



**Bid Number 5000144843**

**Two (2) Year Contract for Landscaping Services  
for Jefferson Parish Fire Department**

**BID DUE: April 19, 2024 AT 11:00 AM**

**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 on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist I Name: Brenda Bellow  
Purchasing Specialist I Email: [bbellow@jeffparish.net](mailto:bbellow@jeffparish.net)  
Purchasing Specialist I Phone: 504-364-2683**

**INVITATION TO BID  
THIS IS NOT AN ORDER**

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DATE: 4/03/2024

BID NO.: 50-00144843

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

PURCHASING SPECIALIST:  
BBELLOW@jeffparish.net

VENDOR: 27118 BLANK BID COPY VENDOR

**Bids will be received until 11:00 AM, 4/19/2024 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net).**

**LATE BIDS WILL NOT BE ACCEPTED**

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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. 136353 and/or Resolution No. 141125 as amended. 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. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 local 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. 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 by the bidder placing the Addendum number in the appropriate section. 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 A1 17.1-1961).

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.

**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 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, 3, 4, 5, 6, 10, 12, 13**

**MANDATORY**

**PRE-BID CONFERENCE TO BE HELD AT: EAST BANK CONSOLIDATED FIRE DEPT. 834 S.  
CLEARVIEW PKWY JEFFERSON, LA 9:30 AM  
ON 4/12/2024**

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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. Precaution 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 stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies). When 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 an as needed basis contract. 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.

DATE: 4/03/2024

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BID NO.: 50-00144843

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as per the appendix instructions. Failure to submit applicable certifications as per the appendix instructions will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

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: 4/03/2024

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00144843

## JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
BBELLOW

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 by placing the addendum number 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) 40371

### \*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\*

FIRM NAME:

Corporate Green LLC, DBA Green Seasons

SIGNATURE:

(Must be signed here)

Chris Casselberry

TITLE:

CEO

PRINT OR TYPE NAME:

Chris Casselberry

ADDRESS:

14461 Frenchtown Rd

CITY, STATE:

Greenwell Springs LA

ZIP:

70739

TELEPHONE:

(225) 752-2333

FAX:

(225) 752-1399

EMAIL ADDRESS:

chris@greenseasons.com

TOTAL PRICE OF ALL BID ITEMS: \$ 40,924.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144843

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	2.00	JOB	<p>TWO (2) YEAR CONTRACT FOR LANDSCAPING SERVICES FOR JEFFERSON PARISH FIRE DEPARTMENT</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>LOCATION: 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123</p> <p>TWO YEAR CONTRACT FOR LANDSCAPING SERVICES AT JEFFERSON PARISH EAST BANK CONSOLIDATED FIRE DEPARTMENT LOCATIONS</p>	\$ 3,360.00	\$ 6,720.00
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> <p>LOCATION: 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123</p>	\$ 220.00	\$ 220.00
3	72.00	EA	<p>0003 GRASS/TURF CUTTING, TRIMMING, &amp; LANDSCAPE MAINTENANCE PROVIDE FOR ON A MONTHLY BASIS.</p> <p>LOCATION: 834 S. CLEARVIEW PARKWAY JEFFERSON, LA 70123</p>	\$ 300.00	\$ 21,600.00
4	72.00	EA	<p>0004 GRASS/TURF CUTTING, TRIMMING, &amp; LANDSCAPE MAINTENANCE PROVIDE FOR ON AN AS NEEDED BASIS AT FIRE WAREHOUSE</p> <p>LOCATION: 5512 S. LAMBERT STREET JEFFERSON, LA 70123</p>	\$ 49.00	\$ 3,528.00
5	72.00	EA	<p>0005 GRASS/TURF CUTTING, TRIMMING, &amp; LANDSCAPE MAINTENANCE PROVIDE FOR</p>	\$ 53.00	\$ 3,816.00



INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144843

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
6	72.00	EA	<p>ON AN AS NEEDED BASIS AT FIRE STATION 11</p> <p>LOCATION:</p> <p>3525 JEFFERSON HWY. JEFFERSON, LA 70121</p> <p>0006 GRASS/TURF CUTTING, TRIMMING, &amp; LANDSCAPE MAINTENANCE PROVIDE FOR</p> <p>ON AN AS NEEDED BASIS AT FIRE DEPT. VACANT LOT,</p> <p>LOCATION:</p> <p>3644 39TH STREET METAIRIE, LA 70001</p>	\$ 70.00	\$ 5,040.00
7	1.00	EA	<p>0007 NON-BIDDABLE ITEM LABOR/MATERIALS/EQUIPMENT THIS ITEM IS FOR LANDSCAPE MAINTENANCE ON AN AS NEEDED BASIS AT VARIOUS LOCATIONS, UP TO \$1,000.00 PER JOB WITH APPROVAL FROM THE REQUESTING DEPARTMENT</p> <p>***AS PER BID SPECIFICATIONS***</p>	\$	\$



## **Two (2) Year Contract for Landscaping Services at Jefferson Parish East Bank Consolidated Fire Department**

### **Section 1.0 – Pre-Bid Conference:**

A **Mandatory** Pre-Bid Conference and Inspection of the sites shall be held on April 12, 2024 at 9:30 AM at the Jefferson Parish East Bank Consolidated Fire Department (J.P.E.B.C.F.D) Headquarters, located at 834 S. Clearview Pkwy., Jefferson, LA 70123.

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

### **Section 2.0 – Scope:**

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

The following locations will be included in this bid:

- Fire Headquarters - 834 S. Clearview Pkwy., Jefferson, LA 70123
- Fire Maintenance Warehouse – 5512 S. Lambert St., Jefferson, LA 70123
- Fire Station 11 – 3525 Jefferson Hwy., Jefferson, LA 70121
- Vacant Lot – 3644 39<sup>th</sup> Street, Metairie, LA 70001

This contract shall also include the addition or subtraction of any location under the terms and conditions of this contract.

### **Section 3.0 – Quantities/Inspections:**

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

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

### **Section 4.0 – Bid Specifications:**

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

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

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

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

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

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

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

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response. Vendor shall provide schedule of this work 15 days after receiving the "Note to Proceed".

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

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

beds (if applicable) with EPA approved chemicals for weed control, and included in this contract will be the maintenance of and all planted areas.

- During the fall season, the vendor shall maintain all parking areas, drive ways etc. Removing all leaves and tree debris. This work may be in addition to regular scheduled visits. This work will be on an as needed basis with the approval of the J.P.E.B.C.F.D. Representative.

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

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

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

- 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, pruning, landscaping activities, planting, mulching, weeding, chemical applications, etc.

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

- Chief Charles Hudson, [Charles.Hudson@jeffparish.net](mailto:Charles.Hudson@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 emergent 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 Chief Charles Hudson at [Charles.Hudson@jeffparish.net](mailto:Charles.Hudson@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 – Cancellation Clause:**

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

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

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



## **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 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**

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required if selected below. 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.



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

April 3, 2024

### JEFFERSON PARISH INVITATION TO BID NOTIFICATION

This notification is to inform bidders of the following bid solicitation for Jefferson Parish Government. Please review this notification in its entirety for details on how to access the on-line bidding site to view and download the Invitation to Bid, including all required bidding documents. The notification also states how and/or where to submit the bid response to the Jefferson Parish Purchasing Department on the bid opening date or before.

Bid number and description: BID #5000144843

### Two (2) Year Contract for Landscaping Services for Jefferson Parish Fire Department

Bids will be received at [centrallauctionhouse.com](http://centrallauctionhouse.com) until 11 a.m., 4/19/2024.

Bids received after 11 a.m. will not be accepted.

**Where to obtain the Invitation to Bid:** This Invitation to Bid may be viewed, and/or downloaded from our on-line bidding site, Central Bidding by clicking <http://www.jeffparishbids.net>. All vendors are encouraged to register with Central Bidding in order to respond, free of charge, to Jefferson Parish Invitation to Bid.

**How to respond:** Vendors can respond either through Central Bidding, our on-line bidding site or through the link above.

For more information on this bid, please contact the buyer assigned to this bid:

**Brenda Bellow**  
Purchasing  
Specialist I  
Jefferson Parish Purchasing Dept.  
[bbellow@ieffparish.net](mailto:bbellow@ieffparish.net)  
504-364-2683

Or you may visit the Purchasing Department's webpage at [www.jeffparish.net](http://www.jeffparish.net).

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)



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

**April 16, 2024**

**ADDENDUM # 1**

**Bid No.: 5000144843**

**Bid Opening: April 19, 2024**

**5000144843 - Two (2) Year Contract for Landscaping Services for Jefferson Parish Fire Department**

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**Question:** On the pricing sheet of the bid specifications, is the 'additional clean-up' (line item 2) to be treated as a remediation service or should the contractor treat it as a routine maintenance service?

**Answer:** Remediation service not routine debris that would normally be found in these areas.

**Question:** On the pricing sheet of the bid specifications 'Grass/Turf Cutting, Trimming & Landscape Maintenance (line item 3),' it is asked to provide services monthly, however, there is a quantity of 72 EA. Are contractors supposed to price 12 visits per year for 834 S. Clearview Parkway (24 visits total for two years), or are contractors supposed to bid reflecting 36 visits per year (72 visits total for two years)?

**Answer:** 36 visits per year – 72 for 2 years

**Question:** Regarding the locations, the 3644 39<sup>th</sup> Street, Metairie 70001 address leads to a house instead of what the bid documents claims to be a 'vacant lot.' Are we cutting the field behind the house; it seems to be a recreational school field?

**Answer:** In the resub attachment, the fire department property is the proposed BB-2. Please review the attached map plan.

Sincerely,

Brenda M. Bellow

Buyer I

Jefferson Parish Purchasing Department

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

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

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



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

**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

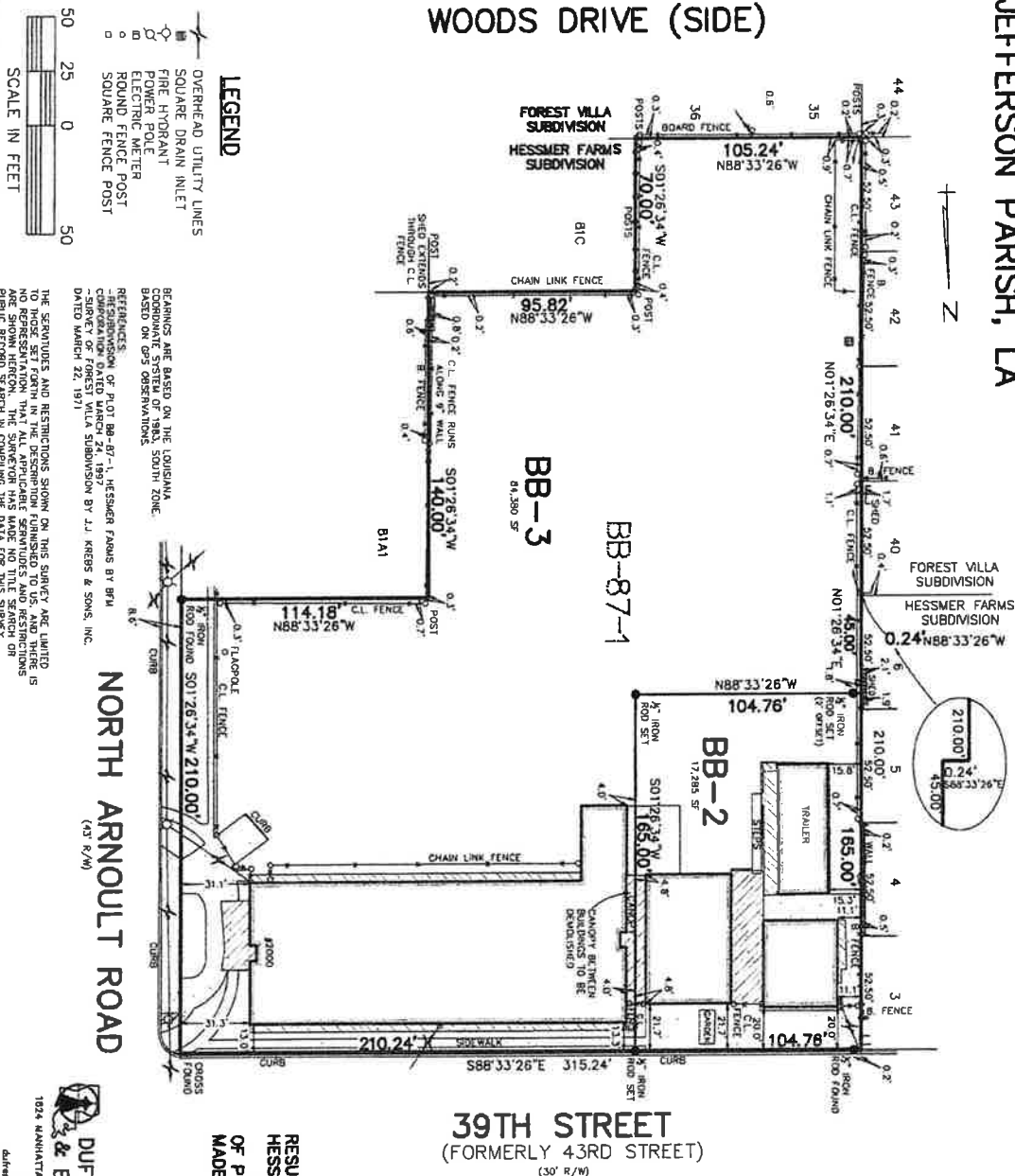
JOSEPH S. YENNI BLDG. — 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678

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

# HESSMER FARMS JEFFERSON PARISH, LA

## EDENBORN AVENUE (SIDE)

## WOODS DRIVE (SIDE)



PRELIMINARY PLAT / FINAL PLAT  
CERTIFICATE OF PLANNING DEPARTMENT REVIEW  
Summary No. \_\_\_\_\_ Docket No. ES-  
has been reviewed by the Planning Department.

Planning Director \_\_\_\_\_ Date \_\_\_\_\_  
CERTIFICATE OF COUNCIL APPROVAL  
Ordinance No. \_\_\_\_\_ has been approved by  
the Jefferson Parish Council on \_\_\_\_\_

Council Chairman \_\_\_\_\_ Date \_\_\_\_\_

Owner(s): THE ROMAN CATHOLIC CHURCH OF  
THE ARCHDIOCESE OF NEW ORLEANS  
AND EAST BANK CONSOLIDATED  
SPECIAL FIRE PROTECTION DISTRICT  
OF JEFFERSON PARISH LOUISIANA.

Jefferson Parish has not examined or reviewed the title of any land shown, or any restrictive covenants or restrictions placed on said property, and that the action of the Parish in this matter does not imply (1) that the applicant's or owner's title or ownership is valid, (2) that there are or are not any restrictive covenants or other restrictions on said property, or (3) that any restrictive covenants or restrictions that may be on said property are enforceable or are not enforceable.

The Parish of Jefferson assumes no responsibility for the relocation of sewer connections, fire hydrants, utility poles, or catch basins as a result of this subdivision.

JANUARY 24, 2019  
RESUBDIVISION OF LOT BB-87-1 INTO LOTS BB-2 & BB-3,  
HESSMER FARMS SUBDIVISION,  
SURVEYED IN ACCORDANCE WITH THE LOUISIANA STANDARDS  
OF PRACTICE FOR BOUNDARY SURVEYS FOR A CLASS B SURVEY,  
MADE AT THE REQUEST OF JEFFERSON PARISH.

**DUFRENE SURVEYING**  
1824 NANTANVILLE BOULEVARD, HANCOCK, LA 70008  
504-388-8300 FAX  
504-388-8301  
durfene@dufrenesurveying.com

15-0020 BB EVIDENCE (KAYNUT-87-185-24) P&C  
1-5745-52

Client#: 53790

CORGR1

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

8/03/2023

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

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

PRODUCER Ross & Yerger Insurance, Inc. P.O. Box 1139 Jackson, MS 39215 601 948-2900	CONTACT NAME:	
	PHONE (A/C, No, Ext): 601 948-2900	FAX (A/C, No): 6013553227
	E-MAIL ADDRESS: dgoins@rossandyerger.com	
INSURED Corporate Green, LLC 14461 Frenchtown Road Greenwell Springs, LA 70739	INSURER(S) AFFORDING COVERAGE	
	INSURER A : National Union Fire Ins. Co.	NAIC # 19445
	INSURER B : AXIS Surplus Lines Ins. Co.	26620
	INSURER C : New Hampshire Ins. Co.	23841
	INSURER D : Ascot Insurance Co.	23752
	INSURER E : Endurance American Specialty Ins.	41718
	INSURER F : Starstone Specialty Ins. Co.	44776

## 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"/> 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:		4613990	08/01/2023	08/01/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		4544895	08/01/2023	08/01/2024	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$		P00100087326502	08/01/2023	08/01/2024	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000 \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC025893798	08/01/2023	08/01/2024	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
D	Scheduled EQP		IMMA221000051004	08/01/2023	08/01/2024	Per Schedule on File
D	Leased/Rented EQP		IMMA221000051004	08/01/2023	08/01/2024	\$250,000
E	Excess Liability		ELD30022851601	08/01/2023	08/01/2024	\$5,000,000

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

Insured Multiple Names: Corporate Truck, LLC; Quality Turf Management, LLC dba Spring Green; Harrell's Ferry Property, LLC; GreenSeasons; Spring Green; Adventure Investment, LLC; Pelican Bill Management, LLC; Bayou Bookkeeping and Tax Services, LLC; Big Bark Tree Care; Great with Tools; Bug Ninja Pest Control; C&S Garden, LLC; Quality Repair, LLC.

Re: PO 2000676140

(See Attached Descriptions)

## CERTIFICATE HOLDER

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

*Dudley A. Wootley*

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HORTICULTURE REGISTRATION: **CHRISTOPHER MICHAEL CASSELBERRY**

Date: 1/30/2024

LDAF ID: **110601**

LICENSE(S): **IRRIGATION CONTRACTOR** **24-0043**  
CEU Expiration Date **Nov 19 2024**  
**LANDSCAPE HORTICULTURIST** **24-4303**

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

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**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

**MIKE STRAIN DVM, COMMISSIONER**

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

Be it known, that effective 2/1/2024 through 1/31/2025 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** **24-0043**  
CEU Expiration Date **Nov 19 2024**  
**LANDSCAPE HORTICULTURIST** **24-4303**

**CHRISTOPHER MICHAEL CASSELB**  
14461 FRENCHTOWN RD  
CENTRAL LA 70739

  
Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: **110601**





## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN D V M, COMMISSIONER

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-3796 , FAX (225) 925-3760

License No. 001ZNP

Date: 02/05/2024

CORPORATE GREEN DBA GREEN SEASONS

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

Be it known, that effective Jan 1, 2024 through Dec 31, 2024 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 OWNER OPERATOR**.

#### CORPORATE GREEN DBA GREEN SEASONS

14461 FRENCHTOWN ROAD  
CENTRAL LA 70739

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE.

License No: 001ZNP

2341

### LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

Agricultural & Environmental Sciences  
5825 Florida Blvd., Suite 3003  
Baton Rouge, LA 70806



IMPORTANT  
OFFICIAL DOCUMENT ENCLOSED

CORPORATE GREEN DBA GREEN SEASONS  
14461 FRENCHTOWN ROAD  
CENTRAL LA 70739

# State of Louisiana

## State Licensing Board for Contractors

This is to Certify that:

CORPORATE GREEN, LLC  
14461 Frenchtown Road  
Central, LA 70739

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; ELECTRICAL WORK (STATEWIDE); HEAVY CONSTRUCTION; HIGHWAY,  
STREET AND BRIDGE 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, 2025

License No: 40371

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 21st day of February 2022

*Willis May*  
Director

*Joe Mallett*  
Chairman

This License Is Not Transferable

*Andy Brown*  
Treasurer

LOUISIANA DEPARTMENT OF  
AGRICULTURE & FORESTRY

CERTIFICATION CARD

COMMERCIAL APPLICATOR

CHARLIE CASSELBERRY  
14461 FRENCHTOWN ROAD  
CENTRAL LA 70739

003WJQ

Expiration Date: 12/31/2024



*Mike Strain*

Mike Strain, DVM COMMISSIONER

Certified licensed or Registered as  
(CAPP) Commercial Applicator

**Categories**

2C - Wood Processing  
3 - Ornamental & Turf Pest Control  
5A - Aquatic Pest Control  
6 - Right-Of-Way & Industrial Pest  
8E - Antimicrobial Pest Control

**Recertify By**

01/11/2027  
01/11/2027  
01/11/2027  
01/11/2027  
01/11/2027

Signature: 

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

## 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

\_\_\_\_ 3/16/2022 \_\_\_\_

DATE



# Jefferson Parish

## Department of Public Works-Parkways

1901 Ames Blvd. Marrero, LA. 70072  
(504) 349-5800

Be it known, that effective **April 1, 2024 through March 31, 2025** having complied with all relevant requirements of the Jefferson Parish Ordinance No. 21243, the individual named below is hereby licensed to practice in the Parish of Jefferson in the following profession(s):

<b>License(s): Landscape Horticulturist</b>	<b>24-2219</b>
<b>Arborist</b>	<b>24-1020</b>

**Adam B. & Deborah J. Casselberry**  
**c/o Corporate Green, LLC**  
**14461 Frenchtown Rd.**  
**Greenwell Springs, LA 70739**  
**(225) 436-7219**

  
**Bryan K. Parks, PLA**  
**Director of Parkways**

DISPLAY IN A PROMINENT PLACE.  
**LICENSE NO. JP-012**