHERIFF & TAX COLLECTOR

Gregory A. Ruppert, Director
Bureau of Revenue and Taxation

Pursuant to Jefferson Parish Code of Ordinances Chapter 35, Article VI, Section 35-153, the issuance of this occupational license to the person or firm named hereon is a receipt for payment of said tax and entitles the recipient to operate a business at the location shown, provided said business is operated within the confines of the application thereof, and does not violate any parish or state criminal, health, or zoning laws. This license will expire December 31, 2019.

RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 1.



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

License No. 00053811

Date: 11/21/2019

LOUISIANA LANDSCAPE SPECIALTY

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

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

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

LOUISIANA LANDSCAPE SPECIALTY
1701 BELLE CHASSE HWY
GRETNA LA 70056



Commissioner

License No. 00053811

DISPLAY IN A PROMINENT PLACE.



In RML box 11/26/2019



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

RANDY LOUP
1701 BELLE CHASE HIGHWAY
GRETNA LA 70056

IMPORTANT
OFFICIAL DOCUMENT ENCLOSED

AGRICULTURAL & ENVIRONMENTAL SCIENCES
COMMERCIAL APPLICATOR CARD

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

COMMERCIAL APPLICATOR

Card/LDAF ID No. : 00047823

RANDY LOUP

1701 BELLE CHASE HIGHWAY
GRETNA LA 70056

Card Expires : 12/31/2020

LOUISIANA DEPARTMENT OF
AGRICULTURE & FORESTRY

CERTIFICATION CARD

COMMERCIAL PESTICIDE APPLICATOR

RANDY LOUP
1701 BELLE CHASE HIGHWAY
GRETNA LA 70056

00047823

Exp. Date: 12/31/2020



MIKE STRAIN, DVM COMMISSIONER

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



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000129373 TWO (2) YEAR CONTRACT FOR LANDSCAPING SERVICES
AT THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE
DEPARTMENT HEADQUARTERS**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com
23-Jan-2020 08:47:48 AM



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 21, 2020

ADDENDUM # 1

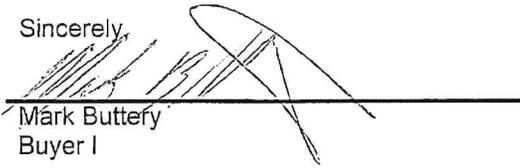
Bid Number: 50-129373

Bid Opening: 11:00 am, February 11, 2020

Description of Bid: Two (2) Year Contract for Landscaping Services at JP EB Consolidated Fire Department

This Addenda is to Correct and confirm Mandatory Pre-Bid Date at 2:00 pm on 2.4.2020.

Sincerely,



Mark Buttery
Buyer I

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, GRETNA, LA 70053
OFFICE 504.364.2678

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

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



BID 50-129373
TWO (2) YEAR CONTRACT FOR LANDSCAPING SERVICES AT THE
JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT
HEADQUARTERS

February 11, 2020 @ 11:00 A.M.

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, Suite 4400
Gretna, LA 70053
Please Email Any Questions To:
Mark Buttery
MBUTTERY@JEFFPARISH.NET
504-364-2810

DATE: 1/17/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00129373

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

VENDOR:

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 2/11/2020 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well 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. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

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

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

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year warranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

If this bid requires a pre-bid conference (see Additional Requirements section), bidders are advised that such conference will be held to allow bidders the opportunity to identify any discrepancies in the bid specifications and seek further clarification regarding instructions. The Purchasing Department will issue a written response to bidders' questions in the form of an Addendum.

All formal Addenda require written acknowledgment on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected; JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

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

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

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,4,5,6,8,10,11,13

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: 834 S. CLEARVIEW PKWY, JEFFERSON, LA 70123
2:00 PM
ON 2/04/2020

- 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Invitation to Bid**. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

WORKER'S COMPENSATION INSURANCE

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

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

COMMERCIAL GENERAL LIABILITY

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

COMPREHENSIVE AUTOMOBILE LIABILITY

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

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) OWNER'S PROTECTIVE LIABILITY

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

2) BUILDER'S RISK INSURANCE

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.

Two (2) Year Contract for Landscaping Services of Jefferson Parish East Bank Consolidated Fire Department Headquarters

Section 1.0 – Pre-Bid Conference:

A **Mandatory** Pre-Bid Conference and Inspection of the sites shall be held on February 4th, 2020 at 2:00 PM at the Jefferson Parish East Bank Consolidated Fire Department (J.P.E.B.C.F.D) Headquarters, located at 834 S. Clearview Pkwy., Jefferson, LA 70123.

All bidders are required to attend the **mandatory** pre-bid conference. This conference is held to allow questions to be answered and to inspect the sites with the owner's representative. Vendors must attend the **mandatory** pre-bid conference and register with the project sign-in to allow for proof of attendance to this conference. Failure to register will result in the non-acceptance of bid.

Section 2.0 – Scope:

We extend this proposal to cover the furnishing of labor, materials, supplies, and equipment necessary to provide grass cutting and landscape maintenance for a period of two (2) years for the J.P.E.B.C.F.D.:

The following location will be included in this bid:

- J.P.E.B.C.F.D. Headquarters, located at 834 S. Clearview Pkwy., Jefferson, LA 70123

Section 3.0 – Quantities/Inspections:

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

The J.P.E.B.C.F.D. Representative to contact concerning this bid is Deputy Chief Stephen Schmitt. He can be reached at 504-736-6213 or sschmitt@jeffparish.net between the hours of 8:00 am and 4:00 pm; Monday through Friday.

Section 4.0 – Bid Specifications:

The work that is to be performed shall be scheduled in advance with a J.P.E.B.C.F.D. representative.

Care shall be taken to ensure the cutting/work as quietly as possible as to avoid neighbor complaints.

Care shall be taken to avoid the tracking of dirt or trimmings into buildings by patrons who enter the buildings. Negligent performance in this area will result in additional cleaning of carpet/tile by the contractor at no cost to Jefferson Parish.

Grass clippings, litter, cigarette butt, and debris shall not be blown into rain-drains or permitted to remain on hard surfaces to eventually wash into rain-drains. All debris shall be picked up and properly disposed of after all cuts and maintenance.

Care must be taken to not air-blow or discharge grass trimmings onto parked vehicles in the vicinity of lawn services. Contractor is responsible for all damages caused by this work.

Care and caution must be taken to not create ruts and trenching during extended periods of rain.

Proper care will be taken to regulate to mowing heights to promote effective root growth to the existing turf. Appropriate attention will be given to minimize runs and matting to ensure the turf areas are kept in the best possible conditions.

All 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. Vendor shall provide schedule of this work 15 days after receiving the "Note to Proceed".

The following horticultural services shall be performed at this site throughout the 24 month period of the contract:

- Application of insecticides and disease control of existing trees and plants shall be done three (3) times per year; in mid-March, mid-July, and mid-October.
- Fertilize trees with Tree Food Stakes 17-7-6 (or owner approved equal allowed after product information is received and approved by a J.P.E.B.C.F.D. Representative) in March using three stakes per two inches of tree caliper. The contractor shall state on the completion sheet when all of the above services were done.
- Horticultural services will include maintaining all flower bed areas free from weeds (if applicable), maintaining all shrubbery, bushes, ground-cover to an acceptable industry standard. Included will be trimming one inch (1") caliper tree limbs below eight feet (8'), pruning and trimmings of trees, shrubs, and ground cover will be performed in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain natural shape, reflect a clean, natural, and neat appearance. Treating all flower beds (if applicable) with EPA approved chemicals for weed control, and included in this contract will be the maintenance of and all planted areas.
- During the fall season, the vendor shall maintain all parking areas, drive ways etc. Removing all leaves and tree debris. This work may be in addition to regular scheduled visits. This work will be on an as needed basis with the approval of the J.P.E.B.C.F.D. Representative.

Section 4.1 – Turf Maintenance Frequency:

A total of 72 grass/turf cuttings and trimmings around buildings, beds, plantings, curbs, sidewalks, poles, signs, and landscape maintenance shall be provided to the building property/site listed below over a period of two (2) years.

Cuts shall be performed as follows at each site as indicated in the below schedule:

J.P.E.B.C.F.D. Headquarters, 834 S. Clearview Pkwy., Jefferson, LA, 70123

- January – 2 times per month (once every other week, 1st and last week of the month)
- February – 2 times per month (once every other week, 1st and last week of the month)
- March – 2 times per month (once every other week, 1st and last week of the month)
- April – 4 times per month (once every week of the month)
- May – 4 times per month (once every week of the month)
- June – 4 times per month (once every week of the month)
- July – 4 times per month (once every week of the month)
- August – 4 times per month (once every week of the month)
- September – 4 times per month (once every week of the month)
- October – 2 times per month (once every other week, 1st and last week of the month)
- November – 2 times per month (once every other week, 1st and last week of the month)
- December – 2 times per month (once every other week, 1st and last week of the month)

Section 4.2 – Turf Maintenance Management:

Lawn services will include mowing of all lawn areas, edging of all sidewalks and curbs, weed-eating along all buildings, fences, and poles, air-blowing, raking and removing all clippings from parking lots, driveways, sidewalks, and street curbs. No clippings shall be blown/swept into the streets, parking, or garden areas at any time. Contractor shall haul off and dispose of all clippings, leaves, debris, etc. Dumpster on site shall not be used. All work listed shall be completed within the week of scheduled cutting and cleaning. Any work not completed will result in a reduced invoice.

Section 4.3 – Proper Equipment:

Walk behind 21” mowers on any grass section less than 225 sq. ft. or a width and/or length of less than 60”.

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.

Section 4.4 – Verification:

The Property Manager or his designee shall be notified by e-mail on the first working day upon completion of any and all visits/services. This receipt will reflect: grass cutting, shrubbery trimming, prunings, landscaping activities, planting, mulching, weeding, chemical applications, etc.

Contractor shall e-mail the time/date completion sheet to:

- Deputy Chief Stephen Schmitt, sschmitt@jeffparish.net

Section 4.5 – Maintain All Lawn Areas as follows:

Mower height approximate:

St. Augustine lawn: 1.5” – 2.5”

Centipede lawn: 1” – 2”

Bermuda lawn: 1” – 1.5”, or as recommended by the Louisiana Department of Agriculture

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 owner approved equal allowed after product information is received and approved by a J.P.E.B.C.F.D. Representative.) as need to control fire ants.

Turf/Lawn areas shall be maintained reasonably free from weeds, and may be chemically treated for weed control; however care must be exercised to minimize chemical kill and run-off. Lawn areas, shrub beds, flower beds, and other plant beds shall be treated three (3) times per year with emergents in mid-March, mid-July, and mid-October.

Section 5.0 – Horticultural Service:

Horticultural services will include maintaining all flower bed areas free from weeds (if applicable), maintaining all shrubbery, bushes, ground-cover to an acceptable industry/Department of General Services standard. Included will be trimming on inch (1”) caliper tree limbs below eight feet (8’), pruning and trimming of trees, shrubs, and ground cover will be performed in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain natural shape, reflect a clean, natural, and neat appearance. Treating all flower beds (if applicable) with EPA approved chemicals for weed control, and included in this contract will be the maintenance of and all planted areas. All applicable gardens shall be serviced with new shredded red dye mulch on an annual basis.

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

The contractor will weed beds on every 4th visit and shape/prune trees, shrubs, and bushes every 11th visit.

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

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

Report any tree pruning that may be needed for public safety or wire lines safety, on trees over 15' tall to Deputy Chief Stephen Schmitt at sschmitt@jeffparish.net. The removal of any severely damaged or dead trees is not included in this contract.

Section 5.1 – MSDS:

Chemical weed control may be used; however caution must be exercised to protect the public, the property, and the environment. Alternate chemicals to maximize effort. 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 a binder containing full Material Safety Data Sheets for all products used at the property. These MSDS sheets will be kept updated and current with all products used at the property throughout this contract. The binder and all updates shall be delivered to J.P.E.B.C.F.D. property manager.

Section 6.0 – Cutting/Work Hours:

The successful bidder shall furnish all labor, materials, supplies, and equipment necessary to provide grass cutting, lawn/landscape maintenance during working hours or alternative hours mutually agreed upon by both parties at no extra cost to the J.P.E.B.C.F.D.

Section 7.0 – Quality Control:

In the event of inclement weather, services will be rescheduled and performed the next day. If the services are not provided on the next available day, the building Property Manager or the

designee will be notified of delays, reasons for delays, and resolutions. All services shall be performed in a professional and timely manner.

Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the Contractor, his staff and the building Property Manager 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 J.P.E.B.C.F.D. specifications and contract.

J.P.E.B.C.F.D. will supply documentation to prove present unsatisfactory and/or repeated unsatisfactory workmanship, documentation of supervisor visits, requests for additional supervisor visits, previous agreements and resolutions, photographs, etc. The contractor must finish all work listed within the scheduled weeks. If it is not completed, the invoice will be reduced.

Section 8.0 – Safety Precautions:

Safety must be exercised at all times to safeguard the welfare and safety of all patrons, the general public, and the employees of J.P.E.B.C.F.D. 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.

If a contractor should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler heads, fence, tree, or pole, 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 contractors' lawn equipment, and for the equipment itself.

Section 9.0 – Qualifications:

The Contractor must have a Louisiana Landscape Contractors License, a Horticulture License, Chemical Applicator License, Jefferson Parish Business License, and a Louisiana State Contractors License with a Specialty in Landscaping, Grading and Beautification. Contractor must furnish a copy of current licenses, certifications with their bid, and provide proof of insurance when requested. Contractor must maintain all licenses and certifications during the course of this contract.

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

Section 10.0 – Performance Bond:

A Performance Bond in the amount of 50% of the total bid price is required.

Section 11.0 – Cancellation Clause:

The Parish of Jefferson reserves the right to cancel the contract at anytime and for any reason by issuing a thirty (30) day written notice to the contractor.

Section 12.0 – Pre-Construction Conference and Notice to Proceed:

A Pre-Construction Conference shall be held between the successful contractor and the owner before any work commences; no work shall be performed until the contractor receives a written Notice to Proceed to begin work from the J.P.E.B.C.F.D.

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