

**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 2 years

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

Per Spec

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

40371

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Corporate Green LLC, DBA Green Seasons

ADDRESS: 14461 Frenchtown Rd

CITY, STATE: Greenwell Springs, LA ZIP: 70739

TELEPHONE: (225) 757-2333 FAX: (225) 757-1399

EMAIL ADDRESS: Chrisjre@greenseasons.com

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

Acknowledge Receipt of Addenda: NUMBER: 1  
NUMBER: 2  
NUMBER: \_\_\_\_\_  
NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 5,136,398

AUTHORIZED SIGNATURE: Chris Casberry

Chris Casberry

TITLE: CEO

Printed Name

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

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

\*\*\* REVISED PER ADDENDUM #2 \*\*\*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129183

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	10.00	SQFT	TWO (2) YEAR LABOR & MATERIALS CONTRACT FOR TURNKEY LANDSCAPE BED MAINTENANCE OPERATIONS FOR THE JEFFERSON PARISH PARKWAYS DEPARTMENT 0010 CUT PINE STRAW MULCH (BAG) (BID PER 10 SQFT)	1.09	10.90
2	10.00	SQFT	TWO (2) YEAR LABOR & MATERIALS CONTRACT FOR TURNKEY LANDSCAPE BED MAINTENANCE OPERATIONS FOR THE JEFFERSON PARISH PARKWAYS DEPARTMENT 0020 PINE STRAW MULCH (BALE) (BID PER 10 SQFT)	0.325	3.25
3	10.00	SQFT	0030 SHRUB PRUNING (BID PER 10 SQFT)	0.137	1.37
4	10.00	EA	0040 SHRUB REPLACEMENT 1 GALLON	12.60	126.00
5	10.00	EA	0050 SHRUB REPLACEMENT 3 GALLON	20.70	207.00
6	10.00	EA	0060 SHRUB REPLACEMENT 7 GALLON	32.39	323.90
7	10.00	EA	0070 SHRUB REPLACEMENT 15 GALLON	107.00	1070.00
8	10.00	EA	0080 SHRUB REPLACEMENT 30 GALLON	214.65	2,146.50
9	10.00	EA	0090 6 INCH POT ANNUAL	5.20	52.00
10	10.00	CUYD	0100 GARDEN SOIL	80.00	800.00
11	10.00	SQFT	0110 REGAL MULTIGREEN LIQUID FERTILIZER APPLICATION (BID PER 10 SQFT)	.007	.07
12	10.00	SQFT	0120 LESCO 8-2-12 PALM FERTILIZER APPLICATION	.03	.30

\*\*\* REVISED PER ADDENDUM #2 \*\*\*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129183

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	10.00	SQFT	(BID PER 10 SQFT) 0130 LESCO 14-14-14 LANDSCAPE AND ORNAMENTAL ALL SLOW RELEASE FERTILIZER APPLICATION (BID PER 10 SQFT)	.01	.10
14	10.00	SQFT	0140 MERIT 0.5 GRANULAR INSECTICIDE APPLICATION (BID PER 10 SQFT)	.0077	.077
15	10.00	SQFT	0150 ACEPHATE INSECTICIDE APPLICATION (BID PER 10 SQFT)	.0077	.077
16	10.00	SQFT	0160 AVID 0.15ec LIQUID INSECTICIDE APPLICATION (BID PER 10 SQFT)	.099	.99
17	10.00	SQFT	0170 FMC TALSTAR LIQUID INSECTICIDE APPLICATION (BID PER 10 SQFT)	.0077	.077
18	10.00	SQFT	0180 FMC TALSTAR GRANULAR INSECTICIDE APPLICATION (BID PER 10 SQFT)	.01	.10
19	10.00	SQFT	0190 BAYER TOPCHOICE GRANULAR INSECTICIDE APPLICATION (BID PER 10 SQFT)	.017	.17
20	10.00	SQFT	0200 HORTICULTURAL OIL SPRAY INSECTICIDE APPLICATION (BID PER 10 SQFT)	.0077	.077
21	10.00	SQFT	0210 BANNER MAXX II LIQUID FUNGICIDE APPLICATION (BID PER 10 SQFT)	.0077	.077
22	10.00	SQFT	0220 BANROT GRANULAR FUNGICIDE APPLICATION (BID PER 10 SQFT)	.28	2.80

\*\*\* REVISED PER ADDENDUM #2 \*\*\*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129183

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
23	10.00	SQFT	0230 SEGWAY FUNGICIDE SC LIQUID APPLICATION (BID PER 10 SQFT)	.03	.30
24	10.00	SQFT	0240 PAGEANT INTRINSIC LIQUID FUNGICIDE APPLICATION (BID PER 10 SQFT)	.28	2.80
25	10.00	SQFT	0250 SYNGENTA SUBDUE MAXX LIQUID FUNGICIDE APPLICATION (BID PER 10 SQFT)	.03	.30
26	10.00	SQFT	0260 REGAL CONSYST LIQUID FUNGICIDE APPLICATION (BID PER 10 SQFT)	.0077	.077
27	10.00	SQFT	0270 PILLAR G GRANULAR FUNGICIDE APPLICATION (BID PER 10 SQFT)	.026	.26
28	10.00	SQFT	0280 GALLERY 75 DRY FLOWABLE HERBICIDE APPLICATION (FULL RATE) (BID PER 10 SQFT)	.0084	.084
29	10.00	SQFT	0290 BARRICADE 4FL LIQUID HERBICIDE APPLICATION (1/3 RATE FOR YEAR) (BID PER 10 SQFT)	.006	.06
30	10.00	SQFT	0300 FREEHAND 1.75G GRANULAR HERBICIDE APPLICATION (1/3 RATE FOR YEAR) (BID PER 10 SQFT)	.026	.26
31	10.00	SQFT	0310 PENNANT MAGNUM LIQUID HERBICIDE APPLICATION (FULL RATE) (BID PER 10 SQFT)	.0065	.065
32	10.00	SQFT	0320 SEGMENT LIQUID HERBICIDE APPLICATION (FULL RATE) (BID PER 10 SQFT)	.0065	.065
33	10.00	SQFT	0330 BASF IMAGE 70 DG LIQUID HERBICIDE APPLICATION (FULL RATE)	.0077	.077

\*\*\* REVISED PER ADDENDUM #2 \*\*\*

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129183

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(BID PER 10 SQFT)		
34	10.00	SQFT	0340 SYNGENTA FUSILADE II LIQUID HERBICIDE APPLICATION (FULL RATE)	.08	.80
			(BID PER 10 SQFT)		
35	10.00	SQFT	0350 CERTAINTY LIQUID HERBICIDE APPLICATION (FULL RATE)	.0065	.065
			(BID PER 10 SQFT)		
36	10.00	SQFT	0360 BAYER ROUNDUP PRO LIQUID HERBICIDE APPLICATION (SPOT SPRAY)	.013	.13
			(BID PER 10 SQFT)		
37	10.00	SQFT	0370 HAND WEEDING (BID PER 10 SQFT)	.039	.39
38	10.00	LB	0380 DOLOMITIC LIME GRANULAR APPLICATION	.01	.10
39	10.00	LB	0390 ELEMENTAL SULFUR GRANULAR APPLICATION	.01	.10
40	10.00	EA	0400 SOIL SAMPLE	37.13	371.30
41	1.00	LPSM	0410 MISCELLANEOUS TASK WITH DIRECTOR APPROVAL	1.00	1.00
			***** PLEASE SEE ATTACHED SPECIFICATIONS *****		

\*\*\* REVISED PER ADDENDUM #2 \*\*\*

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF EBR

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
Chris Casselberry, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized representative of Corporate Green, LLC (Entity),  
the party who submitted a bid in response to Bid Number 50-00129183, to the Parish of  
Jefferson.

Affiant further said:

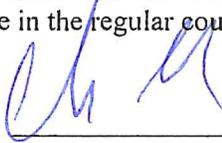
Campaign Contribution Disclosures

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

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

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

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



\_\_\_\_\_  
Signature of Affiant

Chris Casselberry

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 4<sup>th</sup> DAY OF February, 2020



\_\_\_\_\_  
Notary Public

Laurie Reno

\_\_\_\_\_  
Printed Name of Notary

#59943

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires @dec 17.





# JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

February 11, 2020

ADDENDUM # 2

**Bid Number:** 50-00129183

**Bid Opening Date:** February 11, 2020

Description of Bid: Two (2) Year Labor & Materials Contract For Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Parkways Department

**REVISION TO THE BID SPECIFICATIONS:**

ON PAGE 3 OF THE BID DOCUMENTS, INSTRUCTION #11 WAS INADVERTENTLY OMITTED FROM THE "ADDITIONAL REQUIREMENTS FOR THIS BID" BOX.

**THE BID OPENING DATE HAS BEEN POSTPONED UNTIL FEBRUARY 20, 2020, AT 2:00 PM.**

Sincerely,

Shanna Folsie

Shanna Folsie, Buyer II  
Jefferson Parish Purchasing Department

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

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

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

## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

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### JEFFERSON PARISH REQUIRED STANDARD INSURANCE

#### WORKER'S COMPENSATION INSURANCE

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

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

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

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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

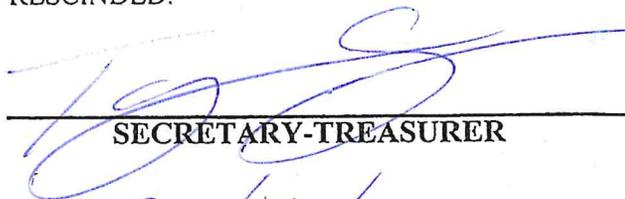
**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Corporate Green LLC DBA GreenSeas  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Corporate Green LLC DBA GreenSeas  
INCORPORATED, DULY NOTICED AND HELD ON 9/04/2015,  
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 WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,  
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE  
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,  
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES  
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS  
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING  
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-  
FACT.

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

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

2/4/2020  
\_\_\_\_\_  
DATE



JEFFERSON PARISH  
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 22, 2020

ADDENDUM # 1

**Bid Number:** 50-00129183

**Bid Opening Date:** February 11, 2020

**Postponed To Date:**

**Description of Bid:** Two (2) Year Labor & Materials Contract For Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Parkways Department

**ADDITION:**

VERBIAGE CONCERNING THE UNIT PRICING HAS BEEN ADDED TO PAGE 5 OF THE SPECIFICATIONS FOR THIS BID.

**\*\* PLEASE SEE THE AMENDED SPECIFICATION PAGES ATTACHED\*\***

**\*\*BID OPENING DATE WILL REMAIN THE SAME\*\*\***

Sincerely,

Shanna Folsie

Shanna Folsie, Buyer II  
Jefferson Parish Purchasing Department

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

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

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



LOUISIANA DEPARTMENT OF  
AGRICULTURE & FORESTRY

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

COMMERCIAL PESTICIDE APPLICATOR

CHARLIE CASSELBERRY  
14461 FRENCHTOWN RD  
CENTRAL LA 70739



00104092

Exp. Date: 12/31/2020

MIKE STRAIN, DVM COMMISSIONER

CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

RECERTIFY BY

2C-Wood Processing

3/13/2021

3-Ornamental & Turf Pest Control

3/13/2021

5A-Aquatic Pest Control

3/13/2021

6-Right-Of-Way & Industrial Pest

3/13/2021

GS-General Standards

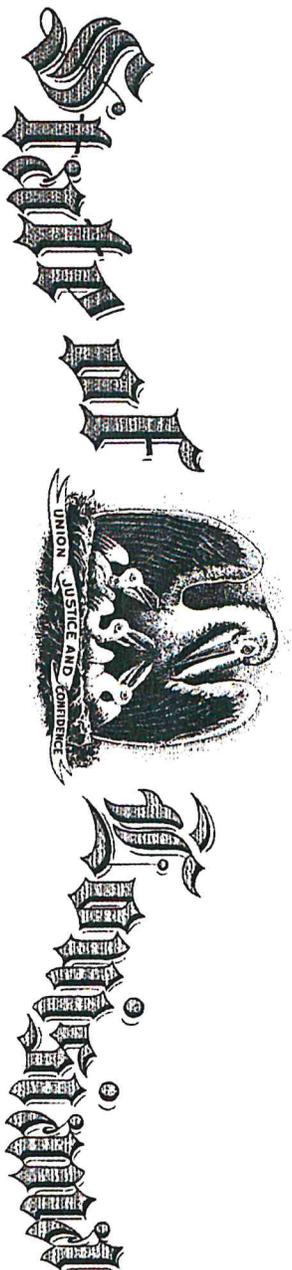
3/13/2021



SIGNATURE:

A large, stylized handwritten signature in black ink, appearing to be 'LW' or similar, written over a horizontal line.

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



State Licensing Board for Contractors

This is to Certify that:  
CORPORATE GREEN, LLC  
14461 Frenchtown Road  
Central, LA 70739

is duly licensed and entitled to practice the following classifications

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



Expiration Date: February 20, 2022

License No: 40371

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

*Michael Macoy*  
Director

*Lee M. Scott*  
Chairman

This License Is Not Transferrable

*Andy Starnaw*  
Treasurer



MIKE STRAIN DVM, COMMISSIONER

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

HORTICULTURE REGISTRATION: CHRISTOPHER MICHAEL CASSELBERRY

Date: 01/21/2020

LDAF ID: 110601

LICENSE(S): IRRIGATION CONTRACTOR 20-0043  
CEU Expiration Date Jul 27 2021  
LANDSCAPE HORTICULTURIST 20-4303

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

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LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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): IRRIGATION CONTRACTOR 20-0043  
CEU Expiration Date Jul 27 2021  
LANDSCAPE HORTICULTURIST 20-4303

CHRISTOPHER MICHAEL CASSELB  
14461 FRENCHTOWN RD  
CENTRAL LA 70739

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: 110601





LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

License No. 00171896

Date: 12/11/2019

CORPORATE GREEN LLC DBA GREEN SEASONS

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

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

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

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

DISPLAY IN A PROMINENT PLACE

Commissioner

License No. 00171896





**BID #50-00129183**

**TWO (2) YEAR LABOR & MATERIALS CONTRACT FOR TURNKEY  
LANDSCAPE BED MAINTENANCE OPERATIONS FOR THE JEFFERSON  
PARISH PARKWAYS DEPARTMENT**

**February 11, 2020 @ 2:00 P.M.**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department  
200 Derbigny Street-Suite 4400  
Gretna, LA 70053  
Buyer Name: SHANNA FOLSE  
Buyer Email: SFOLSE@JEFFPARISH.NET  
Buyer Phone: 504-364-2680**



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

**January 2020**

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

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

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

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

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, 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](mailto:PURCHASING@JEFFPARISH.NET) WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

**TWO (2) YEAR LABOR & MATERIALS CONTRACT FOR TURNKEY LANDSCAPE BED  
MAINTENANCE OPERATIONS FOR THE JEFFERSON PARISH PARKWAYS  
DEPARTMENT  
BID #50-00129183**

**SCOPE**

The Jefferson Parish Parkways Department (Parkways) is soliciting bids from qualified Contractors to provide labor, materials, incidentals and equipment for turnkey landscape bed maintenance operations. The contract period shall be for two (2) years. All work shall be provided on an as-needed basis as requested by Parkways. This contract does not guarantee a minimum or maximum amount of work.

**CONTRACTOR REQUIREMENTS**

**Insurance:**

Refer to the Jefferson Parish Purchasing Department's requirements for all insurance requirements. All required insurance must be continuous throughout the life of the contract.

**Licenses:**

The Contractor must possess a Louisiana State Contractor's License with a subcategory classification of Landscape, Grading and Beautification.

The Contractor must possess a current Louisiana Agriculture License in the following categories: Louisiana Category 3 (Ornamental and Turf Pest Control) License and a current Louisiana Category 6 (Roadside Right-of-Way Vegetation Management) License. **COPY OF LICENSE MUST BE SUBMITTED WITH BID SUBMISSION**

**DEFINITIONS AND SPECIFICATIONS**

**Chemical Weeding:** Chemical weeding shall refer to the chemical treatment of visible weeds within a landscape bed with a post emergence herbicide. All chemical weeding applications shall utilize a Parkways selected product. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. Any damage to the existing plant material or any adjacent turf areas as a result of chemical application shall be remedied by the Contractor with no additional cost to Parkways.

**Debris:** Debris shall refer to any organic foreign material that may be located within a landscape bed. Debris may include, but not be limited to, tree limbs, leaves, grass clippings and the like. All removed debris shall be properly disposed of off-site by the Contractor immediately after completion of any work performed at each site. Debris removal shall be inclusive to any requested task at a particular site. Any time that the Contractor performs a task at any site location, he shall ensure all debris is removed as part of the task. For example, if the Contractor is given a work order to mulch a location, he shall also pick up any debris at the site. There will be no separate pay item for debris removal.

**Garden Soil:** Garden soil shall refer to a blended soil mixture suitable for landscape plantings. Garden soil shall be made up of approximately 60% native topsoil, 30% composted organic material and 10% sharp sand. Pricing for garden soil shall include all material, freight, installation, tools and machinery.

**Granular Fertilizer:** Granular fertilizer shall refer to blended bag fertilizer in formulations specified by Parkways. All granular fertilizer shall arrive to the site in sealed bags clearly displaying the fertilizer's formulation. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications.

**Granular Fungicide:** Granular fungicide shall refer to bag fungicide in formulations specified by Parkways. All granular fungicide shall arrive to the site in sealed bags clearly displaying the product's name and label. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications.

**Granular Pre-Emergent Herbicide:** Granular pre-emergent herbicide shall refer to a selective pre-emergent herbicide as specified by Parkways. All granular pre-emergent herbicide shall arrive to the site in sealed bags clearly displaying the product's name and label. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. In some situations, the Contractor shall be directed to apply a product at 1/3 the manufacturer's recommended rate for the year. The Contractor shall provide pricing accordingly as specified on the Bid Form.

**Hand Weeding:** Hand weeding shall refer to the manual pulling of weeds and undesirable plant material inside of a landscape bed. All debris generated from hand weeding shall be properly disposed of off-site by the Contractor immediately after completion of hand weeding.

**Horticultural Oil:** Horticultural oil shall refer to bottled horticultural oil in formulations specified by Parkways. All horticultural oil shall arrive to the site in sealed manufacturer's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications.

**Insecticide:** Insecticide shall refer liquid or granular formulations specified by Parkways. All insecticides shall arrive to the site in sealed manufacturer's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications.

**Inspection:** Prior to any Owner requested tasks taking place, a site inspection must occur with both the Contractor and the Owner. The inspection shall ensure an agreed upon square foot quantity of landscape bed area is derived, as well as to document existing conditions and discuss the expected standards of work. All agreed upon square foot quantities of landscape bed areas shall be recorded for future tasks involving the same area(s).

Once the Contractor has completed the assigned task(s) of an area, the Owner and the Contractor shall complete a final inspection to ensure the quality of work expectations are met. Any work not deemed acceptable by the Owner shall be immediately be revised by the Contractor prior to invoicing. In instances of herbicide applications, Parkways will inspect for signs of decline. In the event that weed dieback is insufficient, the Contractor may be required to provide a second application at no cost to Parkways.

**Jefferson Parish Parkways Department:** The Jefferson Parish Parkways Department (Parkways) shall be considered the Owner of this contract. All directives and approvals shall come from Parkways.

**Liquid Fungicide:** Liquid fungicide shall refer to bottled fungicide in formulations specified by Parkways. All liquid fungicide shall arrive to the site in sealed manufacture's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications.

**Liquid Herbicide:** Liquid herbicide shall refer to bottled herbicide in formulations specified by Parkways. All liquid herbicides shall arrive to the site in sealed manufacture's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. In some situations, the Contractor shall be directed to apply a product at 1/3 the manufacturers recommended rate for the year. The Contractor shall provide pricing accordingly as specified on the Bid Form.

**Miscellaneous Task w/Director's Approval:** The majority of anticipated tasks are included for unit pricing as part of this bid. In the event that a task not included on the bid form is required, the Contractor will be asked by Parkways to provide a fee proposal for the work. At the discretion of the Parkways Director, the fee proposal can be approved in an amount not to exceed \$5,000.00.

**Mulch:** Mulch shall refer to cut pine straw bag mulch or to baled pine straw mulch. All cut pine straw mulch shall arrive to each site in sealed bags prior to installation and all baled mulch shall arrive in a tied bundle in accordance with industry standards. All mulch shall be free of trash and debris. Mulch shall be placed in order to maintain a minimum depth of 4" (including any existing mulch layers).

**Shrubs:** Shrubs shall be considered any plant material within a landscape bed. For this contract, tree-form plant material such as crape myrtles and hollies shall be considered shrubs when they are located inside of a landscape bed. Class A trees such as cypress, oaks and magnolias are excluded from this contract. In addition, ground cover and perennial plant material located within landscape beds shall also be considered as shrubs.

**Shrub Pruning:** Shrub pruning shall refer to the manual, or mechanical, trimming of all landscape material within a landscape bed, excluding Class A trees. All debris generated from shrub pruning shall be properly disposed of off-site by the Contractor immediately after completion of shrub pruning. Class A tree pruning shall not be a requirement of this contract.

**Shrub Replacement:** Shrub replacement shall refer to the removal of existing shrubs and the supply and installation of in-kind replacement shrubs. Shrub replacement shall apply to all plant material within a landscape bed, excluding class A trees. Pricing for shrub replacement shall include all material, tools, incidentals, freight and fees associated with acquiring and installing the specified plan material. Tree form shrubs such as crape myrtles and hollies shall require staking utilizing metal 'T' posts and synthetic landscape strapping. No watering bags are required for shrub replacement.

**REMOVAL OF EXISTING SHRUBS AND PLANTING OF REPLACEMENT SHRUBS MUST TAKE PLACE ON THE SAME DAY. THE CONTRACTOR SHALL NOT BE ALLOWED TO LEAVE OPEN HOLES OR PLANTING PITS AT A LOCATION WHEN HE IS NOT PRESENT.**

**Soil Testing:** Soil testing shall refer to the acquisition of soil samples, as directed by Parkways, and delivery to an accredited soil testing lab such as Spectrum Analytic, Inc. Soil testing shall be a basic soil test with micronutrients. As directed by Parkways, multiple soil samples may be required for a soil test.

**Spot Spraying:** Spot spraying shall refer to the selective spraying of herbicide within a landscape bed. Spot spraying is typically related to the application of a non-selective herbicide, but may also be used with other herbicide products at the discretion of Parkways.

**Trash:** Trash shall refer to any manmade, inorganic, debris that may be located within a landscape bed. All trash shall be picked up by the Contractor prior to any work taking place at a given site. The picked up trash shall be properly disposed of off-site by the Contractor immediately after completion of any work performed at each site. Trash removal shall be inclusive to any requested task at a particular site. Any time that the Contractor performs a task at any site location, he shall ensure all trash is removed as part of the task. For example, if the Contractor is given a work order to mulch a location, he shall also pick up any trash at the site. There will be no separate pay item for trash removal.

**Traffic Control:** Traffic control shall refer to as needed, cones, signs, flagmen, barricades and the like to safely move vehicular and/or pedestrian traffic around a work site. All traffic control shall be the responsibility of the Contractor. In the event that any vehicular traffic lanes need to be closed by the Contractor, he must provide Parkways with written notice a minimum of ten (10) working days prior to the desired closing(s). There will be no separate pay item for traffic control.

**Work Orders and Invoicing:** Once work is assigned, and the initial inspection for each landscape bed area is complete, Parkways will provide the Contractor with a work order to authorize the requested work. The Contractor shall not perform any work without receiving a work order from Parkways. If any work is performed without a work order, the Contractor may not be compensated.

Once all work is complete, inspected and approved by Parkways, the Contractor may submit an invoice for the work.

## **QUANTITIES**

This is an as-needed contract. There is no guaranteed minimum or maximum of work to be performed by the Contractor. A list of individual tasks is included in this bid for pricing, but there is no guarantee that all tasks on the Bid Form will be requested. Unit pricing for this contract shall include all material, labor, tools, incidentals and machinery required to complete the task.

All tasks shall be priced in increments of 10 square feet of landscape bed area. When a task is requested by Parkways, the Contractor and a Parkways representative shall measure the site and determine an agreed upon square footage of landscape bed area. For simplicity, each individual landscape bed shall be rounded up or down to the nearest 10 square feet. For example, if the agreed upon area of a landscape bed is 26 square feet, the work order will reflect an assignment for 30 square feet.

For chemical applications, bid pricing shall include the product, labor, equipment and incidentals required to make the application in accordance with the manufacturer's specifications. The Contractor will be responsible for locating as needed water sources to apply the product as well as water-in the product. In addition, the bid pricing shall reflect each physical application. The manufacturer, and/or Parkways, may recommend or require multiple applications of a product in certain situations. The Contractor shall be compensated for each individual application.

**LOCATIONS**

As-needed work may take place along any public right-of-way throughout Jefferson Parish. Locations may include, but are not limited to:

**EASTBANK:**

- Raised planters along 17<sup>th</sup>, 18<sup>th</sup> and 19<sup>th</sup> Streets in Fat City (Metairie)
- Sign on Bissonet Drive at Veterans Boulevard (Metairie)
- Little Farms Avenue at Jefferson Highway (River Ridge)
- David Drive at West Esplanade Avenue (Metairie)
- Sign on West Napoleon near Tina Street intersection (Metairie)
- Sign on Bonnabel Boulevard at Codifer Boulevard (Metairie)
- Sign on Bonnabel Boulevard at West Esplanade Avenue (Metairie)

**WESTBANK:**

- The center median of Manhattan Boulevard at Lapalco Boulevard (Harvey)
- Raised planters along Terry Parkway from Harvard Avenue to Hickory Street (Terrytown)
- Various landscape beds along the lower level of the Westbank Expressway
- Sign on Lapalco Boulevard at Apollo Avenue (Harvey)
- Sign on Manhattan Boulevard near Bradford Place (Harvey)
- Lafitte Parkway at Barataria Boulevard (Marrero)
- Sign on Woodmere Boulevard at Lapalco Boulevard (Harvey)
- Fountain area on Lapalco Boulevard near Destrehan Avenue (Harvey)
- Sign on Dueling Oaks Avenue at Barataria Boulevard (Marrero)
- Sign on Westminster Boulevard at Lapalco Boulevard (Marrero)

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PLEASE BE ADVISED THAT THESE ARE APPROXIMATE LOCATIONS. THERE ARENT ANY MAPS AVAILABLE TO SHOW, OR PROVIDE EXACT LOCATIONS.

\*\*\*\*\*

DATE: 2/11/2020  
BID NO.: 50-00129183

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: SFOLSE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 2/20/2020 AND PUBLICLY OPENED THEREAFTER.

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 will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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.

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

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

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

\*\*\* REVISED PER ADDENDUM #2 \*\*\*

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

DATE: 1/09/2020  
BID NO.: 50-00129183

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

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P.O. BOX 9  
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All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

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

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**A. AWARD OF CONTRACT:** JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

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

**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.)

**PREFERENCE:** Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

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

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

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

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

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

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

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.

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

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

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

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

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

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**

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

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

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

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

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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**3,4,6,10,11,12,13,15 (#11 ADDED TO THE REQUIREMENTS)**

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.

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## 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.
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 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 owned 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 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

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.

See Page 1 for Conflicts of Interest Statement

\*\*\* REVISED PER ADDENDUM #2 \*\*\*

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