

DATE: 6/18/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00131351

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT

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

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

7

1

5

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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

***** ALL BIDDERS MUST COMPLETE SECTION BELOW *****

FIRM NAME:

Louisiana Landscape Specialty Inc.

SIGNATURE:

(Must be signed here)

TITLE:

PRINT OR TYPE NAME:

Merlin De Corte

ADDRESS:

CITY, STATE:

1701 Belle Chasse Hwy
Gretna, La

ZIP:

70056

TELEPHONE:

504 874-2198

FAX:

504 394-0726

EMAIL ADDRESS:

Merlin @ lalandscape.com

TOTAL PRICE OF ALL BID ITEMS: \$ 7,580.00

DATE: 6/18/2020

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page: 5

BID NO.: 50-00131351

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES | UNIT PRICE QUOTED | TOTALS |
|----------------|----------|-----|--|-------------------------|-------------------------|
| 1 | 1.00 | EA | <p>Installation of new landscaping at the Jefferson Parish First Parish Court</p> <p>0010 Install new landscaping at First Parish Court per attached specifications.</p> <p>Work to be done at: First Parish Court 924 David Drive Metairie, LA 70003 Contact: Donald Finger</p> | \$ 7,580. ⁰⁰ | \$ 7,580. ⁰⁰ |

SUPPLY & INSTALL LANDSCAPING TO FIVE (5) PARKING LOT ISLANDS AT FIRST PARISH COURT

Section 1.0 Site Visits:

All prospective bidders can schedule a site visit by contacting Mike Limjuco or Eric Romain with the Department of General Services at 504-736-6036 between the hours of 8:00 a.m. to 3:00 p.m. Monday Thru Friday.

Section 2.0 - Scope:

We extend this bid to cover all labor, materials, delivery, equipment and all other incidentals necessary to install new landscaping in the five (5) parking lot islands at the Jefferson Parish First Parish Courthouse located at 924 David Drive, Metairie, LA 70003.

Section 3.0 – Quantities/Inspection:

Bidders must inspect the site and perform their own measurements in order to determine the proper quantity of materials and equipment required to complete this project. All measurements, information, drawings, etc. given in these specifications are for informational purposes only.

Section 4.0 – License:

A copy of the front and if applicable the back of all licenses listed below shall be submitted with bid submission. Failure to submit this information with bid submission will deem the bid non-responsive.

License required for this bid issued by the Louisiana State Licensing Board for Contractors:

- Contractor License
- A Louisiana State Specialty License in Landscaping Grading and Beautification.

Section 5.0 – Bid Specifications:

- All materials shall be bidder supplied new.
- Supply and install seventeen (17) Cubic Yards of organic soil for new landscape beds
- Soil shall be installed evenly throughout in each island.
- Supply and install ten (10) 30 Gallon Multi-trunk "Natchez" Crape Myrtles See Attachment "A" for locations
- Multi-trunk "Natchez" Crape Myrtles shall be a minimum of eight feet in height and a maximum of ten feet in height.
- Supply and install a minimum of three tree steaks per tree.
- Tree steaks shall be metal and properly sized for each tree.
- Ropes, wires or metal cables used for support shall not come in contact with tree stems or branches.
- Supply and install forty two (42) 3 Gallon "Snow White" Indian Hawthorns See Attachment "A" for locations
- Snow White Indian Hawthorns shall be a minimum of ten inches in height and a maximum of twelve inches in height.
- Supply and install twenty two (22) 3 Gallon red "Encore Azaleas" See Attachment "A" for locations
- Encore Azaleas shall be a minimum of ten inches in height and a maximum of twelve inches in height.
- Snow White Indian Hawthorns and Encore Azaleas shall be spaced three feet apart in each island
- Supply and install new pine straw mulch in each of the five (5) new islands. See Attachment "A" for locations
- Pine straw mulch shall be a minimum of three inches deep in each bed.
- Pine straw mulch shall not overtop barrier curb around each island.

Section 6.0 – Hours of Work:

The work that is to be performed shall be scheduled during normal working hours Monday thru Friday 8:30 a.m. to 3:30 p.m.

Section 7.0 – Safety Precautions:

Safety precautions must be exercised at all times to safeguard the welfare and safety of the people while any work is being performed.

Section 5.0 – Bid Specifications:

- All materials shall be bidder supplied new.
- Supply and install seventeen (17) Cubic Yards of organic soil for new landscape beds
- Soil shall be installed evenly throughout in each island.
- Supply and install ten (10) 30 Gallon Multi-trunk "Natchez" Crape Myrtles See Attachment "A" for locations
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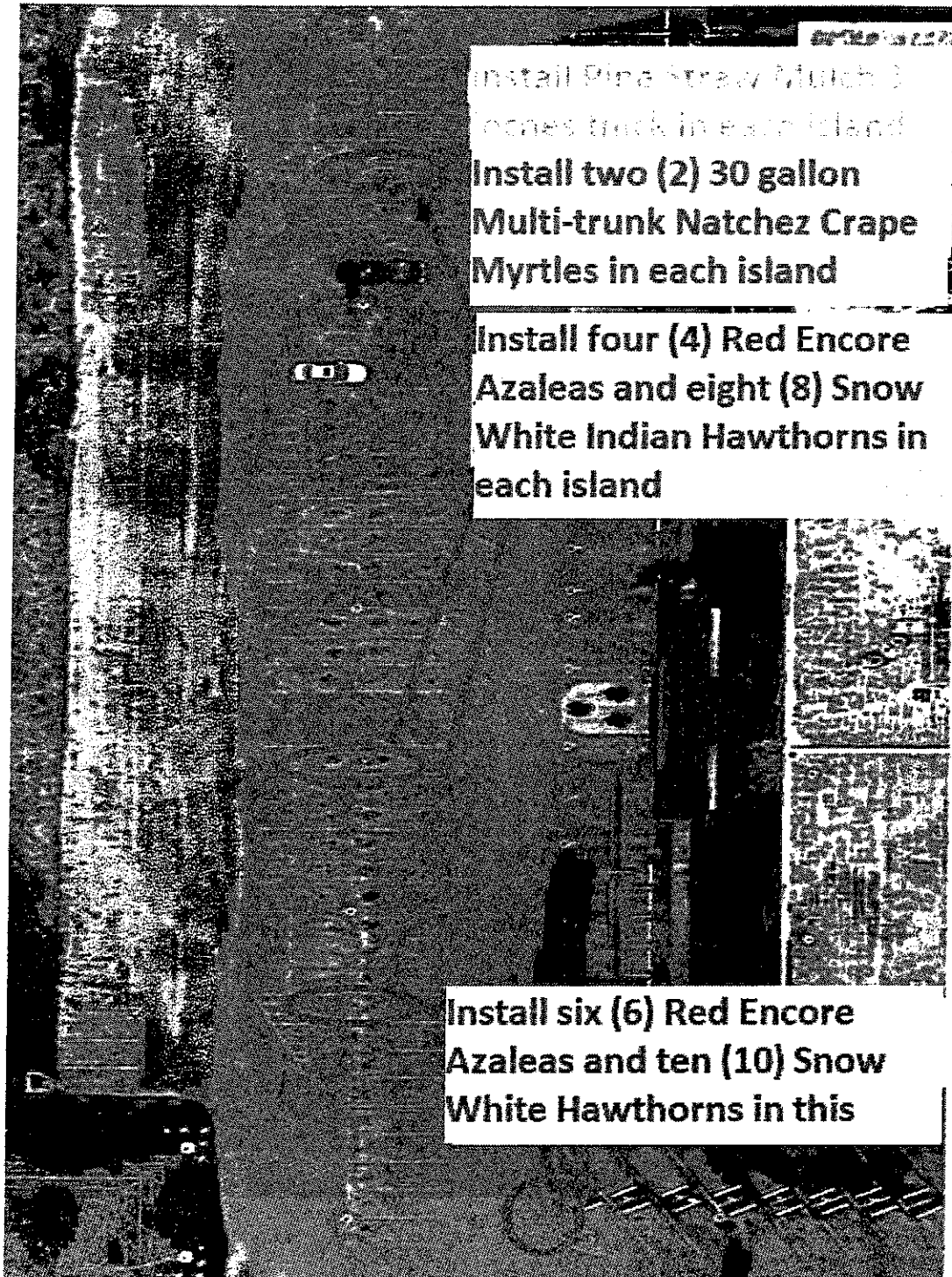
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Section 7.0 – Safety Precautions:

Safety precautions must be exercised at all times to safeguard the welfare and safety of the people while any work is being performed.

Attachment "A"



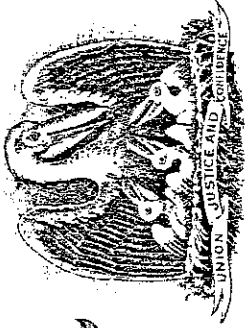
Install Pine Straw Munch 3
trunks in each island

Install two (2) 30 gallon
Multi-trunk Natchez Crape
Myrtles in each island

Install four (4) Red Encore
Azaleas and eight (8) Snow
White Indian Hawthorns in
each island

Install six (6) Red Encore
Azaleas and ten (10) Snow
White Hawthorns in this

State of Louisiana



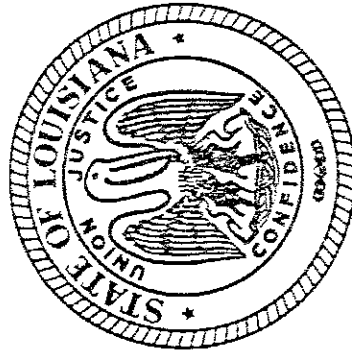
State Licensing Board for Contractors

This is to Certify that:

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

is duly licensed and entitled to practice the following classifications

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



Witness our hand and seal of the Board dated,
Baton Rouge, LA 25th day of April 2020

Will B. May

Director

Lee Madgett

Chairman

Andy Demme

Treasurer

Expiration Date: April 24, 2021

License No: 23559

This License Is Not Transferrable

FOR PUBLIC DISPLAY - NOT TRANSFERABLE

ISSUED BY

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

2020 Occupational License Tax



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



License # 270466546

Account # 37154784

Location Address

1701 BELLE CHASSE HWY
TERRYTOWN, LA

Business Class 561730

Landscaping Services

License Class 1752

Contractor

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

JOSEPH P. LOPINTO, III
SHERIFF & TAX COLLECTOR

Gregory A. Ruppert, Director
Bureau of Revenue and Taxation

Pursuant to Jefferson Parish Code of Ordinances Chapter 35, Article VI, Section 35-153, the issuance of this occupational license to the person or firm named hereon is a receipt for payment of said tax and entitles the recipient to operate a business at the location shown, provided said business is operated within the confines of the application thereof, and does not violate any parish or state criminal, health, or zoning laws. This license will expire December 31, 2020.

RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 1.



HORTICULTURE REGISTRATION: RANDY M LOUP

Date: 12/20/2019

LDAF ID: 47823

LICENSE(S): ARBORIST 20-0682

LANDSCAPE HORTICULTURIST 20-0118

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

112

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

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

LICENSE(S): ARBORIST 20-0682

LANDSCAPE HORTICULTURIST 20-0118

RANDY M LOUP
1701 BELLE CHASE HIGHWAY
GRETNAL, LA 70056

Mike Strain
Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: 47823



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

License No. 00053811

Date: 11/21/2019

LOUISIANA LANDSCAPE SPECIALTY

17

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

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

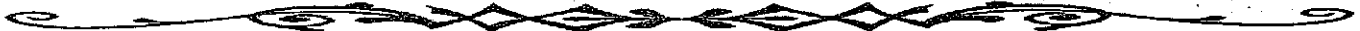
Be it known, that effective January 01, 2020 through December 31, 2020 having complied with all relevant requirements of the Louisiana Revised Statutes, the entity named below is hereby authorized to engage in the business of **GROUND APPLICATOR OWNER-OPERATOR**.

LOUISIANA LANDSCAPE SPECIALTY
1701 BELLE CHASSE HWY
GRETN LA 70056

DISPLAY IN A PROMINENT PLACE.

Commissioner

License No. 00053811



In RML box 11/26/2019



LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

IMPORTANT
OFFICIAL DOCUMENT ENCLOSED

RANDY LOUP
1701 BELLE CHASE HIGHWAY
GRETN LA 70056

AGRICULTURAL & ENVIRONMENTAL SCIENCES
COMMERCIAL APPLICATOR CARD

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

COMMERCIAL APPLICATOR

Card LDAF ID No. : 00047823

RANDY LOUP

1701 BELLE CHASE HIGHWAY
GRETN LA 70056

Card Expires : 12/31/2020

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

CERTIFICATION CARD

COMMERCIAL PESTICIDE APPLICATOR

RANDY LOUP
1701 BELLE CHASE HIGHWAY
GRETN LA 70056

00047823

Exp. Date: 12/31/2020



Mike Strain

MIKE STRAIN, DVM COMMISSIONER

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

Card and Test Problems/Questions : 1-225-925-3796

Meeting Information and Study Guides : 1-225-578-2180



LOUIS-6

OP ID: JB

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

09/05/2019

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

| | | |
|--|--------------|---|
| PRODUCER Fontenelle & Goodreau Ins. LLC 3748 N Causeway Blvd, Ste. 300 Metairie, LA 70002 Charles Fontenelle | 504-454-8939 | CONTACT NAME: Charles Fontenelle PHONE (A/C, No, Ext): 504-454-8939 FAX (A/C, No): 504-454-8979 E-MAIL: charlie@fandgins.com ADDRESS: |
| INSURER(S) AFFORDING COVERAGE | | NAIC # |
| INSURER A: Hanover Insurance Company | | 12472 |
| INSURER B: LUBA Casualty Ins Co | | |
| INSURER C: | | |
| INSURER D: | | |
| INSURER E: | | |
| INSURER F: | | |

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

| INSR | TYPE OF INSURANCE | ADDITIONAL INSURED | POLICY NUMBER | POLICY EFF (MM/DD/YYYY) | POLICY EXP (MM/DD/YYYY) | LIMITS |
|------|---|--|-----------------|-------------------------|-------------------------|---|
| B | <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Employee Benefits GEN'L AGGREGATE LIMIT APPLIES PER <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER | | ZDOA72110305 | 09/01/2019 | 09/01/2020 | EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Per occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMPI/OP AGG \$ 2,000,000 Emp Ben. \$ 1,000,000 COMBINED SINGLE LIMIT (Per accident) \$ 1,000,000 |
| B | <input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY | | IAZO72121703 | 09/01/2019 | 09/01/2020 | BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$ |
| B | <input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ | | UHOA72110403 | 09/01/2019 | 09/01/2020 | EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$ |
| A | WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below | Y/N <input checked="" type="checkbox"/> Y N/A | 028000017039119 | 09/01/2019 | 09/01/2020 | <input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000 |
| | | | | | | |

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

Blanket additional insured & waiver of subrogation as required by written contract as respects General & Auto liability policies. Blanket waiver of subrogation as required by written contract as respects Workers Compensation

| | |
|---|--|
| CERTIFICATE HOLDER | CANCELLATION |
| SAMPL-1 | SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. |
| ***SAMPLE CERTIFICATE*** For Bid Purposes ONLY - For Original Copy, Fax Request to (504)454-8979 | AUTHORIZED REPRESENTATIVE |



Jefferson Parish

Department of Purchasing

Cynthia Lee Sheng
Simno
Parish President
director

Renny

June 18, 2020

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 #5000131351
Installation of new landscaping at the Jefferson Parish First Parish Court

Bids will be received at the West Bank Purchasing Department, Suite 4400, 200 Derbigny Street, Gretna, La 70053 until 11 a.m., 06/30/2020.

Bids delivered after 11 a.m., will not be accepted.

For convenience, bidders may also submit bids at 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 the bid opening, bidders must submit at the West Bank location only.

Both of the Jefferson Parish Purchasing offices operate Monday through Friday from 8:30 a.m. to 4:30 p.m.

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, through the link above or via manual delivery, as stated above.

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

Rae Lynn Hartman, Buyer I
504-364-2688
rscott@jeffparish.net

Or you may visit the Purchasing Department's webpage at www.jeffparish.net.

General Government Bldg. - 200 Derbigny St., Suite 4400, Gretna, LA 70053
Office 504.364.2678

Joseph S. Yenni Bldg. - 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123
Office 504.364.2678

Email: Purchasing@jeffparish.net Website: www.jeffparish.net



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000131351 INSTALLATION OF NEW LANDSCAPING AT THE
JEFFERSON PARISH FIRST PARISH COURT**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com
18-Jun-2020 02:50:29 PM



Bid Number 50-131351

**Installation of new landscaping at the Jefferson Parish First
Parish Court**

June 30, 2020 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 in the Purchasing
Department by the bid due date and time.**

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

**Buyer Name: Rae Lynn Hartman
Buyer Email: rscott@jeffparish.net
Buyer Phone: 504-364-2688**

DATE: 6/18/2020

BID NO.: 50-00131351

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT@jeffparish.net

Bids will be received until 11:00 AM, 6/30/2020 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

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

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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 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.

4, 5, 6, 10, 13

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.