

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

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

Are you requesting an escalation provision?

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

MAXIMUM ESCALATION PERCENTAGE REQUESTED 0 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Expired Contract.

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

7 days from contract execution

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

55668

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

FIRM NAME: Firmin Trucking LLC

ADDRESS: 140 Belle Terre Blvd, Suite D#186

CITY, STATE: Laplace, La. ZIP: 70068

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

EMAIL ADDRESS: firm\_enterprises@yahoo.com

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

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

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 49,800.00

AUTHORIZED SIGNATURE: Ronald Firmin

Ronald Firmin  
Printed Name

TITLE: Owner

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117080

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND HORTICULTURAL SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH ANIMAL SHELTER</p> <p>0010 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p>	750. <sup>00</sup>	18,000. <sup>00</sup>
2	24.00	MO	<p>LOCATION: EAST BANK ANIMAL SHELTER #1 HUMANE WAY JEFFERSON, LA 70123</p> <p>0020 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p>	1100. <sup>00</sup>	26400. <sup>00</sup>
3	24.00	MO	<p>LOCATION: FUTURE WEST BANK ANIMAL SHELTER 2701 LAPALCO BLVD. HARVEY, LA 70058</p> <p>0030 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p>	112. <sup>50</sup>	2700. <sup>00</sup>
4	24.00	MO	<p>LOCATION: ANIMAL SHELTER PROPERTY 128 WRIGHT AVE. TERRYTOWN, LA 70056</p> <p>0040 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p>	112. <sup>50</sup>	2700. <sup>00</sup>
			<p>LOCATION: WEST BANK ANIMAL SHELTER 1869 AMES BLVD. MARRERO, LA 70072</p> <p>***** MANDATORY PRE-BID CONFERENCE: DATE/TIME: AUGUST 12, 2016 AT 9:00 AM LOCATION: JEFFERSON PARISH EAST BANK ANIMAL SHELTER # 1 HUMANE WAY JEFFERSON, LA 70123 *****</p>		



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Name	Type	City	Status
FIRMIN TRUCKING LLC	Limited Liability Company	LAPLACE	Active

GET HELP

**Previous Names**

**Business:** FIRMIN TRUCKING LLC  
**Charter Number:** 36177641K  
**Registration Date:** 5/4/2006

**Domicile Address**

140 BELLE TERRE BLVD, SUITE D#186  
 LAPLACE, LA 70068

**Mailing Address**

C/O RONALD FIRMIN  
 140 BELLE TERRE BLVD, SUITE D#186  
 LAPLACE, LA 70068

**Status**

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 5/4/2006  
**Last Report Filed:** 8/29/2016  
**Type:** Limited Liability Company

**Registered Agent(s)**

<b>Agent:</b>	RONALD FIRMIN
<b>Address 1:</b>	140 BELLE TERRE BLVD, SUITE D#186
<b>City, State, Zip:</b>	LAPLACE, LA 70068
<b>Appointment Date:</b>	5/4/2006

**Officer(s)**

Additional Officers: No

<b>Officer:</b>	RONALD FIRMIN
<b>Title:</b>	Manager, Member
<b>Address 1:</b>	140 BELLE TERRE BLVD, SUITE D#186
<b>City, State, Zip:</b>	LAPLACE, LA 70068

**Amendments on File (2)**

<b>Description</b>	<b>Date</b>
Revoked	8/15/2010
Reinstatement	10/25/2010

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Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF St. John

BEFORE ME, the undersigned authority, personally came and appeared: Ronald Firmin, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Owner & Member of Firmin Trucking LLC (Entity), the party who submitted a bid in response to Bid Number 50-00117080, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Ronald Firmin  
Signature of Affiant

Ronald Firmin  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 29<sup>TH</sup> DAY OF August, 2016.

Michelle L. Sweeney  
Notary Public

Michelle L. Sweeney  
Printed Name of Notary

58124  
Notary/Bar Roll Number

My commission expires AT DEATH.



Michelle L. Sweeney  
NOTARY PUBLIC  
LA Commission #58124

Print

Notary Search - Detail

**Name:** MS. MICHELLE L. SWEENEY  
**Address:** 101 CARROLLWOOD AVE.  
LAPLACE, LA 70068  
**Phone:** (504) 487-4006  
**Notary ID Number:** 58124  
**Parish:** ST. JOHN THE BAPTIST  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active  
**Commission Date:** 01/27/1999  
**Oath Date:** 12/29/1998  
**Surety Expiration Date:** 10/11/2016  
**Annual Report Current:** Yes

Notary Events

**Suspension** From: 04/01/2013 To: 04/04/2013

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

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**Bid Bond**

 **Document A310™ – 2010**

**CONTRACTOR:**

*(Name, legal status and address)*

**FIRMIN TRUCKING, LLC**  
2508 Lexington Drive  
La Place, LA 70068

**SURETY:**

*(Name, legal status and principal place of business)*

**Suretec Insurance Company**  
952 Echo Lane  
Houston, TX 77024

This document has important legal consequences. Consultation with an attorney is encouraged with respect to its completion or modification.

Any singular reference to Contractor, Surety, Owner or other party shall be considered plural where applicable.

**OWNER:**

*(Name, legal status and address)*

**Jefferson Parish Purchasing Department**  
P.O. Box 9  
Gretna, LA 70054

**BOND AMOUNT: FIVE PERCENT (5%) OF AMOUNT BID Dollars (\$ 5% A.B. )**

**PROJECT:**

*(Name, location or address, and Project number, if any)* **PROJECT NO. 50-00117080, TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND HORTICULTURAL**

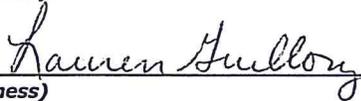
The Contractor and Surety are bound to the Owner in the amount set forth above, for the payment of which the Contractor and Surety bind themselves, their heirs, executors, administrators, successors and assigns, jointly and severally, as provided herein. The conditions of this Bond are such that if the Owner accepts the bid of the Contractor within the time specified in the bid documents, or within such time period as may be agreed to by the Owner and Contractor, and the Contractor either (1) enters into a contract with the Owner in accordance with the terms of such bid, and gives such bond or bonds as may be specified in the bidding or Contract Documents, with a surety admitted in the jurisdiction of the Project and otherwise acceptable to the Owner, for the faithful performance of such Contract and for the prompt payment of labor and material furnished in the prosecution thereof; or (2) pays to the Owner the difference, not to exceed the amount of this Bond, between the amount specified in said bid and such larger amount for which the Owner may in good faith contract with another party to perform the work covered by said bid, then this obligation shall be null and void, otherwise to remain in full force and effect. The Surety hereby waives any notice of an agreement between the Owner and Contractor to extend the time in which the Owner may accept the bid. Waiver of notice by the Surety shall not apply to any extension exceeding sixty (60) days in the aggregate beyond the time for acceptance of bids specified in the bid documents, and the Owner and Contractor shall obtain the Surety's consent for an extension beyond sixty (60) days.

If this Bond is issued in connection with a subcontractor's bid to a Contractor, the term Contractor in this Bond shall be deemed to be Subcontractor and the term Owner shall be deemed to be Contractor.

When this Bond has been furnished to comply with a statutory or other legal requirement in the location of the Project, any provision in this Bond conflicting with said statutory or legal requirement shall be deemed deleted herefrom and provisions conforming to such statutory or other legal requirement shall be deemed incorporated herein. When so furnished, the intent is that this Bond shall be construed as a statutory bond and not as a common law bond.

Signed and sealed this 30th day of August , 2016

*(Witness)*

  
\_\_\_\_\_  
*(Witness)*

**FIRMIN TRUCKING, LLC**

*(Principal)*

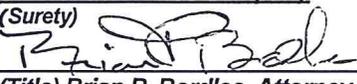
*(Seal)*

*(Title)*

**Suretec Insurance Company**

*(Surety)*

*(Seal)*

  
\_\_\_\_\_  
*(Title) Brian P. Bordlee, Attorney-in-fact*

**Countersigned:**   
**Brian P. Bordlee Louisiana Licensed Agent #216719**

**CAUTION: You should sign an original AIA Contract Document, on which this text appears in RED. An original assures that changes will not be obscured**

# SureTec Insurance Company

## LIMITED POWER OF ATTORNEY

**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

Alexander J. Ellsworth, Anthony Currena, Charles F. Cowand, Lauren T. Guillory, Ralph J. LeBlanc, Brian Bordlee, Michele M. Ellsworth 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:

Five Million and 00/100 Dollars (\$5,000,000.00)

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 shall continue in force until 12/31/2016 and 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 21st day of March, A.D. 2013.

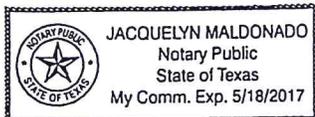


SURETEC INSURANCE COMPANY

By:   
John Knox Jr., President

State of Texas                    ss:  
County of Harris

On this 21st day of March, A.D. 2013 before me personally came John Knox Jr., 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.



Jacquelyn Maldonado, Notary Public  
My commission expires May 18, 2017

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 30TH day of AUGUST, 2016, 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 8:00 am and 5:00 pm CST.

2525 Quail Drive, Baton Rouge, 70808 (225) 765-2301



## Louisiana State Licensing Board for Contractors



### Contractor Information

Business Name **FIRMIN TRUCKING LLC** ✓  
 Mailing Address 140 Belle Terre Boulevard  
 LaPlace, LA 70068  
 Phone Number (504) 628-4860  
 Fax Number (985) 651-1794  
 Email Address firm\_enterprises@yahoo.com

### Active Licenses

License Number **55668** ✓  
 Type Commercial License  
 Status LICENSED  
 Effective 09/28/2015  
 Expiration 09/27/2016  
 First Issued 09/27/2011

### Classifications

Class	Qualifying Party	Parishes
BUSINESS AND LAW	Ronald Felix Firmin	ALL
SPECIALTY: CLEARING, GRUBBING AND SNAGGING	Ronald Felix Firmin	ALL
SPECIALTY: EARTHWORK, DRAINAGE AND LEVEES	Ronald Felix Firmin	ALL
✓ SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Ronald Felix Firmin	ALL

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**CONTRACTOR'S REFERENCE LIST**

Company Name: Jefferson Parish Animal <sup>shelter</sup>	Size of Area Serviced: 4-16 Acres
Address: Jefferson Parish East and West Bank Animal Shelters	
City/State/Zip: Jefferson Parish La.	Current or Past Client: Past
Contact Person: Robin Beaulieu	Title: Director
Telephone/Fax: 504-736-6111 / 504-736-8729	E-Mail: —
Company Name: Lafourche Parish Water District	Size of Area Serviced: 40+ Acres
Address: Lockport, La	
City/State/Zip: 70374	Current or Past Client: Current
Contact Person: Scott	Title: supervisor
Telephone/Fax: 985-532-6927	E-Mail: —
Company Name: Louisiana DOTD	Size of Area Serviced: 4.4 acres
Address: 5090 Florida Blvd	
City/State/Zip: Baton Rouge, La.	Current or Past Client: Past
Contact Person: Erica Hancock	Title: Procurement Officer
Telephone/Fax: 225-379-1417	E-Mail: erica.hancock@la.gov
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:
Company Name:	Size of Area Serviced:
Address:	
City/State/Zip:	Current or Past Client:
Contact Person:	Title:
Telephone/Fax:	E-Mail:

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ISSUED BY  
SHERIFF & EX-OFFICIO TAX COLLECTOR, ST. JOHN THE BAPTIST PARISH, LOUISIANA

2016 OCCUPATIONAL LICENSE No 41734

D/B/A  
RONALD F. FIRMIN  
FIRMIN TRUCKING  
2508 LEXINGTON  
LAPLACE, LA 70068

LICENSE NO. : 41734  
TAXPAYER NO. : 03740015  
DATE OF ISSUE: 2/19/2016

LOCATION:  
2508 LEXINGTON DR.  
LAPLACE, LA 70068  
LICENSE CLASSIFICATION: 374  
TRUCKING

*Mike Tregre*  
MIKE TREGRE  
SHERIFF & TAX COLLECTOR

*Natalie Robottom*  
NATALIE ROBOTOM  
PARISH PRESIDENT

TAX	PENALTY	TOTAL
60.00	0.00	60.00

The person or firm named hereon is licensed to operate a business at the location shown above in the Parish of St. John the Baptist, state of Louisiana, having paid the required amount as per L.R.S 47:341 to L.R.S 47:363 for the year ending

RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 1

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ✓

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

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 2018

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 N/A

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

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

FIRM NAME: Louisiana Landscape Specialty, Inc.

ADDRESS: 1701 Belle Chasse Hwy

CITY, STATE: Gretna, LA ZIP: 70056

TELEPHONE: (504) 391-1800 FAX: (504) 394-0726

EMAIL ADDRESS: rml@lalandscape.com

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

Acknowledge Receipt of Addenda: NUMBER: N/A

NUMBER: N/A

NUMBER: N/A

NUMBER: N/A

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

AUTHORIZED SIGNATURE: Randy Loup

Randy Loup  
Printed Name

TITLE: Owner, CEO

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.: 50-00117080

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND HORTICULTURAL SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH ANIMAL SHELTER</p> <p>0010 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p> <p>LOCATION: EAST BANK ANIMAL SHELTER #1 HUMANE WAY JEFFERSON, LA 70123</p>	500.00	12,000.00
2	24.00	MO	<p>0020 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p> <p>LOCATION: FUTURE WEST BANK ANIMAL SHELTER 2701 LAPALCO BLVD. HARVEY, LA 70058</p>	1,800.00	43,200.00
3	24.00	MO	<p>0030 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p> <p>LOCATION: ANIMAL SHELTER PROPERTY 128 WRIGHT AVE. TERRYTOWN, LA 70056</p>	90.00	2,160.00
4	24.00	MO	<p>0040 - GRASS CUTTING AND HORTICULTURAL SERVICES, PER ATTACHED SPECIFICATIONS</p> <p>LOCATION: WEST BANK ANIMAL SHELTER 1869 AMES BLVD. MARRERO, LA 70072</p> <p>***** MANDATORY PRE-BID CONFERENCE: DATE/TIME: AUGUST 12, 2016 AT 9:00 AM LOCATION: JEFFERSON PARISH EAST BANK ANIMAL SHELTER # 1 HUMANE WAY JEFFERSON, LA 70123 *****</p>	115.00	2,760

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Name	Type	City	Status
LOUISIANA LANDSCAPE SPECIALTY, INC.	Business Corporation	GRETNA	Active

**GET HELP**

**Previous Names**

**Business:** LOUISIANA LANDSCAPE SPECIALTY, INC.  
**Charter Number:** 34116956D  
**Registration Date:** 6/21/1983

**Domicile Address**

1701 BELLE CHASSE HWY.  
GRETNA, LA 70056

**Mailing Address**

C/O RANDY LOUP  
1701 BELLE CHASSE HWY.  
GRETNA, LA 70056

**Principal Office Address**

1701 BELLE CHASSE HWY.  
GRETNA, LA 70056

**Status**

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 6/21/1983  
**Last Report Filed:** 7/28/2016  
**Type:** Business Corporation

**Registered Agent(s)**

**Agent:** RANDY LOUP  
**Address 1:** 1701 BELLE CHASSE HWY.  
**City, State, Zip:** GRETNA, LA 70056  
**Appointment Date:** 6/20/1983

**Officer(s)**

**Additional Officers:** No

<b>Officer:</b>	JUDE ANSELMO
<b>Title:</b>	Secretary
<b>Address 1:</b>	704 FOS AVE
<b>City, State, Zip:</b>	HARVEY, LA 70058
<b>Officer:</b>	ROY L. LOUP, JR.
<b>Title:</b>	Treasurer
<b>Address 1:</b>	357 COTTONWOOD DR.
<b>City, State, Zip:</b>	GRETNA, LA 70056
<b>Officer:</b>	RANDY M. LOUP
<b>Title:</b>	President, Vice-President
<b>Address 1:</b>	1701 BELLE CHASSE HWY.
<b>City, State, Zip:</b>	GRETNA, LA 70056

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**Amendments on File (1)**

Description	Date
Appointing, Change, or Resign of Officer	10/26/2006

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Non-Public Works Bid

AFFIDAVIT

STATE OF LA

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Randy Loup, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized owner of Louisiana Landscape Services Inc. (Entity), the party who submitted a bid in response to Bid Number 50-00117080 to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

*Randy Loop*

Signature of Affiant

*Randy Loop*

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 24 DAY OF August, 2016.

*Toni R. Foret*

Notary Public

Printed Name of Notary



Notary/Bar Roll Number

My commission expires at Death.

Print

Notary Search - Detail

**Name:** MS. TONI R. FORET  
**Address:** 709 FOS AVE  
HARVEY, LA 70058

**Phone:** (504) 292-1010  
**Phone 2:** (504) 292-1010

**Notary ID Number:** 135221  
**Parish:** JEFFERSON with STATEWIDE JURISDICTION  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active

**Commission Date:** 07/01/2016  
**Oath Date:** 07/27/2016  
**Surety Expiration Date:** 06/26/2017  
**Annual Report Current:** Yes

**Notary Events**

**Pre-Assessment Registration** Date: 11/25/2014 -

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

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

# BID BOND

Conforms with the American Institute of Architects,  
A.I.A. Document No. A-310

THE **GRAY** SURETY OFFICE

2750 Lake Villa Drive Phone: (504) 780-7440  
Suite 300 FAX: (504) 780-9211  
Metairie, LA 70002

## KNOW ALL MEN BY THESE PRESENTS:

That Louisiana Landscape Specialty, Inc.  
(Name of Principal)

of 1701 Belle Chasse Highway, Gretna, LA 70056  
(Address of Principal)

hereinafter called the Principal, and  *The Gray Casualty & Surety Company*  *The Gray Insurance Company* of Metairie, Louisiana,  
a corporation duly organized under the laws of the State of Louisiana, as Surety, hereinafter called the Surety, are held and firmly bound unto  
Jefferson Parish Purchasing Department  
(Name of Obligee) as Obligee, hereinafter called the Obligee,

in the sum of Five Percent (5%) of the Amount Bid Dollars \$ 5%,

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

WHEREAS, the Principal has submitted a bid 50-00117080 Grass Cutting/Horticultural Services for Jefferson Parish  
(Job Number) (Full Name of Job)  
Animal Shelter  
(Location of Job)

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

Signed this 30th DAY of August A.D. 2016

By: Louisiana Landscape Specialty, Inc. SEAL  
(Principal)  
[Signature]  
(Signature and Title)

[Signature]  
(Witness)

By: The Gray Insurance Company SEAL  
(Surety)  
[Signature]  
(Attorney-in-Fact)  
**Catherine R. Froeba, Attorney-in-Fact**

[Signature]  
(Witness)

The Gray Surety Office

2750 Lake Villa Drive Suite 300 Metairie, Louisiana 70002 Phone: (504) 780-7440 Fax: (504) 780-9211

THE GRAY INSURANCE COMPANY

THE GRAY CASUALTY & SURETY COMPANY

198496

GENERAL POWER OF ATTORNEY

KNOW ALL BY THESE PRESENTS, THAT The Gray Insurance Company and The Gray Casualty & Surety Company, corporations duly organized and existing under the laws of Louisiana, and having their principal offices in Metairie, Louisiana, do hereby make, constitute, and appoint Edwin O. Schlesinger, William H. Ellsworth, Catherine R. Froeba, Jack T. Landry, Laura Burns, and Jeffrey E. Kropp of Metairie, Louisiana jointly or severally on behalf of each of the Companies named above its true and lawful Attorney(s)-in-Fact, to make, execute, seal and deliver, for and on its behalf and as its deed, bonds, or other writings obligatory in the nature of a bond, as surety, contracts of suretyship as are or may be required or permitted by law, regulation, contract or otherwise, provided that no bond or undertaking or contract of suretyship executed under this authority shall exceed the amount of \$10,000,000.

This Power of Attorney is granted and is signed by facsimile under and by the authority of the following Resolutions adopted by the Boards of Directors of both The Gray Insurance Company and The Gray Casualty & Surety Company at meetings duly called and held on the 26th day of June, 2003.

"RESOLV ED, that the President, Executive Vice President, any Vice President, or the Secretary be and each or any of them hereby is authorized to execute a power of Attorney qualifying the attorney named in the given Power of Attorney to execute on behalf of the Company bonds, undertakings, and all contracts of surety, and that each or any of them is hereby authorized to attest to the execution of such Power of Attorney, and to attach the seal of the Company; and it is

FURTHER RESOLVED, that the signature of such officers and the seal of the Company may be affixed to any such Power of Attorney or to any certificate relating thereto by facsimile, and any such Power of Attorney or certificate bearing such facsimile signature or facsimile seal shall be binding upon the Company now and in the future when so affixed with regard to any bond, undertaking or contract of surety to which it is attached.

IN WITNESS WHEREOF, The Gray Insurance Company and The Gray Casualty & Surety Company have caused their official seals to be hereinto affixed, and these presents to be signed by their authorized officers this 12th day of September, 2011.



By:

*Michael T. Gray*

Michael T. Gray  
President, The Gray Insurance Company  
and  
Vice President,  
The Gray Casualty & Surety Company

Attest:

*Mark S. Manguno*

Mark S. Manguno  
Secretary,  
The Gray Insurance Company,  
The Gray Casualty & Surety Company



State of Louisiana

ss:

Parish of Jefferson

On this 12th day of September, 2011, before me, a Notary Public, personally appeared Michael T. Gray, President of The Gray Insurance Company and Vice President of The Gray Casualty & Surety Company, and Mark S. Manguno, Secretary of The Gray Insurance Company and The Gray Casualty & Surety Company, personally known to me, being duly sworn, acknowledged that they signed the above Power of Attorney and affixed the seals of the companies as officers of, and acknowledged said instrument to be the voluntary act and deed, of their companies.



*Lisa S. Millar*

Lisa S. Millar, Notary Public, Parish of Orleans  
State of Louisiana  
My Commission is for Life

I, Mark S. Manguno, Secretary of The Gray Insurance Company and The Gray Casualty & Surety Company, do hereby certify that the above and foregoing is a true and correct copy of a Power of Attorney given by the companies, which is still in full force and effect.

IN WITNESS WHEREOF, I have set my hand and affixed the seals of the Companies this 30TH day of AUGUST, 2016 .



*Mark S. Manguno*

Mark S. Manguno, Secretary  
The Gray Insurance Company  
The Gray Casualty & Surety Company

Form **W-9**  
(Rev. October 2007)  
Department of the Treasury  
Internal Revenue Service

### Request for Taxpayer Identification Number and Certification

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

Name (as shown on your income tax return)  
Louisiana Landscape Specialty Inc.

Business name, if different from above

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  
 Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ .....  Exempt payee  
 Other (see instructions) ▶

Address (number, street, and apt. or suite no.)  
701 Bellechasse Hwy.

City, state, and ZIP code  
Gretna, LA 70056

Requester's name and address (optional)

List account number(s) here (optional)

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

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

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

Social security number

or

Employer identification number  
72-0910537

#### Part III Certification

Under penalties of perjury, I certify that:

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

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

Sign Here Signature of U.S. person ▶ Jude Anselmo Date ▶

#### General Instructions

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

#### Purpose of Form

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

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

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

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

#### Definition of a U.S. person.

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

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

#### Special rules for partnerships.

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

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

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

2525 Quail Drive, Baton Rouge, 70808 (225) 765-2301



## Louisiana State Licensing Board for Contractors



### Contractor Information

Business Name LOUISIANA LANDSCAPE SPECIALTY, INC. ✓  
 Mailing Address 1701 Belle Chasse Hwy.  
 Gretna, LA 70056  
 Phone Number (504) 391-1800  
 Fax Number (000) 000-0000  
 Email Address jamie.haden@lalandscape.com

### Active Licenses

License Number 23559 ✓  
 Type Commercial License  
 Status LICENSED  
 Effective 04/25/2016  
 Expiration 04/24/2017  
 First Issued 04/24/1988

### Classifications

Class	Qualifying Party	Parishes
BUILDING CONSTRUCTION	Randy Michael Loup	ALL
BUSINESS AND LAW	Randy Michael Loup	ALL
✓ SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION	Randy Michael Loup	ALL
SPECIALTY: MARBLE, STONE & CAST STONE CONSTRUCTION & ARTIFICIAL ROCK FABRICATION	Randy Michael Loup	ALL
SPECIALTY: SWIMMING POOLS, WATER FEATURES AND FOUNTAINS	Randy Michael Loup	ALL

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Translate »



# LOUISIANA LANDSCAPE SPECIALTY, INC.

Licensed Landscape Architects & Landscape Contractors  
[www.landscape.com](http://www.landscape.com)

## Property Maintenance References:

Darryl Berger Companies  
Pavilion, Holiday Square, Riverside Marketplace, Jax Millhouse  
100 Conti Street  
New Orleans, La 70130  
Contact: Arnold Cooper  
504-581-4082

Harrah's Casino  
8 Canal Street  
New Orleans, Louisiana 70130  
Contact: Pat Maher  
504-533-6825

Sterling Properties  
Hammond Square, River Chase, Gateway Shopping Center  
109 Northpark Boulevard  
Suite 300  
Covington, Louisiana 70433  
Contact: Dick Cyr  
985-898-0260

Property One  
Algiers Plaza, Northeast Plaza  
4141 Veterans Boulevard  
Suite 300  
Metairie, Louisiana 70002  
Contact: Maria Orgeron  
504-681-3405

Jefferson Parish  
Performing Arts Center  
200 Derbigny Street  
Gretna, La 70053  
Contact: Michelle Dufrene  
504-364-2675

## **STANDARD INSURANCE REQUIREMENTS - BIDS**

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 advertised 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, the low bidder must submit to the Purchasing Department a current certificate evidencing the required coverages within 10 calendar days following the bid opening date. Failure to comply will cause the 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 (in original format) must be fully completed, signed, properly notarized and submitted with the bid or within 10 calendar days after bid opening.**

**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 (in original format) must be fully completed, signed, properly notarized and submitted with the bid or within 10 calendar days after bid opening.**

**DEDUCTIBLES**

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**CONSTRUCTION AND RENOVATION PROJECTS:**

Unless otherwise specified in the bid, these additional insurances are required. 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.

## **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*

## SPECIFICATIONS

### **TWO (2) YEAR CONTRACT FOR GRASS CUTTING AND HORTICULTURAL SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH ANIMAL SHELTER**

**BID 50-00117080**

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

A mandatory pre bid conference will be held at **9:00 am** on **August 12, 2016** at the following location:

East Bank Animal Shelter  
#1 Humane Way  
Jefferson, LA 70123

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.

All bidders are required to attend the mandatory pre-bid conference. This conference is to inspect the site(s) and to allow for questions to be answered with an owner's representative.

#### **Section 2.0 Bonds:**

A Bid Surety in the amount of 5% of bid amount is due with bid submission.

A Performance Bond in the amount of 50% of the total contract price is required at the signing of the contract.

#### **Section 3.0 Licenses and Permits:**

The Contractor must have a Louisiana State Contractor's License with a classification in the following:

**Specialty: Landscaping, Grading and Beautification**

The license number must be listed on the outside of the bid envelope.

Contractor must have a Horticulture License and Chemical Applicator License. Contractor must furnish a copy of these current licenses, upon request and must maintain all licenses during the course of this contract.

Contractor must hold current applicable Jefferson Parish licenses with the Department of Inspection and Code Enforcement. The Contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement. Contractor shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all-current during this Contract period.

An employee holding the appropriate license must be on site whenever horticultural or chemical services are performed.

Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (Phone Number 225-952-8100).

### **Section 4.0 References:**

Bidder must have successfully performed contracts of commercial properties of similar size and scope. The contractor shall provide a list with at least three (3) references listing buildings, management companies, addresses/locations, primary office addresses, and telephone numbers, including the name of the Owner and/or General Manager. These references will be examples of same quality expected. References must be submitted with bid submission. Failure to submit with bid submission is grounds for rejection as non-responsive.

### **Section 5.0 Scope:**

We extend this proposal to cover the furnishing of labor, materials, supplies, and equipment necessary to provide grass cutting and landscape maintenance for the Animal Shelter Department. Contract term shall be for two (2) years.

Grass cutting, maintenance, etc. will be required forty (40) times each year at the two (2) properties listed below:

East Bank Animal Shelter  
#1 Humane Way  
Jefferson, La. 70123

Future West Bank Animal Shelter  
2701 Lapalco Blvd.  
Harvey, LA 70058

Grass cutting, maintenance, etc. will be required eighteen (18) times each year at the two (2) properties listed below:

Animal Shelter Property

128 Wright Ave.  
Terrytown, La. 70056

West Bank Animal Shelter

1869 Ames Blvd  
Marrero, La. 70072

**Section 6.0 Quantities/Inspections:**

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

To schedule a site visit please contact Paul Bourg, Assistant Director at (504) 349-5111 between the hours of 8:00 am and 4:00 pm; Monday through Friday.  
Only bidders who attend the mandatory pre-bid conference may schedule site visits.

**Section 7.0 Bid Specifications:**

The successful bidder shall furnish all labor, materials, supplies and equipment necessary to provide grass cutting, lawn/landscape maintenance.

**Section 7.1 Turf Maintenance Frequency:**

The grass/turf cutting and trimming around buildings, beds, plantings, curbs, sidewalks, poles, signs and landscape maintenance shall be provided to all sites weekly from April through October. These services will decrease to three (3) times in the months of March and November and two (2) times in December, January, and February. March and November will be maintained on the 1<sup>st</sup>, 3<sup>rd</sup> & 4<sup>th</sup> week while December/January/February will be maintained on the 2<sup>nd</sup> & 4<sup>th</sup> week for the properties located at # 1 Humane Way, Jefferson, LA and 1869 Ames Blvd. The same turf maintenance shall be performed two (2) times a month from April through September (2<sup>nd</sup> & 4<sup>th</sup> week) and once (1) a month from October to March (2<sup>nd</sup> week) for the properties located at 128 Wright Ave., Terrytown, LA and Peters Road and Lapalco Blvd., Harvey, LA.

### **Section 7.2 Turf Maintenance Management:**

Lawn Services shall include the following: mowing of all lawn areas, edging of all sidewalks and curbs, weed-eating along all buildings, fences, and poles, air-blowing, raking and removing all clippings from parking lots, driveways, sidewalks, and street curbs. No clippings shall be blown/swept into the streets and/or parking areas at anytime.

**THE SERVICES LISTED IN SECTION 7.2 WILL BE PERFORMED AT EACH VISIT TO ALL FOUR SITES. CONTRACTOR SHALL PICK UP ALL TRASH AROUND SITE BEFORE ANY CUTTING STARTS.**

Grass clippings, litter, cigarette butts, and debris shall not be blown into rain-drains or permitted to remain on hard surfaces to eventually wash into rain-drains.

Care must be taken to not air-blow or discharge grass trimmings onto parked vehicles in the vicinity of lawn services. Care and caution must be taken to not create ruts and trenching during extended periods of rain.

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

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water-soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.

### **Section 7.3 Proper Equipment:**

Walk behind 21" mowers on any grass section less than 225 SQ FT or a width and/or length of less than 60".

Walk behind 21" mowers on any turf 36" from any fencing.

Stick type edgers on all drives, sidewalks, or curb edging.

All mowing machines will be equipped with mulch type blades and covers or a bagging system. **No open discharge mowers are allowed.**

**Section 7.4 Completed Work Verification:**

The Assistant Director, Paul Bourg, 504 349-5111 shall be notified by e-mail on the first working day upon completion of any and all visits/services. This receipt will reflect: grass cutting, shrubbery trimming, pruning, landscaping activities, plantings, mulching, weeding, chemical applications, etc.

Contractor will email the time/date completion sheet to:

Paul Bourg – Assistant Director Animal Shelter at Pbourg@jeffparish.net

**Section 7.5 Lawn Maintenance:**

Maintain all lawn areas as follows:

Mower height approximate:

St. Augustine lawn: 1.5" – 2.5"

Centipede lawn: 1" – 2"

Bermuda lawn: 1" – 1.5", or as recommended by the Louisiana Department of Agriculture

Fertilize all lawn areas in March with Hi-Yield Premium Lawn Fertilizer 15-5-10 (or approved equal) 20 lbs. per 5,000 square feet. (See Section 5.3)

Apply Hi-Yield Ant Bait containing Logic (or approved equal) as needed to control fire ants.

Turf/Lawn areas shall be maintained reasonably free from weeds, and may be chemically treated for weed control; however care must be exercised to minimize chemical kill and run-off. Lawn areas, shrub beds, flower beds, and other plant beds shall be treated four (4) times per year with emergents in mid-January, mid-March, mid-July, and mid-October.

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.

**Section 7.6 Horticultural Services:**

Horticultural services will include maintaining all flower bed areas free from weeds (if applicable), maintaining all shrubbery, bushes, ground-cover to an

acceptable Industry/Jefferson Parish standard. Included will be trimming one inch (1") caliper tree limbs below eight feet (8'), pruning and trimming of trees, shrubs, and ground cover will be performed in an effort to maintain the natural and most desirable shape of the plant species, as needed to maintain natural shape, reflect a clean, natural, and neat appearance. Treating all flower beds (if applicable) with EPA approved chemicals for weed control, and included in this contract will be the maintenance of and all planted areas.

The contractor will weed beds (if applicable) on every 4<sup>th</sup> visit and shape/prune trees, shrubs and bushes every 11<sup>th</sup> visit.

Insecticides and disease control of existing trees and plants shall be done four (4) times per year; in mid-January, mid-March, mid-July, and mid-October.

Fertilize trees with Tree Food Stakes 17-7-6 (or approved equal) in March using three stakes per two inches of tree caliper. The contractor shall state on the completion sheet when all of the above services were done.

Report any tree pruning that may be need for public safety or wire lines safety, on trees over 15' tall to Paul Bourg, Assistant Director, Jefferson Parish Animal Shelter at [Pbourg@jeffparish.net](mailto:Pbourg@jeffparish.net).

The removal of any severely damaged or dead trees is not included in this contract.

### **Section 7.7 Chemical Use:**

Chemical weed and pest control may be used; however caution must be exercised to protect the public, the property, all animals housed in all facilities and the environment. Alternate chemicals to maximize effect. Fertilization of all existing trees shall be done once a year, in mid-March. Pest control to kill ants, etc., shall be required as needed. Only chemicals approved by the Environmental Protection Agency and considered the safest and most effective for the specific task may be used in this contract.

All landscaping shall be maintained reasonably free of fire ants, sugar ants, ant mounds or beds, and timely fertilization of turf utilizing water soluble synthetic, inorganic fast release, for quick-turn response, and slow release for longer residual turn response.

Contractor shall discuss with the Animal Shelter Director what chemicals and where chemicals are being utilized before any chemical weed or pest control program starts.

Contractor will furnish a ringed binder containing full Material Safety Data Sheets for all products used at property. These MSDS sheets will be kept updated and current with all products used at the property throughout this contract. These binders and all updates shall be delivered to the Eastbank Animal Shelter #1 Humane Way, Jefferson, LA 70123.

### **Section 8.0 Cutting/Work Hours:**

The work that is to be performed shall be scheduled in advance, and shall be performed during regular working hours. Care should be taken to ensure the cutting/work as quietly as possible, and without tracking dirt or trimmings onto carpeted areas, or tiled areas. Negligent performance in this area will result in additional cleaning of carpet/tile. Cost of cleaning will be at the Landscaping Contractor's expense.

All properties listed on this bid shall be cut during Animal Shelter Dept. working hours which are as follows:

Monday, Tuesday, Wednesday & Friday 9am – 6pm; Thursday 9am – 7pm; Saturday 10am – 4pm

### **Section 9.0 – Billing:**

The contractor shall submit an individual invoice for each location serviced under this contract, on the first of each month. The invoices shall be submitted to:

**EASTBANK ANIMAL SHELTER  
#1 HUMANE WAY  
JEFFERSON, LA 70123  
ATTN: BETTY GADDIS**

**OR**

**EMAILED TO:  
LGIRARD@JEFFPARISH.NET  
BGADDIS@JEFFPARISH.NET**

### **Section 10.0 Quality Control:**

In the event of inclement weather, services will be rescheduled and performed the next available day. If the services are not provided on the next available day, the Building Property Manager or the designee will be notified of delays, reasons for delays, and resolutions. All services shall be performed in a professional and timely manner.

Inspection/discovery of unsatisfactory cuttings and/or performances will be discussed with the Contractor, his staff and the Department Representative, if or when required. The Contractor will be given adequate time to correct the unsatisfactory conditions

within Industry Standards and/or degree on non-conformance to Jefferson Parish specifications and contract.

Animal Shelter Department will supply documentation to prove present unsatisfactory and/or repeated unsatisfactory workmanship, documentation of supervisor visits, requests for additional supervisor visits and previous agreements and resolutions, photographs, etc.

### **Section 11.0 Safety Precautions:**

Safety must be exercised at all times to safeguard the welfare and safety of the Building patrons, the general public, all animals housed in these facilities, and the employees of Jefferson Parish. Job site must remain clean and without excessive liter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

If a contractor should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler heads, fence, tree, or pole, the contractor shall be required to replace and/or restore such item to its original condition, with the same type of material, finish, and workmanship. The contractor will be responsible for any and all damages caused by the contractors' lawn equipment, and for the equipment itself.

Contractor must consider the security and integrity of the Buildings and Grounds, before, during, and after contractor services. Buildings, Grounds, and Equipment must be protected and secured to the satisfaction of Jefferson Parish and Industry Standards. The Contractor will provide trained personnel to perform all duties of this Contract. Contractor's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on any Jefferson Parish Building property.

Contractor shall discuss with the Animal Shelter Director what chemicals and where chemicals are being utilized before any chemical weed or pest control program starts.

### **Section 12.0 Cancellation Clause:**

Jefferson Parish reserves the right to cease services at any location. A thirty (30) day advanced written notice will be given prior to the reduction of required services.

DATE: 7/27/2016

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00117080

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

Page: 1

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 8/30/2016 AND PUBLICLY OPENED THEREAFTER.

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**  
**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on Vendor Information.

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 and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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

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

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.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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.

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

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

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

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

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

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

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

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

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

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

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**1, 3, 4, 5, 6, 8, 10, 11, 12, 13, 15**

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: EAST BANK ANIMAL SHELTER #1 HUMANE WAY  
JEFFERSON, LA 70123 AT 9:00 AM  
ON 8/12/2016

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

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; **Non-Collusion Affidavit, and Campaign Contribution Affidavit** must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding reimbursement.. As such, the referenced attachment will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted within 10 days of bid opening. Failure to submit applicable certifications within 10 days of bid opening will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.