

DATE: 4/29/2016

*** REVISED PER ADDENDUM # 2 ***

Page: 5

BID NO.: 50-00116097

BID FORM
Non Public Works**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

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

Are you requesting an escalation provision?

YES _____ NO ✓MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF N/A

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

N/ALOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 29959**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Rotolo Consultants Inc.ADDRESS: 894 Robert Blvd.CITY, STATE: Slidell, LA ZIP: 70458TELEPHONE: (985) 643-2427 FAX: (985) 643-2691EMAIL ADDRESS: Knrotolo@rotolconsultants.com

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

Acknowledge Receipt of Addenda: NUMBER: 1 4-21-16NUMBER: 2 4-29-16

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 330,095.08AUTHORIZED SIGNATURE: [Signature]TITLE: PresidentKeith Rotolo
Printed Name

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

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

*** REVISED PER ADDENDUM # 2 ***

DATE: 4/29/2016

*** REVISED PER ADDENDUM # 2 ***

Page 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	A TWO (2) YEAR LANDSCAPE MAINTENANCE CONTRACT FOR VETERANS BOULEVARD CPZ IMPROVEMENTS, PHASES 1 THROUGH 10 0010 PROVIDE A MONTHLY COST FOR THE TWENTY-FOUR (24) MONTHS LANDSCAPE MAINTENANCE CONTRACT FOR VETERANS BOULEVARD CPZ IMPROVEMENTS FOR PHASES 1-9	12,129.67	291,112.08
2	10.00	EA	0020 SHRUB - 1 GALLON	5.00	50.00
3	10.00	EA	0030 SHRUB - 3 GALLON	12.00	120.00
4	10.00	EA	0040 SHRUB - 7 GALLON	25.00	250.00
5	10.00	EA	0050 SHRUB - 15 GALLON	55.00	550.00
6	100.00	CUYD	0060 GARDEN SOIL	20.00	2,000.00
7	100.00	SQYD	0070 CLASS A CENTIPEDE SOD SEE SPECS - 2.2.22	5.00	500.00
8	100.00	SQYD	0080 419 BERMUDA SOD SEE SPECS - 2.2.22	4.00	400.00
9	10.00	LB	0090 CENTIPEDE SEED	1.00	10.00
10	10.00	LB	0100 COMMON HULLED BERMUDA SEED	1.00	10.00
11	20.00	CUYD	0110 METRO 380 SOIL AMENDMENT (BAG)	167.00	3,340.00
12	20.00	CUYD	0120 FILL DIRT (PUMP SAND)	20.00	400.00
13	10.00	EA	0130 1 INCH IRRIGATION VALVE	55.00	550.00
14	10.00	EA	0140 1.5 INCH IRRIGATION VALVE	100.00	1,000.00

*** REVISED PER ADDENDUM # 2 ***

DATE: 4/29/2016

*** REVISED PER ADDENDUM # 2 ***

Page 7

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	10.00	EA	0150 2 INCH IRRIGATION VALVE	125.00	1,250.00
16	10.00	EA	0160 12 INCH IRRIGATION POP-UP	10.00	100.00
17	10.00	EA	0170 4 INCH IRRIGATION POP-UP	2.00	20.00
18	10.00	EA	0180 IRRIGATION NOZZLE	2.00	20.00
19	10.00	EA	0190 IRRIGATION TURF ROTOR HEAD	10.00	100.00
20	10.00	LF	0200 IRRIGATION MAIN LINE REPAIR	50.00	500.00
21	10.00	LF	0210 IRRIGATION LATERAL LINE REPAIR	35.00	350.00
22	2.00	EA	0220 IRRIGATION CONTROLLER	290.00	580.00
23	2.00	EA	0230 IRRIGATION 2 INCH RPA BACKFLOW PREVENTER	1,750.00	3,500.00
24	2.00	EA	0240 CLASS II 2 INCH BACKFLOW COVER (NO BASE)	200.00	400.00
25	2.00	EA	0250 CLASS II 2 INCH RPA BACKFLOW BASE (NO COVER)	200.00	400.00
26	2.00	EA	0260 CLASS II 2 INCH RPA BACKFLOW COVER CONCRETE FOUNDATION	200.00	400.00
27	2.00	EA	0270 6 INCH ROUND IRRIGATION VALVE BOX	35.00	70.00
28	2.00	EA	0280 10 INCH ROUND IRRIGATION VALVE BOX	45.00	90.00
29	2.00	EA	0290 14 INCH X 19 INCH IRRIGATION VALVE BOX	55.00	110.00

*** REVISED PER ADDENDUM # 2 ***

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
30	2.00	EA	0300 13 INCH X 20 INCH IRRIGATION VALVE BOX	40.00	80.00
31	2.00	EA	0310 13 INCH X 24 INCH IRRIGATION VALVE BOX	40.00	80.00
32	5.00	HR	0320 IRRIGATION WIRE TRACKING	50.00	250.00
33	20.00	LF	0330 WIRE REPAIR	5.00	100.00
34	20.00	EA	0340 WATERPROOF IRRIGATION WIRE SPLICE	5.00	100.00
35	20.00	LF	0350 IRRIGATION LINE TUNNELING (UNDER 5 FOOT PER)	35.00	700.00
36	20.00	LF	0360 IRRIGATION LINE MACHINE BORING (OVER 5 FOOT PER)	25.00	500.00
37	1.00	EA	0370 NIPPLE RISERS 1/2 INCH X 3 INCH (FOR POP UPS)	40.00	40.00
38	10.00	EA	0380 NIPPLE RISERS 3/4 INCH X 3 INCH (FOR ROTORS)	35.00	350.00
39	10.00	EA	0390 SOLENOID - (RAIN BIRD)	40.00	400.00
40	10.00	EA	0400 SOLENOID - (HUNTER)	35.00	350.00
41	10.00	EA	0410 RAIN BIRD 1800 6 INCH EXTENSIONS RISERS	3.00	30.00
42	10.00	EA	0420 DIAPHRAM - 1 INCH VALVE (RAIN BIRD)	100.00	1,000.00
43	10.00	EA	0430 DIAPHRAM - 1/5 INCH (RAIN BIRD)	100.00	1,000.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
44	10.00	EA	0440 DIAPHRAM 2 INCH - VALVE (RAIN BIRD)	100.00	1,000.00
45	10.00	EA	0450 DIAPHRAM - 1 INCH VALVE (HUNTER)	50.00	500.00
46	10.00	EA	0460 DIAPHRAM - 1.5 INCH VALVE (HUNTER)	50.00	500.00
47	1.00	EA	0470 DIAPHRAM - 2 INCH VALVE (HUNTER)	140.00	140.00
48	10.00	EA	0480 HUNTER M.P. ROTOR NOZZLES	15.00	150.00
49	10.00	EA	0490 AQUASORB (50 LB. BAG)	150.00	1,500.00
50	100.00	SQFT	0500 GRASS CUTTING	.05	5.00
51	10.00	LF	0510 WEED EATING	.05	.50
52	10.00	SQFT	0520 WEED CONTROL	1.00	10.00
53	10.00	SQFT	0530 HAND WEED REMOVAL	1.00	10.00
54	10.00	LF	0540 EDGING	.05	.50
55	100.00	SQFT	0550 SWEEPING	.10	10.00
56	10.00	SQFT	0560 MULCH REPLACEMENT	.50	5.00
57	10.00	EA	0570 ANNUAL COLOR REPLACEMENT	2.00	20.00
58	20.00	CUYD	0580 EMERGENCY TREE TRIMMING	40.00	800.00
59	20.00	CUYD	0590 EMERGENCY SHRUB PRUNING	20.00	400.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
60	10.00	EA	0600 CONCRETE PAVERS (MATERIAL ONLY) SEE SPECS 2.2.12	.90	9.00
61	100.00	SQYD	0610 CONCRETE PAVER REPAIR/LEVELING SEE SPECS - 2.2.13	32.00	3,200.00
62	1.00	ONLY	0620 DIRECTOR APPROVED INCIDENTAL		
63	1.00	LPSM	<p>NO PRICE IS ENTERED FOR THIS ITEM.</p> <p>THIS ITEM IS HERE FOR USE DURING THE CONTRACT TERM FOR ANY ADDITIONAL REPAIR AND OR REPLACEMENT NOT INCLUDED ON THE INCIDENTAL LINE ITEMS SHEET.</p> <p>THIS ITEM WILL NOT BE USED IN DETERMINING THE LOW BIDDER AND WILL NOT BE INCLUDED IN THE OVERALL CONTRACT PRICE.</p> <p>0630 - ADDITIONAL WORK - PHASE 10 PHASE X - LAKE AVE DECORATIVE CLOCK</p> <p>PROJECT SITE LOCATION: VETERANS BLVD CENTER MEDIAN BETWEEN CARROLLTON AVE TO 17TH ST CANAL METAIRIE, LA</p> <p>CONTRACTORS SHALL BID THIS ADDITIONAL SITE AS A SEPARATE LUMP SUM PRICE FOR A 24 MONTH MAINTENANCE PERIOD.</p> <p>THE START DATE IS UNDETERMINED FOR THIS PROJECT.</p> <p>APPROXIMATE QUANTITIES OF MAINTENANCE ITEMS ARE LOCATED WITHIN THE BID SPECIFICATIONS.</p> <p>THE LUMP SUM PRICE FOR THIS WORK WILL BE BROKEN DOWN INTO EQUAL INSTALLMENTS TO DETERMINE A MONTHLY PRICE. THIS MONTHLY PRICE WILL BE USED TO PRORATE THE WORK BASED ON THE START AND END DATES OF THE ADDITIONAL WORK, AND MAY BE BROKEN DOWN PER DAY.</p>	8,673.00	8,673.00



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
6/29/2015

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

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

PRODUCER Arthur J. Gallagher Risk Management Services, Inc. 235 Highlandia Drive, Suite 200 Baton Rouge LA 70810	CONTACT NAME: Mandy Nesom or Hailey Kilpatrick
	PHONE (A/C, No, Ext): 225-292-3515 FAX (A/C, No): 225-292-3893 E-MAIL ADDRESS: Mandy_Nesom@ajg.com or Hailey_Kilpatrick@ajg.c
INSURED Rotolo Consultants Inc dba RCI 894 Robert Rd Slidell LA 70458	INSURER(S) AFFORDING COVERAGE
	INSURER A: National Trust Insurance Company
	INSURER B:
	INSURER C:
	INSURER D:
	INSURER E:

COVERAGES

CERTIFICATE NUMBER: 451267968

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR VWD	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 type="checkbox"/> LOC OTHER:	Y	Y	CPP0016919	6/30/2015	6/30/2016	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> NON-OWNED AUTOS	Y	Y	CA0024594	6/30/2015	6/30/2016	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
A	UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000	Y	Y	UMB00172361	6/30/2015	6/30/2016	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y	N/A	WC00002222	6/30/2015	6/30/2016	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000
A	Equipment Floater Workers Comp			CPP0016919 010WC14A71066	6/30/2015 6/30/2015	6/30/2016 6/30/2016	Leased/Rented Policy Limit \$500,000 \$1,000,000

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

See Attached...

CERTIFICATE HOLDER

CANCELLATION

Master

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

© 1988-2014 ACORD CORPORATION. All rights reserved.

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED Rotolo Consultants Inc dba RCI 894 Robert Rd Slidell LA 70458
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

ADDITIONAL REMARKS

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

Blanket Additional Insured provided if required by written contract as respect General Liability form #CGL084(10/13); Blanket Additional Insured-Primary Non-Contributory, if required by written contract CGL025(11/08); Auto Liability form #CAU0710113

Blanket Waiver of Subrogation provided if required by written contract as respect General Liability, Auto Liability and Workers' Compensation.

Excess/Umbrella follows form over the Workers' Compensation, General Liability and Auto Liability.

General Liability, Auto and Workers' Comp. - 30 Day Notice of Cancellation to Third Parties - IL011(07/09)

Rented/Leased Equipment \$500,000 Aggregate

Installation/Builders Risk Floater - 6/30/14 to 6/30/15 - \$1,000,000 Limit; Policy #CPP0016919 - National Trust Ins. Co.

Workers' Comp., Policy #010WC14A71066 - Tennessee/Alabama/Mississippi

Limits: \$1,000,000/\$1,000,000/\$1,000,000

Louisiana WC Limits: \$1,000,000/\$1,000,000/\$1,000,000

Professional Liability - 6/30/15-16; Policy #PKC303598; Carrier-Colony Ins. Co. - Each Claim \$1,000,000/\$2,000,000 Aggregate; Includes Pollution Liability - 5\$1,000,000 Per Claim/\$2,000,000 Aggregate

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Rotolo Consultants
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Rotolo Consultants
INCORPORATED, DULY NOTICED AND HELD ON November 18, 2011,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Keith Rotolo, 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.

Brian Rotolo 
SECRETARY-TREASURER

5-4-16

DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF St. Tammany

BEFORE ME, the undersigned authority, personally came and appeared: Keith
Rotolo, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of Rotolo
Consultants Inc. (Entity),
the party who submitted a bid in response to Bid Number 50-00116097, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

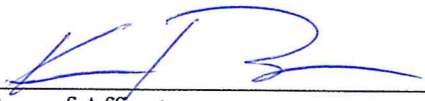
Choice B ✓ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

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

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

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



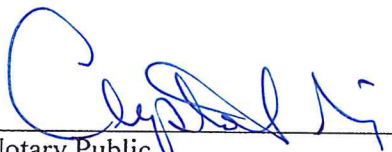
Signature of Affiant

Keith Rotolo

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 4th DAY OF May, 2016



Notary Public

Crystal Gravois

Printed Name of Notary

066725

Notary/Bar Roll Number

My commission expires With Life



Document A310™ – 2010

Conforms with The American Institute of Architects AIA Document 310

Bid Bond

CONTRACTOR:

(Name, legal status and address)

Rotolo Consultants, Inc.
894 Robert Blvd.
Slidell, LA 70458

SURETY:

(Name, legal status and principal place of business)

International Fidelity Insurance Company
4965 Preston Park Blvd., Suite 200
Plano, TX 75093
Mailing Address for Notices

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

OWNER:

(Name, legal status and address)

Jefferson Parish Purchasing Department
200 Derbigny Street
Gretna, LA 70053

4965 Preston Park Blvd., Suite 200
Plano, TX 75093

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

BOND AMOUNT: \$ 5% Five Percent of Amount Bid

PROJECT:

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

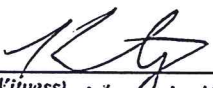
Bid Number 50-00116097 Two (2) Year Landscape Maintenance Contract for Veterans Boulevard, CPZ Improvements Phases 1-10

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

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

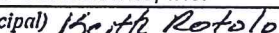
When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.


Signed and sealed this 5th day of May, 2016.


(Witness) Kendall Lantz


(Witness) Jean Viola

Rotolo Consultants, Inc.

(Principal)  (Seal)

By: 
(Title) President

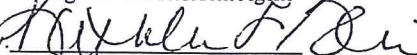
International Fidelity Insurance Company

(Surety) (Seal)

By: 
(Title) Kathleen L. Berni, Attorney-in-Fact

S-0054/AS 8/10

Countersigned: LA Resident Agent

By: 
Kathleen L. Berni, Lic 201148

POWER OF ATTORNEY

INTERNATIONAL FIDELITY INSURANCE COMPANY ALLEGHENY CASUALTY COMPANY

ONE NEWARK CENTER, 20TH FLOOR NEWARK, NEW JERSEY 07102-5207

KNOW ALL MEN BY THESE PRESENTS: That INTERNATIONAL FIDELITY INSURANCE COMPANY, a corporation organized and existing under the laws of the State of New Jersey, and ALLEGHENY CASUALTY COMPANY a corporation organized and existing under the laws of the State of Pennsylvania, having their principal office in the City of Newark, New Jersey, do hereby constitute and appoint

JAMES J. LYNCH III, GREGORY R. WESTON, KATHLEEN L. BERNI, GEORGE V. BAUS, JR.,
EDWARD J. MURPHY, III

Metairie, LA.

their true and lawful attorney(s)-in-fact to execute, seal and deliver for and on its behalf as surety, any and all bonds and undertakings, contracts of indemnity and other writings obligatory in the nature thereof, which are or may be allowed, required or permitted by law, statute, rule, regulation, contract or otherwise and the execution of such instrument(s) in pursuance of these presents, shall be as binding upon the said INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY, as fully and amply, to all intents and purposes, as if the same had been duly executed and acknowledged by their regularly elected officers at their principal offices.

This Power of Attorney is executed, and may be revoked, pursuant to and by authority of the By-Laws of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY and is granted under and by authority of the following resolution adopted by the Board of Directors of INTERNATIONAL FIDELITY INSURANCE COMPANY at a meeting duly held on the 20th day of July, 2010 and by the Board of Directors of ALLEGHENY CASUALTY COMPANY at a meeting duly held on the 15th day of August, 2000:

"RESOLVED, that (1) the President, Vice President, Chief Executive Officer or Secretary of the Corporation shall have the power to appoint, and to revoke the appointments of, Attorneys-in-Fact or agents with power and authority as defined or limited in their respective powers of attorney, and to execute on behalf of the Corporation and affix the Corporation's seal thereto, bonds, undertakings, recognizances, contracts of indemnity and other written obligations in the nature thereof or related thereto; and (2) any such Officers of the Corporation may appoint and revoke the appointments of joint-control custodians, agents for acceptance of process, and Attorneys-in-fact with authority to execute waivers and consents on behalf of the Corporation; and (3) the signature of any such Officer of the Corporation and the Corporation's seal may be affixed by facsimile to any power of attorney or certification given for the execution of any bond, undertaking, recognizance, contract of indemnity or other written obligation in the nature thereof or related thereto, such signature and seals when so used whether heretofore or hereafter, being hereby adopted by the Corporation as the original signature of such officer and the original seal of the Corporation, to be valid and binding upon the Corporation with the same force and effect as though manually affixed."

IN WITNESS WHEREOF, INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY have each executed and attested these presents on this 22nd day of July, 2014.



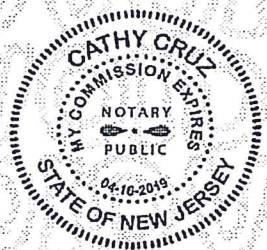
STATE OF NEW JERSEY
County of Essex

ROBERT W. MINSTER
Chief Executive Officer (International Fidelity Insurance Company) and President (Allegheny Casualty Company)



On this 22nd day of July 2014, before me came the individual who executed the preceding instrument, to me personally known, and, being by me duly sworn, said he is the therein described and authorized officer of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY; that the seals affixed to said instrument are the Corporate Seals of said Companies; that the said Corporate Seals and his signature were duly affixed by order of the Boards of Directors of said Companies.

IN TESTIMONY WHEREOF, I have hereunto set my hand affixed my Official Seal, at the City of Newark, New Jersey the day and year first above written.



A NOTARY PUBLIC OF NEW JERSEY
My Commission Expires April 16, 2019

CERTIFICATION

I, the undersigned officer of INTERNATIONAL FIDELITY INSURANCE COMPANY and ALLEGHENY CASUALTY COMPANY do hereby certify that I have compared the foregoing copy of the Power of Attorney and affidavit, and the copy of the Sections of the By-Laws of said Companies as set forth in said Power of Attorney, with the originals on file in the home office of said companies, and that the same are correct transcripts thereof, and of the whole of the said originals, and that the said Power of Attorney has not been revoked and is now in full force and effect.

IN TESTIMONY WHEREOF, I have hereunto set my hand this 5th day of May, 2016

MARIA BRANCO, Assistant Secretary

#197086

Form W-9
(Rev. October 2007)
Department of the Treasury
Internal Revenue Service

Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)
ROTOLO CONSULTANTS, INC.

Business name, if different from above

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

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

City, state, and ZIP code
SLIDELL, LOUISIANA 70458

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number
: : :
: : :
: : :

OR

Employer identification number
72 : 1285520

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ▶

[Signature]

Date ▶ 7/29/2010

General Instructions

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

Purpose of Form

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

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

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

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

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

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

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

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

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



Louisiana State Licensing Board for Contractors



Contractor Information

Business Name ROTOLO CONSULTANTS, INC. ✓
 Mailing Address 894 Robert Blvd.
 Slidell, LA 70458
 Phone Number (985) 643-2427
 Fax Number (985) 643-2691
 Email Address dmartino@rotoloconsultants.com

Active Licenses

License Number 29959 ✓
 Type Commercial License
 Status LICENSED
 Effective 07/21/2015
 Expiration 07/20/2016
 First Issued 07/20/1995

Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Michael Joseph Rotolo	ALL
BUSINESS AND LAW	Kerry Rotolo	ALL
BUSINESS AND LAW	Michael Joseph Rotolo	ALL
MUNICIPAL AND PUBLIC WORKS CONSTRUCTION	Michael Joseph Rotolo	ALL
SPECIALTY: FENCING	Kerry Rotolo	ALL
✓ SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Kerry Rotolo	ALL
SPECIALTY: RECREATION & SPORTING FACILITIES & GOLF COURSES	Michael Joseph Rotolo	ALL
SPECIALTY: SWIMMING POOLS, WATER FEATURES AND FOUNTAINS	Michael Joseph Rotolo	ALL



State Licensing Board for Contractors

This is to Certify that:

ROTOLO CONSULTANTS, INC.
894 Robert Blvd.
Slidell, LA 70458

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; MUNICIPAL AND PUBLIC WORKS CONSTRUCTION; SPECIALTY:
FENCING; SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION; SPECIALTY: RECREATION &
SPORTING FACILITIES & GOLF COURSES; SPECIALTY: SWIMMING POOLS, WATER FEATURES AND
FOUNTAINS



Expiration Date: July 20, 2016

License No: 29959

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

Will B. McCP
Director

Lee Mallett
Chairman

Andy Ramsey
Secretary-Treasurer

This License Is Not Transferrable

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. 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.

2. 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.

3. 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.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

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.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

DATE: 4/06/2016

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00116097

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

Page: 1

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/05/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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

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

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

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

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

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

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

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

DATE: 4/06/2016

BID NO.: 50-00116097

Page: 2

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

1,3,4,5,6,8,9,10,11,12,13,15

MANDATORY

**PRE-BID CONFERENCE TO BE HELD AT: GENERAL GOVERNMENT BLDG 200 DERBIGNY ST,
SUITE 4400 GRETN, LA 70053 AT 9:00 AM
ON 4/22/2016**

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

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.

BID NO.: 50-00116097

BID FORM
Non Public Works**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

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

Are you requesting an escalation provision?

YES _____ NO ✓MAXIMUM ESCALATION PERCENTAGE REQUESTED NA %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF NA

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

August 1, 2016

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

58564**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Thrive of Louisiana, LLCADDRESS: 2800 Breaux Ave.CITY, STATE: Harvey, LA ZIP: 70058TELEPHONE: 504 263-3588 FAX: 504 263-3582EMAIL ADDRESS: bshaffer@thrivelawns.com

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

Acknowledge Receipt of Addenda: NUMBER: 1 4/21/16 BSNUMBER: 2 4/29/16 BS

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 391,757.70

AUTHORIZED

SIGNATURE: Brad ShafferTITLE: ownerBrad Shaffer

Printed Name

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

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

*** REVISED PER ADDENDUM # 2 ***

DATE: 4/29/2016

Page 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	A TWO (2) YEAR LANDSCAPE MAINTENANCE CONTRACT FOR VETERANS BOULEVARD CPZ IMPROVEMENTS, PHASES 1 THROUGH 10 0010 PROVIDE A MONTHLY COST FOR THE TWENTY-FOUR (24) MONTHS LANDSCAPE MAINTENANCE CONTRACT FOR VETERANS BOULEVARD CPZ IMPROVEMENTS FOR PHASES 1-9	15,642. ⁰⁰	375,408. ⁰⁰
2	10.00	EA	0020 SHRUB - 1 GALLON	5. ⁰⁰	50. ⁰⁰
3	10.00	EA	0030 SHRUB - 3 GALLON	12. ⁰⁰	120. ⁰⁰
4	10.00	EA	0040 SHRUB - 7 GALLON	25. ⁰⁰	250. ⁰⁰
5	10.00	EA	0050 SHRUB - 15 GALLON	62. ⁰⁰	620. ⁰⁰
6	100.00	CUYD	0060 GARDEN SOIL	20. ⁰⁰	2,000. ⁰⁰
7	100.00	SQYD	0070 CLASS A CENTIPEDE SOD SEE SPECS - 2.2.22	4.25	425. ⁰⁰
8	100.00	SQYD	0080 419 BERMUDA SOD SEE SPECS - 2.2.22	3.75	375. ⁰⁰
9	10.00	LB	0090 CENTIPEDE SEED	2. ⁰⁰	20. ⁰⁰
10	10.00	LB	0100 COMMON HULLED BERMUDA SEED	2. ⁰⁰	20. ⁰⁰
11	20.00	CUYD	0110 METRO 380 SOIL AMENDMENT (BAG)	26. ⁰⁰	520. ⁰⁰
12	20.00	CUYD	0120 FILL DIRT (PUMP SAND)	25. ⁰⁰	500. ⁰⁰
13	10.00	EA	0130 1 INCH IRRIGATION VALVE	15. ⁰⁰	150. ⁰⁰
14	10.00	EA	0140 1.5 INCH IRRIGATION VALVE	60. ⁰⁰	600. ⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	10.00	EA	0150 2 INCH IRRIGATION VALVE	75. ⁰⁰	750. ⁰⁰
16	10.00	EA	0160 12 INCH IRRIGATION POP-UP	9. ⁰⁰	90. ⁰⁰
17	10.00	EA	0170 4 INCH IRRIGATION POP-UP	2. ⁰⁰	20. ⁰⁰
18	10.00	EA	0180 IRRIGATION NOZZLE	1. ⁰⁰	10. ⁰⁰
19	10.00	EA	0190 IRRIGATION TURF ROTOR HEAD	8.50	85. ⁰⁰
20	10.00	LF	0200 IRRIGATION MAIN LINE REPAIR	40. ⁰⁰	400. ⁰⁰
21	10.00	LF	0210 IRRIGATION LATERAL LINE REPAIR	25. ⁰⁰	250. ⁰⁰
22	2.00	EA	0220 IRRIGATION CONTROLLER	105. ⁰⁰	210. ⁰⁰
23	2.00	EA	0230 IRRIGATION 2 INCH RPA BACKFLOW PREVENTER	440. ⁰⁰	880. ⁰⁰
24	2.00	EA	0240 CLASS II 2 INCH BACKFLOW COVER (NO BASE)	100. ⁰⁰	200. ⁰⁰
25	2.00	EA	0250 CLASS II 2 INCH RPA BACKFLOW BASE (NO COVER)	100. ⁰⁰	200. ⁰⁰
26	2.00	EA	0260 CLASS II 2 INCH RPA BACKFLOW COVER CONCRETE FOUNDATION	200. ⁰⁰	400. ⁰⁰
27	2.00	EA	0270 6 INCH ROUND IRRIGATION VALVE BOX	10. ⁰⁰	20. ⁰⁰
28	2.00	EA	0280 10 INCH ROUND IRRIGATION VALVE BOX	20. ⁰⁰	40. ⁰⁰
29	2.00	EA	0290 14 INCH X 19 INCH IRRIGATION VALVE BOX	25. ⁰⁰	50. ⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
30	2.00	EA	0300 13 INCH X 20 INCH IRRIGATION VALVE BOX	50. ⁰⁰	100. ⁰⁰
31	2.00	EA	0310 13 INCH X 24 INCH IRRIGATION VALVE BOX	110. ⁰⁰	220. ⁰⁰
32	5.00	HR	0320 IRRIGATION WIRE TRACKING	15. ⁰⁰	75. ⁰⁰
33	20.00	LF	0330 WIRE REPAIR	15. ⁰⁰	300. ⁰⁰
34	20.00	EA	0340 WATERPROOF IRRIGATION WIRE SPLICE	2. ⁰⁰	40. ⁰⁰
35	20.00	LF	0350 IRRIGATION LINE TUNNELING (UNDER 5 FOOT PER)	10. ⁰⁰	200. ⁰⁰
36	20.00	LF	0360 IRRIGATION LINE MACHINE BORING (OVER 5 FOOT PER)	20. ⁰⁰	400. ⁰⁰
37	1.00	EA	0370 NIPPLE RISERS 1/2 INCH X 3 INCH (FOR POP UPS)	.20	.20
38	10.00	EA	0380 NIPPLE RISERS 3/4 INCH X 3 INCH (FOR ROTORS)	.20	2. ⁰⁰
39	10.00	EA	0390 SOLENOID - (RAIN BIRD)	9. ⁰⁰	90. ⁰⁰
40	10.00	EA	0400 SOLENOID - (HUNTER)	7. ⁰⁰	70. ⁰⁰
41	10.00	EA	0410 RAIN BIRD 1800 6 INCH EXTENSIONS RISERS	1. ⁰⁰	10. ⁰⁰
42	10.00	EA	0420 DIAPHRAM - 1 INCH VALVE (RAIN BIRD)	7. ⁰⁰	70. ⁰⁰
43	10.00	EA	0430 DIAPHRAM - 1/5 INCH (RAIN BIRD)	21. ⁰⁰	210. ⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
44	10.00	EA	0440 DIAPHRAM 2 INCH - VALVE (RAIN BIRD)	20. ⁰⁰	200. ⁰⁰
45	10.00	EA	0450 DIAPHRAM - 1 INCH VALVE (HUNTER)	7. ⁰⁰	70. ⁰⁰
46	10.00	EA	0460 DIAPHRAM - 1.5 INCH VALVE (HUNTER)	17. ⁰⁰	170. ⁰⁰
47	1.00	EA	0470 DIAPHRAM - 2 INCH VALVE (HUNTER)	17. ⁰⁰	170. ⁰⁰
48	10.00	EA	0480 HUNTER M.P. ROTOR NOZZLES	6. ⁰⁰	60. ⁰⁰
49	10.00	EA	0490 AQUASORB (50 LB. BAG)	50. ⁰⁰	500. ⁰⁰
50	100.00	SQFT	0500 GRASS CUTTING	50	50. ⁰⁰
51	10.00	LF	0510 WEED EATING	50	50
52	10.00	SQFT	0520 WEED CONTROL	3. ⁰⁰	30. ⁰⁰
53	10.00	SQFT	0530 HAND WEED REMOVAL	1. ⁰⁰	10. ⁰⁰
54	10.00	LF	0540 EDGING	50	5. ⁰⁰
55	100.00	SQFT	0550 SWEEPING	2. ⁰⁰	200. ⁰⁰
56	10.00	SQFT	0560 MULCH REPLACEMENT	1. ⁰⁰	10. ⁰⁰
57	10.00	EA	0570 ANNUAL COLOR REPLACEMENT	1.50	15. ⁰⁰
58	20.00	CUYD	0580 EMERGENCY TREE TRIMMING	30. ⁰⁰	600. ⁰⁰
59	20.00	CUYD	0590 EMERGENCY SHRUB PRUNING	10. ⁰⁰	200. ⁰⁰

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
60	10.00	EA	0600 CONCRETE PAVERS (MATERIAL ONLY) SEE SPECS 2.2.12	1. ⁰⁰	10. ⁰⁰
61	100.00	SQYD	0610 CONCRETE PAVER REPAIR/LEVELING SEE SPECS - 2.2.13	5. ⁰⁰	500. ⁰⁰
62	1.00	ONLY	0620 DIRECTOR APPROVED INCIDENTAL	0	0
63	1.00	LPSM	<p>NO PRICE IS ENTERED FOR THIS ITEM.</p> <p>THIS ITEM IS HERE FOR USE DURING THE CONTRACT TERM FOR ANY ADDITIONAL REPAIR AND OR REPLACEMENT NOT INCLUDED ON THE INCIDENTAL LINE ITEMS SHEET.</p> <p>THIS ITEM WILL NOT BE USED IN DETERMINING THE LOW BIDDER AND WILL NOT BE INCLUDED IN THE OVERALL CONTRACT PRICE.</p> <p>0630 - ADDITIONAL WORK - PHASE 10 PHASE X - LAKE AVE DECORATIVE CLOCK</p> <p>PROJECT SITE LOCATION: VETERANS BLVD CENTER MEDIAN BETWEEN CARROLLTON AVE TO 17TH ST CANAL METAIRIE, LA</p> <p>CONTRACTORS SHALL BID THIS ADDITIONAL SITE AS A SEPARATE LUMP SUM PRICE FOR A 24 MONTH MAINTENANCE PERIOD.</p> <p>THE START DATE IS UNDETERMINED FOR THIS PROJECT.</p> <p>APPROXIMATE QUANTITIES OF MAINTENANCE ITEMS ARE LOCATED WITHIN THE BID SPECIFICATIONS.</p> <p>THE LUMP SUM PRICE FOR THIS WORK WILL BE BROKEN DOWN INTO EQUAL INSTALLMENTS TO DETERMINE A MONTHLY PRICE. THIS MONTHLY PRICE WILL BE USED TO PRORATE THE WORK BASED ON THE START AND END DATES OF THE ADDITIONAL WORK, AND MAY BE BROKEN DOWN PER DAY.</p>	2507. ⁰⁰	2507. ⁰⁰



CERTIFICATE OF LIABILITY INSURANCE

DATE
(MM/DD/YYYY)
05/04/2016

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

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

PRODUCER Eustis Insurance, Inc. 110 Veterans Memorial Blvd., Ste 200 Metairie, LA 70005-4913 P: 1-504-586-0440		CONTACT NAME: PHONE (A/C, No. Ext): FAX (A/C, No): E-MAIL ADDRESS:																						
INSURED Thrive of Louisiana, LLC. 2800 Breaux Ave. Harvey, LA 70058		INSURER(S) AFFORDING COVERAGE <table border="1"> <tr> <th>INSURED</th> <th>INSURER</th> <th>NAIC#</th> </tr> <tr> <td>A</td> <td>Southern Underwriters Insurance Co.</td> <td></td> </tr> <tr> <td>B</td> <td>Milwaukee Casualty Insurance Co.</td> <td></td> </tr> <tr> <td>C</td> <td>Torus National Insurance Co.</td> <td></td> </tr> <tr> <td>D</td> <td>Technology Insurance Company, Inc.</td> <td></td> </tr> <tr> <td>E</td> <td></td> <td></td> </tr> <tr> <td>F</td> <td></td> <td></td> </tr> </table>		INSURED	INSURER	NAIC#	A	Southern Underwriters Insurance Co.		B	Milwaukee Casualty Insurance Co.		C	Torus National Insurance Co.		D	Technology Insurance Company, Inc.		E			F		
INSURED	INSURER	NAIC#																						
A	Southern Underwriters Insurance Co.																							
B	Milwaukee Casualty Insurance Co.																							
C	Torus National Insurance Co.																							
D	Technology Insurance Company, Inc.																							
E																								
F																								

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 INSRD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> <input type="checkbox"/> GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:			554741401	07/22/15	07/22/16	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO/td> <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS <input type="checkbox"/>			MPP101578201	07/22/15	07/22/16	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$			70835R160ALI	02/16/16	07/22/16	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
D	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? Y/N (Mandatory in NH) N If yes, describe under DESCRIPTION OF OPERATIONS below	N/A		TWC3486458	07/22/15	07/22/16	<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 \$ \$ \$
	OTHER						\$ \$ \$

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

CERTIFICATE HOLDER Bid # 50-00116097 The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish Purchasing Dept. P.O. BOX Gretna LA 70054-0009 USA	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 Robert M. Braiwick III
--	---

© 1988-2014 ACORD CORPORATION. All rights reserved.

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Thrive of Louisiana, LLC.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Thrive of Louisiana, LLC.
INCORPORATED, DULY NOTICED AND HELD ON JANUARY 1, 2016.
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Brad Shaffer, 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.

Julie Finnan

SECRETARY-TREASURER

5/5/2016

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF St. Tammany

BEFORE ME, the undersigned authority, personally came and appeared: Brad Shaffer

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

he/she is the fully authorized OWNER of Thrive of Louisiana, LLC. (Entity),

the party who submitted a bid in response to Bid Number 50-00116097, 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.

Brad Shaffer

Signature of Affiant

Brad Shaffer

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 5th DAY OF May, 2016

Amie Rader Finnan

Notary Public

Amie Rader Finnan

Printed Name of Notary

127366

Notary/Bar Roll Number

AMIE RADER FINNAN
NOTARY PUBLIC # 127366

STATE OF LOUISIANA

MY COMMISSION EXPIRES UPON DEATH

My commission expires upon my death

[Print](#)

Notary Search - Detail

Name: MS. AMIE RADER FINNAN
Address: 368 MANSFIELD DRIVE
SLIDELL, LA 70458
Phone: (504) 864-9181
Notary ID Number: 127366
Parish: ST. TAMMANY with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Non Attorney
Status: Active
Commission Date: 08/16/2012
Oath Date: 08/10/2012
Surety Expiration Date: 08/08/2017
Annual Report Current: Yes

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

**Request for Taxpayer
Identification Number and Certification**

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

Print or type
See Specific Instructions on page 2.

Name (as shown on your income tax return)
Thrive of Louisiana LLC

Business name/disregarded entity name, if different from above

Check appropriate box for federal tax classification:
☐ Individual/sole proprietor ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate
☒ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ ☐ Exempt payee
☐ Other (see instructions) ▶

Address (number, street, and apt. or suite no.)
2800 Breaux Avenue

City, state, and ZIP code
Harvey LA 70058

List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

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

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

Social security number

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

Employer identification number

8	0	-	0	5	5	7	9	5	9
---	---	---	---	---	---	---	---	---	---

Part II Certification

Under penalties of perjury, I certify that:

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

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

**Sign
Here**

Signature of
U.S. person ▶

Bryan Shultz

Date ▶

General Instructions

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

Purpose of Form

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

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

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

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

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

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

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

BID BOND

Conforms with the American Institute of Architects,
A.I.A. Document No. A-310

THE **GRAY** SURETY OFFICE
2750 Lake Villa Drive Suite 300 Metairie, LA 70002
Phone: (504) 780-7440 FAX: (504) 780-9211

KNOW ALL MEN BY THESE PRESENTS:

That THRIVE OF LOUISIANA, LLC
of 2800 BREAUX AVE., HARVEY, LA 70058
(Name of Principal)
(Address of Principal)

hereinafter called the Principal, and ☒ The Gray Casualty & Surety Company ☐ The Gray Insurance Company of Metairie, Louisiana,
a corporation duly organized under the laws of the State of Louisiana, as Surety, hereinafter called the Surety, are held and firmly bound unto
JEFFERSON PARISH as Obligee, hereinafter called the Obligee,
(Name of Obligee)
in the sum of FIVE PERCENT OF THE AMOUNT BID Dollars \$ 5%,

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 50-00116097 TWO YEAR MAINTENANCE CONTRACT FOR LANDSCAPE MAINTENANCE
(Job Number) (Full Name of Job)
OF VETERANS BLVD., CPZ IMPROVEMENTS PHASES 1-10
(Location of Job)

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, 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 this 5TH DAY of MAY A.D. 2016

THRIVE OF LOUISIANA, LLC
By: BRIAN SMITTEN SEAL
(Principal)
BRIAN SMITTEN, Owner
(Signature and Title)

THE GRAY CASUALTY AND SURETY COMPANY
By: BRIAN P. BORDLEE SEAL
(Surety)
BRIAN P. BORDLEE
(Attorney-in-Fact)

Amie Finnan
(Witness)
Amie Finnan
Raean Gullory
(Witness)
COUNTERSIGNED: BRIAN P. BORDLEE
BRIAN P. BORDLEE
LA RESIDENT AGENT # 216719

The Gray Surety Office

2750 Lake Villa Drive Suite 300 Metairie, Louisiana 70002 Phone: (504) 780-7440 Fax: (504) 780-9211

THE GRAY CASUALTY & SURETY COMPANY

THE GRAY INSURANCE COMPANY

200986

GENERAL POWER OF ATTORNEY

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 **Ralph J. LeBlanc, Alexander J. Ellsworth, Charles F. Cowand, Anthony Currera, Lauren T. Guillory, Michele M. Ellsworth, and Brian P. Bordlee of Metairie, Louisiana jointly or 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.

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.

"RESOLV ED, 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.



By:

Michael T. Gray
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 5TH day of MAY, 2016



Mark S. Manguno

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



Louisiana State Licensing Board for Contractors



Contractor Information

Business Name THRIVE OF LOUISIANA, L.L.C. ✓
Mailing Address 2800 Breaux Avenue
Harvey, LA 70058
Phone Number (504) 263-3588
Fax Number (504) 263-3582
Email Address mwesteen@thrivelawns.com

Active Licenses

License Number 58564 ✓
Type Commercial License
Status LICENSED
Effective 09/02/2015
Expiration 08/29/2016
First Issued 08/29/2013

Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Bradley Allen Shaffer	ALL
✓ SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Bradley Allen Shaffer	ALL



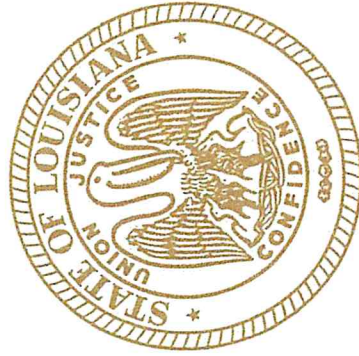
State Licensing Board for Contractors

This is to Certify that:

THRIVE OF LOUISIANA, L.L.C
2800 Breaux Avenue
Harvey, LA 70058

is duly licensed and entitled to practice the following classifications

SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION



Expiration Date: August 29, 2016

License No: 58564

Witness our hand and seal of the Board dated,
Baton Rouge, LA 2nd day of September 2015

Will B. McCP

Director

See mallett

Chairman

Andy Dumas

Treasurer

This License Is Not Transferrable



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: **BRADLEY A SHAFFER**

Date: 02/22/2016

LDAF ID: **89328**

LICENSE(S): **IRRIGATION CONTRACTOR** 16-0379
CEU Expiration Date Oct 14 2017
LANDSCAPE HORTICULTURIST 16-3837

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

10

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 02/01/2016 through 01/31/2017 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** 16-0379
CEU Expiration Date Oct 14 2017
LANDSCAPE HORTICULTURIST 16-3837

BRADLEY A SHAFFER
2800 BREAUX AVE
HARVEY LA 70058

Mike Strain
Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: **89328**

LOUISIANA DEPARTMENT OF
AGRICULTURE & FORESTRY
IDENTIFICATION CARD

COMMERCIAL PESTICIDE
APPLICATOR

BRADLEY SHAFFER
2800 BREAUX AVE
HARVEY LA 70058

00089328

Exp. Date: 12/31/2016



Mike Strain
MIKE STRAIN DVM, COMMISSIONER



CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

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

RECERTIFY BY

12/11/2017
12/11/2017
12/11/2017
12/11/2017

SIGNATURE: _____

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

BID NO.: 50-00116097

BID FORM
Non Public Works**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

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

Are you requesting an escalation provision?

YES _____ NO ✓MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF N/A.

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

N/ALOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 62642**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Grass Master Maintenance and Landscaping, LLCADDRESS: 39509 SW F-55 Service Rd.CITY, STATE: Ponchatoula, LA ZIP: 70454
985 981-8744TELEPHONE: (985) 320-9978 FAX: (985) 467-0976EMAIL ADDRESS: blutemana@gograssmaster.com / sales@gograssmaster.com

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

Acknowledge Receipt of Addenda: NUMBER: 1NUMBER: 2

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 422,800

AUTHORIZED

SIGNATURE: Brandon LutemanBrandon Luteman

Printed Name

TITLE: President

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

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

*** REVISED PER ADDENDUM # 2 ***

DATE: 4/29/2016

Page 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			A TWO (2) YEAR LANDSCAPE MAINTENANCE CONTRACT FOR VETERANS BOULEVARD CPZ IMPROVEMENTS, PHASES 1 THROUGH 10		
1	24.00	MO	0010 PROVIDE A MONTHLY COST FOR THE TWENTY-FOUR (24) MONTHS	\$422,800	\$422,800
			LANDSCAPE MAINTENANCE CONTRACT FOR VETERANS BOULEVARD CPZ IMPROVEMENTS FOR PHASES 1-9		
2	10.00	EA	0020 SHRUB - 1 GALLON	\$17,016.00	\$422,800
3	10.00	EA	0030 SHRUB - 3 GALLON	7.50	75.00
4	10.00	EA	0040 SHRUB - 7 GALLON	17.50	175.00
5	10.00	EA	0050 SHRUB - 15 GALLON	37.50	375.00
6	100.00	CUYD	0060 GARDEN SOIL	85.00	850.00
7	100.00	SQYD	0070 CLASS A CENTIPEDE SOD SEE SPECS - 2.2.22	85.00	8500.00
8	100.00	SQYD	0080 419 BERMUDA SOD SEE SPECS - 2.2.22	3.50	350.00
9	10.00	LB	0090 CENTIPEDE SEED	4.00	400.00
10	10.00	LB	0100 COMMON HULLED BERMUDA SEED	75.00	750.00
11	20.00	CUYD	0110 METRO 380 SOIL AMENDMENT (BAG)	75.00	750.00
12	20.00	CUYD	0120 FILL DIRT (PUMP SAND)	50.00	1000.00
13	10.00	EA	0130 1 INCH IRRIGATION VALVE	30.00	600.00
14	10.00	EA	0140 1.5 INCH IRRIGATION VALVE	50.00	500.00
				75.00	750.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	10.00	EA	0150 2 INCH IRRIGATION VALVE	200. ⁰⁰	2000. ⁰⁰
16	10.00	EA	0160 12 INCH IRRIGATION POP-UP	25. ⁰⁰	250. ⁰⁰
17	10.00	EA	0170 4 INCH IRRIGATION POP-UP	15. ⁰⁰	150. ⁰⁰
18	10.00	EA	0180 IRRIGATION NOZZLE	10. ⁰⁰	100. ⁰⁰
19	10.00	EA	0190 IRRIGATION TURF ROTOR HEAD	20. ⁰⁰	200. ⁰⁰
20	10.00	LF	0200 IRRIGATION MAIN LINE REPAIR	3. ⁰⁰	30. ⁰⁰
21	10.00	LF	0210 IRRIGATION LATERAL LINE REPAIR	2. ⁰⁰	20. ⁰⁰
22	2.00	EA	0220 IRRIGATION CONTROLLER	200. ⁰⁰	400. ⁰⁰
23	2.00	EA	0230 IRRIGATION 2 INCH RPA BACKFLOW PREVENTER	500. ⁰⁰	1000. ⁰⁰
24	2.00	EA	0240 CLASS II 2 INCH BACKFLOW COVER (NO BASE)	300. ⁰⁰	600. ⁰⁰
25	2.00	EA	0250 CLASS II 2 INCH RPA BACKFLOW BASE (NO COVER)	75. ⁰⁰	150. ⁰⁰
26	2.00	EA	0260 CLASS II 2 INCH RPA BACKFLOW COVER CONCRETE FOUNDATION	100. ⁰⁰	200. ⁰⁰
27	2.00	EA	0270 6 INCH ROUND IRRIGATION VALVE BOX	30. ⁰⁰	60. ⁰⁰
28	2.00	EA	0280 10 INCH ROUND IRRIGATION VALVE BOX	60. ⁰⁰	120. ⁰⁰
29	2.00	EA	0290 14 INCH X 19 INCH IRRIGATION VALVE BOX	90. ⁰⁰	180. ⁰⁰

DATE: 4/29/2016

Page 8

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
30	2.00	EA	0300 13 INCH X 20 INCH IRRIGATION VALVE BOX	100. ⁰⁰	200. ⁰⁰
31	2.00	EA	0310 13 INCH X 24 INCH IRRIGATION VALVE BOX	125. ⁰⁰	250. ⁰⁰
32	5.00	HR	0320 IRRIGATION WIRE TRACKING	75. ⁰⁰	375. ⁰⁰
33	20.00	LF	0330 WIRE REPAIR	2. ⁰⁰	40. ⁰⁰
34	20.00	EA	0340 WATERPROOF IRRIGATION WIRE SPLICE	25. ⁰⁰	500. ⁰⁰
35	20.00	LF	0350 IRRIGATION LINE TUNNELING (UNDER 5 FOOT PER)	5.⁰⁰ 100. ⁰⁰	100. ⁰⁰
36	20.00	LF	0360 IRRIGATION LINE MACHINE BORING (OVER 5 FOOT PER)	7.50 150. ⁰⁰	150. ⁰⁰
37	1.00	EA	0370 NIPPLE RISERS 1/2 INCH X 3 INCH (FOR POP UPS)	3. ⁰⁰	3. ⁰⁰
38	10.00	EA	0380 NIPPLE RISERS 3/4 INCH X 3 INCH (FOR ROTORS)	4. ⁰⁰	40. ⁰⁰
39	10.00	EA	0390 SOLENOID - (RAIN BIRD)	25. ⁰⁰	250. ⁰⁰
40	10.00	EA	0400 SOLENOID - (HUNTER)	25. ⁰⁰	250. ⁰⁰
41	10.00	EA	0410 RAIN BIRD 1800 6 INCH EXTENSIONS RISERS	5. ⁰⁰	50. ⁰⁰
42	10.00	EA	0420 DIAPHRAM - 1 INCH VALVE (RAIN BIRD)	50. ⁰⁰	500. ⁰⁰
43	10.00	EA	0430 DIAPHRAM - 1/5 INCH (RAIN BIRD)	75. ⁰⁰	750. ⁰⁰

DATE: 4/29/2016

Page 9

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
44	10.00	EA	0440 DIAPHRAM 2 INCH - VALVE (RAIN BIRD)	200. ⁰⁰	2000. ⁰⁰
45	10.00	EA	0450 DIAPHRAM - 1 INCH VALVE (HUNTER)	50. ⁰⁰	500. ⁰⁰
46	10.00	EA	0460 DIAPHRAM - 1.5 INCH VALVE (HUNTER)	75. ⁰⁰	750. ⁰⁰
47	1.00	EA	0470 DIAPHRAM - 2 INCH VALVE (HUNTER)	200. ⁰⁰	200. ⁰⁰
48	10.00	EA	0480 HUNTER M.P. ROTOR NOZZLES	17.50 17.50	175. ⁰⁰
49	10.00	EA	0490 AQUASORB (50 LB. BAG)	50. ⁰⁰	500. ⁰⁰
50	100.00	SQFT	0500 GRASS CUTTING	.0015	.15
51	10.00	LF	0510 WEED EATING	.0015	.015
52	10.00	SQFT	0520 WEED CONTROL	.0015	.015
53	10.00	SQFT	0530 HAND WEED REMOVAL	.0015	.015
54	10.00	LF	0540 EDGING	.0010	.01
55	100.00	SQFT	0550 SWEEPING	.0015	.15
56	10.00	SQFT	0560 MULCH REPLACEMENT	.75	7.50
57	10.00	EA	0570 ANNUAL COLOR REPLACEMENT	1.75	17.50
58	20.00	CUYD	0580 EMERGENCY TREE TRIMMING	17.50	350. ⁰⁰
59	20.00	CUYD	0590 EMERGENCY SHRUB PRUNING	25. ⁰⁰	500. ⁰⁰

DATE: 4/29/2016

Page 10

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00116097

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
60	10.00	EA	0600 CONCRETE PAVERS (MATERIAL ONLY) SEE SPECS 2.2.12	1. ⁰⁰	10. ⁰⁰
61	100.00	SQYD	0610 CONCRETE PAVER REPAIR/LEVELING SEE SPECS - 2.2.13	75. ⁰⁰	7500. ⁰⁰
62	1.00	ONLY	0620 DIRECTOR APPROVED INCIDENTAL		
			NO PRICE IS ENTERED FOR THIS ITEM.		
			THIS ITEM IS HERE FOR USE DURING THE CONTRACT TERM FOR ANY ADDITIONAL REPAIR AND OR REPLACEMENT NOT INCLUDED ON THE INCIDENTAL LINE ITEMS SHEET.		
			THIS ITEM WILL NOT BE USED IN DETERMINING THE LOW BIDDER AND WILL NOT BE INCLUDED IN THE OVERALL CONTRACT PRICE.		
63	1.00	LPSM	0630 - ADDITIONAL WORK - PHASE 10 PHASE X - LAKE AVE DECORATIVE CLOCK		
			PROJECT SITE LOCATION: VETERANS BLVD CENTER MEDIAN BETWEEN CARROLLTON AVE TO 17TH ST CANAL METAIRIE, LA		
			CONTRACTORS SHALL BID THIS ADDITIONAL SITE AS A SEPARATE LUMP SUM PRICE FOR A 24 MONTH MAINTENANCE PERIOD.		
			THE START DATE IS UNDETERMINED FOR THIS PROJECT.		
			APPROXIMATE QUANTITIES OF MAINTENANCE ITEMS ARE LOCATED WITHIN THE BID SPECIFICATIONS.		
			THE LUMP SUM PRICE FOR THIS WORK WILL BE BROKEN DOWN INTO EQUAL INSTALLMENTS TO DETERMINE A MONTHLY PRICE. THIS MONTHLY PRICE WILL BE USED TO PRORATE THE WORK BASED ON THE START AND END DATES OF THE ADDITIONAL WORK, AND MAY BE BROKEN DOWN PER DAY.		
				6000. ⁰⁰	6000. ⁰⁰



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/3/2016

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

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

PRODUCER EMERY & JAMES LTD 300 East Morris Ave Hammond LA 70403		CONTACT NAME: Amanda Sharp PHONE (A/C, No, Ext): (985) 345-0376 FAX (A/C, No): (985) 345-0444 E-MAIL ADDRESS: asharp@emeryjames.com	
INSURED Grass Master Maintenance and Landscaping, LLC 41333 N. Hoover Rd Ponchatoula LA 70454		INSURER(S) AFFORDING COVERAGE INSURER A: United Fire Group NAIC # 13021 INSURER B: Stonetrust Commercial Ins. Company 11042 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES

CERTIFICATE NUMBER: MASTER 2016-2017

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS		
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	X	Y	60455696	1/3/2016	1/3/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000		
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	X	Y	60455696	1/3/2016	1/3/2017	COMBINED SINGLE LIMIT (Ea accident) \$ 500,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$		
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	X	Y	60455696	1/3/2016	1/3/2017	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000		
B	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	N/A	WCV0089195	1/3/2016	1/3/2017	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000		

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

Jefferson Parish Resolution No. 113646 or No. 113647

Subject to policy terms, conditions, limits and exclusions: The Parish of Jefferson, Its Districts, Depts, & Agencies Under the direction of the Parish President & the Parish Council are Added As Additional Insured As Respects to the Operations of the Named Insured on the General Liability, Auto and Excess Policies if Required By Written Contract. Rights of Subrogation Waived In Favor of The Parish of Jefferson, Its Districts, Depts, & Agencies Under the direction of the Parish President & the Parish Council As Respects to General Liability, Auto, and Excess As Required By Written Contract.

CERTIFICATE HOLDER**CANCELLATION**

The Parish of Jefferson, Its Districts, Depts, & Agencies Under the direction of the Parish President & the Parish Council
200 Derbigny St. Suite 4400
Gretna, LA 70053

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

Amanda Sharp/AMANDA

© 1988-2014 ACORD CORPORATION. All rights reserved.

(<http://www.sos.la.gov/Pages/default.aspx>)

(<http://www.sos.la.gov/Pages/default.aspx>)



Louisiana
**SECRETARY
OF STATE**
TOM SCHEDLER

Search for Louisiana Business Filings

(<http://www.sos.la.gov/Pages/default.aspx>)

[Buy Certificates and Certified Copies](#)

[Subscribe to Electronic Notification](#)

[Print Detailed Record](#)

Name	Type	City	Status
GRASS MASTER MAINTENANCE AND LANDSCAPING, LLC	Limited Liability Company	PONCHATOULA	Active

GET HELP

Previous Names

GRASS MASTER LAWN SERVICE LLC (Changed: 5/28/2013)

Business: GRASS MASTER MAINTENANCE AND LANDSCAPING, LLC

Charter Number: 40563122K

Registration Date: 7/18/2011

Domicile Address

41333 N HOOVER RD
PONCHATOULA, LA 70454

Mailing Address

41333 N HOOVER RD
PONCHATOULA, LA 70454

Status

Status: Active

Annual Report Status: In Good Standing

File Date: 7/18/2011

Last Report Filed: 1/19/2016

Type: Limited Liability Company

Registered Agent(s)

Agent:	BRANDON LUTEMAN
Address 1:	41333 N HOOVER RD
City, State, Zip:	PONCHATOULA, LA 70454
Appointment Date:	7/18/2011

Officer(s)

Additional Officers: No

Officer:	BRANDON LUTEMAN
Title:	Manager, Member
Address 1:	41333 N HOOVER RD
City, State, Zip:	PONCHATOULA, LA 70454

Mergers (1)

Filed Date	Effective Date:	Type	Charter#	Charter Name	Role
4/8/2013	4/8/2013	MERGE	40563122K	GRASS MASTER MAINTENANCE AND LANDSCAPING, LLC	SURVIVOR
			40458386K	LUTEMAN'S LAWN CARE, L.L.C.	NON-SURVIVOR

Amendments on File (7)

Description	Date
Merger	4/8/2013
Name Change	5/28/2013
Appointing, Change, or Resign of Officer	9/23/2013
Annual Report	8/5/2012
Annual Report	7/29/2013
Annual Report	7/2/2014
Annual Report	1/19/2016

GET HELP

[Back to Search Results](#)[New Search](#)[View Shopping Cart](#)

© 2016 Louisiana Department of State

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Grass Master Maintenance and Landscaping, LLC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Grass Master
INCORPORATED, DULY NOTICED AND HELD ON May 4, 2016,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Randy Liteman, 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.

Randy D Liteman

SECRETARY-TREASURER

5/4/16

DATE

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.

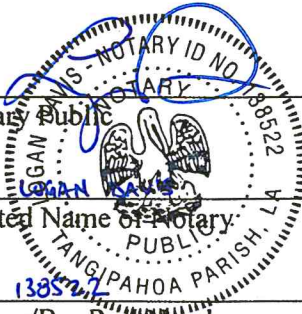


Signature of Affiant

Brandon Luteman

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 4 DAY OF May, 2016.



Notary Public

Printed Name of Notary

138522
Notary/Bar Roll Number

My commission expires AT DEATH.

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.]

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF TANGIPAHOA

BEFORE ME, the undersigned authority, personally came and appeared: BRANDON
WTEMAN, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized PRESIDENT of GRASS MASTER
MAINTENANCE AND
LANDSCAPING, LLC (Entity),
the party who submitted a bid in response to Bid Number 50-00116097, 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.

BID BOND

Conforms with the American Institute of Architects,
A.I.A. Document No. A-310

THE **GRAY** SURETY OFFICE
P.O. Box 6202 Phone: (504) 780-7440
Metairie, LA 70009-6202 FAX: (504) 780-9211

KNOW ALL MEN BY THESE PRESENTS:

That Grass Masters Maintenance and Landscaping, LLC

(Name of Principal)

of 41333 N. Hoover Road Ponchatoula LA 70454

(Address of Principal)

hereinafter called the Principal, and ☒ The Gray Casualty & Surety Company ☐ The Gray Insurance Company of Metairie, Louisiana, a corporation duly organized under the laws of the State of Louisiana, as Surety, hereinafter called the Surety, are held and firmly bound unto Jefferson Parish

(Name of Obligee)

in the sum of 5% of Bid Dollars \$ 5% of 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 50-00116097 Two (2) Year Landscape Maintenance Contract for Veterans Blvd.
Jefferson Parish

(Job Number)

(Full Name of Job)

(Location of Job)

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, 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 this 4th DAY of May A.D. 2016

By: Grass Masters Maintenance and Landscaping, LLC SEAL

(Principal)

B. J. Gohres President
(Signature and Title)

By: The Gray Casualty & Surety Company SEAL

(Surety)

Brian J. Gohres
(Attorney-in-Fact)

[Signature]
(Witness)

[Signature]
(Witness)

The Gray Surety Office

P.O. Box 6202 Metairie, Louisiana 70009-6202 Phone: (504) 780-7440 Fax: (504) 780-9211

GENERAL POWER OF ATTORNEY

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 **John L. Gohres, Jr. and Brian J. Gohres of Hammond, Louisiana jointly or 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.

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.



By:

Michael T. Gray

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 forgoing 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

day of



Mark S. Manguno

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



Louisiana State Licensing Board for Contractors



Contractor Information

Business Name GRASS MASTER MAINTENANCE AND LANDSCAPING, LLC ✓
 Mailing Address 41333 N. Hoover Rd.
 Ponchatoula, LA 70454
 Phone Number (985) 467-0976
 Fax Number (985) 467-0976
 Email Address bluteman@gograssmaster.com

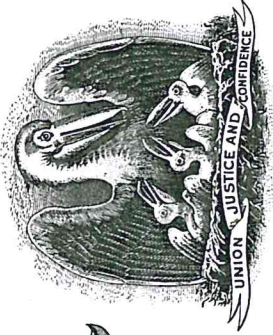
Active Licenses

License Number 62642 ✓
 Type Commercial License
 Status LICENSED
 Effective 02/18/2016
 Expiration 02/18/2017
 First Issued 02/18/2016

Classifications

Class	Qualifying Party	Parishes
✓ BUSINESS AND LAW	Brandon Anthony Luteman	ALL
✓ SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Brandon Anthony Luteman	ALL

State of Louisiana



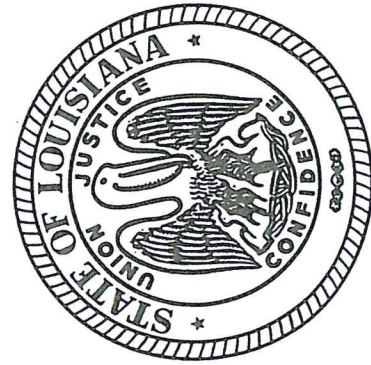
State Licensing Board for Contractors

This is to Certify that:

GRASS MASTER MAINTENANCE AND LANDSCAPING, LLC
41333 N. Hoover Rd.
Ponchatoula, LA 70454

is duly licensed and entitled to practice the following classifications

SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION



Expiration Date: February 18, 2017

License No: 62642

Witness our hand and seal of the Board dated,
Baton Rouge, LA 18th day of February 2016

Will S. May

Director

Lee Mallett

Chairman

Andy Denny

Secretary-Treasurer

This License Is Not Transferrable



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

April 29, 2016

ADDENDUM # 2

Bid No.: 50-00116097

Bid Opening Date: May 5, 2016 / 2:00 PM

**For: Two (2) Year Landscape Maintenance Contract for Veterans Boulevard CPZ Improvements,
Phases 1 through 10**

- **Clarification of Specifications**
- **Additional Item to Bid Form**

Item Number 1 (0010):

REMOVE: IMPROVEMENTS FOR PHASES 1-10
REPLACE WITH: IMPROVEMENTS FOR PHASES 1 - 9

REMOVE FROM BID FORM:

LOW BIDDER WILL BE DETERMINED BY TOTAL
PRICE OF ITEM # 0010.

PRICES FOR ITEM #'S 0020 - 0610 ARE
NEEDED TO ESTABLISH CONTRACT AMOUNT

Item Added to Bid Form:

Item Number 63 (0630) has been added to the bid form.

A revised bid form is attached to this addendum. Bidders must submit their bid on the revised bid form. Failure to submit your bid on the correct form will result in a bid rejection.

Add to Specifications:

- 2.1.3 Additional Work** - During the life of this contract, it is likely that Jefferson Parish will add an additional CPZ Site to the maintenance contract. The additional site will be referred to a **(Phase X - Lake Ave Decorative Clock)**. The project site is located in the Veterans Boulevard center median between Carrollton Ave to 17th Street Canal Metairie, Louisiana. Contractors shall bid this additional site as a separate lump sum prices for a 24 month maintenance period. The start date is undetermined for this project. Approximate quantities of maintenance items are located within these bid specifications. The lump sum price for this work will be broken down into equal installments to determine a monthly price. This monthly price will be used to prorate the work based on the start and end dates of the additional work, and may be broken down per day.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

Remove and Replace:

Remove Sections 2.5.1, 2.5.2, 2.5.3, 2.5.4, 2.5.5, 2.5.6 and 2.5.7 and replace with below:

2.5.1 Phase X (Lake Ave Decorative Clock) – Bid this portion as a separate lump sum price for a twenty four (24) month maintenance period. Shall include the center median of Veterans Boulevard from Carrollton Ave to 17th Street Canal. The entire length of this portion is approximately 671 linear feet.

2.6 Quantities (APPROXIMATE)

- 2.6.1 419 Bermuda Sod – 5,850 SF**
- 2.6.2 Landscape Beds – 750 SF**
- 2.6.3 Crape Myrtle Trees (Existing) – 8**
- 2.6.4 Irrigation System**

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.

Request for Taxpayer Identification Number and Certification

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

Print or type
See Specific Instructions on page 2.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Grass Master Maintenance and Landscaping, LLC

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification; check only **one** of the following seven boxes:

- ☐ Individual/sole proprietor or single-member LLC
☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____
Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.
☐ Other (see instructions) ▶ _____
- ☐ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting

code (if any) _____

(Applies to accounts maintained outside the U.S.)

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

41333 N. Hoover Rd.

6 City, state, and ZIP code

Ponchatoula, Louisiana 70454

Requester's name and address (optional)

7 List account number(s) here (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

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

Social security number

____ - ____ - ____

or

Employer identification number

4 6 - 3 0 7 9 3 8 9

Part II Certification

Under penalties of perjury, I certify that:

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

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign
Here

Signature of
U.S. person ▶

Date ▶

General Instructions

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

Future developments. Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at www.irs.gov/fw9.

Purpose of Form

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

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

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)

- Form 1099-C (canceled debt)

- Form 1099-A (acquisition or abandonment of secured property)

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

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

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

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

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

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid section 1446 withholding on your share of partnership income.

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

- In the case of a disregarded entity with a U.S. owner, the U.S. owner of the disregarded entity and not the entity;
- In the case of a grantor trust with a U.S. grantor or other U.S. owner, generally, the U.S. grantor or other U.S. owner of the grantor trust and not the trust; and
- In the case of a U.S. trust (other than a grantor trust), the U.S. trust (other than a grantor trust) and not the beneficiaries of the trust.

Foreign person. If you are a foreign person or the U.S. branch of a foreign bank that has elected to be treated as a U.S. person, do not use Form W-9. Instead, use the appropriate Form W-8 or Form 8233 (see Publication 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien. Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the payee has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement to Form W-9 that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.

Example. Article 20 of the U.S.-China income tax treaty allows an exemption from tax for scholarship income received by a Chinese student temporarily present in the United States. Under U.S. law, this student will become a resident alien for tax purposes if his or her stay in the United States exceeds 5 calendar years. However, paragraph 2 of the first Protocol to the U.S.-China treaty (dated April 30, 1984) allows the provisions of Article 20 to continue to apply even after the Chinese student becomes a resident alien of the United States. A Chinese student who qualifies for this exception (under paragraph 2 of the first protocol) and is relying on this exception to claim an exemption from tax on his or her scholarship or fellowship income would attach to Form W-9 a statement that includes the information described above to support that exemption.

If you are a nonresident alien or a foreign entity, give the requester the appropriate completed Form W-8 or Form 8233.

Backup Withholding

What is backup withholding? Persons making certain payments to you must under certain conditions withhold and pay to the IRS 28% of such payments. This is called "backup withholding." Payments that may be subject to backup withholding include interest, tax-exempt interest, dividends, broker and barter exchange transactions, rents, royalties, nonemployee pay, payments made in settlement of payment card and third party network transactions, and certain payments from fishing boat operators. Real estate transactions are not subject to backup withholding.

You will not be subject to backup withholding on payments you receive if you give the requester your correct TIN, make the proper certifications, and report all your taxable interest and dividends on your tax return.

Payments you receive will be subject to backup withholding if:

1. You do not furnish your TIN to the requester,
2. You do not certify your TIN when required (see the Part II instructions on page 3 for details),

3. The IRS tells the requester that you furnished an incorrect TIN,

4. The IRS tells you that you are subject to backup withholding because you did not report all your interest and dividends on your tax return (for reportable interest and dividends only), or

5. You do not certify to the requester that you are not subject to backup withholding under 4 above (for reportable interest and dividend accounts opened after 1983 only).

Certain payees and payments are exempt from backup withholding. See *Exempt payee code* on page 3 and the separate Instructions for the Requester of Form W-9 for more information.

Also see *Special rules for partnerships* above.

What is FATCA reporting?

The Foreign Account Tax Compliance Act (FATCA) requires a participating foreign financial institution to report all United States account holders that are specified United States persons. Certain payees are exempt from FATCA reporting. See *Exemption from FATCA reporting code* on page 3 and the Instructions for the Requester of Form W-9 for more information.

Updating Your Information

You must provide updated information to any person to whom you claimed to be an exempt payee if you are no longer an exempt payee and anticipate receiving reportable payments in the future from this person. For example, you may need to provide updated information if you are a C corporation that elects to be an S corporation, or if you no longer are tax exempt. In addition, you must furnish a new Form W-9 if the name or TIN changes for the account; for example, if the grantor of a grantor trust dies.

Penalties

Failure to furnish TIN. If you fail to furnish your correct TIN to a requester, you are subject to a penalty of \$50 for each such failure unless your failure is due to reasonable cause and not to willful neglect.

Civil penalty for false information with respect to withholding. If you make a false statement with no reasonable basis that results in no backup withholding, you are subject to a \$500 penalty.

Criminal penalty for falsifying information. Willfully falsifying certifications or affirmations may subject you to criminal penalties including fines and/or imprisonment.

Misuse of TINs. If the requester discloses or uses TINs in violation of federal law, the requester may be subject to civil and criminal penalties.

Specific Instructions

Line 1

You must enter one of the following on this line; **do not** leave this line blank. The name should match the name on your tax return.

If this Form W-9 is for a joint account, list first, and then circle, the name of the person or entity whose number you entered in Part I of Form W-9.

a. **Individual.** Generally, enter the name shown on your tax return. If you have changed your last name without informing the Social Security Administration (SSA) of the name change, enter your first name, the last name as shown on your social security card, and your new last name.

Note. ITIN applicant: Enter your individual name as it was entered on your Form W-7 application, line 1a. This should also be the same as the name you entered on the Form 1040/1040A/1040EZ you filed with your application.

b. **Sole proprietor or single-member LLC.** Enter your individual name as shown on your 1040/1040A/1040EZ on line 1. You may enter your business, trade, or "doing business as" (DBA) name on line 2.

c. **Partnership, LLC that is not a single-member LLC, C Corporation, or S Corporation.** Enter the entity's name as shown on the entity's tax return on line 1 and any business, trade, or DBA name on line 2.

d. **Other entities.** Enter your name as shown on required U.S. federal tax documents on line 1. This name should match the name shown on the charter or other legal document creating the entity. You may enter any business, trade, or DBA name on line 2.

e. **Disregarded entity.** For U.S. federal tax purposes, an entity that is disregarded as an entity separate from its owner is treated as a "disregarded entity." See Regulations section 301.7701-2(c)(2)(iii). Enter the owner's name on line 1. The name of the entity entered on line 1 should never be a disregarded entity. The name on line 1 should be the name shown on the income tax return on which the income should be reported. For example, if a foreign LLC that is treated as a disregarded entity for U.S. federal tax purposes has a single owner that is a U.S. person, the U.S. owner's name is required to be provided on line 1. If the direct owner of the entity is also a disregarded entity, enter the first owner that is not disregarded for federal tax purposes. Enter the disregarded entity's name on line 2, "Business name/disregarded entity name." If the owner of the disregarded entity is a foreign person, the owner must complete an appropriate Form W-8 instead of a Form W-9. This is the case even if the foreign person has a U.S. TIN.

Line 2

If you have a business name, trade name, DBA name, or disregarded entity name, you may enter it on line 2.

Line 3

Check the appropriate box in line 3 for the U.S. federal tax classification of the person whose name is entered on line 1. Check only one box in line 3.

Limited Liability Company (LLC). If the name on line 1 is an LLC treated as a partnership for U.S. federal tax purposes, check the "Limited Liability Company" box and enter "P" in the space provided. If the LLC has filed Form 8832 or 2553 to be taxed as a corporation, check the "Limited Liability Company" box and in the space provided enter "C" for C corporation or "S" for S corporation. If it is a single-member LLC that is a disregarded entity, do not check the "Limited Liability Company" box; instead check the first box in line 3 "Individual/sole proprietor or single-member LLC."

Line 4, Exemptions

If you are exempt from backup withholding and/or FATCA reporting, enter in the appropriate space in line 4 any code(s) that may apply to you.

Exempt payee code.

- Generally, individuals (including sole proprietors) are not exempt from backup withholding.
- Except as provided below, corporations are exempt from backup withholding for certain payments, including interest and dividends.
- Corporations are not exempt from backup withholding for payments made in settlement of payment card or third party network transactions.
- Corporations are not exempt from backup withholding with respect to attorneys' fees or gross proceeds paid to attorneys, and corporations that provide medical or health care services are not exempt with respect to payments reportable on Form 1099-MISC.

The following codes identify payees that are exempt from backup withholding. Enter the appropriate code in the space in line 4.

1—An organization exempt from tax under section 501(a), any IRA, or a custodial account under section 403(b)(7) if the account satisfies the requirements of section 401(f)(2)

2—The United States or any of its agencies or instrumentalities

3—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

4—A foreign government or any of its political subdivisions, agencies, or instrumentalities

5—A corporation

6—A dealer in securities or commodities required to register in the United States, the District of Columbia, or a U.S. commonwealth or possession

7—A futures commission merchant registered with the Commodity Futures Trading Commission

8—A real estate investment trust

9—An entity registered at all times during the tax year under the Investment Company Act of 1940

10—A common trust fund operated by a bank under section 584(a)

11—A financial institution

12—A middleman known in the investment community as a nominee or custodian

13—A trust exempt from tax under section 664 or described in section 4947

The following chart shows types of payments that may be exempt from backup withholding. The chart applies to the exempt payees listed above, 1 through 13.

IF the payment is for . . .	THEN the payment is exempt for . . .
Interest and dividend payments	All exempt payees except for 7
Broker transactions	Exempt payees 1 through 4 and 6 through 11 and all C corporations. S corporations must not enter an exempt payee code because they are exempt only for sales of noncovered securities acquired prior to 2012.
Barter exchange transactions and patronage dividends	Exempt payees 1 through 4
Payments over \$600 required to be reported and direct sales over \$5,000 ¹	Generally, exempt payees 1 through 5 ²
Payments made in settlement of payment card or third party network transactions	Exempt payees 1 through 4

¹ See Form 1099-MISC, Miscellaneous Income, and its instructions.

² However, the following payments made to a corporation and reportable on Form 1099-MISC are not exempt from backup withholding: medical and health care payments, attorneys' fees, gross proceeds paid to an attorney reportable under section 6045(f), and payments for services paid by a federal executive agency.

Exemption from FATCA reporting code. The following codes identify payees that are exempt from reporting under FATCA. These codes apply to persons submitting this form for accounts maintained outside of the United States by certain foreign financial institutions. Therefore, if you are only submitting this form for an account you hold in the United States, you may leave this field blank. Consult with the person requesting this form if you are uncertain if the financial institution is subject to these requirements. A requester may indicate that a code is not required by providing you with a Form W-9 with "Not Applicable" (or any similar indication) written or printed on the line for a FATCA exemption code.

A—An organization exempt from tax under section 501(a) or any individual retirement plan as defined in section 7701(a)(37)

B—The United States or any of its agencies or instrumentalities

C—A state, the District of Columbia, a U.S. commonwealth or possession, or any of their political subdivisions or instrumentalities

D—A corporation the stock of which is regularly traded on one or more established securities markets, as described in Regulations section 1.1472-1(c)(1)(i)

E—A corporation that is a member of the same expanded affiliated group as a corporation described in Regulations section 1.1472-1(c)(1)(i)

F—A dealer in securities, commodities, or derivative financial instruments (including notional principal contracts, futures, forwards, and options) that is registered as such under the laws of the United States or any state

G—A real estate investment trust

H—A regulated investment company as defined in section 851 or an entity registered at all times during the tax year under the Investment Company Act of 1940

I—A common trust fund as defined in section 584(a)

J—A bank as defined in section 581

K—A broker

L—A trust exempt from tax under section 664 or described in section 4947(a)(1)

M—A tax exempt trust under a section 403(b) plan or section 457(g) plan

Note. You may wish to consult with the financial institution requesting this form to determine whether the FATCA code and/or exempt payee code should be completed.

Line 5

Enter your address (number, street, and apartment or suite number). This is where the requester of this Form W-9 will mail your information returns.

Line 6

Enter your city, state, and ZIP code.

Part I. Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. If you are a resident alien and you do not have and are not eligible to get an SSN, your TIN is your IRS individual taxpayer identification number (ITIN). Enter it in the social security number box. If you do not have an ITIN, see *How to get a TIN* below.

If you are a sole proprietor and you have an EIN, you may enter either your SSN or EIN. However, the IRS prefers that you use your SSN.

If you are a single-member LLC that is disregarded as an entity separate from its owner (see *Limited Liability Company (LLC)* on this page), enter the owner's SSN (or EIN, if the owner has one). Do not enter the disregarded entity's EIN. If the LLC is classified as a corporation or partnership, enter the entity's EIN.

Note. See the chart on page 4 for further clarification of name and TIN combinations.

How to get a TIN. If you do not have a TIN, apply for one immediately. To apply for an SSN, get Form SS-5, Application for a Social Security Card, from your local SSA office or get this form online at www.ssa.gov. You may also get this form by calling 1-800-772-1213. Use Form W-7, Application for IRS Individual Taxpayer Identification Number, to apply for an ITIN, or Form SS-4, Application for Employer Identification Number, to apply for an EIN. You can apply for an EIN online by accessing the IRS website at www.irs.gov/businesses and clicking on Employer Identification Number (EIN) under Starting a Business. You can get Forms W-7 and SS-4 from the IRS by visiting IRS.gov or by calling 1-800-TAX-FORM (1-800-829-3676).

If you are asked to complete Form W-9 but do not have a TIN, apply for a TIN and write "Applied For" in the space for the TIN, sign and date the form, and give it to the requester. For interest and dividend payments, and certain payments made with respect to readily tradable instruments, generally you will have 60 days to get a TIN and give it to the requester before you are subject to backup withholding on payments. The 60-day rule does not apply to other types of payments. You will be subject to backup withholding on all such payments until you provide your TIN to the requester.

Note. Entering "Applied For" means that you have already applied for a TIN or that you intend to apply for one soon.

Caution: A disregarded U.S. entity that has a foreign owner must use the appropriate Form W-8.

Part II. Certification

To establish to the withholding agent that you are a U.S. person, or resident alien, sign Form W-9. You may be requested to sign by the withholding agent even if items 1, 4, or 5 below indicate otherwise.

For a joint account, only the person whose TIN is shown in Part I should sign (when required). In the case of a disregarded entity, the person identified on line 1 must sign. Exempt payees, see *Exempt payee code* earlier.

Signature requirements. Complete the certification as indicated in items 1 through 5 below.

1. Interest, dividend, and barter exchange accounts opened before 1984 and broker accounts considered active during 1983. You must give your correct TIN, but you do not have to sign the certification.

2. Interest, dividend, broker, and barter exchange accounts opened after 1983 and broker accounts considered inactive during 1983. You must sign the certification or backup withholding will apply. If you are subject to backup withholding and you are merely providing your correct TIN to the requester, you must cross out item 2 in the certification before signing the form.

3. Real estate transactions. You must sign the certification. You may cross out item 2 of the certification.

4. Other payments. You must give your correct TIN, but you do not have to sign the certification unless you have been notified that you have previously given an incorrect TIN. "Other payments" include payments made in the course of the requester's trade or business for rents, royalties, goods (other than bills for merchandise), medical and health care services (including payments to corporations), payments to a nonemployee for services, payments made in settlement of payment card and third party network transactions, payments to certain fishing boat crew members and fishermen, and gross proceeds paid to attorneys (including payments to corporations).

5. Mortgage interest paid by you, acquisition or abandonment of secured property, cancellation of debt, qualified tuition program payments (under section 529), IRA, Coverdell ESA, Archer MSA or HSA contributions or distributions, and pension distributions. You must give your correct TIN, but you do not have to sign the certification.

What Name and Number To Give the Requester

For this type of account:	Give name and SSN of:
1. Individual	The individual
2. Two or more individuals (joint account)	The actual owner of the account or, if combined funds, the first individual on the account ¹
3. Custodian account of a minor (Uniform Gift to Minors Act)	The minor ²
4. a. The usual revocable savings trust (grantor is also trustee)	The grantor-trustee ¹
b. So-called trust account that is not a legal or valid trust under state law	The actual owner ¹
5. Sole proprietorship or disregarded entity owned by an individual	The owner ³
6. Grantor trust filing under Optional Form 1099 Filing Method 1 (see Regulations section 1.671-4(b)(2)(i)(A))	The grantor ⁴
For this type of account:	Give name and EIN of:
7. Disregarded entity not owned by an individual	The owner
8. A valid trust, estate, or pension trust	Legal entity ⁴
9. Corporation or LLC electing corporate status on Form 8832 or Form 2553	The corporation
10. Association, club, religious, charitable, educational, or other tax-exempt organization	The organization
11. Partnership or multi-member LLC	The partnership
12. A broker or registered nominee	The broker or nominee
13. Account with the Department of Agriculture in the name of a public entity (such as a state or local government, school district, or prison) that receives agricultural program payments	The public entity
14. Grantor trust filing under the Form 1041 Filing Method or the Optional Form 1099 Filing Method 2 (see Regulations section 1.671-4(b)(2)(i)(B))	The trust

¹ List first and circle the name of the person whose number you furnish. If only one person on a joint account has an SSN, that person's number must be furnished.

² Circle the minor's name and furnish the minor's SSN.

³ You must show your individual name and you may also enter your business or DBA name on the "Business name/disregarded entity" name line. You may use either your SSN or EIN (if you have one), but the IRS encourages you to use your SSN.

⁴ List first and circle the name of the trust, estate, or pension trust. (Do not furnish the TIN of the personal representative or trustee unless the legal entity itself is not designated in the account title.) Also see *Special rules for partnerships* on page 2.

*Note. Grantor also must provide a Form W-9 to trustee of trust.

Note. If no name is circled when more than one name is listed, the number will be considered to be that of the first name listed.

Secure Your Tax Records from Identity Theft

Identity theft occurs when someone uses your personal information such as your name, SSN, or other identifying information, without your permission, to commit fraud or other crimes. An identity thief may use your SSN to get a job or may file a tax return using your SSN to receive a refund.

To reduce your risk:

- Protect your SSN,
- Ensure your employer is protecting your SSN, and
- Be careful when choosing a tax preparer.

If your tax records are affected by identity theft and you receive a notice from the IRS, respond right away to the name and phone number printed on the IRS notice or letter.

If your tax records are not currently affected by identity theft but you think you are at risk due to a lost or stolen purse or wallet, questionable credit card activity or credit report, contact the IRS Identity Theft Hotline at 1-800-908-4490 or submit Form 14039.

For more information, see Publication 4535, Identity Theft Prevention and Victim Assistance.

Victims of identity theft who are experiencing economic harm or a system problem, or are seeking help in resolving tax problems that have not been resolved through normal channels, may be eligible for Taxpayer Advocate Service (TAS) assistance. You can reach TAS by calling the TAS toll-free case intake line at 1-877-777-4778 or TTY/TDD 1-800-829-4059.

Protect yourself from suspicious emails or phishing schemes. Phishing is the creation and use of email and websites designed to mimic legitimate business emails and websites. The most common act is sending an email to a user falsely claiming to be an established legitimate enterprise in an attempt to scam the user into surrendering private information that will be used for identity theft.

The IRS does not initiate contacts with taxpayers via emails. Also, the IRS does not request personal detailed information through email or ask taxpayers for the PIN numbers, passwords, or similar secret access information for their credit card, bank, or other financial accounts.

If you receive an unsolicited email claiming to be from the IRS, forward this message to phishing@irs.gov. You may also report misuse of the IRS name, logo, or other IRS property to the Treasury Inspector General for Tax Administration (TIGTA) at 1-800-366-4484. You can forward suspicious emails to the Federal Trade Commission at: spam@uce.gov or contact them at www.ftc.gov/idtheft or 1-877-IDTHEFT (1-877-438-4338).

Visit IRS.gov to learn more about identity theft and how to reduce your risk.

Privacy Act Notice

Section 6109 of the Internal Revenue Code requires you to provide your correct TIN to persons (including federal agencies) who are required to file information returns with the IRS to report interest, dividends, or certain other income paid to you; mortgage interest you paid; the acquisition or abandonment of secured property; the cancellation of debt; or contributions you made to an IRA, Archer MSA, or HSA. The person collecting this form uses the information on the form to file information returns with the IRS, reporting the above information. Routine uses of this information include giving it to the Department of Justice for civil and criminal litigation and to cities, states, the District of Columbia, and U.S. commonwealths and possessions for use in administering their laws. The information also may be disclosed to other countries under a treaty, to federal and state agencies to enforce civil and criminal laws, or to federal law enforcement and intelligence agencies to combat terrorism. You must provide your TIN whether or not you are required to file a tax return. Under section 3406, payers must generally withhold a percentage of taxable interest, dividend, and certain other payments to a payee who does not give a TIN to the payer. Certain penalties may also apply for providing false or fraudulent information.