



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

February 7, 2024

### ADDENDUM # 1

**Bid Number: 50-00144499**

**Bid Opening Date: March 5, 2024 at 2:00 pm cst**

**Description of Bid: Two (2) Year Contract to Provide Labor, Materials and Equipment Necessary for Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Department of Parkways**

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### REVISION

**Remove the Attachment 'B' pages 13 and 14 of the specifications in its entirety. Replace with the Attachment 'B' Revised Per Addendum #1 attached to this addendum.**

**This addendum is to revise attachment 'B' scheduled work. This addendum does not change the bid opening date.**

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Buttery", written over a horizontal line.

Mark Buttery  
Purchasing Specialist II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form 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.**

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
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# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

**March 4, 2024**

### **ADDENDUM # 2**

**Bid Number: 50-00144499**

**Bid Opening Date: March 5, 2024**  
**Postponed Bid Opening Date: March 19, 2024**

**Description of Bid: Two (2) Year Contract to Provide Labor, Materials and Equipment Necessary to Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Department of Parkways**

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#### **Clarification:**

Q1: In the unit price chart starting on PDF page 24 of 'Bid No. 50-00144499', what is the measurement for a bag of pine-straw mulch that we are to be pricing?

A1: Minimum 2 cubic feet

Q2: Does the unit pricing include all the labor, materials, and equipment, or just the materials?

A2: Unit pricing to include all material, labor, freight, and incidentals.

Q3: In the unit price chart starting on PDF page 24 of 'Bid No. 50-00144499'; should we leave the unit price and total line blank on miscellaneous or do we need to put a dollar amount there? If the blank must be filled, what should we put to fill it in?

Q3: 0490 Miscellaneous Task with Director Approval in a non-biddable item. Leave blank.

Q4: In the unit price chart starting on PDF page 24 of 'Bid No. 50-00144499' there is a request of sod. What species of sod should we be pricing?

A4: As with the other plant material items, sod is to match in-kind or to be selected by the owner. Sod used may be Centipede, 419 Bermuda or St Augustine.

Q5: In the unit price chart starting on PDF page 24 of 'Bid No. 50-00144499' there is a request of edging. What would be the height and thickness of the edging that we should be pricing?

A5: Thickness: Minimum 3/16", Height: Minimum 4"

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# JEFFERSON PARISH

DEPARTMENT OF PURCHASING

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PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

Q6: In the unit price chart starting on PDF page 24 of 'Bid No. 50-00144499' there is several items listed as quantity per sqft and quantity per 1000sqft. Which of these per sqft quantities should we price for items 4 and 18-44?

A6: Unit price shall be price per 1,000 square feet. The quantity refers to one unit of 1,000 square feet.

\*\*\* This Addendum #2 Postpones the Bid Opening Date Until 2:00 PM on March 19, 2024. \*\*\*

Sincerely,

A handwritten signature in black ink, appearing to read "Mark Buttery", is written over a horizontal line.

Mark Buttery, 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 by indicating the addendum number listed above. Failure to list each addenda number on the bid form 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.**

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**Bid Number 50-00144499**

**Two (2) Year Contract to Provide Labor, Materials and Equipment  
Necessary for Turnkey Landscape Bed Maintenance Operations for  
the Jefferson Parish Department of Parkways**

**Bid Due: March 5, 2024 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 on the Purchasing  
Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date  
and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist II, Mark BATTERY  
Email: [MBattery@jeffparish.net](mailto:MBattery@jeffparish.net)  
Phone: 504-364-2810**

**Scope:**

The Jefferson Parish Parkways Department (Parkways) is soliciting bids from qualified Contractors to provide labor, materials, incidentals and equipment for turnkey landscape bed maintenance operations. The contract period shall be for two (2) years. All work shall occur through a combination of scheduled and as-needed maintenance.

**Bonds**

**Surety Bond:** A surety bond in the amount of 5% of the bid response amount is due with the bid submission.

**Performance Bond:** A performance bond in the amount of 50% of the contract amount will be required at the signing of the contract.

**Contractor Requirements**

**Insurance:** Refer to Jefferson Parish Terms & Conditions and Bid Documents for all insurance requirements. All required insurance must be continuous throughout the life of the contract.

**Licenses:** The Contractor must possess a Louisiana State Contractor's License with the classification of SPECIALTY: LANDSCAPE, GRADING AND BEAUTIFICATION (The license number is required to be on the electronic envelope).

**Bidders shall be licensed per LSA-R.S. 37:2150-2163 and shall furnish copies of the front and back (as applicable) of each required license and certification. Failure to submit required licenses will deem the bid non-responsive.** Bidders shall possess the following licenses and/or certifications:

- Louisiana Department of Agriculture & Forestry State Landscape Horticulturalist License;
- Louisiana Department of Agriculture & Forestry Ground Owner Operator License;
- Louisiana Department of Agriculture & Forestry Category 3: Ornamental and Turf Pest Control;
- Louisiana Department of Agriculture & Forestry Category 6: Roadside Right-of-Way Vegetation Management.

**Subcontractors:** All work must be performed by the Contractor. No subcontractors shall be used to fulfill this contract.

**Payment**

Refer to Attachment 'B' for the schedule of required work for this two (2) year contract. Payment for the work outlined in Attachment 'B' shall be made in equal monthly installment over twenty four (24) months. Although the required work may be different each month, the monthly invoice price will be the same.

Any contract incidental work, additions, or subtractions, shall be made based on the provided unit prices of the bid form. There is no minimum or maximum quantity of incidental items for this contract.

The provided unit prices for incidental items and/or work shall be calculated to the desired quantity for the incidental task. For example, a chemical application may be priced at \$100 for 1,000 SF, but the required application is only 500 SF. The Purchase order for the work would be valued at \$50.

## Definitions and Specifications

**Chemical Weeding (Non-Selective Herbicide):** Chemical weeding (non-selective herbicide) shall refer to the chemical treatment of visible weeds within a landscape bed with a non-selective post emergence herbicide. All chemical weeding applications shall utilize a Parkways approved product. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. Any damage to the existing plant material or any adjacent turf areas as a result of chemical application shall be remedied by the Contractor with no additional cost to Parkways. The Contractor shall spray bed edges to keep surround turf from entering the bed area, but should not leave a visible line of dead turf. All spraying shall be to the edge of the mulch.

**Dead Plant Material:** Removal of dead, or partially dead, plant material is critical to the desired look of the landscape beds. At the same frequency as weed removal, the Contractor shall be responsible for removing dead plant material. Dead plant material is considered to be any stem, branch or entire shrub that is severely dried out, brown in color or without foliage in comparison to similar plant material. Removal may require simply clipping the dead stem, or removing the entire plant. If removing an entire plant, the Contractor shall remove as much soil from the dead plant as possible to backfill the hole, then spread existing mulch to cover the area to the greatest extent possible. Additional fill is not required. All removed plants shall be reported to the Parkways Department so that replanting may be scheduled.

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

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

**Granular Fertilizer:** Granular fertilizer shall refer to blended bag fertilizer in formulations specified by Parkways. All granular fertilizer shall arrive to the site in sealed bags clearly displaying the fertilizer's formulation. All applications shall be performed by a Louisiana licensed applicator. For scheduled maintenance, the Contractor shall apply Lesco 14-14-14 Professional Landscape and Ornamental All-Purpose fertilizer at the manufacturer's half rate. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. The Contractor shall provide incidental pricing in accordance with Attachment 'C'.

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

Granular Pre-Emergent Herbicide: Granular pre-emergent herbicide shall refer to a selective pre-emergent herbicide as specified by Parkways. All granular pre-emergent herbicide shall arrive to the site in sealed bags clearly displaying the product's name and label. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. In general, the Contractor shall be directed to apply the product at 1/4 the manufacturers recommended rate for the year, per application. It is typical that the granular pre-emergent herbicide shall be applied to landscape beds four (4) times per year. For scheduled maintenance, the Contractor shall apply FreeHand® 1.75G herbicide. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. When applying granular pre-emergent herbicide in the vicinity of ornamental grasses, application shall take place outside of the drip line of the grasses. No granular material shall be applied within the crown of ornamental grasses. The Contractor shall provide incidental pricing in accordance with the Bid Form.

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

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

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

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

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

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

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

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

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

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

**Ornamental Grass Pruning:** Ornamental grass pruning shall occur one time per year, typically in early March. At the time of pruning, the ornamental grass clumps shall be trimmed down to about 6" in uniform height. The Contractor shall be responsible for removing all trimmed debris from the site. It will not be acceptable for the clippings to be left in the bed area. Minor pruning may be required at other times during the year to create separation or reduce plant material overhang, but the only time ornamental grasses should be cut back is at the designated pruning in March.

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

When incidental shrub planting is requested, the task shall include supply and installation of the plant material. In addition, all newly planted shrubs shall be irrigation by the Contractor the same day that installation occurs. Subsequent irrigation shall be the responsibility of Parkways.

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

Various types of plant material may require different levels of pruning. Prior to each scheduled pruning, the Contractor shall consult with the Parkways Department on the desired pruning plan. Depending on



environmental factors, more or less pruning may be required to achieve the desired look. Additionally, some varieties of plant material, such as ornamental grasses, may not require any pruning during a scheduled pruning cycle. Failure to communicate with the Parkways Department prior to pruning may result in termination of the contract.

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

**Sod Replacement:** Sod replacement shall refer to the supply and installation of in-kind, or new, turf. At the Contractor's discretion, sod may be installed as rolls, mini rolls or squares. All sod shall be delivered to the site in good, properly hydrated, condition. Sod installation shall include minor hand grading to prepare the existing soil to receive the new sod. No filling or grubbing shall be required for sod replacement. All newly installed sod shall be countersunk to meet flush with the surrounding turf/grade. All newly installed sod shall be saturated with water and rolled so that the surface is smooth to follow the existing grade. After the initial saturation, subsequent watering shall be the responsibility of Parkways.

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

**Spot Spraying:** Spot spraying shall refer to the selective spraying of herbicide within a landscape bed. Spot spraying is typically related to the application of a non-selective herbicide, but may also be used with other herbicide products at the discretion of Parkways. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

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

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

**Tree Replacement:** Tree replacement shall refer to the supply and installation of in-kind, or new, trees. Pricing for tree replacement shall include all material, tools, incidentals, freight and fees associated with acquiring and installing the specified plant material. Trees shall require staking utilizing metal 'T' posts and synthetic landscape strapping. No watering bags are required for any tree plantings.

Purchase Orders and Invoicing: Any work performed outside of the required maintenance schedule outlined in Attachment 'C' shall require Parkways to provide a Purchase Order to the Contractor authorizing the requested work. The Contractor shall not perform any additional work without receiving a purchase order from Parkways. If any work is performed without a purchase order, the Contractor may not be compensated.

Invoicing shall be submitted once per month based on the completed work. Once all work is complete, inspected and approved by Parkways, the Contractor may submit an invoice for the work. As applicable, spray logs must be submitted with each invoice.

Scheduled Work: This contract shall include a set schedule of maintenance items to be performed at various locations throughout Jefferson Parish. Refer to Attachment 'A' for a list of required locations and an approximate landscape bed square footage calculation for each location. Refer to Attachment 'B' for a calendar of required work for each location.

This scheduled work shall be the basis for payment each month. Within the bid form, the 'Monthly Maintenance' line item shall refer to the scheduled work to be performed at each site location (see Attachment 'A') and in accordance with the maintenance schedule (see Attachment 'B'). Even though the frequency and the number/type of task may vary each month, the 'monthly maintenance' price will be the same for each of the contract's twenty-four (24) months.

Any additional and/or incidental maintenance each month shall be added to the 'monthly maintenance' price. Any deducted locations shall be reduced from the 'monthly maintenance' price.

Steel Landscape Edge: Pricing for steel landscape edge shall include commercial grade steel edging, in either green or black, installed with the manufacturer supplied stakes.

Quantity Calculations for As-Needed Work

In addition to the scheduled maintenance operations (see Attachment's 'A' and 'B'), incidental work may be requested by Parkways. There is no guaranteed minimum or maximum of incidental work to be performed by the Contractor. Refer to the Bid Form for a list of incidental items to be included in this bid for pricing. Unit pricing for each line item of the Bid Form shall include all material, labor, tools, incidentals and machinery required to complete the task.

Most items listed within the Bid Form shall be priced in square foot increments. When an incidental task is requested by Parkways, the Contractor and a Parkways representative shall measure the site and determine an agreed upon square footage of landscape bed area. For simplicity, each individual landscape bed shall be rounded up or down to the nearest 10 square feet. For example, if the agreed upon area of a landscape bed is 226 square feet, the purchase order will reflect an assignment for 230 square feet.

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

## Attachment 'A'

### Scheduled Work Locations

The below locations shall receive regularly scheduled maintenance as outlined in Attachment 'B'. Each location includes an approximate square foot area calculation to better define each location. Additionally, it is encouraged that all prospective bidders visit the site locations prior to submitting a bid.

#### Eastbank +/- 31,825 SF:

- |   |          |
|---|----------|
| ○ Apple Pi Sculpture<br>4500 Power Boulevard  | 915 SF   |
| ○ W. Esplanade Median Landscape<br>From Power Boulevard to Rebecca Boulevard  | 2,100 SF |
| ○ North Bridgedale Sign<br>1513 Transcontinental Drive  | 135 SF   |
| ○ Willowdale Sign<br>W. Napoleon Avenue near Tina Street  | 65 SF    |
| ○ Clearview Shores Park<br>4585 Folse Drive   | 650 SF   |
| ○ Helios Sewer Station<br>600 Helios Avenue   | 1,025 SF |
| ○ Orpheum Avenue<br>Metairie Road to Narcissus Street   | 6,500 SF |
| ○ Northline Street<br>Orpheum Avenue to the West  | 1,250 SF |
| ○ Nassau Drive<br>Englewood Parkway to the West<br>Along Golf Course  | 1,000 SF |
| ○ North Causeway Boulevard<br>Center Median of Causeway Boulevard from I-10 to Lake Pontchartrain<br>(5) landscape beds total – at each sculpture | 5,340 SF |
| ○ Bonnabel Place Sign (North)<br>1245 Bonnabel Boulevard  | 420 SF   |
| ○ Bonnabel Place Sign (South)<br>200 Bonnabel Boulevard   | 300 SF   |

○ 17 <sup>th</sup> Street Landscape Planters From N Arnoult Road to Severn Avenue	50 SF
○ 18 <sup>th</sup> Street Landscape Planters From N Arnoult Road to Severn Avenue	15 SF
○ 19 <sup>th</sup> Street Landscape Planters From N Arnoult Road to Severn Avenue	30 SF
○ Lift Station Landscape Bed Edenborn Avenue at 18 <sup>th</sup> Street	470 SF
○ Whitney Heights Sign 2600 Veterans Boulevard	60 SF
○ Beverly Garden Entrance 2202 Metairie Road	900 SF
○ River Ridge Sign Little Farms Avenue at Ivy Street	415 SF
○ Little Farms Sign and Beds Little Farms Avenue at Jefferson Highway	3,630 SF
○ Bunche Village Sign and Beds 1600 S. Lester Avenue	1,455 SF
○ Bunche Village Sign Little Farms Avenue at Mistletoe Street	415 SF
○ River Ridge / Harahan Sign 2100 Dickory Avenue	295 SF
○ River Ridge Sign Wilker Neal Avenue at Jefferson Highway	415 SF
○ River Ridge Sign (median) 8600 Jefferson Highway	555 SF
○ Tiffany Drive Bed Tiffany Drive at Celeste Avenue	135 SF
○ Citrus Road Bridge Citrus Road at Genes Drive	800 SF
○ Rensue Drive Cul-de-Sac Across from 9028 Rensue Drive	315 SF

- |   |          |
|---|----------|
| ○ Citrus Boulevard Landscape (median)<br>5735 through 5860 Citrus Boulevard | 1,750 SF |
| ○ Old Jefferson Sign #1<br>Dodge Avenue at Jefferson Highway                | 170 SF   |
| ○ Old Jefferson Sign #2<br>Jefferson Park Avenue at Jefferson Highway       | 200 SF   |
| ○ Rio Vista Columns<br>Rio Vista Avenue (south) at Jefferson Highway        | 50 SF    |

Westbank +/- 95,975 SF:

- |   |           |
|---|-----------|
| ○ Terry Parkway Flag Pole<br>65 Terry Parkway                                   | 100 SF    |
| ○ Terry Parkway at Holmes Boulevard<br>(2) island landscape beds                | 7,000 SF  |
| ○ Terry Parkway Clock Tower<br>335 Terry Parkway                                | 410 SF    |
| ○ Terry Parkway Blue Star Marker<br>415 Terry Parkway                           | 50 SF     |
| ○ Mardi Gras Mask Sculpture<br>055 Terry Parkway                                | 625 SF    |
| ○ Terry Parkway Planters<br>Terry Parkway from Harvard Avenue to Hickory Street | 15,200 SF |
| ○ Jefferson Place Sign (North)<br>203 Wall Boulevard                            | 250 SF    |
| ○ Jefferson Place Sign (South)<br>405 Wall Boulevard                            | 250 SF    |
| ○ Baywood Sign (North)<br>463 Wall Boulevard                                    | 250 SF    |
| ○ Baywood Sign (South)<br>695 Wall Boulevard                                    | 250 SF    |

○ Decorative Fence Landscape Carol Sue Avenue at Wright Avenue	590 SF
○ (20) Decorative Blue Planters Carol Sue Avenue from Wright Avenue to Heritage Avenue	340 SF
○ Decorative Fence Landscape Carol Sue Avenue at Heritage Avenue	1,180 SF
○ Meadowbrook Sign Willowbrook Drive at Lapalco Boulevard	180 SF
○ Bellemeade Sign and Triangle Island Bellemeade Boulevard at Lapalco Boulevard	420 SF
○ Bellemeade Sign +/- 250 Bellemeade Boulevard	60 SF
○ Gretna Boulevard Median Gretna Boulevard from York Street to the Canal	9,600 SF
○ Family Sculpture 2004 Manhattan Boulevard	250 SF
○ Manhattan Boulevard Median Manhattan Boulevard at Lapalco Boulevard	12,500 SF
○ Woodland West / Spanish Oaks Sign Timberlane Estates Drive at Manhattan Boulevard	60 SF
○ Timberlane Estates Drive Median Timberlane Estates Drive at Manhattan Boulevard	250 SF
○ Breckenridge Drive Median Breckenridge Drive at Manhattan Boulevard	250 SF
○ Timberlane Way Drive Median Timberlane Way Drive at Shadow Lake Court	475 SF
○ Woodland West / Spanish Oaks Sign Apollo Avenue at Lapalco Boulevard	60 SF
○ Lapalco Fountain Destrehan Avenue at Lapalco Boulevard	3,750 SF
○ Woodmere Sign Woodmere Boulevard at Lapalco Boulevard	45 SF

○ Oak Knoll Sign Dueling Oaks Avenue at Barataria Boulevard	100 SF
○ Lapalco Median Beautification Lapalco Boulevard at Westwood Drive	21,750 SF
○ Lapalco Median Beautification Lapalco Boulevard at Westminster Boulevard	12,175 SF
○ Lincolnshire Sign Betty Boulevard at Lapalco Boulevard	20 SF
○ Orleans Village Sign Rue Louis Phillippe at Ames Boulevard	145 SF
○ Bayou Estates Sign Bayou Estates Boulevard at Ames Boulevard	130 SF
○ Hillcrest Sign Hillcrest Drive at Barataria Boulevard	180 SF
○ Oak Cove Sign Pritchard Road at Barataria Boulevard	100 SF
○ Barataria Oaks Estates Sign Barataria Oaks Drive at Barataria Boulevard	400 SF
○ Oak Forest Sign Oak Forest Boulevard at Barataria Boulevard	100 SF
○ Blue Star Monument Leo Kerner Parkway at Barataria Boulevard	450 SF
○ Bent Tree Sign Bent Tree Boulevard at Leo Kerner Parkway	450 SF
○ Westminster Park Sign Westminster Boulevard at Lapalco Boulevard	350 SF
○ Golf Statue Lapalco Boulevard at Highway 90	80 SF
○ Segnette Median Landscape Segnette Boulevard at Highway 90	4,060 SF
○ Avondale Homes Sign (north) Jamie Boulevard at Highway 90	75 SF

- |   |        |
|---|--------|
| ○ Avondale Homes Sign (south)<br>S. Jamie Boulevard at Highway 90 | 250 SF |
| ○ Kennedy Heights Sign and Median<br>Butler Drive at Highway 90   | 610 SF |
| ○ Glen Della Sign<br>Glen Della Drive at Highway 90               | 65 SF  |
| ○ Washington Place Sign<br>Capitol Drive at Highway 90            | 90 SF  |



**Attachment 'B'****Scheduled Work**

The below schedule of work shall be completed on monthly basis for all landscape locations outlined in Attachment 'A'. Refer to 'Definitions and Specifications' for a description of each task outlined below. The Contractor shall complete the assigned tasks within seven (7) calendar days of the below schedule.

**Year: 2024**

<b>Month</b>	<b>Week (Monday)</b>	<b>Task</b>
July	22 <sup>nd</sup>	<u>Chemical/Hand Weeding</u>
August	5 <sup>th</sup>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>
August	19 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
September	2 <sup>nd</sup>	<u>Chemical/Hand Weeding</u>
September	16 <sup>th</sup>	<u>Chemical/Hand Weeding, Shrub Pruning</u>
September	30 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
October	14 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
November	11 <sup>th</sup>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>
December	9 <sup>th</sup>	<u>Chemical/Hand Weeding</u>

**Year: 2025**

<b>Month</b>	<b>Week (Monday)</b>	<b>Task</b>
January	6 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
February	3 <sup>rd</sup>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>
March	3 <sup>rd</sup>	<u>Chemical/Hand Weeding, Ornamental Grass Pruning</u>
April	7 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
April	21 <sup>st</sup>	<u>Chemical/Hand Weeding</u>
May	3 <sup>rd</sup>	<u>Chemical/Hand Weeding</u>
May	19 <sup>th</sup>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>
June	2 <sup>nd</sup>	<u>Chemical/Hand Weeding, Shrub Pruning, Granular Fertilizer</u>
June	16 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
June	30 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
July	14 <sup>th</sup>	<u>Chemical/Hand Weeding, Shrub Pruning</u>
July	28 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
August	11 <sup>th</sup>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>
August	25 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
September	8 <sup>th</sup>	<u>Chemical/Hand Weeding, Shrub Pruning</u>
September	22 <sup>nd</sup>	<u>Chemical/Hand Weeding</u>
October	6 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
November	3 <sup>rd</sup>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>
December	8 <sup>th</sup>	<u>Chemical/Hand Weeding</u>

**Year: 2026**

<b>Month</b>	<b>Week (Monday)</b>	<b>Task</b>
January	5 <sup>th</sup>	<u>Chemical/Hand Weeding</u>
February	9 <sup>th</sup>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>

<u>March</u>	<u>9<sup>th</sup></u>	<u>Chemical/Hand Weeding, Ornamental Grass Pruning</u>
<u>April</u>	<u>6<sup>th</sup></u>	<u>Chemical/Hand Weeding</u>
<u>April</u>	<u>20<sup>th</sup></u>	<u>Chemical/Hand Weeding</u>
<u>May</u>	<u>4<sup>th</sup></u>	<u>Chemical/Hand Weeding</u>
<u>May</u>	<u>18<sup>th</sup></u>	<u>Chemical/Hand Weeding, Granular Pre-Emergent Herbicide</u>
<u>June</u>	<u>1<sup>st</sup></u>	<u>Chemical/Hand Weeding</u>
<u>June</u>	<u>15<sup>th</sup></u>	<u>Chemical/Hand Weeding</u>
<u>June</u>	<u>29<sup>th</sup></u>	<u>Chemical/Hand Weeding</u>

\* All tasks scheduled for the week of June 29, 2026 shall be completed before the end of the contract to receive full payment.

# Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at [www.jeffparish.net](http://www.jeffparish.net) or [www.centralbidding.com](http://www.centralbidding.com). To access the bonding companies on Central Bidding, hover over the “Central Bidding” link at the top of the page and select the “Bid Bonds” link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.

**CENTRALBIDDING**  
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DATE: 2/07/2024

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00144499

**JEFFERSON PARISH**

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

PURCHASING SPECIALIST:  
MBUTTERY@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA [WWW.JEFFPARISHBIDS.NET](http://WWW.JEFFPARISHBIDS.NET) UNTIL 2:00 PM, 3/05/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to 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**

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.**

**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. 136353 and/or Resolution No. 141125 as amended.

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

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

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

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

Bidders should submit all questions in writing via email to the Purchasing Specialist'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.

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

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

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

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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).

DATE: 2/07/2024

BID NO.: 50-00144499

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

Page: 3

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.

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

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

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are 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. 136353 or 141125 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

### ADDITIONAL REQUIREMENTS FOR THIS BID

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

**3, 4, 5, 6, 8, 10, 11, 12, 13, 15**

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.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is 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.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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



DATE: 2/07/2024

Page: 6

BID NO.: 50-00144499

**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 X

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)**

Per Spec  
40371

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

FIRM NAME: Corporate Green LLC DBA Green Seasons

ADDRESS: 14461 Frenchtown Rd,

CITY, STATE: Greenwood Springs, LA ZIP: 70739

TELEPHONE: (225) 752-2335 FAX: (225) 752-1399

EMAIL ADDRESS: Chrisj@greenseasons.us

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 324,409.65

AUTHORIZED SIGNATURE: Chris Casberry

TITLE: CEO

Chris Casberry  
Printed Name

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

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Two (2) Year Contract to Provide Labor, Materials and Equipment Necessary for Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Department of Parkways		
1	24.00	MO	0010 Scheduled Maintenance (See Attachment "B") 24 Equal Payments	\$ 10,700.00	\$ 256,800.00
2	1.00	EA	0020 Pine Straw Mulch (Bag)	\$ 21.00	\$ 21.00
3	700.00	EA	0030 Pine Straw Mulch (Bale)	\$ 11.00	\$ 7,700.00
4	1.00	SQFT	0040 Shrub Pruning (Per 1,000 Sq. Ft.)	\$ 187.00	\$ 187.00
5	230.00	EA	0050 1-Gallon Shrub	\$ 15.97	\$ 3,673.10
6	430.00	EA	0060 3-Gallon Shrub	\$ 31.13	\$ 13,385.90
7	1.00	EA	0070 7-Gallon Shrub	\$ 59.40	\$ 59.40
8	1.00	EA	0080 15-Gallon Shrub	\$ 117.55	\$ 117.55
9	1.00	EA	0090 15-Gallon Tree	\$ 140.00	\$ 140.00
10	1.00	EA	0100 30-Gallon Shrub	\$ 384.00	\$ 384.00
11	1.00	EA	0110 30-Gallon Tree	\$ 419.00	\$ 419.00
12	1.00	EA	0120 45-Gallon Tree	\$ 587.00	\$ 587.00
13	1.00	EA	0130 65-Gallon Tree	\$ 670.00	\$ 670.00
14	1.00	EA	0140 4 Inch Pot Annual	\$ 4.16	\$ 4.16

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	10.00	EA	0150 6 Inch Pot Annual	\$ 6.54	\$ 65.40
16	85.00	CUYD	0160 Garden Soil	\$ 85.00	\$ 7,225.00
17	1.00	SQYD	0170 Sod	\$ 10.74	\$ 10.74
18	1.00	SQFT	0180 Regal Multigreen Liquid Fertilizer Application (Per 1,000 Sq. Ft.)	\$ 50.00	\$ 50.00
19	1.00	SQFT	0190 Lesco 8-2-12 Palm Fertilizer Application (Per 1,000 Sq. Ft.)	\$ 30.00	\$ 30.00
20	1,316.90	SQFT	0200 Lesco 14-14-14 Landscape and Ornamental All Slow Release Fertilizer Application (1/2 Rate for Year) (Per 1,000 Sq. Ft.)	\$ 11.00	\$ 14,485.90
21	1.00	SQFT	0210 Merit 0.5 G Granular Insecticide Application (Per 1,000 Sq. Ft.)	\$ 12.00	\$ 12.00
22	1.00	SQFT	0220 Acephate Insecticide Application (Per 1,000 Sq. Ft.)	\$ 17.00	\$ 17.00
23	1.00	SQFT	0230 Avid 0.15ec Liquid Insecticide Application (Per 1,000 Sq. Ft.)	\$ 47.00	\$ 47.00
24	1.00	SQFT	0240 FMC Talstar Liquid Insecticide Application (Per 1,000 Sq. Ft.)	\$ 17.00	\$ 17.00
25	1.00	SQFT	0250 FMC Talstar Granular Insecticide Application (Per 1,000 Sq. Ft.)	\$ 17.00	\$ 17.00
26	1.00	SQFT	0260 Bayer Topchoice Granular Insecticide Application (Per 1,000 Sq. Ft.)	\$ 17.00	\$ 17.00
27	750.00	SQFT	0270 Horticultural Oil Spray Insecticide Application (Per 1,000 Sq. Ft.)	\$ 17.00	\$ 12,750.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
28	1.00	SQFT	0280 Banner Maxx II Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$ 22.00	\$ 22.00
29	1.00	SQFT	0290 Banrot Granular Fungicide Application (Per 1,000 Sq. Ft.)	\$ 270.00	\$ 270.00
30	1.00	SQFT	0300 Segway Fungicide SC Liquid Application (Per 1,000 Sq. Ft.)	\$ 85.00	\$ 85.00
31	1.00	SQFT	0310 Pageant Intrinsic Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$ 59.00	\$ 59.00
32	1.00	SQFT	0320 Syngenta Subdue Maxx Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$ 34.00	\$ 34.00
33	1.00	SQFT	0330 Regal Consyst Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$ 31.00	\$ 31.00
34	1.00	SQFT	0340 Pillar G Granular Fungicide Application (Per 1,000 Sq. Ft.)	\$ 53.00	\$ 53.00
35	1.00	SQFT	0350 Gallery 75 Dry Flowable Herbicide Application (Full Rate) (Per 1,000 Sq. Ft.)	\$ 19.00	\$ 19.00
36	1.00	SQFT	0360 Barricade 4FL Liquid Herbicide Application (1/3 Rate for Year) (Per 1,000 Sq. Ft.)	\$ 17.00	\$ 17.00
37	1.00	SQFT	0370 Freehand 1.75G Granular Herbicide Application (1/4 Rate for Year) (Per 1,000 Sq. Ft.)	\$ 31.00	\$ 31.00
38	1.00	SQFT	0380 Pennant Magnum Liquid Herbicide Application (Full Rate) (Per 1,000 Sq. Ft.)	\$ 17.00	\$ 17.00
39	1.00	SQFT	0390 Segment Liquid Herbicide Application (Full Rate)	\$ 14.00	\$ 14.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(Per 1,000 Sq. Ft.)		
40	1.00	SQFT	0400 BASF Image 70 DG Liquid Herbicide Application (Full Rate)	\$ 41.00	\$ 41.00
			(Per 1,000 Sq. Ft.)		
41	1.00	SQFT	0410 Syngenta Fusilade II Liquid Herbicide Application (Full Rate)	\$ 19.00	\$ 19.00
			(Per 1,000 Sq. Ft.)		
42	1.00	SQFT	0420 Certainty Liquid Herbicide Application (Full Rate)	\$ 19.00	\$ 19.00
			(Per 1,000 Sq. Ft.)		
43	1.00	SQFT	0430 Bayer RoundUp Pro Liquid Herbicide Application (Spot Spray)	\$ 17.00	\$ 17.00
			(Per 1,000 Sq. Ft.)		
44	1.00	SQFT	0440 Hand Weeding (Per 1,000 Sq. Ft.)	\$ 39.00	\$ 39.00
45	1.00	TN	0450 Dolomitic Lime Granular Application	\$ 1,300.00	\$ 1,300.00
46	1.00	TN	0460 Elemental Sulfur Granular Application	\$ 3,386.00	\$ 3,386.00
47	1.00	EA	0470 Soil Testing	\$ 38.00	\$ 38.00
48	1.00	LF	0480 Steel Landscape Edge	\$ 6.50	\$ 6.50
49	1.00	JOB	0490 Miscellaneous Task with Director Approval	\$	\$
			*****Non-biddable item*****		

## CORPORATE RESOLUTION

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

AT THE MEETING OF DIRECTORS OF Corporate Green LLC, DBA GreenSeasons  
INCORPORATED, DULY NOTICED AND HELD ON 2/14/2023,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

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

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

  
\_\_\_\_\_  
SECRETARY-TREASURER  
3/4/2024  
\_\_\_\_\_  
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 Louisiana

PARISH/COUNTY OF East Baton Rouge

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

Chris Casselberry, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Representative of Corporate Green LLC, LSA (Entity),  
the party who submitted a bid in response to Bid Number 50-60144499, 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** \_\_\_\_\_

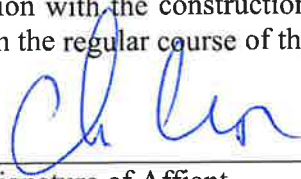
There are **NO** debts which would require disclosure under Choice A of this section.

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



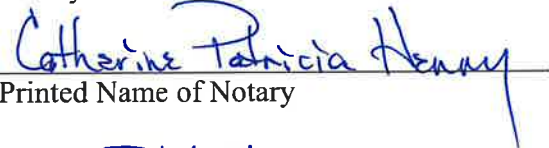
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 27<sup>th</sup> DAY OF February, 2024



Notary Public



Printed Name of Notary

56631

Notary/Bar Roll Number

My commission expires upon death.



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

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

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

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

#### **☒ WORKER'S COMPENSATION INSURANCE**

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

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

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**


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

## Bid Bond in Accordance with Contract Specifications

Be sure to refer to the actual bond documents referenced in the contract specifications for specific terms before completing this form.

<b>PRINCIPAL NAME</b> Corporate Green	<b>PRINCIPAL ADDRESS</b> 14461 Frenchtown Rd., Greenwell Springs, LA 70739
<b>SURETY NAME</b> SureTec Insurance Company	<b>SURETY ADDRESS</b> 2103 CityWest Blvd., Suite 1300, Houston, TX 77042
<b>OBLIGEE NAME</b> Jefferson Parish	<b>OBLIGEE ADDRESS</b> 200 Derbigny Street, Gretna, LA 70053

### Bond Information

<b>BID DATE</b> 03/05/2024	<b>CONTRACT ID</b> 5000144499	<b>CONTRACT VENDOR ID</b> 201849
<b>PROJECT DESCRIPTION</b> 5000144499 Two (2) Year Contract to Provide Labor, Materials and Equipment Necessary for Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Department of Parkways Jefferson Parish Government		
<b>AMOUNT OF BID SECURITY</b> 5%	<b>AMOUNT OF BID SECURITY-SPELLED OUT</b> Five Percent of Amount Bid	
<b>BOND ENTERED AND EXECUTED BY</b> Fielden Mitts		<b>ATTORNEY-IN-FACT SIGNATURE</b> 

Know all men by these presents that SureTec Insurance Company,  
a Corporation duly organized under the laws of the State of Texas, are held and firmly bound unto  
the above owner/obligee by the transmission. The surety agrees to waive the statute of fraud defense and further agrees  
that the owner/obligee is a third party beneficiary of the waiver for the purposes of enforcing this bid bond.



# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

SLA0228770050

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

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

**Principal:** Corporate Green  
**Obligee:** Jefferson Parish  
**Amounts:** See Bond Form

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

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

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

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

**In Witness Whereof**, SURETEC INSURANCE COMPANY has caused these presents to be signed by its President, and its corporate seal to be hereto affixed this 3rd day of February, A.D. 2023.

SURETEC INSURANCE COMPANY

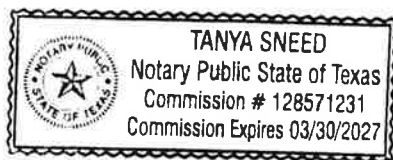
By:   
Michael C. Keimig, President

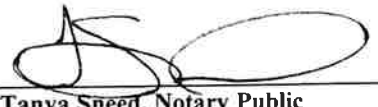
State of Texas  
County of Harris

SS:




On this 3rd day of February, A.D. 2023 before me personally came Michael C. Keimig, to me known, who, being by me duly sworn, did depose and say, that he resides in Houston, Texas, that he is President of SURETEC INSURANCE COMPANY, the company described in and which executed the above instrument; that he knows the seal of said Company; that the seal affixed to said instrument is such corporate seal; that it was so affixed by order of the Board of Directors of said Company; and that he signed his name thereto by like order.



  
Tanya Sneed, Notary Public  
My commission expires March 30, 2027

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

Given under my hand and the seal of said Company at Houston, Texas this \_\_\_\_\_ day of 02/28/2024, A.D.

  
M. Brent Beaty, Assistant Secretary

Any instrument issued in excess of the penalty stated above is totally void and without any validity.  
For verification of the authority of this power you may call (713) 812-0800 any business day between 8:30 am and 5:00 pm CST.






# Jefferson Parish Department of Public Works-Parkways

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

Be it known, that effective **April 1, 2023 through March 31, 2024** having complied with all relevant requirements of the Jefferson Parish Ordinance No. 21243, the individual named below is hereby licensed to practice in the Parish of Jefferson in the following profession(s):

<b>License(s):</b>	<b>Arborist</b>	<b>23-1020</b>
	<b>Landscape Horticulturist</b>	<b>23-4182</b>

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

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

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



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
8/03/2023

CORGR1

Client#: 53790

ACORD™

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

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

PRODUCER Ross & Yarger Insurance, Inc. P.O. Box 1139 Jackson, MS 39215 601 948-2900		INSURED Corporate Green, LLC 14461 Frenchtown Road Greenwell Springs, LA 70739	
CONTACT NAME: PHONE (A/C, No. Ext): 601 948-2900 FAX (A/C, No.): 601 3553227 E-MAIL ADDRESS: dgoins@rossandtyger.com		INSURER A: National Union Fire Ins. Co. INSURER B: AXIS Surplus Lines Ins. Co. INSURER C: New Hampshire Ins. Co. INSURER D: Ascot Insurance Co. INSURER E: Endurance American Specialty Ins. INSURER F: Starstone Specialty Ins. Co.	
NAIC #	19445	26620	23841
	26620	23752	41718
			44776

COVERAGES CERTIFICATE NUMBER: REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADSL SUBR	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY		4613990	08/01/2023	08/01/2024	EACH OCCURRENCE \$2,000,000 DAMAGE TO RENTED PREMISES (ea occurrence) \$500,000 MED EXP (Any one person) \$25,000 PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$4,000,000 PRODUCTS - COMP/OP AGG \$4,000,000 COMBINED SINGLE LIMIT (ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000
B	UMBRELLA LIAB	X	P00100087326502	08/01/2023	08/01/2024	EACH OCCURRENCE \$3,000,000 AGGREGATE \$3,000,000
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY		WC025893798	08/01/2023	08/01/2024	PER STATUTE OTH- E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
D	Scheduled EQP		IMMA221000051004	08/01/2023	08/01/2024	Per Schedule on File
D	Leased/Rented EQP		IMMA221000051004	08/01/2023	08/01/2024	\$250,000
E	Excess Liability		ELD30022851601	08/01/2023	08/01/2024	\$5,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Insured Multiple Names: Corporate Truck, LLC; Quality Turf Management, LLC dba Spring Green; Harrell's Ferry Property, LLC; GreenSeasons; Spring Green; Adventure Investment, LLC; Pelican Bill Management, LLC; Bayou Bookkeeping and Tax Services, LLC; Big Bark Tree Care; Great with Tools; Bug Ninja Pest Control; C&S Garden, LLC; Quality Repair, LLC.  
 Re: PO 2000676140  
 (See Attached Descriptions)

CERTIFICATE HOLDER CANCELLATION

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

AUTHORIZED REPRESENTATIVE

Quality A. Winters





HORTICULTURE REGISTRATION: CHRISTOPHER MICHAEL CASSELBERRY Date: 1/30/2024

LDAF ID: 110601

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

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

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

Be it known, that effective 2/1/2024 through 1/31/2025 having complied with all relevant requirements of the Louisiana Revised Statutes, the individual named below is hereby licensed in the following profession(s):

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

CHRISTOPHER MICHAEL CASSELB

14461 FRENCHTOWN RD

CENTRAL LA 70739

DISPLAY IN A PROMINENT PLACE

LDAF ID:

110601

Commissioner



**LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY**

**MIKE STRAIN DVM, Commissioner**

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

Date: 02/05/2024

**CORPORATE GREEN DBA GREEN SEASONS**

License No. 001ZNP

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

**Louisiana Department of Agriculture & Forestry**

**Mike Strain DVM, Commissioner**

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

Be it known, that effective Jan 1, 2024 through Dec 31, 2024 having complied with all relevant requirements of the Louisiana Revised Statutes, the entity named below is hereby authorized to engage in the business of **GROUND OWNER OPERATOR**.

**CORPORATE GREEN DBA GREEN SEASONS**

14461 FRENCHTOWN ROAD  
CENTRAL LA 70739

DISPLAY IN A PROMINENT PLACE.

License No: 001ZNP

Commissioner

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

Agricultural & Environmental Sciences

5825 Florida Blvd., Suite 3003

Baton Rouge, LA 70806



CORPORATE GREEN DBA GREEN SEASONS  
14461 FRENCHTOWN ROAD  
CENTRAL LA 70739

IMPORTANT  
OFFICIAL DOCUMENT ENCLOSED

2341

CERTIFICATION CARD

LOUISIANA DEPARTMENT OF  
AGRICULTURE & FORESTRY



Mike Strain, DVM COMMISSIONER

*Mike Strain*

COMMERCIAL APPLICATOR

CHARLIE CASSELLBERRY  
14461 FRENCHTOWN ROAD  
CENTRAL LA 70739

003WJQ

Expiration Date: 12/31/2024

Certified licensed or Registered as  
(CAPP) Commercial Applicator

Categories

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

Recertify By  
01/11/2027  
01/11/2027  
01/11/2027  
01/11/2027  
01/11/2027

Signature: \_\_\_\_\_

*[Handwritten Signature]*

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

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

CORPORATE GREEN, LLC  
14461 Frenchtown Road  
Central, LA 70739

is duly licensed and entitled to practice the following classifications

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



Expiration Date: February 20, 2025

License No: 40371

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

Will B. McP Director

Lee Madgett Chairman

Andy Damm Treasurer

This License Is Not Transferrable