



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000139365 Three Year Contract for Labor, Materials, Supplies,  
Chemicals and Equipment Necessary to Provide Grass Cutting and  
Landscape Maintenance at Various Locations for Jefferson Parish  
General Services.**

Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

23-Sep-2022 10:37:43 AM



**Bid Number 50-00139365**

**Three Year Contract for Labor, Materials, Supplies, Chemicals and Equipment Necessary to Provide Grass Cutting and Landscape Maintenance at Various Locations for Jefferson Parish General Services.**

**BID DUE: September 20, 2022 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  
Donna Reamey  
Email: [Dreamey@jeffparish.net](mailto:Dreamey@jeffparish.net)  
Phone: 504-364-2684**

BID SPECIFICATIONS FOR BID # 50-139365

**THREE YEAR CONTRACT TO PERFORM GRASS CUTTING AND LANDSCAPING SERVICES AT VARIOUS LOCATIONS FOR THE JEFFERSON PARISH DEPARTMENT OF GENERAL SERVICES**

**Section 1.0 – Site Visit:**

All prospective bidders can schedule a site visit through Kraig Kennedy and Tom Lawson with the Department of General Services between 8:00 a.m. to 3:00 p.m., Monday Thru Friday. Mr. Kennedy can be reached at (504)364-2675 and Mr. Lawson can be reached at (504)736-6036.

**Section 2.0 – Scope:**

We extend this bid to provide labor, materials, delivery, equipment and all other incidentals necessary to provide a three (3) year contract to perform grass cutting and landscape maintenance at various locations for the Department of General Services.

**Section 3.0 – Bonds:**

**Bid Bond:**

A bid bond will be required with bid submission in the amount of 5% of the total bid. 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. The vendor shall indicate the electronic bid bond number in the location specified on the electronic bid envelope. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.

**Performance Bond:**

A Performance Bond in the amount of 100% of the total contract amount will be required. The performance bond shall be produced upon contract execution.

## BID SPECIFICATIONS FOR BID # 50-139365

### Section 4.0 – License:

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

- Commercial License  
And a
- A Louisiana State Specialty License in landscaping, grading, and beautification:

The above 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 electronic bid envelope. Failure to comply will cause the bid to be rejected.

#### License required for this bid issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences:

- Landscape Horticulture License
- Chemical Applicator License

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

#### Note:

- An employee holding the appropriate license must be on site when horticultural and or chemical services are performed.
- All licenses and certifications shall remain current during this contract. Should any licenses be renewed or canceled during this contract, copies of the new licenses or cancelation notice shall be immediately furnished to the Department of General Services.

### Section 5.0 – Quantities/Inspections:

Bidders must inspect all sites listed in **Section 6.0** and perform their measurements to determine the proper quantities of labor hours, equipment, supplies, materials, etc., required for this bid.

BID SPECIFICATIONS FOR BID # 50-139365

**Section 6.0 –Locations and Working Hours:**

<b>EAST BANK LOCATIONS</b>	
<b>LOCATION:</b>	<b>HOURS OF WORK ARE TO BE PERFORMED:</b>
East Bank Health Unit 111 N. Causeway Boulevard Metairie, LA 70001	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
First Parish Court 924 David Drive Metairie, LA 70003	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Jefferson Performing Arts Center 6400 Airline Drive Metairie, LA 70003	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Jefferson Senior Center 4518 Jefferson Highway Jefferson, LA 70181	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services Building 3420 Causeway Boulevard Metairie, LA 70002	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Metairie Senior Center 265 N. Causeway Boulevard Metairie, LA 70001	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Traffic Engineering 2100 Dickory Avenue Harahan, LA 70123	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
<b>WEST BANK LOCATIONS</b>	
<b>LOCATION:</b>	<b>HOURS OF WORK ARE TO BE PERFORMED:</b>
Bridge City Senior Center 1601 Bridge City Avenue Bridge City, LA 70094	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Charles Odom Service Center 5001 West Bank Expressway Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Emergency Operations & Communication Center 910 3 <sup>rd</sup> Street Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Marrero/Harvey Senior Center 4420 7 <sup>th</sup> Street Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
West Bank Health Unit 1855 Ames Boulevard Marrero, LA 70072	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Alario Center 2000 Segnette Boulevard Westwego, LA 70094	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
CAC Building 128 Whitney Avenue	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.

BID SPECIFICATIONS FOR BID # 50-139365

Gretna, LA 70053	
Juvenile Justice Complex 1546 Gretna Boulevard Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.

**Section 7.0 – Bid Specifications:**

**Grass Cutting and Lawn Maintenance:**

The following shall be performed before the start of the grass cutting and landscaping contract:

**A: Tasks required before the Start of the Grass Cutting and Landscaping Contract:**

- Fifteen (15) calendar days after receiving the parish-issued "Notice to Proceed," the successful bidder shall provide a typed work schedule to the Department of General Services.
- Schedule shall include:
  - The day each property will be serviced throughout the contract.
  - List of Supervisors with their contact information assigned to the contract.

The following shall be performed during each grass cutting and lawn maintenance visit. See attachment "A" for grass cutting frequencies:

**B: Task required at each grass cutting and lawn maintenance visit:**

- Work shall be performed as quietly as possible to avoid neighbor complaints.
- Remove and properly dispose of all litter, cigarette butts, debris, etc.
- Remove weeds and grass from cracks in sidewalks, driveways, parking lots, rock beds, etc.
- Mowing of all lawn areas
- Regulate the mowing height to promote effective root growth to the existing turf.
- Appropriate attention will be given to minimizing runs and matting to ensure the turf areas are kept in the best possible conditions.
- If ruts and trenching occur, the successful bidder shall return all damaged areas to their original condition at no additional cost.
- Edging of all sidewalks and curbs
- Weed-eating all buildings along fences, poles, etc.
- Cleaning by using air-blowing equipment, rakes, and brooms.
- Removing all clippings from parking lots, driveways, sidewalks, and street curbs.
- No clippings shall be blown or swept into the streets, storm drains, or parking areas.
- All mowing machines will be equipped with mulch-type blades and covers or a bagging system. No open discharge mowers are allowed.
- Fertilize all lawn areas in March with a Lawn Fertilizer 15-5-10 at the rate of 20 lbs. per 5,000 square feet.
- Apply Ant bait containing a Growth Regulator 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,

## BID SPECIFICATIONS FOR BID # 50-139365

shrub beds, flower beds, and other plant beds shall be treated three (3) times per year with an emergent in mid-March, mid-July, and mid-October.

- The following mower height shall be used:
  - St. Augustine lawn: 1.5" – 2.5"
  - Centipede lawn: 1" – 2"
  - Bermuda lawn: 1" – 1.5"

### **Section 7.1 Landscaping/Horticulture Service:**

The following shall be performed during each Landscaping/Horticulture Service:

#### **A: Ground Cover Maintenance (where applicable):**

- Prune and shape ground cover.
- Ground cover shall maintain a minimum clearance of 18 inches from structures and shall not be permitted to encroach into lawns, adjacent plants, or paved and building surfaces.
- Chemically treat grass and weeds protruding thru concrete areas (sidewalks, driveways, parking lots, etc.)
- Established groundcover shall be maintained 4" to 6" off edges with a beveled or rolled edge.
- Ground cover shall be sheared or cut back annually in the dormant season.
- The successful bidder shall properly dispose of all debris from pruning at an offsite location.

#### **B: Shrub and Hedge Maintenance (where applicable):**

- Shape/prune shrubs, hedges, and bushes every four (4) weeks.
- Insecticides and disease control of existing shrubs, hedges, and bushes shall be performed three (3) times per year (mid-March, mid-July, and mid-October).
- Shrubs, hedges, and bushes shall maintain a minimum clearance of 18 inches from structures.
- Shrubs, hedges, and bushes shall not be clipped into a ball or box form unless such is required by design.

#### **C: Planting Beds Maintenance (where applicable):**

- Once a month, pre-emergent weed control shall be applied to all beds in accordance with proper horticultural industry standards.
- All planting beds shall be clear of weeds and debris after each Grass Cutting/Lawn Maintenance visit and Landscaping and Horticulture Service. This includes but is not limited to all all-natural man-made debris.
- Semi-annually (March and September), baled pine straw shall be supplied and installed to maintain a depth of no less than two inches (2") in all planting areas and trees.

#### **D: Tree Maintenance (where applicable):**

- Trimming of one-inch caliper tree limbs below eight feet shall be performed every six months (January and July).
- Report any tree pruning needed for public safety or wire lines safety on trees over 15' tall to the Department of General Services representative.
- Removal of any severely damaged or dead trees is not included in this contract.
- Insecticides and disease control of existing trees shall be performed three (3) times per year (mid-March, mid-July, and mid-October).

## BID SPECIFICATIONS FOR BID # 50-139365

- Fertilize trees with Tree Food Stakes 17-7-6 in March using three stakes per two inches of tree caliper.

### **Section 7.2 Annual Color Replacement: In addition to all items listed in Sections 7.0 and 7.1**

**The following items shall be performed at the Jefferson Performing Arts Center Only**

- Successful Bidder shall take one (1) soil sample per year (Jefferson Parish will determine the date and time of this sample).
- Soil amendments, if required, will be specified by Jefferson Parish and furnished and installed by the successful bidder.
- The annuals shall be removed and replaced during the first week of the following months: March, July, and November.

### **Section 7.2 Annual Color Replacement: Continued**

- As part of this contract, the successful bidder will be responsible for delivering and installing the annuals at the job site.
- Jefferson Parish will select the annual and flower color(s) before placing the order.
- The successful bidder shall supply and install 526 6-inch annual plants at each replacement.
- The Department of General Services representative and the Parish Horticulturist will provide the location of all annual flowers.
- The successful bidder shall replace any annual color harmed due to faults in the irrigation system or lack of disease, fungus, or insect control.
- The successful bidder shall ensure the irrigation system is in proper operating condition before and after the annual color installation.
- The successful bidder is responsible for all insect control, disease control, and fertilization of annuals.
- Jefferson Parish shall approve each of these programs before planting.
- The successful bidder shall be responsible for the turn-key planting of all annuals.

#### **Note:**

In the description of Jefferson Parish, the variety of annual colors to be provided might be specified as a large growing product. The size or spacing of some larger varieties of annual color will result in the planting of fewer pots than set. If the number of annual color pots is reduced, a deduction from that month's invoice will be calculated based on the unit price per pot listed on the incidental material list for each item.

### **Section 7.2.1 - Dead Plant Replacement:**

- Replacement of plants, not including trees, located within the maintenance site must be performed by the successful bidder.
- The timely replacement is critical to the overall look of the site.
- The successful bidder must replace any plant discovered dead or nearly dead during the grass cutting and landscaping visits.
- The prolonged existence of dead plant material will not be allowed.

## BID SPECIFICATIONS FOR BID # 50-139365

- The replacement plant size shall match the surrounding plant material of the same species.
- Any dead or dying trees shall be reported via e-mail to the Jefferson Parish Department of General Services and the Jefferson Parish Parkways Department.
- All shrub replacement costs will be as per the incidental list provided by the successful bidder.
- When pricing the incidental cost of replacing dead plants, flowers, trees, etc. The successful bidder shall include all materials, freight, labor, soil, mulch, and incidentals in the replacement cost.
- Plant replacement costs shall be submitted with the monthly invoice.

### **Section 7.2.2 - Incidental Sod Repair:**

- Incidental sod repair shall be included in this bid.
- Incidental sod repair shall include:
  - Straight-line cutting out of existing turf areas
  - Grubbing all non-native materials
  - Adding pump sand as needed to bring newly installed sod to the same elevation as the surrounding turf area.

### **Section 7.2.2 - Incidental Sod Repair: Continued**

- Pump sand shall be feathered in joints of new turf to create a smooth transition.
- Additional excavation may be required for new turf to meet the elevation of existing turf.
- All existing drainage slopes shall be maintained.

### **Section 8.0 – Notifications:**

Within two working days of completing any service, the successful bidder shall complete and e-mail a copy of the Jefferson Parish "Grass Cutting and Landscaping Monthly Check List Form" (See attachment "B") for each building to the Department of General Services. The successful bidder will provide a list of e-mail addresses at the pre-construction meeting.

In inclement weather, services will be rescheduled and performed the next day. If services cannot be performed the next day, the successful bidder shall notify the department representative when the services will be re-scheduled.

### **Section 9.0 – Existing Structure:**

If the successful bidder should damage or destroy any part of a building, vehicles, parking lots, irrigation system, fencing, landscaping, etc., the successful bidder shall be required to replace and restore said item to its original condition, with the same type of material, finish, and workmanship at no additional cost to the owner.

### **Section 10.0 – Deletion of Footage:**

The Department of General Services reserves the right to delete any locations listed in **Section 6.0** at any time due to vacancies, openings, closings, personnel reassignments, etc. A thirty (30) day notice will be given before reducing required services.

### **Section 11.0 – Start of Work Conference and Notice to Order Materials and Notice to Proceed:**

- A "Start of Work Conference" shall be held between the successful bidder and the owner before any work commencing.

BID SPECIFICATIONS FOR BID # 50-139365

- No Materials shall be ordered until the successful bidder receives a written "Notice to Order Materials" from the Department of General Services.
- No work shall be performed until the successful bidder receives a written "Notice to Proceed" to begin work from the Department of General Services.

**GRASS CUTTING FREQUENCY 2023**

Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	July	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	5	4	4	4	2	1	0
Alario Center	0	1	2	4	4	5	4	4	4	2	1	0
East Bank Health Unit	0	1	2	4	4	5	4	4	4	2	1	0
Emergency Operation & Communication Center	0	1	2	4	4	5	4	4	4	2	1	0
First Parish Court	0	1	2	4	4	5	4	4	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	5	4	4	4	2	1	0
Jefferson Performing Arts Center	2	2	3	4	4	5	4	4	5	3	2	2
Juvenile Services Center	0	1	2	4	4	5	4	4	4	2	1	0
Juvenile Justice Complex	1	1	2	4	4	5	4	4	4	2	1	1
Marrero/Harvey Senior Center	0	1	2	4	4	5	4	4	4	2	1	0
Metairie Senior Center	0	1	2	4	4	5	4	4	4	2	1	0
Odom Building	0	1	2	4	4	5	4	4	4	2	1	0
Traffic Engineering	0	1	2	4	4	5	4	4	4	2	1	0
West Bank Health Unit	0	1	2	4	4	5	4	4	4	2	1	0
Joseph S. Yenni Building	2	2	3	4	4	5	4	4	5	3	2	2

BID SPECIFICATIONS FOR BID # 50-139365

CAC Building	0	1	2	4	4	5	4	4	4	2	1	0
NUMBER OF TIMES TO CUT GRASS PER MONTH												

BID SPECIFICATIONS FOR BID # 50-139365

GRASS CUTTING FREQUENCY 2024 & 2025												
Building	MONTH											
	Jan	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec
Bridge City Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Alario Center	0	1	2	4	4	4	4	5	4	2	1	0
East Bank Health Unit	0	1	2	4	4	4	4	5	4	2	1	0
Emergency Operations & Communications Center	0	1	2	4	4	4	4	5	4	2	1	0
First Parish Court	0	1	2	4	4	4	4	5	4	2	1	0
Jefferson Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Jefferson Performing Arts Center	2	2	3	4	5	4	4	5	4	3	2	2
Juvenile Services Center	0	1	2	4	4	4	4	5	4	2	1	0
Juvenile Justice Complex	1	1	2	4	4	4	4	5	4	2	1	1
Marrero/Harvey Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Metairie Senior Center	0	1	2	4	4	4	4	5	4	2	1	0
Odom Building	0	1	2	4	4	4	4	5	4	2	1	0
Traffic Engineering	0	1	2	4	4	4	4	5	4	2	1	0
West Bank Health Unit	0	1	2	4	4	4	4	5	4	2	1	0
Joseph S. Yenni Building	2	2	3	4	5	4	4	5	4	3	2	2
CAC Building	0	1	2	4	4	4	4	5	4	2	1	0
NUMBER OF TIMES TO CUT GRASS PER MONTH												

BID SPECIFICATIONS FOR BID # 50-139365

Location of Service:	Date of Service:
<b>Grass Cutting and Lawn Maintenance</b>	
Remove and Dispose of all Litter, cigarette butts, debris, etc. (Each Visit Per Contract)	
Remove Weeds and Grass from cracks in sidewalks, driveways, parking lots, etc. (Each Visit Per Contract)	
Mowing of all lawn areas (Each Visit Per Contract)	
Edging of all sidewalks and curbs (Each Visit Per Contract)	
Weed-eating along all buildings, fences, poles, etc. (Each Visit Per Contract)	
Blowing down property (Each Visit Per Contract)	
Remove all grass clippings (Each Visit Per Contract)	
Fertilize lawn areas (March)	
Chemically Treat lawn areas for weeds (March, July, October)	Chemical used:
Apply ant bait as needed	Chemical used:
<b>Landscaping and Horticulture Services</b>	
Prune and shape groundcover (Monthly)	
Chemically treat grass and weeds in sidewalks, driveways, parking lots, etc. (Monthly)	
Shape/Prune shrubs, hedges, and bushes (March, July, and October)	
Chemically treat shrubs, hedges, and bushes (March, July, and October)	Chemical Used:
Chemically treat flowerbeds (Monthly)	Chemical Used:
Hand weed flower beds (Monthly)	
Install Mulch (March and September)	
Trim Trees (January and July)	
Chemically Treat Trees (March, July, and October)	Chemical Used:
Fertilize Trees (March)	Chemical Used:
<b>Notes:</b>	
Signature: _____	
Date: _____	

# 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**  
FOR CENTRAL AND SOUTHWEST

Central Bidding is the leading provider of online bidding services to local agencies.

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2. **Construction**  
3. **Transportation**  
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5. **Healthcare**  
6. **Education**  
7. **Government**  
8. **Manufacturing**  
9. **Retail**  
10. **Food Service**

DATE: 8/24/2022  
BID NO.: 50-00139365

INVITATION TO BID  
THIS IS NOT AN ORDER

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## JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA [WWW.JEFFPARISHBIDS.NET](http://WWW.JEFFPARISHBIDS.NET) UNTIL 2:00 PM, 9/20/2022 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. 113646 and/or Resolution No. 113647 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 buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

DATE: 8/24/2022

BID NO.: 50-00139365

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

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

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

**D. PRICES:** Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and 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).

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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. 113646 or 113647 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.

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

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 stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. 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 with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which 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.

See Page 1 for Conflicts of Interest Statement

**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 12/31/2023

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

NA

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

73402 | 988048  
commercial | Residential

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

FIRM NAME: Dirks Companies LLC

ADDRESS: 4333 Euphrosine St

CITY, STATE: New Orleans, LA ZIP: 70125

TELEPHONE: ( 504 ) 251-1716 FAX: ( 504 ) 522-9048

EMAIL ADDRESS: iam@dirkscompanies.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 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: \$ 14,413,000.00

AUTHORIZED SIGNATURE: 

Aaron Dirks

Printed Name

TITLE: 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.: 50-00139365

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT FOR LABOR, MATERIALS SUPPLIES, CHEMICALS & EQUIPMENT NECESSARY TO PROVIDE GRASS CUTTING AND LANDSCAPE MAINTENANCE AT VARIOUS LOCATIONS FOR JEFF PARISH GEN SERVICE		
1	93.00	CUT	0010 PROVIDE A PRICE PER CUT FOR GRASS CUTTING	\$ 124	\$ 11,532
			BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA 70094		
2	93.00	CUT	0020 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY  MARRERO, LA 70072	\$ 234	\$ 21,762
3	93.00	CUT	0030 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BLVD.  METAIRIE, LA 70001	\$ 173	\$ 16,089
4	93.00	CUT	0040 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD  MARRERO, LA 70072	\$ 318	\$ 29,574
5	120.00	CUT	0050 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BOULEVARD  JEFFERSON, LA 70123	\$ 526	\$ 63,120
6	93.00	CUT	0060 - FIRST PARISH COURT 924 DAVID DRIVE  METAIRIE, LA 70003	\$ 313	\$ 29,109
7	93.00	CUT	0070 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY  JEFFERSON, LA 70181	\$ 313	\$ 29,109
8	93.00	CUT	0080 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BOULEVARD  METAIRIE, LA 70001	\$ 142	\$ 13,206
9	93.00	CUT	0090 - EASTBANK JUVENILE SERVICES 3420 N. CAUSEWAY BLVD.  METAIRIE, LA 70001	\$ 140	\$ 13,020

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	99.00	CUT	0100 - JUVENILE JUSTICE COMPLEX 1546 GRETNA BOULEVARD HARVEY, LA 70058	\$ 1580	\$ 156,420
11	93.00	CUT	0110 - CAC 128 WRIGHT AVENUE GRETNA, LA 70053	\$ 138	\$ 12,834
12	93.00	CUT	0120 - ALARIO CENTER 2000 SEGNETTE BOULEVARD WESTWEGO, LA 70094	\$ 1016	\$ 94,488
13	120.00	CUT	0130 - JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE METAIRIE, LA 70003	\$ 635	\$ 76,200
14	93.00	CUT	0140 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET MARRERO, LA 70072	\$ 77.50	\$ 7,207.50
15	93.00	CUT	0150 - EMERGENCY OPERATIONS & COMMUNICATIONS CENTER 910 3RD STREET GRETNA, LA 70053	\$ 124	\$ 11,532
16	93.00	CUT	0160 - TRAFFIC ENGINEERING 2100 DICKORY AVENUE HARAHAN, LA 70123	\$ 163	\$ 15,159
17	36.00	MO	0170 - PROVIDE A MONTHLY PRICE FOR LANDSCAPE MAINTENANCE:  BRIDGE CITY SENIOR CENTER 1601 BRIDGE CITY AVENUE BRIDGE CITY, LA 70094	\$ 320.33	\$ 11,532
18	36.00	MO	0180 - CHARLES B. ODOM BUILDING 5001 WESTBANK EXPRESSWAY MARRERO, LA 70072	\$ 604.50	\$ 21,762
19	36.00	MO	0190 - EASTBANK HEALTH UNIT 111 N. CAUSEWAY BLVD.	\$ 446.92	\$ 16,089

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139365

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
20	36.00	MO	METAIRIE, LA 70001 0200 - WESTBANK HEALTH UNIT 1855 AMES BOULEVARD	\$ <u>821.50</u>	\$ <u>29,571</u>
21	36.00	MO	MARRERO, LA 70072 0210 - JOSEPH S. YENNI BUILDING 1221 ELMWOOD PARK BLVD.	\$ <u>1753.33</u>	\$ <u>63,120</u>
22	36.00	MO	JEFFERSON, LA 70123 0220 - FIRST PARISH COURT 924 DAVID DRIVE	\$ <u>808.58</u>	\$ <u>29,109</u>
23	36.00	MO	METAIRIE, LA 70003 0230 - JEFFERSON SENIOR CENTER 4518 JEFFERSON HIGHWAY	\$ <u>808.58</u>	\$ <u>29,109</u>
24	36.00	MO	JEFFERSON, LA 70181 0240 - METAIRIE SENIOR CENTER 265 N. CAUSEWAY BLVD.	\$ <u>366.83</u>	\$ <u>13,206</u>
25	36.00	MO	METAIRIE, LA 70001 0250 - JUVENILE SERVICES 3420 N. CAUSEWAY BLVD.	\$ <u>361.67</u>	\$ <u>13,020</u>
26	36.00	MO	METAIRIE, LA 70001 0260 - JUVENILE JUSTICE COMPLEX 1546 GRETNA BOULEVARD	\$ <u>4345</u>	\$ <u>156,420</u>
27	36.00	MO	HARVEY, LA 70058 0270 - CAC 128 WRIGHT AVENUE	\$ <u>356.50</u>	\$ <u>12,834</u>
28	36.00	MO	GRETNA, LA 70053 0280 - ALARIO CENTER 2000 SEGNETTE BLVD.	\$ <u>2624.67</u>	\$ <u>94,488</u>
29	36.00	MO	WESTWEGO, LA 70094 0290 - JEFFERSON PERFORMING ARTS CENTER 6400 AIRLINE DRIVE	\$ <u>2116.67</u>	\$ <u>76,200</u>
			METAIRIE, LA 70003		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00139365

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
30	36.00	MO	0300 - MARRERO/HARVEY SENIOR CENTER 4420 7TH STREET  MARRERO, LA 70072	\$ 200.21	\$ 7207.50
31	36.00	MO	0310 - EMERGENCY OPERATIONS & COMMUNICATIONS CENTER  910 3RD STREET GRETNA, LA 70053	\$ 320.33	\$ 11,532
32	36.00	MO	0320 - TRAFFIC ENGINEERING 2100 DICKORY AVENUE  HARAHAN, LA 70123	\$ 421.08	\$ 15,159
33	87.00	HR	0330 - LANDSCAPE FOREMEN (HOURLY RATE ONLY)	\$ 55	\$ 4785
34	168.00	HR	0340 - LANDSCAPE LABORER (HOURLY RATE ONLY)	\$ 35	\$ 5880
35	1.00	SQFT	0350 - PROVIDE A SQUARE FOOTAGE COST TO PROVIDE GRASS CUTTING AND LANDSCAPE MAINTENANCE PER THE ATTACHED SPECIFICATIONS TO ADD ADDITIONAL LOCATIONS.	\$ 90	\$ 90

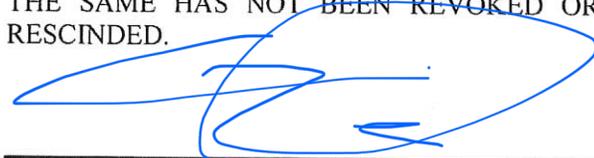
**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Dirks Companies LLC  
INCORPORATED, DULY NOTICED AND HELD ON Sept 21<sup>st</sup>, 2022  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

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

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



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

→

\_\_\_\_\_  
DATE

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

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

*Instruction sheet may be omitted when submitting the affidavit*

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Louisiana

PARISH/COUNTY OF Plaquemines

BEFORE ME, the undersigned authority, personally came and appeared: Aaron  
Dirks, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized CEO of Dirks Companies (Entity),  
the party who submitted a bid in response to Bid Number SO-01391060, 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** AD 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

Aaron Dirks

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

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 9 DAY OF August, 2022.

Miranda Picou

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

Miranda Picou

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

173437

\_\_\_\_\_  
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.

**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)  
12/07/2021

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).

<b>PRODUCER</b> McGriff Insurance Services 2600 Citiplace Ct Suite 100 Baton Rouge, LA 70808 225 407-4696	<b>CONTACT NAME:</b> Melissa H Vidos
	<b>PHONE (A/C, No, Ext):</b> 225 407-4706 <b>FAX (A/C, No):</b> 866-255-0200 <b>E-MAIL ADDRESS:</b> melissa.vidos@mcgriff.com
<b>INSURED</b> Dirks Companies, LLC 4333 Euphrosine Street New Orleans, LA 70125	INSURER(S) AFFORDING COVERAGE      NAIC #
	INSURER A : Evanston Insurance Company      35378
	INSURER B : Employers Compensation Insurance Co.      11512
	INSURER C : Progressive Paloverde Insurance Co.      44695
	INSURER D :
	INSURER E :

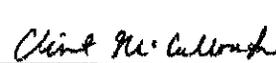
**COVERAGES**      **CERTIFICATE NUMBER:**      **REVISION NUMBER:**

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	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			3AA525326	12/08/2021	12/08/2022	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$ \$
C	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			041277570	10/01/2021	10/01/2022	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED      RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	EIG4838767	08/26/2021	08/26/2022	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

30 Day Notice of Cancellation (10 days for nonpayment)

<b>CERTIFICATE HOLDER</b>	<b>CANCELLATION</b> 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 



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000139365 Three Year Contract for Labor, Materials, Supplies,  
Chemicals and Equipment Necessary to Provide Grass Cutting and  
Landscape Maintenance at Various Locations for Jefferson Parish  
General Services.**

Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

29-Sep-2022 08:55:49 AM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

September 19, 2022

### ADDENDUM # 1

Bid Number:50-00139365

Bid Opening Date: September 20, 2022

Bid Opening Date Postponed to: September 29, 2022 at 2:00 PM

Description of Bid: Three-year contract for labor, materials, supplies, chemical & equipment to provide grass cutting & landscape maintenance at various locations for Jefferson Parish General Services.

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### Vendor questions and answers & Revised Specifications:

#### The bid opening has been postponed to : September 29, 2022

1. Bid specs request incidental sod repair pricing per Section 7.2.2, but there is no line item on the bid tab to include this pricing. Can you clarify if this should be included on the bid tab or if this section of the scope should be removed?

**ANSWER:** See Section 7.2.3 Incidental Materials in this addendum.

2. Which sections apply only to the Performing Arts Center? Does this include only section 7.2, or does this also include 7.2.1 and 7.2.2?

**ANSWER:** Section 7.0 Bid Specifications, Section 7.1 Landscaping/Horticulture Service, Section 7.2 Annual Color Replacement, Section 7.2.1 - Dead Plant Replacement, and Section 7.2.2 - Incidental Sod Repair.

3. Can property boundaries be provided for Alario Center, Traffic Engineering, and Juvenile Justice Complex? Yes

**ANSWER:** Property boundaries can be discussed at the site visits.

4. Is the contractor responsible for the garden beds located at the Bridge City Senior Center?

**ANSWER:** The contractor is only responsible for the flower beds. The raised vegetable gardens are not included in this contract.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364.2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

### Page Two

5. Section 6.0 – Locations and Working Hours – East Bank Locations: East Bank Health Unit, First Parish Court, Yenni Building AND West Bank Locations: West Bank Health Unit – All of these locations listed AFTER WORKING HOURS from 5 PM on Friday until 6 AM on Monday for the times that servicing is allowed. Please confirm that the contractor cannot service these locations during the business week after working hours and must service on weekends.

**ANSWER:** See Section 6.0 for hours of work.

6. Pg. 5 of 12 lists the mowing height of Bermuda lawn to be between 1" – 1.5" in height. Will specialty mowers such as reel mowers be required for mowing the Bermuda to this height? This seems low for a rotary mower.

**ANSWER:** It is the bidder's responsibility to provide the equipment needed to fulfill all requirements of these specifications.

7. Section 7.2 Annual Color Replacement: It is state that soil amendments, if required, will be specified by Jefferson Parish and furnished and installed by successful bidder. Will this service be billed additionally or does each bidder need to account for this in the bid? Without knowing the soil amendments that will be required, it would be difficult to accurately price this. Bidder shall account for this service.

**ANSWER:** See revised section 7.2 in this addendum.

8. Section 7.2 Annual Color Replacement: Continued: It is stated that the successful bidder shall ensure the irrigation system is in proper operating condition before and after the annual color installation. However, there are no specification sections that reference irrigation system maintenance. Is the contractor only to provide an audit at the Performing Arts Center for the irrigation system?

**ANSWER:** Yes.

9. If repairs are necessary to have the irrigation system operable at this location, how will those repairs be handled? Will the contractor be able to bill these repairs separately?

**ANSWER:** Yes. See revised section 7.2.3 in this addendum.

10. Pg. 6 of 12 – Note: States that if the number of annual color pots is reduced, a deduction from that month's invoice will be calculated based on the unit price per pot listed on the incidental material list for each item. However, there is no incidental material list provided on the bid form. Please provide incidental material list as specified.

**ANSWER:** See revised section 7.2 in this addendum.

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# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

### Page Three

11. Section 7.2.1 – Dead Plant Replacement: It is stated that the replacement of plants, not including trees, located within the maintenance site must be performed by the successful bidder. Will the contractor be paid separately for this? There is no unit pricing on the bid form for plant material.

**ANSWER:** See Section 7.2.3 Incidental Materials in this addendum.

Sincerely,

*Donna Reamey*

Buyer Name  
Buyer 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.**

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**Addition and Subtractions to Specifications:**

**Remove Existing Section 6.0**

**Section 6.0 –Locations and Working Hours:**

<b>EAST BANK LOCATIONS</b>	
<b>LOCATION:</b>	<b>HOURS OF WORK ARE TO BE PERFORMED:</b>
East Bank Health Unit 111 N. Causeway Boulevard Metairie, LA 70001	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
First Parish Court 924 David Drive Metairie, LA 70003	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
Jefferson Performing Arts Center 6400 Airline Drive Metairie, LA 70003	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Jefferson Senior Center 4518 Jefferson Highway Jefferson, LA 70181	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Services Building 3420 Causeway Boulevard Metairie, LA 70002	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Metairie Senior Center 265 N. Causeway Boulevard Metairie, LA 70001	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Traffic Engineering 2100 Dickory Avenue Harahan, LA 70123	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Yenni Building 1221 Elmwood Park Boulevard Jefferson, LA 70123	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday
<b>WEST BANK LOCATIONS</b>	
<b>LOCATION:</b>	<b>HOURS OF WORK ARE TO BE PERFORMED:</b>
Bridge City Senior Center 1601 Bridge City Avenue Bridge City, LA 70094	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Charles Odom Service Center 5001 West Bank Expressway Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Emergency Operations & Communication Center 910 3 <sup>rd</sup> Street Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Marrero/Harvey Senior Center 4420 7 <sup>th</sup> Street Marrero, LA 70072	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
West Bank Health Unit 1855 Ames Boulevard Marrero, LA 70072	AFTER WORKING HOURS 5:00 p.m. on Friday thru 6:00 a.m. on Monday

Alario Center 2000 Segnette Boulevard Westwego, LA 70094	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
CAC Building 128 Whitney Avenue Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.
Juvenile Justice Complex 1546 Gretna Boulevard Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.

Replace with the below revised Section 6.0

**Section 6.0 –Locations and Working Hours:**

<b>EAST BANK LOCATIONS</b>	
<b>LOCATION:</b>	<b>HOURS OF WORK ARE TO BE PERFORMED:</b>
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Juvenile Justice Complex 1546 Gretna Boulevard Gretna, LA 70053	NORMAL WORKING HOURS Monday thru Friday, 7:00 a.m. to 5:00 p.m.

**Remove Existing Section 7.2**

**Section 7.2 Annual Color Replacement:** In addition to all items listed in Sections 7.0 and 7.1

The following items shall be performed at the **Jefferson Performing Arts Center Only**.

- Successful Bidder shall take one (1) soil sample per year (Jefferson Parish will determine the date and time of this sample).
- Soil amendments, if required, will be specified by Jefferson Parish and furnished and installed by the successful bidder.
- The annuals shall be removed and replaced during the first week of the following months: March, July, and November.

**Section 7.2 Annual Color Replacement: Continued**

- As part of this contract, the successful bidder will be responsible for delivering and installing the annuals at the job site.
- Jefferson Parish will select the annual and flower color(s) before placing the order.
- The successful bidder shall supply and install 526 6-inch annual plants at each replacement.
- The Department of General Services representative and the Parish Horticulturist will provide the location of all annual flowers.
- The successful bidder shall replace any annual color harmed due to faults in the irrigation system or lack of disease, fungus, or insect control.
- The successful bidder shall ensure the irrigation system is in proper operating condition before and after the annual color installation.
- The successful bidder is responsible for all insect control, disease control, and fertilization of annuals.
- Jefferson Parish shall approve each of these programs before planting.
- The successful bidder shall be responsible for the turn-key planting of all annuals.

**Note:**

In the description of Jefferson Parish, the variety of annual colors to be provided might be specified as a large growing product. The size or spacing of some larger varieties of annual color will result in the planting of fewer pots than set. If the number of annual color pots is reduced, a deduction from that month's invoice will be calculated based on the unit price per pot listed on the incidental material list for each item.

**Replace with the below-Revised Section 7.2**

**Section 7.2 Annual Color Replacement: In addition to all items listed in Sections 7.0 and 7.1**

**The following items shall be performed at the Jefferson Performing Arts Center Only.**

- Successful Bidder shall take one (1) soil sample per year (Jefferson Parish will determine the date and time of this sample).
- If soil amendments are required, it will be the responsibility of the successful bidder to supply all labor needed to make corrections. If additional materials are required, a separate purchase order will be provided to the successful bidder.
- The annuals shall be removed and replaced during the first week of the following months: March, July, and November.
- As part of this contract, the successful bidder will be responsible for delivering and installing the annuals at the job site.
- Jefferson Parish will select the annual and flower color(s) before placing the order.
- The successful bidder shall supply and install 526 6-inch annual plants at each replacement.
- The Department of General Services representative and the Parish Horticulturist will provide the location of all annual flowers.
- Replace any annual color harmed due to faults in the irrigation system or lack of disease, fungus, or insect control.
- The successful bidder shall inspect the irrigation system for proper operation at each visit. If any deficiencies are found, the successful bidder shall report said deficiencies to the Department of General Services representative.
- It will be the responsibility of the successful bidder to perform insect control, disease control, and fertilization of annuals.
- Jefferson Parish shall approve the color of the plants prior to planting.

**Addition of Section 7.2.3 Incidental Materials to the Specifications:**

- In the event materials not covered under this contract are needed, Jefferson Parish may provide an additional purchase order, not to exceed \$10,000.00, to the successful bidder to obtain the necessary material(s) needed to complete work. Jefferson Parish will not allow any markup of the dealer's invoice cost.