

**BID/RFP RECEIPT**

Receipt of Bid/RFP Proposal No. 50-02189373

From: Corporate Team

Person Received Bid: A. L. L. L. Company's Name

Number of Envelopes/Boxes Received: 1 envelope

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

RECEIVED  
2020 FEB 11 AM 10:29  
JEFFERSON PARISH  
PURCHASING

Opposite Green 85A Greenhouse  
14461 Firetruck Rd  
Crested, CA 90739

IPPD  
200 Dobsony St. Suite 4400  
Creston, LA 70053

RT# 50-149373

B. de Oate - February 11, 1960

8:45 AM

two years contract for Worldscope Services at the IPEBC PDH.

LA cut # 40371



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 21, 2020

### ADDENDUM # 1

**Bid Number: 50-129373**

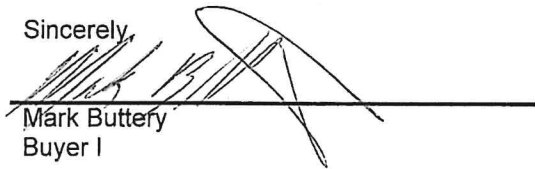
**Bid Opening: 11:00 am, February 11, 2020**

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

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

Sincerely,

  
Mark Buttery  
Buyer I

Jefferson Parish Purchasing Department

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of This addendum on the bid form as indicated. Failure to do so will result in bid rejection.**

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

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

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

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



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

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

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
10-Feb-2020 06:24:22 AM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 2020

### **Changes to Jefferson Parish Bidding Information**

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

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

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

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

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

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET) WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



**BID 50-129373**

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

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

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053**

**Please Email Any Questions To:  
Mark BATTERY  
MBATTERY@JEFFPARISH.NET  
504-364-2810**

DATE: 1/17/2020

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00129373

**JEFFERSON PARISH**

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

VENDOR:

BUYER: MBUTTERY@jeffparish.net

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

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law, as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

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

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

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

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

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

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

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

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

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

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

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

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

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

## ADDITIONAL REQUIREMENTS FOR THIS BID

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

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

### MANDATORY

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

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

DATE: 1/17/2020

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00129373

**JEFFERSON PARISH**

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

VENDOR: Corporate Green LLC DBA GreenSeasons

BUYER: MBUTTERY

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

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

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

Per Spec

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

Per Spec

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

Per Spec

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

Acknowledge Receipt of Addenda: NUMBER: 1

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

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

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Corporate Green LLC DBA GreenSeasons</u>	
SIGNATURE: <u>[Signature]</u> (Must be signed here)	TITLE: <u>CEO</u>
PRINT OR TYPE NAME: <u>Chris Casselberry</u>	
ADDRESS: <u>14461 Frenchtown Rd</u>	
CITY, STATE: <u>Central, LA</u>	ZIP: <u>70739</u>
TELEPHONE: <u>(225) 752-2333</u>	FAX: <u>(225) 752-1399</u>
EMAIL ADDRESS: <u>chrisj@greenseasons.us</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 17,332.00

DATE: 1/17/2020

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129373

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2.00	JOB	<p>TWO (2) YEAR CONTRACT FOR LANDSCAPE SERVICES FOR THE JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS.</p> <p>0001 HORTICULTURAL SERVICES PROVIDE UNIT PRICE FOR HORTICULTURAL SERVICES INCLUDING THE MAINTENANCE OF ALL FLOWER BED AREAS, ALL SHRUBBERY, BUSHES, TREE LIMBS AND GROUND COVER. EXISTING FLOWER BEDS AND TREES SHALL BE TREATED WITH INSECTICIDES AND DISEASE CONTROL THREE TIMES PER YEAR. ALL EXISTING TREES SHALL BE FERTILIZED AND ALL EXISTING GARDENS SHALL BE MULCHED USING SHREDDED RED DYED HARD WOOD MULCH ON AN ANNUAL BASIS.</p> <p>TWO (2) YEAR CONTRACT RENEWAL FOR LANDSCAPING SERVICES AT JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT HEADQUARTERS, LOCATED AT 834 S.CLEARVIEW PKWY., JEFFERSON, LA 70123</p>	5,085.00	10,170.00
2	1.00	JOB	<p>0002 ADDITIONAL UP KEEP PROVIDE UNIT PRICE FOR AS NEEDED CLEAN UP, REMOVAL OF ALL TREE DEBRIS FROM THE PARKING LOT, GARDENS, AND GRASSY AREAS.</p>	250.00	250.00
3	72.00	EA	0003 GRASS/TURF CUTTING, TRIMMING, & LANDSCAPE MAINTENANCE PROVIDE FOR ON A MONTHLY BASIS.	96.00	6,912.00

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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

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

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **☐ WORKER'S COMPENSATION INSURANCE**

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

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

#### **Section 4.1 – Turf Maintenance Frequency:**

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

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

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

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

#### **Section 4.2 – Turf Maintenance Management:**

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

#### **Section 4.3 – Proper Equipment:**

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

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

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

#### **Section 4.4 – Verification:**

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

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

- Deputy Chief Stephen Schmitt, [sschmitt@jeffparish.net](mailto:sschmitt@jeffparish.net)

#### **Section 4.5 – Maintain All Lawn Areas as follows:**

Mower height approximate:

St. Augustine lawn: 1.5” – 2.5”

Centipede lawn: 1” – 2”

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

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

Apply Hi-Yield Ant Bait containing Logic (or owner approved equal allowed after product information is received and approved by a J.P.E.B.C.F.D. Representative.) as need to control fire ants.

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

#### **Section 5.0 – Horticultural Service:**

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

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

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

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

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

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

#### **Section 5.1 – MSDS:**

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

Contractor will furnish a binder containing full Material Safety Data Sheets for all products used at the property. These MSDS sheets will be kept updated and current with all products used at the property throughout this contract. The binder and all updates shall be delivered to J.P.E.B.C.F.D. property manager.

#### **Section 6.0 – Cutting/Work Hours:**

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

#### **Section 7.0 – Quality Control:**

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

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

Inspection/Discovery of unsatisfactory cuttings and/or performances will be discussed with the Contractor, his staff and the building Property Manager or his designee, if or when required. The Contractor will be given adequate time to correct the unsatisfactory conditions within Industry Standards and/or degree on non-conformance to J.P.E.B.C.F.D. specifications and contract.

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

#### **Section 8.0 – Safety Precautions:**

Safety must be exercised at all times to safeguard the welfare and safety of all patrons, the general public, and the employees of J.P.E.B.C.F.D. Job site must remain clean and without excessive litter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

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

#### **Section 9.0 – Qualifications:**

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

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

#### **Section 10.0 – Performance Bond:**

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

## **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 EBR

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_

Chris Casselberry, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Representative of Corporate Green LLC DBA Green Seasons (Entity), the party who submitted a bid in response to Bid Number JD149373, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

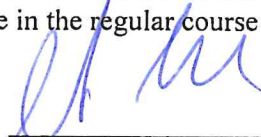
Choice B X There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

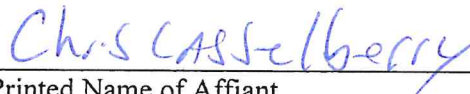
That Affiant has employed no person, corporation, firm, association, or other organization, either directly or indirectly, to secure the public contract under which he received payment, other than persons regularly employed by the Affiant whose services in connection with the construction, alteration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

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

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



Signature of Affiant



Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME


ON THE 10<sup>th</sup> DAY OF February, 2020



Notary Public



Printed Name of Notary



Notary/Bar Roll Number

My commission expires @death.

# THE AMERICAN INSTITUTE OF ARCHITECTS

## AIA Document A310 Bid Bond

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

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

2103 CityWest Boulevard, Suite 1300, Houston, TX 77042

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

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

P. O. Box 9, Gretna, LA 70054-0009

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

Dollars (\$ 5% ),

for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for BID NO 50-00129373 TWO (2) YEAR CONTRACT FOR  
LANDSCAPING SERVICES AT TEH JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT  
HEADQUARTERS

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

Signed and sealed this 11th day of February, 2020

Amber Cassalberry  
(Witness)

Corporate Green, LLC dba GreenSeasons

(Principal) (Seal)  
By: [Signature] CEO  
(Title)

Richard Nitta  
(Witness)



SureTec Insurance Company

(Surety) (Seal)  
By: [Signature] G. Ford Mosby  
Attorney-in-Fact (Title)

# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

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

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

**Surety Bond No.: Bid Bond**

**Principal: Corporate Green, LLC dba GreenSeasons**

**Obligee: Jefferson Parish**

**Amount: See Bond Form**

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

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

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

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

*In Witness Whereof*, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 6th day of April, A.D. 2017.

SURETEC INSURANCE COMPANY

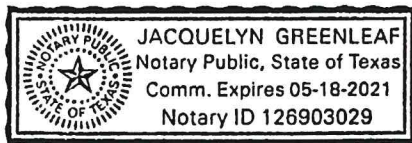
By:   
John Knox, Jr., President

State of Texas  
County of Harris

ss:



On this 6th day of April, A.D. 2017 before me personally came John Knox, Jr., to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



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

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

Given under my hand and the seal of said Company at Houston, Texas this 11th day of February 2020, A.D.

  
M. Brent Beaty, Assistant Secretary

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

## **CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_ CORPORATE GREEN, LLC DBA GREEN SEASONS\_\_\_\_ INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_ CORPORATE GREEN, LLC DBA GREEN  
SEASONS\_\_\_\_ INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_ 09/04/2015\_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED. THAT \_\_\_\_ Chris Casselberry\_\_\_\_\_, BE AND IS  
HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND  
ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY  
TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING,  
CONCERNS AND TRANSACTIONS, INCLUDING BUT NOT LIMITED TO, THE  
EXCUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE AND RECEIPT THEREFOR ALL  
PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF  
ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING,  
APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT  
PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

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

  
\_\_\_\_\_  
SECRETARY-TREASURER

\_\_\_\_\_  
2/10/2020

\_\_\_\_\_  
DATE

Client#: 53790

CORGR1

**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

8/22/2019

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

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

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

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

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

Insured Multiple Names: Harrells Ferry Property, LLC; Quality Turf Management, LLC dba Spring Green; Corporate Green dba GreenSeasons; Corporate Truck, LLC; Adventure Investment, LLC; Pelican Bill Management, LLC; Bayou Bookkeeping and Tax Services, LLC; Big Bark Tree Care; Great with Tools; Bug Ninja Pest Control.  
 Full certificate holder name: The Parish of Jefferson, its Districts, Departments, and Agencies under the direction of the Parish President and the Parish Council, Department of Water  
 (See Attached Descriptions)

**CERTIFICATE HOLDER****CANCELLATION**

The Parish of Jefferson, its  
 Districts, Departments, and  
 Agencies  
 1221 Elmwood Park Boulevard, Suite 909  
 Jefferson, LA 70123

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

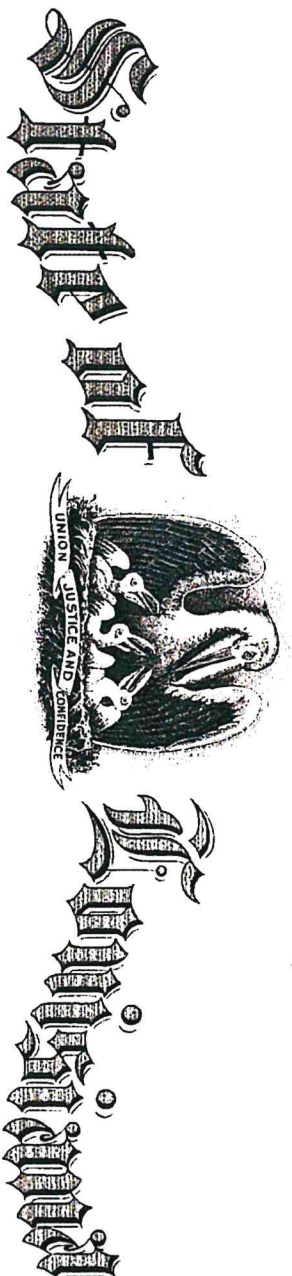
AUTHORIZED REPRESENTATIVE

*Dudley A. Wootley*

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## DESCRIPTIONS (Continued from Page 1)

The Parish of Jefferson, its Districts, Departments, and Agencies under the direction of the Parish President and the Parish Council, Department of Water are included as additional insured on a Primary & Non Contributory basis applicable to General Liability and Auto Liability when required by written contract. General Liability, Auto Liability, and Workers Compensation include Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, and Agencies under the direction of the Parish President and the Parish Council, Department of Water when required by written contract. ALL policies are subject to policy terms, conditions, and exclusions.



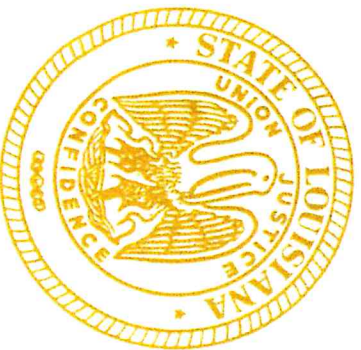
## State Licensing Board for Contractors

This is to Certify that:

CORPORATE GREEN, LLC  
14461 Frenchtown Road  
Central, LA 70739

is duly licensed and entitled to practice the following classifications

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



Expiration Date: February 20, 2022

License No: 40371

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

*Willis Macoy*  
\_\_\_\_\_  
Director

*Joe Mallett*  
\_\_\_\_\_  
Chairman

This License Is Not Transferrable

*Indy Shaw*  
\_\_\_\_\_  
Treasurer

**LOUISIANA DEPARTMENT OF  
AGRICULTURE & FORESTRY**

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

**COMMERCIAL PESTICIDE APPLICATOR**

**CHARLIE CASSELBERRY  
14461 FRENCHTOWN RD  
CENTRAL LA 70739**

**00104092**

**Exp. Date: 12/31/2020**



A handwritten signature in black ink, appearing to read "Mike Strain", is written over the bottom portion of the Louisiana Department of Agriculture &amp; Forestry logo.

**MIKE STRAIN, DVM COMMISSIONER**

CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

2C-Wood Processing

3-Ornamental & Turf Pest Control

5A-Aquatic Pest Control

6-Right-Of-Way & Industrial Pest

GS-General Standards

RECERTIFY BY

3/13/2021

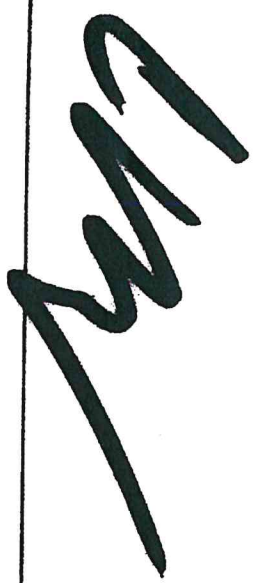
3/13/2021

3/13/2021

3/13/2021

3/13/2021

SIGNATURE:



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



# LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

License No. 00171896

Date: 12/11/2019

CORPORATE GREEN LLC DBA GREEN SEASONS

33

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

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

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

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

DISPLAY IN A PROMINENT PLACE

Commissioner

License No. 00171896



MIKE STRAIN DVM, COMMISSIONER

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

HORTICULTURE REGISTRATION:

CHRISTOPHER MICHAEL CASSELBERRY

Date: 01/21/2020

LDAF ID: 110601

LICENSE(S): IRRIGATION CONTRACTOR 20-0043

CEU Expiration Date Jul 27 2021

LANDSCAPE HORTICULTURIST 20-4303

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

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## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

LICENSE(S): IRRIGATION CONTRACTOR 20-0043

CEU Expiration Date Jul 27 2021

LANDSCAPE HORTICULTURIST 20-4303

CHRISTOPHER MICHAEL CASSELB

14461 FRENCHTOWN RD

CENTRAL LA 70739

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