

📍 2525 Quail Drive, Baton Rouge, 70808 📞 (225) 765-2301 🗣️ Text-To-Verify: 1 (855) 999-7896



## Louisiana State Licensing Board for Contractors

### Contractor Information

Business Name H & O INVESTMENTS, LLC  
Mailing Address 17425 Opportunity Drive  
Baton Rouge, LA 70817  
Phone Number (225) 454-6397  
Fax Number (225) 389-6537  
Email Address [accounts payable@handollc.com](mailto:accounts payable@handollc.com)  
Website <http://>

### Active Licenses

License Number 52956  
Type Commercial License  
Status LICENSED  
Effective 01/22/2016  
Expiration 01/21/2019  
First Issued 01/21/2010  
License Number 883757  
Type Residential License  
Status LICENSED  
Effective 03/11/2018  
Expiration 03/10/2019  
First Issued 03/10/2017

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Alexander Ruffin Stirling III	ALL
BUSINESS AND LAW	Alexander Ruffin Stirling III	ALL
BUSINESS AND LAW	Alexander Ruffin Stirling III	ALL
RESIDENTIAL BUILDING CONTRACTOR	Alexander Ruffin Stirling III	ALL
SPECIALTY: INSULATION (COMMERCIAL AND INDUSTRIAL)	Alexander Ruffin Stirling III	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Alexander Ruffin Stirling III	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	David Charles Mahler Jr.	ALL

DATE: 9/26/2018

Page: 5

BID NO.: 50-00124215

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

01/01/2019

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

52956

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

FIRM NAME: H&O Investments, LLC

ADDRESS: 17425 Opportunity Avenue

CITY, STATE: Baton Rouge, LA

ZIP: 70817

TELEPHONE: ( 225 ) 454-6397

FAX: ( 225 ) 751-4953

EMAIL ADDRESS: davidmahler@handollc.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: \_\_\_\_\_

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 10,985.65033

AUTHORIZED

SIGNATURE: 

David Mahler

Printed Name

TITLE: Owner

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.**



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	7,267,140.00	SQFT	THREE YEAR CONTRACT TO PROVIDE GRASS CUTTING & DEBRIS REMOVAL FOR VACANT, RESIDENTIAL & COMMERCIAL PROPERTIES FOR JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE ZONING/QUALITY OF LIFE.		
			0001- Regular Issue Property 8-30 inches in height and under 10,000 square feet.  Contractor will be required to cut grass, weeds, brush, and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.  Contractor will be required to clear vegetation from fence lines and raking of vegetation.  These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.	.001	7,267.14
2	1,725,730.00	SQFT	0002 - Regular Issue Property 8 to 30 inches in height and between 10,001 and 30,000 square feet.  Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation.  These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.	.001	1,725.73
3	1,661,596.00	SQFT	0003 - Regular Issue Property - 8 to 30 inches in height and over 30,000 square		
				.001	1,661.596

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	40,306.00	SQFT	<p>feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>	.001	40.306
			<p>0004 - Regular Issue Property over 30 inches in height and under 10,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>		
5	20,859.00	SQFT	<p>0005 - Regular Issue Property over 30 inches in height and between 10,001 and 30,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking</p>	.001	20.859

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>		
6	270,000.00	SQFT	<p>0006 - Regular Issue Property over 30 inches in height and over 30,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>	.001	270.00
7	1,508,053.68	LF	0007 - Regular Issue Property - Trimming and edging.	0.00	0.00
8	12,360.00	CUYD	<p>0008 - Regular Issue Property - Loading and Hauling of Debris</p> <p>Contractor will be required to repair and gouging and rutting of loading zone.</p>	0.00	0.00
9	482.00	CUYD	<p>0009 - Repeat Offender Property Loading and hauling of debris in excess of three (3) cubic yards.</p> <p>Parish approval prior to all work is</p>	0.00	0.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1.00	SQFT	<p>required.</p> <p>0010 - Repeat Offender Property This work shall include all labor and</p> <p>equipment necessary to mow or cut all grass, weeds, and other vegetation within the designated work area limit. This includes all trimming, the removal of debris up to (3) cubic yards, and the cleaning of sidewalk and driveway area necessary to complete the job. The said area shall present a neat and acceptable manner at all times within the time limits of the contract. All clippings and debris must be removed from property, and pruning of ornamentals. Grass, etc. is to be cut to a minimum height of 1 inch, but not more than 2 inches in finished height. All work is to be done in the manner normally required in good trade and practice. Pricing for Repeat Offender Property priced per square foot</p> <p>Quantity of 59,605,024.00 ***** However, it is listed as (1) one because the AS400 can't have that large of a quantity entered.****</p>	.01933	.01933
11	100.00	JOB	<p>0011 - Strike Force Crew</p> <p>The Contractor shall mobilize and complete the requested work within twenty-four (24) hours of notification from the Jefferson Parish Department of Property Maintenance/Zoning/Quality of Life.</p> <p>Pricing for the strike force crew shall be in the form of a price per job in addition to the work performed.</p>	0.00	0.00



# Bid Bond

**KNOW ALL MEN BY THESE PRESENTS**, that we **H & O INVESTMENTS, LLC**  
**17425 Opportunity Ave , Baton Rouge, LA 70817**

as Principal, hereinafter called the Principal, and **Developers Surety And Indemnity Company, P.O. Box 19725 Irvine, CA 92623**

a corporation duly organized under the laws of the State of **Iowa**

as Surety, hereinafter called the Surety, are held and firmly bound unto **Jefferson Parish, Purchasing Department, 200 Derbigny Street Suite 4400 Gretna, LA 70053**

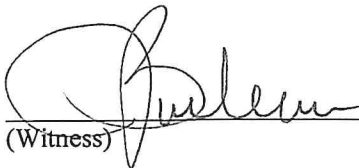
as Obligee, hereinafter called the Obligee, in the sum of **TEN THOUSAND** -----Dollars (\$10,000.00), for the payment of which sum well and truly to be made, the said Principal and the said Surety, bind ourselves, our heirs, executors, administrators, successors and assigns, jointly and severally, firmly by these presents.

WHEREAS, the Principal has submitted a bid for **Jefferson Parish Code, Bid #50-00124215. Three year contract for grass cutting and debris removal for vacant, residential and commercial properties.**

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

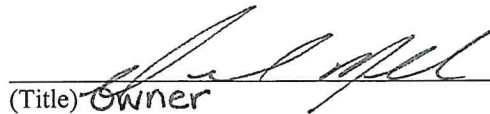
PROVIDED, HOWEVER, neither Principal nor Surety shall be bound hereunder unless Obligee prior to execution on the final contract shall furnish evidence satisfactory to Principal and Surety that financing has been firmly committed to cover the entire cost of the project.

Signed and sealed this **25th DAY OF October, 2018**

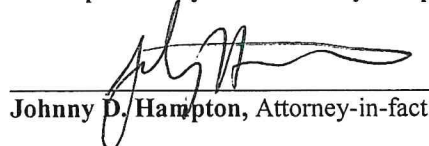
  
(Witness)

  
(Witness)

**H & O INVESTMENTS, LLC (Seal)**

  
(Title) **Owner**

**Developers Surety And Indemnity Company (Seal)**

  
**Johnny D. Hampton, Attorney-in-fact**

**POWER OF ATTORNEY FOR  
DEVELOPERS SURETY AND INDEMNITY COMPANY**  
PO Box 19725, IRVINE, CA 92623 (949) 263-3300

KNOW ALL BY THESE PRESENTS that except as expressly limited, DEVELOPERS SURETY AND INDEMNITY COMPANY, does hereby make, constitute and appoint:

\*\*\*Steve R. Vassil, Johnny D. Hampton, Blake J. Martinez, jointly or severally\*\*\*

as its true and lawful Attorney(s)-in-Fact, to make, execute, deliver and acknowledge, for and on behalf of said corporation, as surety, bonds, undertakings and contracts of suretyship giving and granting unto said Attorney(s)-in-Fact full power and authority to do and to perform every act necessary, requisite or proper to be done in connection therewith as each of said corporation could do, but reserving to each of said corporation full power of substitution and revocation, and all of the acts of said Attorney(s)-in-Fact, pursuant to these presents, are hereby ratified and confirmed.

This Power of Attorney is granted and is signed by facsimile under and by authority of the following resolution adopted by the Board of Directors of DEVELOPERS SURETY AND INDEMNITY COMPANY, effective as of January 1st, 2008.

RESOLVED, that a combination of any two of the Chairman of the Board, the President, any Executive Vice-President, Senior Vice-President or Vice-President of the corporation be, and that each of them hereby is, authorized to execute this Power of Attorney, qualifying the attorney(s) named in the Power of Attorney to execute, on behalf of the corporation, bonds, undertakings and contracts of suretyship; and that the Secretary or any Assistant Secretary of the corporation be, and each of them hereby is, authorized to attest the execution of any such Power of Attorney;

RESOLVED, FURTHER, that the signatures of such officers may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signatures shall be valid and binding upon the corporation when so affixed and in the future with respect to any bond, undertaking or contract of suretyship to which it is attached.

IN WITNESS WHEREOF, DEVELOPERS SURETY AND INDEMNITY COMPANY has caused these presents to be signed by its officers and attested by its Secretary or Assistant Secretary this 6th day of February, 2017.

By: *Daniel Young*  
Daniel Young, Senior Vice-President  
By: *Mark Lansdon*  
Mark Lansdon, Vice-President



A notary public or other officer completing this certificate verifies only the identity of the individual who signed the document to which this certificate is attached, and not the truthfulness, accuracy, or validity of that document.

State of California  
County of Orange

On February 6, 2017 before me, Lucille Raymond, Notary Public  
Date Here Insert Name and Title of the Officer  
personally appeared Daniel Young and Mark Lansdon  
Name(s) of Signer(s)



Place Notary Seal Above

who proved to me on the basis of satisfactory evidence to be the person(s) whose name(s) is/are subscribed to the within instrument and acknowledged to me that he/she/they executed the same in his/her/their authorized capacity(ies), and that by his/her/their signature(s) on the instrument the person(s), or the entity upon behalf of which the person(s) acted, executed the instrument.

I certify under PENALTY OF PERJURY under the laws of the State of California that the foregoing paragraph is true and correct.

WITNESS my hand and official seal.

Signature

*Lucille Raymond*  
Lucille Raymond, Notary Public

**CERTIFICATE**

The undersigned, as Secretary or Assistant Secretary of DEVELOPERS SURETY AND INDEMNITY COMPANY or INDEMNITY COMPANY OF CALIFORNIA, does hereby certify that the foregoing Power of Attorney remains in full force and has not been revoked and, furthermore, that the provisions of the resolutions of the respective Boards of Directors of said corporations set forth in the Power of Attorney are in force as of the date of this Certificate.

This Certificate is executed in the City of Irvine, California, this

25th day of October, 2018

By: *Cassie J. Berrisford*  
Cassie J. Berrisford, Assistant Secretary



### CERTIFICATE OF AUTHORITY

David C. Mahler, Jr., member of H & O Investments, L.L.C., a Louisiana limited liability company (H & O), and that, as such, he is authorized to execute this Certificate in the name of and on behalf of H & O:

1. David C. Mahler, Jr. is the member of H & O Investments, L.L.C.
2. David C. Mahler is the only member of H & O Investments, L.L.C. He has approved and consented to the following actions to be undertaken by H & O as Agent of and for H & O:

**RESOLVED** that David C. Mahler, Jr., acting alone, be and is hereby authorized, empowered and directed for and on behalf of H & O to solely do, sign and deliver any and all acts, instruments or documents of every kind or character which, he in his sole and uncontrolled discretion deems necessary or advisable in order to carry out the business affairs of H & O.

**FURTHER RESOLVED** that, David C. Mahler, Jr., as Agent of H & O, acting alone, be and is hereby directed, authorized, empowered and instructed, for and on behalf of H & O to:

1. Execute and deliver any bid proposal;
2. Execute and deliver any contract on behalf of the company;
3. Execute and deliver any application required by any insurance company;
4. Pay all insurance and bond costs required to be paid by H & O; and
5. Execute and deliver any and all other documents or instruments which might be necessary in order to conduct or effectuate the business of H & O;

all on such terms and conditions as said H & O deems necessary and proper, in his sole and uncontrolled discretion.

**FURTHER RESOLVED** that all prior actions and decisions of David C. Mahler, Jr. on behalf of H & O in his capacity as Agent of H & O in connection with the foregoing resolutions are hereby ratified and approved as actions of H & O.

The undersigned further certifies that the foregoing resolutions are and remain in full force and effect, and have not been modified or amended.

Signed this 25th day of April, 2016, in Baton Rouge, Louisiana.

**H & O INVESTMENTS, L.L.C.**

  
David C. Mahler, Jr.



Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF East Baton Rouge

BEFORE ME, the undersigned authority, personally came and appeared: David Mahler  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Owner of H&O Investments, LLC (Entity),  
the party who submitted a bid in response to Bid Number 50-00124215, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

Choice A \_\_\_\_\_

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

Choice B ✓

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



Debt Disclosures

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

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

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

Affiant further said:

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

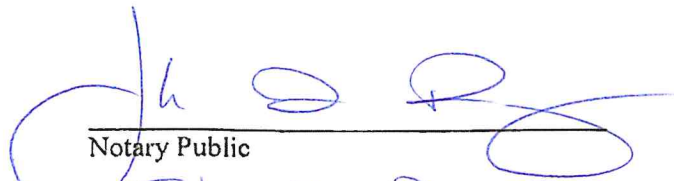
*[The remainder of this page is intentionally left blank.]*

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

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

David Mahler  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 24<sup>th</sup> DAY OF October, 20 18.

  
\_\_\_\_\_  
Notary Public  
Joshua D. Roy  
\_\_\_\_\_  
Printed Name of Notary  
34743  
\_\_\_\_\_  
Notary/Bar Roll Number

JOSHUA D. ROY  
BAR ROLL #34743  
NOTARY PUBLIC  
MY COMMISSION IS FOR LIFE

My commission expires at death.

## Louisiana Secretary of State

### R. Kyle Ardoin

#### SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

#### Notary Search - Detail

**Name:** JOSHUA D. ROY  
**Address:** 634 CONNELLS PARK LANE  
BATON ROUGE, LA 70806  
**Phone:** (225) 926-8533  
**Phone 2:** (225) 328-4282  
**Notary ID Number:** 133478  
**Parish:** EAST BATON ROUGE with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Attorney  
**Bar Roll #:** 34743  
**Status:** Active  
**Commission Date:** 10/31/2012  
**Oath Date:** 10/30/2012  
**Surety Expiration Date:** Not Required  
**Annual Report Current:** Not Applicable

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/3/2018

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).

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 235 Highlandia Drive, Suite 200 Baton Rouge LA 70810	<b>CONTACT NAME:</b> Danna Drinkwater	
	<b>PHONE (A/C, No, Ext):</b> 225-906-1282	<b>FAX (A/C, No):</b> 225-292-3893
	<b>E-MAIL ADDRESS:</b> danna_drinkwater@ajg.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : Burlington Insurance Company	23620
	INSURER B : AmTrust Insurance Company of Kansas	15954
	INSURER C : Evanston Insurance Company	35378
	INSURER D : Wesco Insurance Company	25011
	INSURER E :	
	INSURER F :	

**INSURED**  
H & O Investments, LLC  
17425 Opportunity Ave  
Baton Rouge LA 70817

H&amp;OINVE-01

**COVERAGES****CERTIFICATE NUMBER: 632054335****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC <input type="checkbox"/> OTHER:	Y	Y	095BW44557	4/9/2018	4/9/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY	Y	Y	KPP1050832	2/22/2018	2/22/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
C	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED <input type="checkbox"/> RETENTION \$	N	N	XOBW7595918	4/9/2018	4/9/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ 5,000,000 \$
D	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 Y	N/A	WWC3335875	2/19/2018	2/19/2019	<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)

**CERTIFICATE HOLDER****CANCELLATION**

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

AUTHORIZED REPRESENTATIVE

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**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED H & O Investments, LLC 17425 Opportunity Ave Baton Rouge LA 70817
POLICY NUMBER		
CARRIER	NAIC CODE	EFFECTIVE DATE:

**ADDITIONAL REMARKS**

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

## General Liability Includes:

Additional Insured - When Required by Written Contract - CG 20 10 04 13

Additional Insured - Products and Completed Ops - When Required by Written Contract - CG 20 37 04 13

Waiver of Subrogation - When Required by Written Contract - CG 24 04 05 09

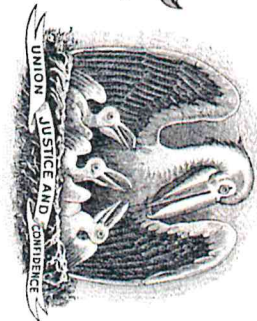
## Business Auto Enhancement Endorsement CA 99 01 87 07 15 includes:

Blanket Waiver of Subrogation-When Required by Written Contract

Blanket Additional Insured - When Required by Written Contract

Excess Liability is follow form of underlying insurance

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

H & O INVESTMENTS, LLC  
17425 Opportunity Drive  
Baton Rouge, LA 70817

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; SPECIALTY: FIREPROOFING, FIRESTOPPING, METALIZING, AND FOAM  
SYSTEMS; SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION



Expiration Date: January 21, 2019

License No: 52956

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 22nd day of January 2016

*William S. MacCoy*  
Director

*Lee M. Smith*  
Chairman

This License Is Not Transferrable

*Andy Newman*  
Treasurer





HORTICULTURE REGISTRATION :

MELISSA MARIE LEBOEUF

Date: 02/16/2018

LICENSE(S): LANDSCAPE HORTICULTURIST 18-3053

LDAF ID : 111315

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

156

## 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

He is known, that effective 02/01/2018 through 01/31/2019 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): LANDSCAPE HORTICULTURIST 18-3053

Commissioner

MELISSA MARIE LEBOEUF  
7 REN PASS  
BARRAHAN LA 70123

DISPLAY IN A PROMINENT PLACE.

LDAF ID: 111315



# 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, 2018** through **December 31, 2018** 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**.

H & O INVESTMENTS LLC  
17425 OPPORTUNITY AVE  
BATON ROUGE LA 70817



DISPLAY IN A PROMINENT PLACE

A handwritten signature in black ink, reading "Mike Strain".

Commissioner

License No. 00129090





LOUISIANA DEPARTMENT OF  
AGRICULTURE & FORESTRY

CERTIFICATION CARD

COMMERCIAL PESTICIDE APPLICATOR

ANTHONY MUSACCHIA  
165 OAKLAWN RIDGE LANE  
SAINT ROSE LA 70067

00146881

Exp. Date: 12/31/2018



*Mike Strain*

MIKE STRAIN, DVM COMMISSIONER

CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

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

RECERTIFY BY

2/8/2020  
2/8/2020  
2/8/2020

SIGNATURE:

*Anthony Musacchia*

LDAF EMERGENCY HOTLINE 855-452-6323  
LA POISON CONTROL CENTER 800-222-1222



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

HORTICULTURE REGISTRATION : **CHASE DEVIN SIMS**

Date: 02/16/2018

LDAF ID : **158059**

LICENSE(S): **ARBORIST**

**18-2083**

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

31

## 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 **02/01/2018** through **01/31/2019** 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**

**18-2083**

**CHASE DEVIN SIMS**  
11312 JUBAN PARC AVE  
DENHAM SPRINGS LA 70726



*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: **158059**



# Request for Taxpayer Identification Number and Certification

► Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

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

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>H&amp;O Investments, LLC</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.  <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate  <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is <b>not</b> disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.  <input type="checkbox"/> Other (see instructions) ► _____	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):  Exempt payee code (if any) _____  Exemption from FATCA reporting code (if any) _____  <i>(Applies to accounts maintained outside the U.S.)</i>
5 Address (number, street, and apt. or suite no.) See instructions. <b>17425 Opportunity Avenue</b>	Requester's name and address (optional) <b>Jefferson Parish Purchasing Department 200 Derbigny Street, Suite 4400 Gretna, LA 70053</b>
6 City, state, and ZIP code <b>Baton Rouge, LA 70817</b>	
7 List account number(s) here (optional)	

## Part I Taxpayer Identification Number (TIN)

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

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>									
		-							
or									
<b>Employer identification number</b>									
5	9	-	3	7	9	0	4	3	5

## Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ►	Date ► <b>10/25/2018</b>
------------------	----------------------------	--------------------------

## General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

## Purpose of Form

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

- Form 1099-DIV (dividends, including those from stocks or mutual funds)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

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

**EQUIPMENT FLOATER SECTION -  
ADDITIONAL SCHEDULED EQUIPMENT**

H&OIN-1

OP ID: DS

PAGE 1 OF 2

#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
1	Gravely Pro Turn Mower	031408			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2014		\$ 8,479
2	Gravely Pro Turn Mower	031407			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2014		\$ 8,479
3	Gravely Pro Turn Mower	031303			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2014		\$ 8,479
4	Gravely Pro Turn Mower	030254			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2014		\$ 8,479
5	Gravely Pro Turn Mower	040279			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2015		\$ 10,899
6	Gravely Pro Turn Mower	040278			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2015		\$ 10,899
7	Gravely Pro Turn Mower	040206			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2015		\$ 10899
8	Gravely Pro Turn Mower	040202			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2015		\$ 10,899
9	Gravely Pro Turn Mower	041253			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2015		\$ 10,899
10	Gravely Pro Turn Mower	041254			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2015		\$ 10,899
11	Gravely Pro Turn Mower	041272			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2015		\$ 10,899
12	Gravely Protturn 260model KA GRU992	041285			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899
13	Gravely Protturn 260model KA GRU992	041278			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899
14	Gravely Protturn 260model KA GRU992	051588			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899
15	Gravely Protturn 260model KA GRU992	051202			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899

APPLIED 146SE (2003/09)



**EQUIPMENT FLOATER SECTION -  
ADDITIONAL SCHEDULED EQUIPMENT**

H&OIN-1

OP ID: DS

PAGE 2 OF 2

#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
16	Gravely Proturm 260model KA GRU992	051253			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
17	Gravely Proturm 260model KA GRU992	051254			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
18	Gravely Proturm 260model KA GRU992	051303			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
19	Gravely Proturm 260model KA GRU992	051407			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
			2016		\$ 10,899
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
20	2016 Gravely Proturm260 KA GRU992269	050055			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 9,979
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
21	2016 Gravely Proturm260 KA GRU992269	050134			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 9,979
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
22	2016 Gravely Proturm260 KA GRU992269	051375			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 11279
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
23	2016 Gravely Proturm260 KA GRU992269	051388			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 11,279
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
24	2016 Gravely Proturm260 KA GRU992269	051285			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 11,279
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
25	2016 Turftiger SCUSTT61V-26CH-EFI	K1902835			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 12,299
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
26	2016 Turftiger SCUSTT61V-26CH-EFI	K1902910			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 12,299
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
27	2016 Turftiger SCUSTT61V-26CH-EFI	K1902909			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 12,299
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
28	2017 Gravely 260 27HP mower	060406			
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$ 8,800
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$
#	TYPE	ID # / SERIAL NO.	NEW / USED	CAPACITY	DATE PURCHASED
	MANUFACTURER	MODEL	MODEL YEAR	OTHER	AMOUNT OF INSURANCE
					\$

APPLIED 146SE (2003/09)

Item number	Description	ID/Serial number	Model	Model year	Amount of insurance
1	Gravelly 260 27HP Mower	070525		2018	11272
2	Gravelly 260 27HP Mower	70040		2018	11272
3	Gravelly 260 27HP Mower	70041		2018	11272
4	Gravelly 260 27HP Mower	70042		2018	11272
5	Gravelly 260 27HP Mower	70045		2018	11272
6	Gravelly 260 27HP Mower	70511		2018	11272
7	Gravelly 260 27HP Mower	70512		2018	11272
8	Gravelly 260 27HP Mower	70162		2018	11272
9	Gravelly 260 27HP Mower	70163		2018	11272
10	Gravelly 260 27HP Mower	70545		2018	11272
11	Gravelly 260 27HP Mower	70505		2018	11272
12	Buffalo KB4 Blower	28689		2018	7500
13	Kawasaki Proturm 272 Mower	070150			9281
14	Kawasaki Proturm 272 Mower	070151			9281
15	Kawasaki Proturm 272 Mower	070132			9282
16	Kawasaki Proturm 272 Mower	070153			9282
17	Redmax Trimmer	20182400214			280
18	Redmax Trimmer	20182400215			280
19	Gravelly 260 Mower	070963			8792
20	Gravelly 260 Mower	070936			8796
21	Gravelly 260 Mower	070964			8792
22	Buffalo KB4 Blower	28689		2018	7500
23	Kawasaki Proturm 272	070077	GRU992270		9281
24	Kawasaki Proturm 272	70131	GRU992270		9281
25	Kawasaki Proturm 272	70141	GRU992270		9281
26	Kawasaki Gravelly 260	070546	GRU992269		8796
27	Boom Flail Mower Head Point Rear 150	B181303			24000



## Tractors & Bush Hog Equipment

(2) - 2013 Kubota 9540

(1) - 2015 Kubota 9540

(4) – Woods 1800 bush hog, (1) 8ft., (3) 15 ft.



250 East Broad Street, 7<sup>th</sup> Floor  
Columbus, Ohio 43215  
(800) 628-8581

## Equipment Physical Damage Policy Declarations

EPD341712

Policy Number

**Item 1. INSURED NAME AND ADDRESS**

**LIENHOLDER NAME AND ADDRESS**

H & O INVESTMENTS, LLC  
17425 OPPORTUNITY AVE  
BATON ROUGE, LA 70817

**Item 2. COVERAGE PERIOD**

From Effective Date (mm/dd/yyyy)	To Expiration Date (mm/dd/yyyy)
07/06/2018	07/06/2019

At 12:01 A.M. Standard Time at the address of the Insured stated herein.

**Item 3. AMOUNT OF COVERAGE AND PREMIUM**

<b>Aggregate Limit Per Occurrence</b> \$74,000.00	<b>Deductible Per Occurrence</b> \$250.00
<b>Limits for Optional Endorsements</b> Transportation Cost : \$1,000.00	<b>Total Premium</b> \$1,155.00

**Item 4. COVERAGE LIMITS FOR PROPERTY INSURED**

Year	Make and Model	Type	Identification Number	Coverage Limit
2012	KUBOTA RTV900XTG-A	Utility	D1798	\$8,000.00
2010	KUBOTA M9540HDC-1	Ag/Comm	81269	\$33,000.00
2010	KUBOTA M9540HDC-1	Ag/Comm	N/A	\$33,000.00
Total:				\$74,000.00

**Item 5. Endorsements Attached:** EPD-200, EPD-304, EPD-400LA, OIC-DIS2003

**THIS COVERAGE PROVIDES PHYSICAL DAMAGE COVERAGE ON THE ITEMS INDICATED ABOVE.**

Date Issued: 07/03/2018

Authorized Representative:

*Donal J. Stephen*

For questions about this coverage, please  
contact the Program Administrator →

Program Administrator: KTAC Insurance Agency  
P.O. Box 2075  
Grapevine, TX 76099  
(800) 348-5802





250 East Broad Street, 7<sup>th</sup> Floor  
Columbus, Ohio 43215  
(800) 628-8581

## Equipment Physical Damage Policy Declarations

EPD326686

Policy Number

### Item 1. INSURED NAME AND ADDRESS

### LIENHOLDER NAME AND ADDRESS

H & O INVESTMENTS, LLC  
17425 OPPORTUNITY AVE  
BATON ROUGE, LA 70817

### Item 2. COVERAGE PERIOD

From Effective Date (mm/dd/yyyy)	To Expiration Date (mm/dd/yyyy)
04/05/2018	04/05/2019

At 12:01 A.M. Standard Time at the address of the Insured stated herein.

### Item 3. AMOUNT OF COVERAGE AND PREMIUM

<b>Aggregate Limit Per Occurrence</b> \$39,500.00	<b>Deductible Per Occurrence</b> \$250.00
<b>Limits for Optional Endorsements</b> Transportation Cost : \$1,000.00	<b>Total Premium</b> \$616.00

### Item 4. COVERAGE LIMITS FOR PROPERTY INSURED

Year	Make and Model	Type	Identification Number	Coverage Limit
	KUBOTA M9960HD	Ag/Comm	56068	\$39,500.00
Total:				\$39,500.00

Item 5. Endorsements Attached: EPD-200, EPD-304, EPD-400LA, OIC-DIS2003

**THIS COVERAGE PROVIDES PHYSICAL DAMAGE COVERAGE ON THE ITEMS INDICATED ABOVE.**

Date Issued: 03/23/2018  
For questions about this coverage, please  
contact the Program Administrator →

Authorized Representative: David J. Stephan

Program Administrator: KTAC Insurance Agency  
P.O. Box 2075  
Grapevine, TX 76099  
(800) 348-5802



### **Equipment Schedule**

Ja-Mar Mfg – 4AJT20286J040613-2006 – 35yd Dump Trailer

Texas Pride – 189H2HGD77J624314 – 35yd Dump Trailer

TL-5 GNDT8 – 20 – 20 4YZDT202X91013567 – 35yd Dump Trailer

2007 Bobcat T190 – 53168375 – Compact Track Loader

2007 Bobcat T190 – 531618483 – Compact Track Loader

2007 Bobcat 74 LO PRO – 6716043 – Grapple Bucket

2007 Bobcat 68 LO PRO – 6731418 – Grapple Bucket

2008 Bobcat 66 – 477011217 – Grapple Bucket

2008 Bobcat 82 – 029401694 – Root Grapple Bucket

2007 Brushcat 60 – A01900648 – Brushcat

2007 Brushcat 60 – A01900713 – Brushcat



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

**October 22, 2018**

### **ADDENDUM # 1**

**Bid No.: 50-00124215**

**Bid Opening Date: 10/25/2018**

**For: Three year contract to provide grass cutting & debris removal for vacant, residential & commercial properties for PMZ/Quality of Life.**

---

#### **To answer vendor questions:**

1. Is it possible to get the addresses of some of the properties (vacant or occupied) that have been serviced through last contract?

ANSWER: Any occupied or vacant property whether commercial or residential located in Jefferson Parish could be serviced under this contract.

2. What is average amount of properties serviced per week during hi season?

ANSWER: We can provide monthly totals for this question. Total properties visited in July 2018 is 1,021. Total properties visited in August 2018 is 940.

3. Does cleaning of sidewalks and driveways mean just the removal of trash and grass debris created will servicing site or is there a more detailed cleaning the parish is looking for?

ANSWER: Cleaning of sidewalks and driveways is specific to trash, litter and debris removal.

4. Attachment A minimum equipment list states "3 32 horse power with 5 foot bush hog cutting deck or larger tractor with 6 foot bush hog or rotary attachment" does that mean if tractor is larger than 32hp with a 6 foot or more attachment, one tractor of that size can be used?

ANSWER: The attached equipment list is very specific to the number needed. In this case three is the minimum accepted regardless the size.

5. If tractor has grapple bucket attachment would that be considered for skid loader?

ANSWER: Attachment "A" "minimum equipment list" is specific to department's needs. The requested substitution will not be allowed.



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

Page Two

6. At sites with structures (houses, buildings) on them, will square footage come from entire site or just the areas with grass?

ANSWER: At sites with structures (houses, buildings) on them, the square footage should be obtained by subtracting the structure and the flatwork from the property dimensions. Square footage consists of areas where grass is cut.

Sincerely,

Donna Reamey

Donna Reamey, 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.**



📍 2525 Quail Drive, Baton Rouge, 70808 📞 (225) 765-2301 📧 Text-To-Verify: 1 (855) 999-7896 

## Louisiana State Licensing Board for Contractors

### Contractor Information

Business Name RAMELLI JANITORIAL SERVICES, INC.  
Mailing Address P. O. Box 51193  
New Orleans, LA 70151  
Phone Number (504) 482-2040  
Fax Number (504) 484-0579  
Email Address robert@ramelli.com  
Website http://

### Active Licenses

License Number 43644  
Type Commercial License  
Status LICENSED  
Effective 07/21/2016  
Expiration 07/20/2019  
First Issued 07/20/2005

### Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Robert C. Ramelli	ALL
SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING	Robert C. Ramelli	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Robert C. Ramelli	ALL
SPECIALTY: SOFT ABRASIVE CLEANING	Robert C. Ramelli	ALL

BID No. 50-124215

*Proposal for Jefferson Parish Department of Purchasing*

**THREE YEAR CONTRACT TO PROVIDE GRASS CUTTING & DEBRIS REMOVAL FOR VACANT,  
RESIDENTIAL & COMMERCIAL PROPERTIES FOR JEFFERSON PARISH DEPARTMENT OF PROPERTY  
MAINTENANCE ZONING/QUALITY OF LIFE**

**DUE OCTOBER 25, 2018 @ 2:00 PM**



Jefferson Parish  
Department of Purchasing  
200 DERBIGNY STREET, SUITE 4400  
GRETNA, LA 70053  
ATTN: DONNA REAMEY

PREPARED BY:  
**RAMELLI JANITORIAL SERVICE, INC.**  
**CONTRACTORS LICENSE NO. 43644**

DATE: 9/26/2018

Page: 5

BID NO.: 50-00124215

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

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

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

10/25/2018

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

43644

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

FIRM NAME: RAMELLI JANITORIAL SERVICE, INC.

ADDRESS: 7136 WASHINGTON AVENUE

CITY, STATE: NEW ORLEANS, LA

ZIP: 70125

TELEPHONE: ( 504 ) 482-2040

FAX: ( 504 ) 484-0579

EMAIL ADDRESS: robert@ramelli.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: 01 10/22/18

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 1,043,049.76

AUTHORIZED  
SIGNATURE: \_\_\_\_\_

Robert C. Ramelli

Printed Name

TITLE: President

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	7,267,140.00	SQFT	THREE YEAR CONTRACT TO PROVIDE GRASS CUTTING & DERBIS REMOVAL FOR VACANT, RESIDENTIAL & COMMERCIAL PROPERTIES FOR JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE ZONING/QUALITY OF LIFE.		
			0001- Regular Issue Property 8-30 inches in height and under 10,000 square feet.  Contractor will be required to cut grass, weeds, brush, and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.  Contractor will be required to clear vegetation from fence lines and raking of vegetation.  These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.	.032	232,548.48
2	1,725,730.00	SQFT	0002 - Regular Issue Property 8 to 30 inches in height and between 10,001 and 30,000 square feet.  Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation.  These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.	.009	15,531.57
3	1,661,596.00	SQFT	0003 - Regular Issue Property - 8 to 30 inches in height and over 30,000 square	.009	14,954.36



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	40,306.00	SQFT	<p>feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>	.024	967.34
			<p>0004 - Regular Issue Property over 30 inches in height and under 10,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>		
5	20,859.00	SQFT	<p>0005 - Regular Issue Property over 30 inches in height and between 10,001 and 30,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking</p>	.009	187.73

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			of vegetation.		
			These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
6	270,000.00	SQFT	0006 - Regular Issue Property over 30 inches in height and over 30,000 square feet.	.003	810.00
			Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.		
			Contractor will be required to clear vegetation from fence lines and raking of vegetation.		
			These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
7	1,508,053.68	LF	0007 - Regular Issue Property - Trimming and edging.	.005	7,540.27
8	12,360.00	CUYD	0008 - Regular Issue Property - Loading and Hauling of Debris	.75	9,270.00
			Contractor will be required to repair and gouging and rutting of loading zone.		
9	482.00	CUYD	0009 - Repeat Offender Property Loading and hauling of debris in excess of three (3) cubic yards.	20.	9,640.00
			Parish approval prior to all work is		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1.00	SQFT	<p>required.</p> <p>0010 - Repeat Offender Property This work shall include all labor and</p> <p>equipment necessary to mow or cut all grass, weeds, and other vegetation within the designated work area limit. This includes all trimming, the removal of debris up to (3) cubic yards, and the cleaning of sidewalk and driveway area necessary to complete the job. The said area shall present a neat and acceptable manner at all times within the time limits of the contract. All clippings and debris must be removed from property, and pruning of ornamentals. Grass, etc. is to be cut to a minimum height of 1 inch, but not more than 2 inches in finished height. All work is to be done in the manner normally required in good trade and practice. Pricing for Repeat Offender Property priced per square foot</p> <p>Quantity of 59,605,024.00 ***** However, it is listed as (1) one because the AS400 can't have that large of a quantity entered.*****</p>	.0124	731,600.00
11	100.00	JOB	<p>0011 - Strike Force Crew</p> <p>The Contractor shall mobilize and complete the requested work within twenty-four (24) hours of notification from the Jefferson Parish Department of Property Maintenance/Zoning/Quality of Life.</p> <p>Pricing for the strike force crew shall be in the form of a price per job in addition to the work performed.</p>	200.	20,000.00

# THE AMERICAN INSTITUTE OF ARCHITECTS



AIA Document A310

## Bid Bond

**KNOW ALL MEN BY THESE PRESENTS**, that we **Ramelli Janitorial Service, Inc.**

(Here insert full name and address or legal title of Contractor)

**7136 Washington Ave., New Orleans, LA 70125**

as Principal, hereinafter called the Principal, and **NGM Insurance Company**

(Here insert full name and address or legal title of Surety)

**4601 Touchton Rd., East, Ste. 3400, Jacksonville, FL 32246**

a corporation duly organized under the laws of the State of **Florida**

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

**Dept., 200 Derbigny St., General Government Bldg., Ste. 4400, Gretna, LA 70053** (Here insert full name and address or legal title of Owner)

as Obligee, hereinafter called the Obligee, in the sum of **TenThousand and no/100-----**

**Dollars (\$10,000.00)** for the

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

**WHEREAS**, the Principal has submitted a bid for **Bid No. 50 - 124215 - Three (3) Year Contract to provide grass cutting & debris removal for vacant, residential & commercial properties for Jefferson Parish Dept. of Property Maintenance Zoning/Quality of Life**

(Here insert full name, address and description of project)

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

Signed and sealed this **25th** day of **October** **2018**.

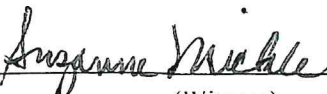
  
(Witness)

**Ramelli Janitorial Service, Inc.**

(Principal)

(Seal)

(Title)

  
(Witness)

**NGM Insurance Company**

(Surety)

(Seal)

(Title)

**Cyra B. Peterson, Attorney-in-Fact**







NGM INSURANCE COMPANY  
A member of The Main Street America Group

# POWER OF ATTORNEY

06-03038343

KNOW ALL MEN BY THESE PRESENTS: That NGM Insurance Company, a Florida corporation having its principal office in the City of Jacksonville, State of Florida, pursuant to Article IV, Section 2 of the By-Laws of said Company, to wit:

"Article IV, Section 2. The board of directors, the president, any vice president, secretary, or the treasurer shall have the power and authority to appoint attorneys-in-fact and to authorize them to execute on behalf of the company and affix the seal of the company thereto, bonds, recognizances, contracts of indemnity or writings obligatory in the nature of a bond, recognizance or conditional undertaking and to remove any such attorneys-in-fact at any time and revoke the power and authority given to them. "

does hereby make, constitute and appoint **Cyra B Peterson**

its true and lawful Attorneys-in-fact, to make, execute, seal and deliver for and on its behalf, and as its act and deed, bonds, undertakings, recognizances, contracts of indemnity, or other writings obligatory in nature of a bond subject to the following limitation:

1. No one bond to exceed Five Million Dollars (\$5,000,000.00)

and to bind NGM Insurance Company thereby as fully and to the same extent as if such instruments were signed by the duly authorized officers of NGM Insurance Company; the acts of said Attorney are hereby ratified and confirmed.

This power of attorney is signed and sealed by facsimile under and by the authority of the following resolution adopted by the Directors of NGM Insurance Company at a meeting duly called and held on the 2nd day of December 1977.

Voted: That the signature of any officer authorized by the By-Laws and the company seal may be affixed by facsimile to any power of attorney or special power of attorney or certification of either given for the execution of any bond, undertaking, recognizance or other written obligation in the nature thereof; such signature and seal, when so used being hereby adopted by the company as the original signature of such office and the original seal of the company, to be valid and binding upon the company with the same force and effect as though manually affixed.

IN WITNESS WHEREOF, NGM Insurance Company has caused these presents to be signed by its Vice President, General Counsel and Secretary and its corporate seal to be hereto affixed this 8th day of January, 2016.

NGM INSURANCE COMPANY By:

*B. R. Fox*

Bruce R Fox  
Vice President, General  
Counsel and Secretary



State of Florida,  
County of Duval.

On this January 8, 2016, before the subscriber a Notary Public of State of Florida in and for the County of Duval duly commissioned and qualified, came Bruce R Fox of NGM Insurance Company, to me personally known to be the officer described herein, and who executed the preceding instrument, and he acknowledged the execution of same, and being by me fully sworn, deposed and said that he is an officer of said Company, aforesaid: that the seal affixed to the preceding instrument is the corporate seal of said Company, and the said corporate seal and her signature as officer were duly affixed and subscribed to the said instrument by the authority and direction of the said Company; that Article IV, Section 2 of the By-Laws of said Company is now in force.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed my official seal at Jacksonville, Florida this 8th day of January, 2016.

*Tasha Ann Philpot*



Tasha Ann Philpot  
NOTARY PUBLIC  
STATE OF FLORIDA  
Comm# FF915117  
Expires 10/3/2019

I, Nancy Giordano-Ramos, Vice President of NGM Insurance Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney executed by said Company which is still in full force and effect.

IN WITNESS WHEREOF, I have hereunto set my hand and affixed the seal of said Company at Jacksonville, Florida this 25th day of October, 2018.

*Nancy Giordano-Ramos*

WARNING: Any unauthorized reproduction or alteration of this document is prohibited.

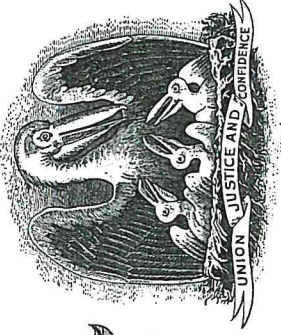
TO CONFIRM VALIDITY of the attached bond please call 1-800-225-5646.

TO SUBMIT A CLAIM: Send all correspondence to 55 West Street, Keene, NH 03431 Attn: Bond Claims.





# State of Louisiana



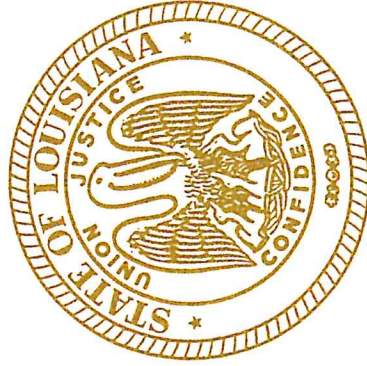
## State Licensing Board for Contractors

This is to Certify that:

RAMELLI JANITORIAL SERVICES, INC.  
P. O. Box 51193  
New Orleans, LA 70151

is duly licensed and entitled to practice the following classifications

SPECIALTY: INDUSTRIAL CLEANING AND MATERIAL/WASTE HANDLING; SPECIALTY: LANDSCAPING,  
GRADING AND BEAUTIFICATION; SPECIALTY: SOFT ABRASIVE CLEANING, JANITORIAL SERVICES,  
AND HOUSEHOLD WASTE REMOVAL



July 20, 2019

Expiration Date:

43644

License No:

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 21st day of July 2016

*Will B. May*

Director

*Lee M. Dett*

Chairman

*Andy Dett*

Treasurer

This License Is Not Transferrable





# 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. 00124730

Date: 02/27/2018

RAMELLI JANITORIAL SERVICE INC

5

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, 2018** through **December 31, 2018** 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**.

RAMELLI JANITORIAL SERVICE INC  
7136 WASHINGTON AVE  
NEW ORLEANS LA 70125

DISPLAY IN A PROMINENT PLACE.

Commissioner

License No. 00124730

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

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



PRESORT  
FIRST CLASS

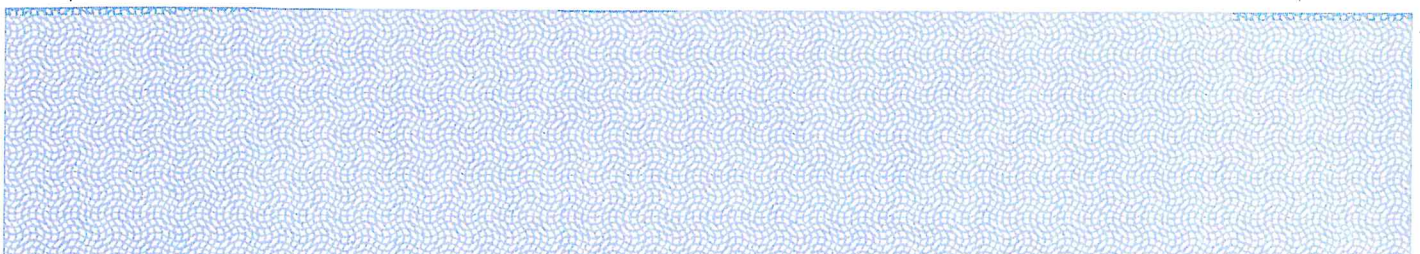


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0000340049 FEB. 27. 2

IMPORTANT  
OFFICIAL DOCUMENT ENCLOSED

RAMELLI JANITORIAL SERVICE INC  
7136 WASHINGTON AVE  
NEW ORLEANS LA 70125

AKF-555 70125





## 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

ROBERT RAMELLI II  
7136 WASHINGTON AVE  
NEW ORLEANS LA 70125

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. : 00109790

**ROBERT RAMELLI II**

7136 WASHINGTON AVE  
NEW ORLEANS LA 70125

Card Expires : 12/31/2018

### LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

CERTIFICATION CARD

#### COMMERCIAL PESTICIDE APPLICATOR

ROBERT RAMELLI II  
7136 WASHINGTON AVE  
NEW ORLEANS LA 70125

00109790

Exp. Date: 12/31/2018



*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.



LOUISIANA DEPARTMENT OF  
AGRICULTURE & FORESTRY

CERTIFICATION CARD

COMMERCIAL PESTICIDE APPLICATOR

LANCE STANSBERRY  
616 PAILET AVE  
HARVEY LA 70058

00109866

Exp. Date: 12/31/2018



*Mike Strain*

MIKE STRAIN, DVM COMMISSIONER

CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

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

RECERTIFY BY

12/10/2018  
12/10/2018  
12/10/2018

SIGNATURE: \_\_\_\_\_

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

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

Be it known, that effective 02/01/2018 through 01/31/2019 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

18-2076

LANCE D STANSBERRY  
616 PAILET AVE  
HARVEY LA 70058

*Mike Strain*

Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: 109866

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 02/01/2018 through 01/31/2019 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

18-1157

LANDSCAPE HORTICULTURIST

18-2534

LEE CHRISTOPHER STANSBERRY  
208 11TH STREET  
GRETN LA 70053

*Mike Strain*

Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: 42909


## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF BOARD OF DIRECTORS OF Ramelli Janitorial Service, Inc.

AT THE MEETING OF DIRECTORS OF Ramelli Janitorial Service, Inc., DULY NOTICED AND HELD ON JUNE 22, 2018, A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED, IT WAS:

RESOLVED, THAT ROBERT C RAMELLI, 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 THE CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH ANY AGENCIES, BANKS, DEPARTMENTS, , EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS, BANK LOANS AND ACTS TO RECEIVE AND RECEIPT THEREFOR ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

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



REBECCA W. RAMELLI, SECRETARY

10/24/18

DATE

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** Louisiana

**PARISH/COUNTY OF** Orleans

BEFORE ME, the undersigned authority, personally came and appeared: Robert C. Ramelli, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Ramelli Janitorial Service, Inc. (Entity), the party who submitted a bid in response to Bid Number 50-00124215, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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



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

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

Robert C. Ramelli

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

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 19 DAY OF October, 2018.

[Signature]  
Notary Public

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

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

My commission expires \_\_\_\_\_.

**MICHAEL THOMAS Bar # 27108**  
**Notary Public, State of Louisiana**  
**My Commission is issued for Life**  
112 Holly Dr.  
Metairie, LA 70005  
(504) 460-5742

## Louisiana Secretary of State

### R. Kyle Ardoin

#### SEARCH FOR LOUISIANA NOTARIES

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#### Notary Search - Detail

<b>Name:</b>	<b>MR. MICHAEL A. THOMAS</b>
<b>Address:</b>	<b>246 BEVERLY DR. METAIRIE, LA 70001</b>
<b>Phone:</b>	<b>(504) 736-6300</b>
<b>Notary ID Number:</b>	<b>62225</b>
<b>Parish:</b>	JEFFERSON <b>with STATEWIDE JURISDICTION</b>
<b>Agency:</b>	N/A
<b>Notary Type:</b>	Attorney
	<b>Bar Roll #: 27108</b>
<b>Status:</b>	Active
<b>Commission Date:</b>	12/04/2000
<b>Oath Date:</b>	11/28/2000
<b>Surety Expiration Date:</b>	Not Required
<b>Annual Report Current:</b>	<b>Not Applicable</b>

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## ADDITIONAL REMARKS SCHEDULE

AGENCY A t Insurance Services, Inc.		NAMED INSURED Ramelli Janitorial Service, Inc. 7136 Washington Ave New Orleans, LA 70125	
POLICY NUMBER SEE PAGE 1			
CARRIER SEE PAGE 1	NAIC CODE SEE P 1	EFFECTIVE DATE: SEE PAGE 1	

## ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,  
FORM NUMBER: ACORD 25 FORM TITLE: Certificate of Liability Insurance

Description of Operations/Locations/Vehicles:  
Named Insured WC:

Ramelli Janitorial Service, Inc.  
Ramelli Waste, LLC

Additional Insured applies to General Liability per endorsement attached.



# General Liability Supplemental Coverage Endorsement



**ZURICH**<sup>®</sup>

Policy No.	Eff. Date of Pol.	Exp. Date of Pol.	Eff. Date of End.	Producer No.	Add'l. Prem.	Return Prem.
GLA 0384904-01						

**THIS ENDORSEMENT CHANGES THE POLICY. PLEASE READ IT CAREFULLY.**

This endorsement modifies insurance provided under the:

## **Commercial General Liability Coverage Part**

The following changes apply to this Coverage Part. However, endorsements attached to this Coverage Part will supersede any provisions to the contrary in this General Liability Supplemental Coverage Endorsement.

### **A. Broadened Named Insured**

#### **1. The following is added to Section II – Who Is An Insured:**

Any organization of yours, other than a partnership or joint venture, which is not shown in the Declarations, and over which you maintain an ownership interest of more than 50% of such organization as of the effective date of this Coverage Part, will qualify as a Named Insured. However, such organization will not qualify as a Named Insured under this provision if it:

- a. Is newly acquired or formed during the policy period;
- b. Is also an insured under another policy, other than a policy written to apply specifically in excess of this Coverage Part; or
- c. Would be an insured under another policy but for its termination or the exhaustion of its limits of insurance.

Each such organization remains qualified as a Named Insured only while you maintain an ownership interest of more than 50% in the organization during the policy period.

#### **2. The last paragraph of Section II – Who Is An Insured does not apply to this provision to the extent that such paragraph would conflict with this provision.**

### **B. Newly Acquired or Formed Organizations as Named Insureds**

#### **1. Paragraph 3. of Section II – Who Is An Insured is replaced by the following:**

**3.** Any organization you newly acquire or form during the policy period, other than a partnership or joint venture, and over which you maintain an ownership interest of more than 50% of such organization, will qualify as a Named Insured if there is no other similar insurance available to that organization. However:

- a. Coverage under this provision is afforded only until the 180<sup>th</sup> day after you acquire or form the organization or the end of the policy period, whichever is earlier;
- b. Coverage **A** does not apply to "bodily injury" or "property damage" that occurred before you acquired or formed the organization; and
- c. Coverage **B** does not apply to "personal and advertising injury" arising out of an offense committed before you acquired or formed the organization.

An additional premium will apply in accordance with our rules and rates in effect on the date you acquired or formed the organization.

2. The last paragraph of Section II – Who Is An Insured does not apply to this provision to the extent that such paragraph would conflict with this provision.

### **Insured Status – Employees**

Paragraph 2.a.(1) of Section II – **Who Is An Insured** is replaced by the following:

2. Each of the following is also an insured:

- a. Your "volunteer workers" only while performing duties related to the conduct of your business, or your "employees", other than either your "executive officers" (if you are an organization other than a partnership, joint venture or limited liability company) or your managers (if you are a limited liability company), but only for acts within the scope of their employment by you or while performing duties related to the conduct of your business. However, none of these "employees" or "volunteer workers" are insureds for:

(1) "Bodily injury" or "personal and advertising injury":

- (a) To you, to your partners or members (if you are a partnership or joint venture), to your members (if you are a limited liability company), to a co-"employee" while in the course of his or her employment or performing duties related to the conduct of your business, or to your other "volunteer workers" while performing duties related to the conduct of your business;
- (b) To the spouse, child, parent, brother or sister of that co-"employee" or "volunteer worker" as a consequence of Paragraph (1)(a) above;
- (c) For which there is any obligation to share damages with or repay someone else who must pay damages because of the injury described in Paragraphs (1)(a) or (b) above; or
- (d) Arising out of his or her providing or failing to provide professional health care services.

However:

Paragraphs (1)(a) and (1)(d) do not apply to your "employees" or "volunteer workers", who are not employed by you or volunteering for you as health care professionals, for "bodily injury" arising out of "Good Samaritan Acts" while the "employee" or "volunteer worker" is performing duties related to the conduct of your business.

"Good Samaritan Acts" mean any assistance of a medical nature rendered or provided in an emergency situation for which no remuneration is demanded or received.

Paragraphs (1)(a), (b) and (c) do not apply to any "employee" designated as a supervisor or higher in rank, with respect to "bodily injury" to co-"employees". As used in this provision, "employees" designated as a supervisor or higher in rank means only "employees" who are authorized by you to exercise direct or indirect supervision or control over "employees" or "volunteer workers" and the manner in which work is performed.

### **D. Additional Insureds – Lessees of Premises**

1. Section II – **Who Is An Insured** is amended to include as an additional insured any person(s) or organization(s) who leases or rents a part of the premises you own or manage who you are required to add as an additional insured on this policy under a written contract or written agreement, but only with respect to liability arising out of your ownership, maintenance or repair of that part of the premises which is not reserved for the exclusive use or occupancy of such person or organization or any other tenant or lessee.

This provision does not apply after the person or organization ceases to lease or rent premises from you.

However, the insurance afforded to such additional insured:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured.
2. With respect to the insurance afforded to the additional insureds under this endorsement, the following is added to Section III – **Limits Of Insurance**:

The most we will pay on behalf of the additional insured is the amount of insurance:

- a. Required by the written contract or written agreement referenced in Subparagraph **D.1.** above (of this endorsement); or
- b. Available under the applicable Limits of Insurance shown in the Declarations, whichever is less.

This Paragraph **D.** shall not increase the applicable Limits of Insurance shown in the Declarations.

#### **E. Additional Insured – Vendors**

1. The following change applies if this Coverage Part provides insurance to you for "bodily injury" and "property damage" included in the "products-completed operations hazard":

Section **II – Who Is An Insured** is amended to include as an additional insured any person or organization (referred to throughout this Paragraph **E.** as vendor) who you have agreed in a written contract or written agreement, prior to loss, to name as an additional insured, but only with respect to "bodily injury" or "property damage" arising out of "your products" which are distributed or sold in the regular course of the vendor's business:

However, the insurance afforded to such vendor:

- a. Only applies to the extent permitted by law; and
  - b. Will not be broader than that which you are required by the written contract or written agreement to provide for such vendor.
2. With respect to the insurance afforded to these vendors, the following additional exclusions apply:
    - a. The insurance afforded the vendor does not apply to:
      - (1) "Bodily injury" or "property damage" for which the vendor is obligated to pay damages by reason of the assumption of liability in a contract or agreement. This exclusion does not apply to liability for damages that the vendor would have in the absence of the contract or agreement;
      - (2) Any express warranty unauthorized by you;
      - (3) Any physical or chemical change in the product made intentionally by the vendor;
      - (4) Repackaging, except when unpacked solely for the purpose of inspection, demonstration, testing, or the substitution of parts under instructions from the manufacturer, and then repackaged in the original container;
      - (5) Any failure to make such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products;
      - (6) Demonstration, installation, servicing or repair operations, except such operations performed at the vendor's premises in connection with the sale of the product;
      - (7) Products which, after distribution or sale by you, have been labeled or relabeled or used as a container, part or ingredient of any other thing or substance by or for the vendor; or
      - (8) "Bodily injury" or "property damage" arising out of the sole negligence of the vendor for its own acts or omissions or those of its employees or anyone else acting on its behalf. However, this exclusion does not apply to:
        - (a) The exceptions contained in Subparagraphs (4) or (6); or
        - (b) Such inspections, adjustments, tests or servicing as the vendor has agreed to make or normally undertakes to make in the usual course of business, in connection with the distribution or sale of the products.
    - b. This insurance does not apply to any insured person or organization, from whom you have acquired such products, or any ingredient, part or container, entering into, accompanying or containing such products.
    - c. This insurance does not apply to any of "your products" for which coverage is excluded under this Coverage Part.



3. With respect to the insurance afforded to the vendor under this endorsement, the following is added to Section III – **Limits Of Insurance**:

The most we will pay on behalf of the vendor is the amount of insurance:

- a. Required by the written contract or written agreement referenced in Subparagraph E.1. above (of this endorsement); or
- b. Available under the applicable Limits of Insurance shown in the Declarations, whichever is less.

This Paragraph E. shall not increase the applicable Limits of Insurance shown in the Declarations.

**F. Additional Insured – Managers, Lessors or Governmental Entity**

1. Section II – **Who Is An Insured** is amended to include as an insured any person or organization who is a manager, lessor or governmental entity who you are required to add as an additional insured on this policy under a written contract, written agreement or permit, but only with respect to liability for "bodily injury", "property damage" or "personal and advertising injury" caused, in whole or in part, by:

- a. Your acts or omissions; or
- b. The acts or omission of those acting on your behalf; and resulting directly from:
  - a. Operations performed by you or on your behalf for which the state or political subdivision has issued a permit;
  - b. Ownership, maintenance, occupancy or use of premises by you; or
  - c. Maintenance, operation or use by you of equipment leased to you by such person or organization.

However, the insurance afforded to such additional insured:

- a. Only applies to the extent permitted by law; and
- b. Will not be broader than that which you are required by the written contract or written agreement to provide for such additional insured.

2. This provision does not apply:

- a. Unless the written contract or written agreement has been executed, or the permit has been issued, prior to the "bodily injury", "property damage" or offense that caused "personal and advertising injury";
- b. To any person or organization included as an insured under Paragraph 3. of Section II – Who Is An Insured;
- c. To any lessor of equipment if the "occurrence" or offense takes place after the equipment lease expires;
- d. To any:
  - (1) Owners or other interests from whom land has been leased by you; or
  - (2) Managers or lessors of premises, if:
    - (a) The "occurrence" or offense takes place after the expiration of the lease or you cease to be a tenant in that premises;
    - (b) The "bodily injury", "property damage" or "personal and advertising injury" arises out of the structural alterations, new construction or demolition operations performed by or on behalf of the manager or lessor; or
    - (c) The premises are excluded under this Coverage Part.

3. With respect to the insurance afforded to the additional insureds under this endorsement, the following is added to Section III – **Limits Of Insurance**:

The most we will pay on behalf of the additional insured is the amount of insurance:

- a. Required by the written contract or written agreement referenced in Subparagraph F.1. above (of this endorsement); or



- b. Available under the applicable Limits of Insurance shown in the Declarations, whichever is less.

This Paragraph **F.** shall not increase the applicable Limits of Insurance shown in the Declarations.

#### **G. Damage to Premises Rented or Occupied by You**

1. The last paragraph under Paragraph **2. Exclusions** of Section **I – Coverage A – Bodily Injury And Property Damage Liability** is replaced by the following:

Exclusions **c.** through **n.** do not apply to damage by "specific perils" to premises while rented to you or temporarily occupied by you with permission of the owner. A separate Damage To Premises Rented To You Limit of Insurance applies to this coverage as described in Section **III – Limits Of Insurance**.

2. Paragraph **6.** of Section **III – Limits Of Insurance** is replaced by the following:

6. Subject to Paragraph **5.** above, the Damage To Premises Rented To You Limit is the most we will pay under Coverage **A** for damages because of "property damage" to any one premises while rented to you, or in the case of damage by one or more "specific perils" to any one premises, while rented to you or temporarily occupied by you with permission of the owner.

#### **H. Broadened Contractual Liability**

The "insured contract" definition under the **Definitions** Section is replaced by the following:

"Insured contract" means:

- a. A contract for a lease of premises. However, that portion of the contract for a lease of premises that indemnifies any person or organization for damage by "specific perils" to premises while rented to you or temporarily occupied by you with permission of the owner is not an "insured contract";
- b. A sidetrack agreement;
- c. Any easement or license agreement;
- d. An obligation, as required by ordinance, to indemnify a municipality, except in connection with work for a municipality;
- e. An elevator maintenance agreement;
- f. That part of any other contract or agreement pertaining to your business (including an indemnification of a municipality in connection with work performed for a municipality) under which you assume the tort liability of another party to pay for "bodily injury", "property damage", or "personal and advertising injury" arising out of the offenses of false arrest, detention or imprisonment, to a third person or organization. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement.

Paragraph **f.** does not include that part of any contract or agreement:

- (1) That indemnifies an architect, engineer or surveyor for injury or damage arising out of:

- (a) Preparing, approving, or failing to prepare or approve, maps, shop drawings, opinions, reports, surveys, field orders, change orders or drawings and specifications; or
- (b) Giving directions or instructions, or failing to give them, if that is the primary cause of the injury or damage; or

- (2) Under which the insured, if an architect, engineer or surveyor, assumes liability for an injury or damage arising out of the insured's rendering or failure to render professional services, including those listed in Paragraph (1) above and supervisory, inspection, architectural or engineering activities.

#### **I. Definition – Specific Perils**

The following definition is added to the **Definitions** Section:

"Specific perils" means:

- a. Fire;
- b. Lightning;
- c. Explosion;

- d. Windstorm or hail;
- e. Smoke;
- f. Aircraft or vehicles;
- g. Vandalism;
- h. Weight of snow, ice or sleet;
- i. Leakage from fire extinguishing equipment, including sprinklers; or
- j. Accidental discharge or leakage of water or steam from any part of a system or appliance containing water or steam.

**J. Limited Contractual Liability Coverage – Personal and Advertising Injury**

1. Exclusion e. of Section I – **Coverage B – Personal And Advertising Injury Liability** is replaced by the following:

**2. Exclusions**

This insurance does not apply to:

**e. Contractual Liability**

"Personal and advertising injury" for which the insured has assumed liability in a contract or agreement.

This exclusion does not apply to:

- (1) Liability for damages that the insured would have in the absence of the contract or agreement; or
  - (2) Liability for "personal and advertising injury" if:
    - (a) The "personal and advertising injury" arises out of the offenses of false arrest, detention or imprisonment;
    - (b) The liability pertains to your business and is assumed in a written contract or written agreement in which you assume the tort liability of another. Tort liability means a liability that would be imposed by law in the absence of any contract or agreement; and
    - (c) The "personal and advertising injury" occurs subsequent to the execution of the written contract or written agreement.
- Solely for purposes of liability so assumed in such written contract or written agreement, reasonable attorney fees and necessary litigation expenses incurred by or for a party other than an insured are deemed to be damages because of "personal and advertising injury" described in Paragraph (a) above, provided:
- (i) Liability to such party for, or for the cost of, that party's defense has also been assumed in the same written contract or written agreement; and
  - (ii) Such attorney fees and litigation expenses are for defense of that party against a civil or alternative dispute resolution proceeding in which damages to which this insurance applies are alleged.

2. Paragraph 2.d. of Section I – **Supplementary Payments – Coverages A and B** is replaced by the following:

- d. The allegations in the "suit" and the information we know about the "occurrence" or offense are such that no conflict appears to exist between the interests of the insured and the interests of the indemnitee;

3. The following is added to the paragraph directly following Paragraph 2.f. of Section I – **Supplementary Payments – Coverages A and B**:

Notwithstanding the provisions of Paragraph 2.e.(2) of Section I – **Coverage B – Personal And Advertising Injury Liability**, such payments will not be deemed to be damages for "personal and advertising injury" and will not reduce the limits of insurance.

**K. Supplementary Payments**

The following changes apply to **Supplementary Payments – Coverages A and B**:

Paragraphs 1.b. and 1.d. are replaced by the following:

- b. Up to \$2,500 for the cost of bail bonds required because of accidents or traffic law violations arising out of the use of any vehicle to which the Bodily Injury Liability Coverage applies. We do not have to furnish these bonds.
- d. All reasonable expenses incurred by the insured at our request to assist us in the investigation or defense of the claim or "suit", including actual loss of earnings up to \$500 a day because of time off from work.

#### **L. Broadened Property Damage**

##### **1. Property Damage to Contents of Premises Rented Short-Term**

The paragraph directly following Paragraph (6) in Exclusion j. of Section I – **Coverage A – Bodily Injury And Property Damage Liability** is replaced by the following:

Paragraphs (1), (3) and (4) of this exclusion do not apply to "property damage" to premises (other than damage by "specific perils"), including "property damage" to the contents of such premises, rented to you under a rental agreement for a period of 14 or fewer consecutive days. A separate Limit of Insurance applies to Damage to Premises Rented to You as described in Section III – Limits Of Insurance.

##### **2. Elevator Property Damage**

- a. The following is added to Exclusion j. of Section I – **Coverage A – Bodily Injury And Property Damage Liability**:

Paragraphs (3) and (4) of this exclusion do not apply to "property damage" arising out of the use of an elevator at premises you own, rent or occupy.

- b. The following is added to Section III – **Limits Of Insurance**:

Subject to Paragraph 5. above, the most we will pay under Coverage A for damages because of "property damage" to property loaned to you or personal property in the care, custody or control of the insured arising out of the use of an elevator at premises you own, rent or occupy is \$25,000 per "occurrence".

##### **3. Property Damage to Borrowed Equipment**

- a. The following is added to Exclusion j. of Section I – **Coverage A – Bodily Injury And Property Damage Liability**:

Paragraph (4) of this exclusion does not apply to "property damage" to equipment you borrow from others at a jobsite.

- b. The following is added to Section III – **Limits Of Insurance**:

Subject to Paragraph 5. above, the most we will pay under Coverage A for damages because of "property damage" to equipment you borrow from others is \$25,000 per "occurrence".

#### **M. Expected or Intended Injury or Damage**

Exclusion a. of Section I – **Coverage A – Bodily Injury And Property Damage Liability** is replaced by the following:

##### **a. Expected Or Intended Injury Or Damage**

"Bodily injury" or "property damage" expected or intended from the standpoint of the insured. This exclusion does not apply to "bodily injury" or "property damage" resulting from the use of reasonable force to protect persons or property.

#### **N. Definitions – Bodily Injury**

The "bodily injury" definition under the **Definitions** Section is replaced by the following:

"Bodily injury" means bodily injury, sickness or disease sustained by a person, including mental anguish, mental injury, shock, fright or death sustained by that person which results from that bodily injury, sickness or disease.

#### **O. Insured Status – Amateur Athletic Participants**

Section II – **Who Is An Insured** is amended to include as an insured any person you sponsor while participating in amateur athletic activities. However, no such person is an insured for:

- a. "Bodily injury" to:

- (1) Your "employee", "volunteer worker" or any person you sponsor while participating in such amateur athletic activities; or



(2) You, any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company) while participating in such amateur athletic activities; or

b. "Property damage" to property owned by, occupied or used by, rented to, in the care, custody or control of, or over which the physical control is being exercised for any purpose by:

(1) Your "employee", "volunteer worker" or any person you sponsor; or

(2) You, any partner or member (if you are a partnership or joint venture), or any member (if you are a limited liability company).

**P. Non-Owned Aircraft, Auto and Watercraft**

Exclusion g. of Section I – Coverage A – Bodily Injury And Property Damage Liability is replaced by the following:

**g. Aircraft, Auto Or Watercraft**

"Bodily injury" or "property damage" arising out of the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft owned or operated by or rented or loaned to any insured. Use includes operation and "loading or unloading".

This exclusion applies even if the claims against any insured allege negligence or other wrongdoing in the supervision, hiring, employment, training or monitoring of others by that insured, if the "occurrence" which caused the "bodily injury" or "property damage" involved the ownership, maintenance, use or entrustment to others of any aircraft, "auto" or watercraft that is owned or operated by or rented or loaned to any insured.

This exclusion does not apply to:

(1) A watercraft while ashore on premises you own or rent;

(2) A watercraft you do not own that is:

(a) Less than 51 feet long; and

(b) Not being used to carry persons for a charge;

(3) Parking an "auto" on, or on the ways next to, premises you own or rent, provided the "auto" is not owned by or rented or loaned to you or the insured;

(4) Liability assumed under any "insured contract" for the ownership, maintenance or use of aircraft or watercraft;

(5) An aircraft that is hired or chartered by you or loaned to you, with a paid and licensed crew, and is not owned in whole or in part by an insured; or

(6) "Bodily injury" or "property damage" arising out of:

(a) The operation of machinery or equipment that is attached to, or part of, a land vehicle that would qualify under the definition of "mobile equipment" if it were not subject to a compulsory or financial responsibility law or other motor vehicle insurance law where it is licensed or principally garaged; or

(b) The operation of any of the machinery or equipment listed in Paragraph f.(2) or f.(3) of the definition of "mobile equipment".

**Q. Definitions – Leased Worker, Temporary Worker and Labor Leasing Firm**

1. The "leased worker" and "temporary worker" definitions under the **Definitions** Section are replaced by the following:

"Leased worker" means a person leased to you by a "labor leasing firm" under a written agreement between you and the "labor leasing firm", to perform duties related to the conduct of your business. "Leased worker" does not include a "temporary worker".

"Temporary worker" means a person who is furnished to you to support or supplement your work force during "employee" absences, temporary skill shortages, upturns or downturns in business or to meet seasonal or short-term workload conditions. "Temporary worker" does not include a "leased worker".

2. The following definition is added to the **Definitions** Section:

"Labor leasing firm" means any person or organization who hires out workers to others, including any:

a. Employment agency, contractor or services;

b. Professional employer organization; or

- c. Temporary help service.

#### **R. Definition – Mobile Equipment**

Paragraph f. of the "mobile equipment" definition under the **Definitions** Section is replaced by the following:

- f. Vehicles not described in Paragraph a., b., c. or d. above maintained primarily for purposes other than the transportation of persons or cargo.

However, self-propelled vehicles with the following types of permanently attached equipment, exceeding a combined gross vehicle weight of 1000 pounds, are not "mobile equipment" but will be considered "autos":

- (1) Equipment designed primarily for:
  - (a) Snow removal;
  - (b) Road maintenance, but not construction or resurfacing; or
  - (c) Street cleaning;
- (2) Cherry pickers and similar devices mounted on automobile or truck chassis and used to raise or lower workers; and
- (3) Air compressors, pumps and generators, including spraying, welding, building cleaning, geophysical exploration, lighting and well servicing equipment.

#### **S. Definitions – Your Product and Your Work**

The "your product" and "your work" definitions under the **Definitions** Section are replaced by the following:

"Your product":

##### **a. Means:**

- (1) Any goods or products, other than real property, manufactured, sold, handled, distributed or disposed of by:

- (a) You;
- (b) Others trading under your name; or
- (c) A person or organization whose business or assets you have acquired; and

- (2) Containers (other than vehicles), materials, parts or equipment furnished in connection with such goods or products.

##### **b. Includes:**

- (1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance, use, handling, maintenance, operation or safety of "your product"; and
- (2) The providing of or failure to provide warnings or instructions.

- c. Does not include vending machines or other property rented to or located for the use of others but not sold.

"Your work":

##### **a. Means:**

- (1) Work, services or operations performed by you or on your behalf; and
- (2) Materials, parts or equipment furnished in connection with such work, services or operations.

##### **b. Includes:**

- (1) Warranties or representations made at any time with respect to the fitness, quality, durability, performance, use, handling, maintenance, operation or safety of "your work"; and
- (2) The providing of or failure to provide warnings or instructions.

#### **T. Priority Condition**

The following paragraph is added to Section III – **Limits Of Insurance**:

In the event a claim is made or "suit" is brought against more than one insured seeking damages because of "bodily injury" or "property damage" caused by the same "occurrence" or "personal and advertising injury" caused by the same offense, we will apply the Limits of Insurance in the following order:

- (a) You;
- (b) Your "executive officers", partners, directors, stockholders, members, managers (if you are a limited liability company) or "employees"; and
- (c) Any other insured in any order that we choose.

#### **U. Duties in the Event of Occurrence, Offense, Claim or Suit Condition**

The following paragraphs are added to Paragraph 2. **Duties In The Event Of Occurrence, Offense, Claim Or Suit** of Section IV – **Commercial General Liability Conditions**:

Notice of an "occurrence" or of an offense which may result in a claim under this insurance or notice of a claim or "suit" shall be given to us as soon as practicable after knowledge of the "occurrence", offense, claim or "suit" has been reported to any insured listed under Paragraph 1. of Section II – Who Is An Insured or an "employee" authorized by you to give or receive such notice. Knowledge by other "employees" of an "occurrence", offense, claim or "suit" does not imply that you also have such knowledge.

In the event that an insured reports an "occurrence" to the workers compensation carrier of the Named Insured and this "occurrence" later develops into a General Liability claim, covered by this Coverage Part, the insured's failure to report such "occurrence" to us at the time of the "occurrence" shall not be deemed to be a violation of this Condition. You must, however, give us notice as soon as practicable after being made aware that the particular claim is a General Liability rather than a Workers Compensation claim.

#### **V. Other Insurance Condition**

Paragraphs 4.a. and 4.b.(1) of the Other Insurance Condition of Section IV – **Commercial General Liability Conditions** are replaced by the following:

##### **4. Other Insurance**

If other valid and collectible insurance is available to the insured for a loss we cover under Coverages A or B of this Coverage Part, our obligations are limited as follows:

##### **a. Primary Insurance**

This insurance is primary except when Paragraph b. below applies. If this insurance is primary, our obligations are not affected unless any of the other insurance is also primary. Then, we will share with all that other insurance by the method described in Paragraph c. below. However, this insurance is primary to and will not seek contribution from any other insurance available to an additional insured provided that:

- (1) The additional insured is a Named Insured under such other insurance; and
- (2) You are required by written contract or written agreement that this insurance be primary and not seek contribution from any other insurance available to the additional insured.

Other insurance includes any type of self insurance or other mechanism by which an insured arranges for funding of its legal liabilities.

##### **b. Excess Insurance**

- (1) This insurance is excess over:

- (a) Any of the other insurance, whether primary, excess, contingent or on any other basis:

- (i) That is property insurance, Builder's Risk, Installation Risk or similar coverage for "your work";
    - (ii) That is property insurance purchased by you (including any deductible or self insurance portion thereof) to cover premises rented to you or temporarily occupied by you with permission of the owner;
    - (iii) That is insurance purchased by you (including any deductible or self insurance portion thereof) to cover your liability as a tenant for "property damage" to premises rented to you or temporarily occupied by you with permission of the owner;

- (iv) If the loss arises out of the maintenance or use of aircraft, "autos" or watercraft to the extent not subject to Exclusion g. of Section I – Coverage A – Bodily Injury And Property Damage Liability; or
- (v) That is property insurance (including any deductible or self insurance portion thereof) purchased by you to cover damage to:
  - Equipment you borrow from others; or
  - Property loaned to you or personal property in the care, custody or control of the insured arising out of the use of an elevator at premises you own, rent or occupy.
- (b) Any other primary insurance (including any deductible or self insurance portion thereof) available to the insured covering liability for damages arising out of the premises, operations, products, work or services for which the insured has been granted additional insured status either by policy provision or attachment of any endorsement. Other primary insurance includes any type of self insurance or other mechanism by which an insured arranges for funding of its legal liabilities.
- (c) Any of the other insurance, whether primary, excess, contingent or on any other basis, available to an additional insured, in which the additional insured on our policy is also covered as an additional insured on another policy providing coverage for the same "occurrence", claim or "suit". This provision does not apply to any policy in which the additional insured is a Named Insured on such other policy and where our policy is required by written contract or written agreement to provide coverage to the additional insured on a primary and non-contributory basis.

#### **W. Unintentional Failure to Disclose All Hazards**

Paragraph 6. **Representations** of Section IV – **Commercial General Liability Conditions** is replaced by the following:

##### **6. Representations**

By accepting this policy, you agree:

- a. The statements in the Declarations are accurate and complete;
- b. Those statements are based upon representations you made to us; and
- c. We have issued this policy in reliance upon your representations.

Coverage will continue to apply if you unintentionally:

- a. Fail to disclose all hazards existing at the inception of this policy; or
- b. Make an error, omission or improper description of premises or other statement of information stated in this policy.

You must notify us as soon as possible after the discovery of any hazards or any other information that was not provided to us prior to inception of this Coverage Part.

#### **X. Waiver of Right of Subrogation**

Paragraph 8. **Transfer Of Rights Of Recovery Against Others To Us** of Section IV – **Commercial General Liability Conditions** is replaced by the following:

##### **8. Transfer Of Rights Of Recovery Against Others To Us**

- a. If the insured has rights to recover all or part of any payment we have made under this Coverage Part, those rights are transferred to us. The insured must do nothing after loss to impair them. At our request, the insured will bring "suit" or transfer those rights to us and help us enforce them.
- b. If the insured waives its right to recover payments for injury or damage from another person or organization in a written contract executed prior to a loss, we waive any right of recovery we may have against such person or organization because of any payment we have made under this Coverage Part. The written contract will be considered executed when the insured's performance begins, or when it is signed, whichever happens first. This waiver of rights shall not be construed to be a waiver with respect to any other operations in which the insured has no contractual interest.



**Y. Liberalization Condition**

The following condition is added to Section **IV – Commercial General Liability Conditions**:

**Liberalization Clause**

If we revise this Coverage Part to broaden coverage without an additional premium charge, your policy will automatically provide the additional coverage as of the day the revision is effective in the state shown in the mailing address of your policy.

All other terms and conditions of this policy remain unchanged.

Form 1041-9  
 Department of the Treasury  
 Internal Revenue Service

# Request for Taxpayer Identification Number and Certification

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

Print or type  
See Specific Instructions on page 2.

What is shown on your income tax return?  
**RAMELLI JANITORIAL SERVICE, INC.** 88197

Business name, if different from above

Check appropriate box: ☐ Individual/Sole proprietor ☒ Corporation ☐ Partnership  
☐ Limited liability company. Enter the tax classification (Disregarded entity, C-corporation, P-partnership) > ..... ☐ Exempt payee  
☐ Other (see instructions) >

Address (number, street, and apt. or suite no.) Requester's name and address (optional)  
**PO BOX 51183**  
 City, state, and ZIP code  
**NEW ORLEANS, LA 70151-1183**  
 List account number(s) here (optional)

## Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3. **Note.** If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number  
 or  
 Employer identification number  
**72 1148046**

## Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person *R. Ramirey* Date *1/29/09*

## General Instructions

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

### Purpose of Form

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

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

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

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

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

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

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

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

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



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

**October 22, 2018**

## **ADDENDUM # 1**

**Bid No.: 50-00124215**

**Bid Opening Date: 10/25/2018**

**For: Three year contract to provide grass cutting & debris removal for vacant, residential & commercial properties for PMZ/Quality of Life.**

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### **To answer vendor questions:**

1. Is it possible to get the addresses of some of the properties (vacant or occupied) that have been serviced through last contract?

ANSWER: Any occupied or vacant property whether commercial or residential located in Jefferson Parish could be serviced under this contract.

2. What is average amount of properties serviced per week during hi season?

ANSWER: We can provide monthly totals for this question. Total properties visited in July 2018 is 1,021. Total properties visited in August 2018 is 940.

3. Does cleaning of sidewalks and driveways mean just the removal of trash and grass debris created will servicing site or is there a more detailed cleaning the parish is looking for?

ANSWER: Cleaning of sidewalks and driveways is specific to trash, litter and debris removal.

4. Attachment A minimum equipment list states "3 32 horse power with 5 foot bush hog cutting deck or larger tractor with 6 foot bush hog or rotary attachment" does that mean if tractor is larger than 32hp with a 6 foot or more attachment, one tractor of that size can be used?

ANSWER: The attached equipment list is very specific to the number needed. In this case three is the minimum accepted regardless the size.

5. If tractor has grapple bucket attachment would that be considered for skid loader?

ANSWER: Attachment "A" "minimum equipment list" is specific to department's needs. The requested substitution will not be allowed.



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

Page Two

6. At sites with structures (houses, buildings) on them, will square footage come from entire site or just the areas with grass?

ANSWER: At sites with structures (houses, buildings) on them, the square footage should be obtained by subtracting the structure and the flatwork from the property dimensions. Square footage consists of areas where grass is cut.

Sincerely,

Donna Reamey

Donna Reamey, 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.**





**Bid Number 50 - 124215**

Three year contract to provide grass cutting & debris removal for vacant, residential & commercial properties for Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

**October 25 , 2018 AT 2:00 PM**

**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  
Donna Reamey  
Dreamey@Jeffparish.net  
504-364-2684**

## SPECIFICATIONS FOR BID # 50-124215

The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life desires to obtain a Three (3) year contract in providing grass cutting and debris removal, including but not limited to, occupied, vacant, residential and commercial properties, including residential lots without improvements, for the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

### **Mandatory Pre-Bid Conference:**

A MANDATORY Pre-Bid Conference will be held at 10:00 AM on October 12, 2018 in the Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 4400, Gretna, LA 70053. All interested parties are invited to attend. 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.

### **License Requirements:**

- 1) A Louisiana State Contractors Board License is required in the category of: Specialty: Landscaping, Grading and Beautification. The number must be on the outside of the bid envelope. If you are bidding on-line the number must be in the filed named Contractors License. AND/OR the following:
- 2) A Louisiana Department of Agriculture License for Landscape Horticulture is required for this bid. A copy of the front and back of this license is required with bid submission.

Minimum equipment is required as set forth in (Attachment A).

### **Bonds:**

**Surety Bond:** A bid bond will be required with bid submission in the amount of ten thousand dollars (\$10,000.00). 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, vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

**Performance Bond:** The successful Bidder shall be required to provide a performance bond in the amount of two hundred thousand dollars (\$200,000.00) at the signing of the contract to insure the successful performance under the terms of the contract negotiated

## SPECIFICATIONS FOR BID # 50-124215

between the successful bidder and the Parish of Jefferson. The performance bond shall be subject to forfeiture for failure on the part of the successful bidder to perform its obligations under the contract.

### **Resolution No. 113646**

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, claims or controversies, and termination based on contingency of appropriation of funds. The standard general terms and conditions used by Jefferson Parish may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6<sup>th</sup> floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053, (504) 364-2626

### **Payment for Services**

The Contractor shall address and send the invoice to the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life on a monthly basis. Payments will be made by the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life approximately thirty (30) days after receipt of a properly executed invoice, and approval by the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

### **Scope of Work/Services**

The scope of services shall include a turnkey maintenance operation of the designated areas to include the cutting of grass, brush, other unhealthy vegetation, and removal and disposal of those materials. Further, this contract includes removal, loading and hauling of junk and debris pursuant to a Bureau of Administrative Adjudication or Court Order.

All properties will be expected to have a finish cut height of 1 ½ inches and not to exceed 2 1/2 inches in height. These properties are to include, but are not limited to, occupied, vacant, residential and commercial properties, including lots without improvements for the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

Types of work contemplated under this contract include clearing, cutting of grass, removing and disposing of all objectionable vegetation and debris lying or located in or upon any lot, place or sidewalk abutting same, promptly upon being notified by the Department of Property Maintenance Zoning/Quality of Life and only after ascertaining the correct location and the measurements of each lot to square number and street



## SPECIFICATIONS FOR BID # 50-124215

boundaries. This work will **NOT** include the cutting, destroying, and removing of weeds or grass or deleterious, unhealthful growth, trash, debris, refuse, discarded or noxious matter, growing within the limits of the right of way and easement areas of drainage canals and roadway medians.

The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life establish right of way lines and limits of work lines, and shall designate trees, shrubs, plants, and other items to remain. The contractor shall preserve all items designated to remain, along with performing the work in such manner as to avoid damage or destruction of sign posts, barricades, fences, guard rails, utility appurtenances, etc.

In the event of interruption of utility services as a result of accidental breakage of public or private lines, the contractor shall promptly notify the proper authority and/or property owner, and shall cooperate with said authority and property owner until the service is restored. Whenever necessary, the contractor shall furnish, at his own expense, all technical assistance such as electricians, plumbers, etc., necessary to restore service as soon as possible.

All work shall be done in the manner normally required in good trade and practice as determined by Departmental Inspectors.

Contractor may have occasion to deal with public and should conduct himself in a professional and tactful manner.

All equipment necessary to satisfactorily perform the work shall be furnished and maintained by the contractor. The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life reserves the right to reject poorly performing equipment and require that they be replaced or supplemented as may be necessary to accomplish the desired results. The apparent low bidder will be required to furnish the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life with a written equipment inventory list verifying that they have equipment listed on the Minimum Equipment List, Attachment "A" at the signing of the contract or upon request. The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life reserves the right to inspect the condition of bidder's equipment, proof of equipment availability and insurance. Award of contracts will be contingent upon these factors.

Bidder must provide adequate personnel to perform all work herein. Apparent low bidder must verify minimum equipment at contract execution or upon request. Evidence shall be in the form of title or executed lease agreement.

Unless specifically permitted in the contract with the Parish of Jefferson, the prime contractor shall not contract with any other party for furnishing any of the work herein contracted without the ratification by Jefferson Parish Council.



## SPECIFICATIONS FOR BID # 50-124215

### **Definitions and Specifications:**

**TRIMMING** – Grass areas around any and all fixed objects. These areas shall be cut to a one (1) inch height and twelve (12) inch distance around all objects.

**EDGING** – All locations where grass areas meet surface paving, whether it is concrete, asphalt, brick, or some other material paving type. Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edge.

**BRUSH** – Scrub vegetation with a diameter of 1 ½ inches or less.

**STRIKE FORCE CREW** – A crew for immediate response. When the strike force crew is requested by the Parish and a work order issued accordingly, the associated work shall be completed within twenty-four (24) hours of issuance of the work order by the Parish.

**CUT BY OWNER-IF** If property has been cut by the owner, there will be no cost billable to the Parish of Jefferson.

The specifications in this section will be divided into two (2) major classifications. **Regular Issue Properties**, and **Repeat Offender Properties**, with or without improvements.

**Regular Issue Property** – Contractor will be required to cut grass, weeds, brush, and all other unhealthy vegetation to a finished height of 1 ½ inches, not to exceed 2 ½ inches. Also, Contractor will be required to clear vegetation from fence lines, trimming and edging, raking of vegetation, and loading and hauling of debris. At approximately 1,200 properties annually for bidding purposes only (roughly 60-80 properties per week during peak season) these properties must be completed within seven (7) calendar days of issuance of the work order from the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life. Contractor must have photographic evidence as described herein of each property both before and after work order is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.

Pricing for Regular Issue Property will be broken down into six (6) all-inclusive categories at a per square foot price. Categories for Regular Issue are as follows: (1) 8 to 30 inches in height and under 10,000 square feet; (2) 8 to 30 inches in height and between 10,001 and 30,000 square feet; (3) 8 to 30 inches in height and 30,001 square feet and over; (4) over 30 inches in height and 10,000 square feet and under; (5) over 30 inches in height and between 10,001 and 30,000 square feet; and (6) over 30 inches in height and 30,001 square feet and over.

The phrase all-inclusive as it pertains to properties encompasses the following requirements: cutting of grass, removal of debris, clearing of vegetation from fence

## SPECIFICATIONS FOR BID # 50-124215

lines, pruning of ornamentals and raking of vegetation. Trimming and edging will be separately priced per linear foot when applicable.

Loading and hauling of debris will be separately priced by the cubic yard. Contractor will be required to repair any gouging and rutting of loading zone.

With the exception of when the Contractor is handling the Repeat Offender list, prior to mobilization, Contractor shall obtain a work order from the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life which includes:

- 1) A map indicating the location of property;
- 2) Photographs of the property;
- 3) An authorization to cut;
- 4) An estimate of the height, an estimate of square footage of property and estimate of the right of way if it requires cutting.

Contractor shall not proceed with any work unless all of the above mentioned items are obtained. If there is a discrepancy regarding property dimensions, Contractor shall advise the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life before proceeding with work. A field inspection by the Department will be necessary before proceeding. Approval before each cut will be required on all repeat offenders. Upon submission of each invoice, a copy of the completed authorization to cut form must be included with all required documentation that is normally required for payment.

The Contractor must evaluate the condition and grass height of the regular issue property upon arrival to site and document. If grass height meets criteria in both categories of 8 to 30 inches and 30 inches and over, the invoice for work performed must be billed accordingly to the vast majority grass height and the size of the property pursuant to terms set forth herein.

**Repeat Offender Property** – This category is all inclusive and will be priced per square foot. This work shall include all labor and equipment necessary to mow or cut all grass, weeds, and other vegetation within the designated work area limit. This includes all trimming, the removal of debris, and the cleaning of sidewalk and driveway area necessary to complete the job. The said area shall present a neat and acceptable appearance at all times within the time limit of the contract. All clippings and debris must be removed from property, and pruning of ornamentals.

The phrase all-inclusive as it pertains to properties encompasses the following requirements: cutting of grass, removal of debris, clearing of vegetation from fence lines, pruning of ornamentals and raking of vegetation.



## SPECIFICATIONS FOR BID # 50-124215

Grass, etc., is to be cut to a minimum of 1 1/2 inches, but not more than 2 1/2 inches in finished height. All work is to be done in the manner normally required in good trade, and practice as specified herein.

The Parish performs inspections and the Department of Property Maintenance Zoning/Quality of Life authorizes all work orders, should said inspections reveal poor work performance by the contractor, then said contractor, upon notification shall immediately employ all necessary means to restore the area to a neat and acceptable appearance. Contractor is responsible for preserving all objects that are designated to remain.

The Contractor must evaluate the condition and grass height of the repeat offender property upon arrival to site and document. If property measures 30 inches or over in grass height, the invoice for the work performed may be billed at the regular issue property billing rate of 8 to 30 inches according to the size of the property pursuant to the terms set forth herein.

Additional pricing in this category can be instituted for loading and hauling if debris exceeds 3 cubic yards, but only with the express permission of the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life. Contractor must contact the Department for review and shall not proceed without written approval.

**Repeat Offender Cuts** – Properties that are cut more frequently in the growing season. For bid purposes, the 2018 Repeat Offender List consisted of approximately eight hundred fifty (850) properties.

At the Parish's discretion, there will be two (2) procedures for handling Repeat Offender Cuts:

- 1) Contractor manages the Repeat Offender List. Repeat offender properties shall be routinely cut such that there is no more than a three week timeframe between cuts during the growing season. However, in no case shall a cut take place where the grass height is less than the 8 inch threshold. If Contractor estimates the illegal portion of grass to be between 50 to 55%, the Contractor shall contact the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life for review and approval prior to cut.
- 2) The Department of Property Maintenance Zoning/Quality of Life manages the Repeat Offender List. The properties to be cut will be released on at least a weekly basis and shall be cut in seven (7) calendar days from the receipt of the work order.

## SPECIFICATIONS FOR BID # 50-124215

### **APPLICABLE TO ALL SECTIONS:**

The Parish will not furnish free dump site. Contractor must dispose of vegetation and debris at his expense.

It shall be unlawful for any person to dump, throw, place or otherwise dispose of cut grass, weeds, trees or tree limbs, trash, garbage or other debris in any drainage ditch, canal or drainage catch basin, on any public street, right-of-way, or pedestrian walkway in Jefferson Parish.

The Parish does not pay for travel time to and from job site, nor mobilization charges.

If property has been cut by owner there will be no cost billable to Jefferson Parish.

Herbicides are not a part of this contract and shall not be used by the Contractor.

The contract may be utilized by Jefferson Parish Community Development or other Parish Departments requiring these services during this contract period.

The contractor shall provide its staff with a thorough understanding of the policies and procedures of the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

Contractor shall have the information systems capability to provide suitable management data and documentation to meet operational and program compliance needs, and on which contractor's staff is well trained.

Contractor shall provide an electronic tracking system and database for abated and invoiced properties. The system must be accessible through an on-line login to Jefferson Parish staff members. Jefferson Parish will make data (i.e. maps and property description) from the Parish management system and database available to the selected contractor.

The Contractor's electronic tracking system and database shall include the following:

- Detailed description as identified by the Parish of work performed and cost of same for each property.
- Supporting documentation of services provided, including but not limited to, sufficient "before" photographs to demonstrate the need for the work and sufficient "after" photographs to demonstrate the work performed.
- Real-time technology demonstrating the project's work flow, including photographs.
- Export option for the Parish of Jefferson to obtain and retrieve data electronically.



## SPECIFICATIONS FOR BID # 50-124215

Contractor is responsible to maintain all communications and any documentation related to work performed under the contract for a period of five (5) years following the expiration of the contract.

### **Liquidated Damages**

Each bidder must have the capacity to complete all issued jobs within seven (7) calendar days of being notified in writing, or by phone, by the Jefferson Parish Department of Property Maintenance/Quality of Life of the job location.

Time is an essential condition to the contract. Should Contractor fail to complete a job within seven (7) calendar days after issuance, Contractor shall pay to the Parish, as liquidated damages and not as a penalty, \$25.00 per job for every day in which work has not been completed. Should contractor fail to timely cut qualified repeat offender properties, Contractor shall pay to the Parish, as liquidated damages and not as penalty, \$25.00 per job for every day in which the work has not been completed. This amount shall be deducted from the Contractor's pay estimate.

The Parish may grant an extension of time to the contractor for unusual circumstances, such as inclement weather, which are beyond the control of the contractor, and could not reasonably be foreseen by the contractor prior to bidding.

Request of time extensions must be made in writing to the Jefferson Parish Department of Property Maintenance/Zoning Quality of Life within twenty-four (24) hours following the event occasioning the delay. The Department of Property Maintenance/Zoning Quality of Life shall be the sole judge of the validity of any claims for extension of time.

Apart from any extension of time for unavoidable delays, no payment or allowance of any kind shall be made to the contractor as compensation for damages because of hindrance or delay for any cause in the progress of the work, whether such delay be avoidable or unavoidable.

Successful bidders must be easily contacted by phone or email for work assignments each and every day between 8:00 am and 8:00 pm.

Weekly schedule of jobs must be submitted to the Jefferson Parish Department Property Maintenance/Quality Life in advance.

### **Period of Agreement**

The term of any contract resulting from this solicitation shall be a three (3) year period from the effective date of the contract beginning on (or about) January 2, 2019 and shall terminate December 31, 2021.

## SPECIFICATIONS FOR BID # 50-124215

### **Bid Award**

This contract will be awarded to the lowest responsible bidder submitting overall low price on all items combined

### **Location**

Work is performed throughout unincorporated Jefferson Parish only. Work orders will be issued from the Jefferson Parish Department of Property Maintenance /Zoning Quality of Life, 400 Maple Street, Harvey, LA 70058.

### **Photographs**

Contractor shall submit photographs sufficient to demonstrate all angles of the project. Square footage cost shall include contractor photographs. A minimum of three (3) color photographs are to be taken prior to starting job and a minimum of three (3) color photographs are to be taken upon completion of job. Photographs taken prior to job and at completion of job to be taken from same angles. CAMERA USED FOR PHOTOGRAPHS MUST IMPRINT DATE ON PHOTO TO ACCURATELY DATE DAY PHOTO WAS TAKEN. A MINIMUM OF SIX (6) PHOTOGRAPHS REQUIRED PER JOB. ANY DEVIATION MUST BE AUTHORIZED BY SUPERVISOR REPRESENTING DEPARTMENT.

### **Periodic Performance Work**

Periodic inspections shall be made by the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life to determine the acceptability of work. Should said inspections review poor work performance by the contractor, then said contractor upon notification, shall immediately employ all necessary means to remedy the issue. Further, said departmental inspections do not relieve the contractor of his responsibility to police the area as often as necessary to accomplish the desired results.

Within twenty-four (24) hours of the completion of a job, the contractor is to notify the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life that the job is completed. The Department may electronically review or inspect the job within two (2) days of notification of completion to determine the acceptability of the work, and prior to making payment as authorized in this section

### **Method of Measurement and Payment**

Each work order will be issued in letter form with appropriate drawings or other attachments, and will designate a job number. All correspondence billing, etc., pertaining to the work should reference this job number designation. Monthly payment will be made upon receipt of detailed invoice regarding quantity and quality of work performed.

## SPECIFICATIONS FOR BID # 50-124215

All cuts shall be billed on the actual grass cut i.e. excluding structures and flat work.

Junk and debris removal pursuant to a Bureau of Administrative Adjudication or Court Order shall be in cubic yards.

The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life has the right to review all invoices under the contract and shall determine the validity of charges assessed per job performed.

### **Safety Precautions**

Adequate safety precautions will be taken for all work performed under this contract. Necessary barricades, signs, lights and warning devices shall be installed and maintained by the contractor in accordance with Parish Traffic Engineering and Safety Standards. On major streets, contractor should contact the Traffic Engineering Department for traffic control device plan.

The contractor shall be responsible for providing safe and expeditious movement of traffic through the work area, that is, the immediate area of actual work and all abutting area which are used by the contractor, and which interfere with the driving or walking public. The responsibility includes, but is not limited to, such items as proper warning signs, signals, lighting devices, markings, barricades, channelization, and hand signaling devices-flagging operations.

The contractor should consult with the Jefferson Parish Department of Public Works, Traffic Engineering Division immediately on any vehicular or pedestrian safety or efficiency problem incurred as a result of construction of a project.

No direct payment will be made for the furnishing and maintaining of necessary devices, but shall be included in the total price bid.

To the extent possible, contractor will assist the Parish by retrieving and returning the Parish stake signs placed on the properties to be cut

### **Indemnification**

Notwithstanding the above, the successful bidder shall protect, defend, indemnify, save and hold harmless the Parish of Jefferson, all parish departments, agencies, boards and commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the successful bidder, its agents, servants and successful bidder as a result of any claim, demands, and/or causes of action except for those claims demands, and/or causes of action arising out of gross



SPECIFICATIONS FOR BID # 50-124215

negligence of the Parish of Jefferson, its agents, and/or employees. The successful bidder agrees to investigate, handle, respond to, provide defenses for and defend any such claims; demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

SPECIFICATIONS FOR BID # 50-124215

GRASS CUTTING AND DEBRIS REMOVAL ON RESIDENTIAL AND COMMERCIAL PROPERTIES, INCLUDING LOTS WITHOUT IMPROVEMENTS, FOR THE JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE/QUALITY OF LIFE

**ATTACHMENT "A"**

**Minimum Equipment List**

- 4 16 YARD DUMP TRUCKS
- 2 SKID LOADER WITH GRAPPLE BUCKET ATTACHMENT
- 8 MANICURE MOWERS WITH 60 INCH TO 70 INCH CUTTING DECKS (FRONT OR BELLY) MOUNT
- 3 32 HORSE POWER WITH 5 FOOT BUSH HOG CUTTING DECK OR LARGER TRACTOR WITH 6 FOOT BUSH HOG OR ROTARY ATTACHMENT

That bidder shall provide proof of ownership or lease agreement of minimum equipment required, said proof to include title, if leased, copy of lease agreement, proof of whom carries insurance on the leased vehicles, scheduled equipment insurance coverage and/or VIN serial numbers, verification of which will be made by the department before the contract is awarded.

DATE: 9/26/2018  
BID NO.: 50-00124215

INVITATION TO BID  
THIS IS NOT AN ORDER

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**JEFFERSON PARISH**

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

BUYER: DREAMEY@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, 10/25/2018 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.

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

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.

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

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

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



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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 submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office which will then respond in writing as soon as possible.

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.



## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

**1,3,4,5,6,8,10,12,13,15**

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: GGB 200 DERBIGNY ST. SUITE 4400 LA.  
@10:00AM  
ON 10/12/2018

- 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 stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
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.



DATE: 9/26/2018

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BID NO.: 50-00124215

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

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

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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 \_\_\_\_\_

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

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

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: (     ) \_\_\_\_\_ FAX: (     ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

Printed Name

TITLE: \_\_\_\_\_

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.

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	7,267,140.00	SQFT	THREE YEAR CONTRACT TO PROVIDE GRASS CUTTING & DERBIS REMOVAL FOR VACANT, RESIDENTIAL & COMMERCIAL PROPERTIES FOR JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE ZONING/QUALITY OF LIFE.		
			0001- Regular Issue Property 8-30 inches in height and under 10,000 square feet.		
			Contractor will be required to cut grass, weeds, brush, and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.  Contractor will be required to clear vegetation from fence lines and raking of vegetation.  These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
2	1,725,730.00	SQFT	0002 - Regular Issue Property 8 to 30 inches in height and between 10,001 and 30,000 square feet.		
			Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation.		
			These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
3	1,661,596.00	SQFT	0003 - Regular Issue Property - 8 to 30 inches in height and over 30,000 square		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	40,306.00	SQFT	<p>feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>		
			<p>0004 - Regular Issue Property over 30 inches in height and under 10,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>		
5	20,859.00	SQFT	<p>0005 - Regular Issue Property over 30 inches in height and between 10,001 and 30,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking</p>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			of vegetation.		
			These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
6	270,000.00	SQFT	0006 - Regular Issue Property over 30 inches in height and over 30,000 square feet.		
			Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.		
			Contractor will be required to clear vegetation from fence lines and raking of vegetation.		
			These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
7	1,508,053.68	LF	0007 - Regular Issue Property - Trimming and edging.		
8	12,360.00	CUYD	0008 - Regular Issue Property - Loading and Hauling of Debris		
			Contractor will be required to repair and gouging and rutting of loading zone.		
9	482.00	CUYD	0009 - Repeat Offender Property Loading and hauling of debris in excess of three (3) cubic yards.		
			Parish approval prior to all work is		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1.00	SQFT	<p>required.</p> <p>0010 - Repeat Offender Property This work shall include all labor and</p> <p>equipment necessary to mow or cut all grass, weeds, and other vegetation within the designated work area limit. This includes all trimming, the removal of debris up to (3) cubic yards, and the cleaning of sidewalk and driveway area necessary to complete the job. The said area shall present a neat and acceptable manner at all times within the time limits of the contract. All clippings and debris must be removed from property, and pruning of ornamentals. Grass, etc. is to be cut to a minimum height of 1 inch, but not more than 2 inches in finished height. All work is to be done in the manner normally required in good trade and practice. Pricing for Repeat Offender Property priced per square foot</p> <p>Quantity of 59,605,024.00 ***** However, it is listed as (1) one because the AS400 can't have that large of a quantity entered.****</p>		
11	100.00	JOB	<p>0011 - Strike Force Crew</p> <p>The Contractor shall mobilize and complete the requested work within twenty-four (24) hours of notification from the Jefferson Parish Department of Property Maintenance/Zoning/Quality of Life.</p> <p>Pricing for the strike force crew shall be in the form of a price per job in addition to the work performed.</p>		

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

---

INCORPORATED.

AT THE MEETING OF DIRECTORS OF \_\_\_\_\_  
INCORPORATED, DULY NOTICED AND HELD ON \_\_\_\_\_,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT \_\_\_\_\_, 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**

---

**DATE**



## **Non-Public Works Bid Affidavit Instructions**

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

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

**STATE OF** \_\_\_\_\_

**PARISH/COUNTY OF** \_\_\_\_\_

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

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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



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

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

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

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE \_\_\_\_\_ DAY OF \_\_\_\_\_, 20\_\_\_\_.

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

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

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

My commission expires \_\_\_\_\_.

## **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.

---

**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**

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

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

**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.





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

July 2018

## CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

### **Other Changes Continued:**

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms 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, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission.** Bidders must read the insurance requirements attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

**Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.**

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123  
Office 504.364.2678  
General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053  
Office 504.364.2678  
Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)

## BID REJECTION FORM

Bid number: 50-124215

Vendor Name: FIRMIN TRUCKING LLC

Reasons for

Rejection: DID NOT TURN IN \$10,000.00 BID SURETY AS STATED IN THE

BID SPECIFICATIONS.


REVIEWED BY:

Buyer Name: Donna Reamey

Date: 10/25/2018

Chief Buyer: 

Date: 10/26/18

Envelope  
checked By  
  
ma +  
DR

prior to rejection  10/26/18

📍 2525 Quail Drive, Baton Rouge, 70808 📞 (225) 765-2301 📧 Text-To-Verify: 1 (855) 999-7896



## Louisiana State Licensing Board for Contractors

### Contractor Information

Business Name FIRMIN TRUCKING LLC  
Mailing Address 8814 Veterans Blvd Suite 3-173  
Metairie, LA 70003  
Phone Number (504) 628-4860  
Fax Number (985) 651-1794  
Email Address firm\_enterprises@yahoo.com  
Website http://

### Active Licenses

License Number 55668  
Type Commercial License  
Status LICENSED  
Effective 10/08/2017  
Expiration 09/27/2019  
First Issued 09/27/2011

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Ronald Felix Firmin	ALL
BUSINESS AND LAW	Ronald Felix Firmin	ALL
SPECIALTY: CLEARING, GRUBBING AND SNAGGING	Ronald Felix Firmin	ALL
SPECIALTY: EARTHWORK, DRAINAGE AND LEVEES	Ronald Felix Firmin	ALL
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Ronald Felix Firmin	ALL
SPECIALTY: PERMANENT OR PAVED HIGHWAYS AND STREETS (CONCRETE)	Ronald Felix Firmin	ALL
SPECIALTY: RIGGING, HOUSE MOVING, WRECKING AND DISMANTLING	Ronald Felix Firmin	ALL



DATE: 9/26/2018

Page: 5

BID NO.: 50-00124215

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF End of contract date

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

11/9/19

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

55668

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

FIRM NAME: Firmin Trucking LLC

ADDRESS: 2508 Lexington Dr

CITY, STATE: Laplace, La. ZIP: 70068

TELEPHONE: (504) 628-4860 FAX: (985) 652-1259

EMAIL ADDRESS: firm-enterprises@yahoo.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: \_\_\_\_\_

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 545744.26

AUTHORIZED SIGNATURE: Ronald Firmin

Ronald Firmin

Printed Name

TITLE: Owner

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.

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	7,267,140.00	SQFT	<p>THREE YEAR CONTRACT TO PROVIDE GRASS CUTTING &amp; DEBRIS REMOVAL FOR VACANT, RESIDENTIAL &amp; COMMERCIAL PROPERTIES FOR JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE ZONING/QUALITY OF LIFE.</p> <p>0001- Regular Issue Property 8-30 inches in height and under 10,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush, and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>	.035	254349.90
2	1,725,730.00	SQFT	<p>0002 - Regular Issue Property 8 to 30 inches in height and between 10,001 and 30,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>	.03	51771.90
3	1,661,596.00	SQFT	<p>0003 - Regular Issue Property - 8 to 30 inches in height and over 30,000 square</p>	.03	49,847.88

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	40,306.00	SQFT	<p>feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p> <p>0004 - Regular Issue Property over 30 inches in height and under 10,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking of vegetation.</p> <p>These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.</p>	.03	1209.18
5	20,859.00	SQFT	<p>0005 - Regular Issue Property over 30 inches in height and between 10,001 and 30,000 square feet.</p> <p>Contractor will be required to cut grass, weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches.</p> <p>Contractor will be required to clear vegetation from fence lines and raking</p>	.05	1042.95



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124215

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1.00	SQFT	<p>required.</p> <p>0010 - Repeat Offender Property This work shall include all labor and</p> <p>equipment necessary to mow or cut all grass, weeds, and other vegetation within the designated work area limit. This includes all trimming, the removal of debris up to (3) cubic yards, and the cleaning of sidewalk and driveway area necessary to complete the job. The said area shall present a neat and acceptable manner at all times within the time limits of the contract. All clippings and debris must be removed from property, and pruning of ornamentals. Grass, etc. is to be cut to a minimum height of 1 inch, but not more than 2 inches in finished height. All work is to be done in the manner normally required in good trade and practice. Pricing for Repeat Offender Property priced per square foot</p> <p>Quantity of 59,605,024.00 ***** However, it is listed as (1) one because the AS400 can't have that large of a quantity entered.****</p>	.30	.30
11	100.00	JOB	<p>0011 - Strike Force Crew</p> <p>The Contractor shall mobilize and complete the requested work within twenty-four (24) hours of notification from the Jefferson Parish Department of Property Maintenance/Zoning/Quality of Life.</p> <p>Pricing for the strike force crew shall be in the form of a price per job in addition to the work performed.</p>	100.00	10,000.00

## **Non-Public Works Bid Affidavit Instructions**

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- Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.
- Affiant **MUST** select either A or B when required or the affidavit will not be accepted.
- Affiants who select choice A must include an attachment or the affidavit will not be accepted.
- If both choice A and B are selected, the affidavit will not be accepted.
- Affidavit marked N/A will not be accepted.
- It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.

*Instruction sheet may be omitted when submitting the affidavit*



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

*October 22, 2018*

**ADDENDUM # 1**

**Bid No.: 50-00124215**

**Bid Opening Date: 10/25/2018**

**For: Three year contract to provide grass cutting & debris removal for vacant, residential & commercial properties for PMZ/Quality of Life.**

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**To answer vendor questions:**

1. Is it possible to get the addresses of some of the properties (vacant or occupied) that have been serviced through last contract?

ANSWER: Any occupied or vacant property whether commercial or residential located in Jefferson Parish could be serviced under this contract.

2. What is average amount of properties serviced per week during hi season?

ANSWER: We can provide monthly totals for this question. Total properties visited in July 2018 is 1,021. Total properties visited in August 2018 is 940.

3. Does cleaning of sidewalks and driveways mean just the removal of trash and grass debris created will servicing site or is there a more detailed cleaning the parish is looking for?

ANSWER: Cleaning of sidewalks and driveways is specific to trash, litter and debris removal.

4. Attachment A minimum equipment list states "3 32 horse power with 5 foot bush hog cutting deck or larger tractor with 6 foot bush hog or rotary attachment" does that mean if tractor is larger than 32hp with a 6 foot or more attachment, one tractor of that size can be used?

ANSWER: The attached equipment list is very specific to the number needed. In this case three is the minimum accepted regardless the size.

5. If tractor has grapple bucket attachment would that be considered for skid loader?

ANSWER: Attachment "A" "minimum equipment list" is specific to department's needs. The requested substitution will not be allowed.





# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Renny Simno  
Director

Page Two

6. At sites with structures (houses, buildings) on them, will square footage come from entire site or just the areas with grass?

ANSWER: At sites with structures (houses, buildings) on them, the square footage should be obtained by subtracting the structure and the flatwork from the property dimensions. Square footage consists of areas where grass is cut.

Sincerely,

Donna Reamey

Donna Reamey, 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.**



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

2/19/2018

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

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

<b>PRODUCER</b> Gulf South Insurance Agency, LLC 5714 Superior Drive Baton Rouge LA 70816		<b>CONTACT NAME:</b> EMILY MARTIN <b>PHONE (A/C, No, Ext):</b> 225-292-3096 <b>E-MAIL ADDRESS:</b> E.MARTIN@GSIALA.COM <b>FAX (A/C, No):</b> 225-292-3185	
		<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
		INSURER A : LWCC	22350
		INSURER B : TECHNOLOGY INSURANCE CO, INC	42376
		INSURER C : MAXUM INDEMNITY COMPANY	26743
		INSURER D :	
		INSURER E :	
		INSURER F :	

**INSURED**  
FIRMIN TRUCKING LLC  
RONALD FIRMIN  
2508 LEXINGTON DRIVE  
LAPLACE LA 70068

FIRMI-1

**COVERAGES****CERTIFICATE NUMBER:** 260052733**REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
C	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			TBA2/20/18GL-SFIRMI-1	2/20/2018	2/20/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ INCLUDED \$
B	<input type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS			TPP117771101RNWL	2/20/2018	2/20/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<input type="checkbox"/> <b>UMBRELLA LIAB</b> <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<input type="checkbox"/> <b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	150218-A	1/19/2018	1/19/2019	<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)

LAWN CARE/LANDSCAPE

2005 FORD TRUCK 1FTRX12W35KE54734

RONALD FIRMIN - OWNER - EXCLUDED FROM WORKERS COMPENSATION

BLANKET ADDITIONAL INSURED AND BLANKET WAIVER OF SUBROGATION APPLIES TO BOTH AUTO AND GENERAL LIABILITY POLICIES \*WHEN REQUIRED BY WRITTEN CONTRACT\*  
See Attached...

**CERTIFICATE HOLDER****CANCELLATION**

THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPTS., & AGENCIES  
PO BOX 9  
GRETN LA 77054

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

AUTHORIZED REPRESENTATIVE

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

ORTICULTURE REGISTRATION: RONALD FIRMIN Date: 03/07/2018  
LDAF ID: 137252

LICENSE(S): LANDSCAPE HORTICULTURIST 18-3896

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

59

## 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

is it known, that effective 02/01/2018 through 01/31/2019 having complied with all relevant requirements of the Louisiana Revised Statutes,  
e individual named below is hereby licensed in the following profession(s):

LICENSE(S): LANDSCAPE HORTICULTURIST 18-3896

RONALD FIRMIN  
508 LEXINGTON DRIVE  
APLACE LA 70068

*Mike Strain*  
Commissioner

LDAF ID: 137252

DISPLAY IN A PROMINENT PLACE.





LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY  
Agricultural & Environmental Sciences  
5825 Florida Blvd., Suite 3002  
Baton Rouge, LA 70806



PRESORTED  
FIRST CLASS



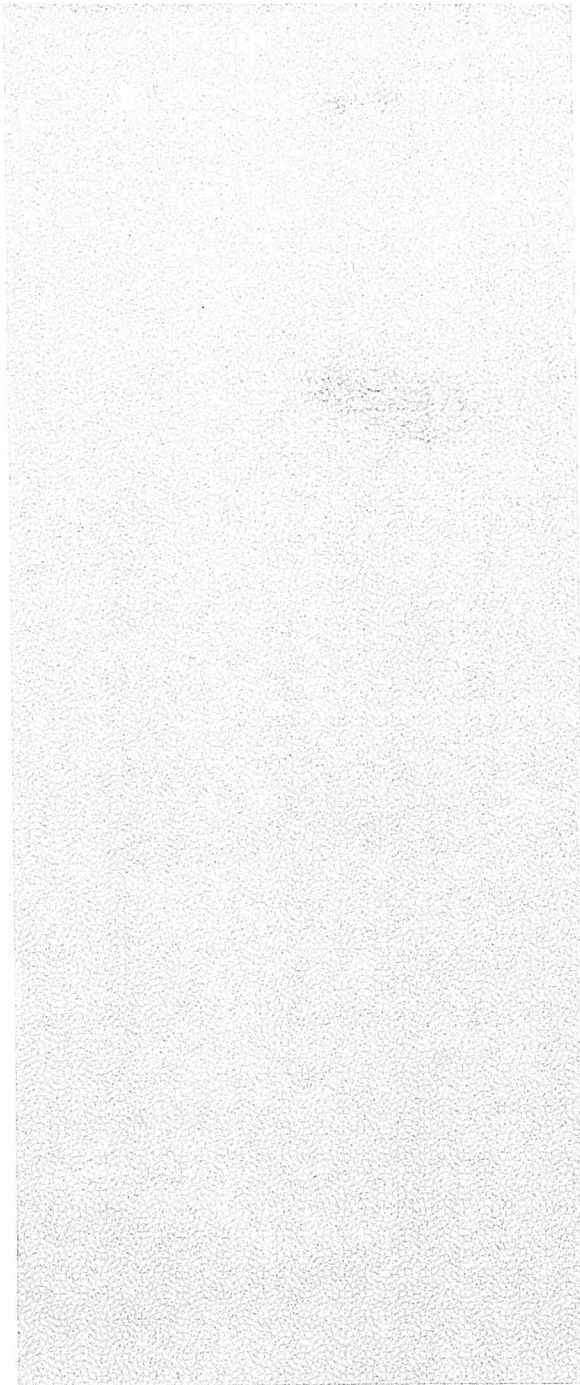
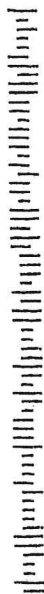
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IMPORTANT

OFFICIAL DOCUMENT ENCLOSED

RONALD FIRMIN  
2508 LEXINGTON DRIVE  
LAPLACE LA 70068

016 RNR-TSB 70068





**Firmin Trucking, LLC**

**RE: COMPANY SIGNATURE AUTHORIZATION**

Dear Sir or Madam:

The individual below are authorized to sign for all matters relating to Firmin Trucking, LLC as deemed necessary for compliance with Federal, State, and/or local regulations applicable. With this signature, Ronald Firmin, is authorized to sign and execute all bid documents, forms, etc.

**COMPANY OFFICERS/MANAGERS/SUPERVISORS**

Name: Ronald Firmin Signature: Ronald Firmin Title: Owner

Email Address: firm-enterprises@yahoo.com

Signature: Ronald Firmin

Date: 10/25/18

**Firmin Trucking, LLC**  
**Firm Enterprises Unlimited**  
**Ronald Firmin, Owner**  
8814 Veterans Blvd Suite 3-173  
Metairie, LA 70003  
c: 504-628-4860 f: 985-652-1259 e: firm\_enterprises@yahoo.com

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Ronald  
Firmin, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Owner of Firmin Trucking LLC (Entity),  
the party who submitted a bid in response to Bid Number 50-00124215, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

Choice A \_\_\_\_\_

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

Choice B ✓

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



Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Ronald Firmin  
Signature of Affiant

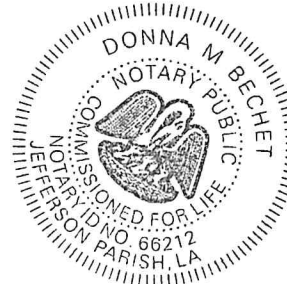
Ronald Firmin  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 25<sup>th</sup> DAY OF October, 2018.

Donna M. Bechet  
Notary Public

Donna M. Bechet  
Printed Name of Notary

66212  
Notary/Bar Roll Number



My commission expires at my death

[Print](#)**Notary Search - Detail****Name:** MS. DONNA M. BECHET**Address:** 540 CHALMETTE ST  
HARVEY, LA 70058**Phone:** (504) 615-9571**Phone 2:** (504) 410-3110**Notary ID Number:** 66212**Parish:** JEFFERSON with authority in the following parishes:  
ORLEANS, PLAQUEMINES, ST. BERNARD**Agency:** N/A**Notary Type:** Non Attorney**Status:** Active**Commission Date:** 04/20/2012**Oath Date:** 04/12/2012**Surety Expiration Date:** 04/24/2022**Annual Report Current:** Yes**Notary Events****Suspension** From: 06/22/2015 To: 06/23/2015**Parish Change** Previous Parish: Previous Commission Date:  
ORLEANS 07/26/2002

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

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



**Request for Taxpayer  
Identification Number and Certification**

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

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)  
**Firmin Trucking LLC**  
Business name/disregarded entity name, if different from above

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

Address (number, street, and apt. or suite no.)  
**2508 Lexington Dr**  
City, state, and ZIP code  
**LaPlace, La. 70068**  
List account number(s) here (optional)

Requester's name and address (optional)

**Part I Taxpayer Identification Number (TIN)**

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

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

Social security number

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

Employer identification number

7	2	-	1	5	0	7	3	6	1
---	---	---	---	---	---	---	---	---	---

**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ **Ronald F. [Signature]** Date ▶ **6-20-2013**

**General Instructions**

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

**Purpose of Form**

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

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

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

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

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

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

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