

DATE: 1/15/2025

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00147012

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
SDUMAS

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order 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 at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2/3/2025

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

5 days

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

25 days

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: \_\_\_\_\_

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

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

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

66918

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME: Risk Tree Service, LLC	
SIGNATURE: (Must be signed here) Matthew Tubre	TITLE: President / owner / ISA Arborist
PRINT OR TYPE NAME: Matthew Tubre	
ADDRESS: 2221 Greenwood St	
CITY, STATE: Kenner, LA	ZIP: 70062
TELEPHONE: (504) 667-3650	FAX: (504) 667-3290
EMAIL ADDRESS: info@risktreeservice.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 58,650.00

DATE: 1/15/2025

Page: 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00147012

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>LABOR, MATERIALS, AND NECESSARY ESSENTIALS TO PERFORM ROOT COLLAR EXCAVATION ON LIVE OAK TREES FOR THE JEFFERSON PARISH PARKWAYS DEPARTMENT</p> <p>0010 Cover all labor, materials, freight and necessary essentials to perform root collar excavation on fifty-one (51) live oak trees within the center median of Transcontinental Drive in Metairie, Louisiana.</p> <p>*** SEE ATTACHED SPECIFICATIONS ***</p>	\$ 58,650. <sup>00</sup> / <sub>100</sub>	\$ 58,650. <sup>00</sup> / <sub>100</sub>



## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
01/20/2025

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

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

<b>PRODUCER</b> Deerfield Risk Advisors, LLC P.O. Box 209  Malvern PA 19355		<b>CONTACT NAME:</b> Conor Kerins <b>PHONE (A/C, No, Ext):</b> (484) 620-0064 <b>E-MAIL ADDRESS:</b> conor@deerfieldrisk.com <b>FAX (A/C, No):</b>	
<b>INSURED</b>  Risk Tree Service, LLC 2221 Greenwood Street Kenner, LA 70062		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nova Casualty Company <b>INSURER B:</b> American Interstate Insurance <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> 42552 31895	

**COVERAGES**

CERTIFICATE NUMBER: CL2471500258

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR	Y		ARBML1000065700	07/14/2024	07/14/2025	EACH OCCURRENCE \$ 1,000,000
	GENT'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
A	<input type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY	Y		ARBML1000065700	07/14/2024	07/14/2025	GENERAL AGGREGATE \$ 2,000,000
	<input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB			ARBUM1000038800	07/14/2024	07/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						BODILY INJURY (Per person) \$
B	<input type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N Y	N/A	AVWCLA3290962024	07/14/2024	07/14/2025	BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$

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

Parish of Jefferson, its Districts Departments & Agencies under the direction of the Parish President and the Parish councils are listed as additional insureds on the General Liability & Auto liability per written agreement.

Bid No# 50-00147012

**CERTIFICATE HOLDER****CANCELLATION**

Jefferson Parish Purchasing Dept 200 Derbigny St. General Gov. Bldg Ste 4400 Gretna LA 70053	<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.</b>  <b>AUTHORIZED REPRESENTATIVE</b> 
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Risk Tree Service, LLC  
2221 Greenwood St  
Kenner, La 70062

Proposal #3349  
Created: 01/20/2025  
From: Chris Farrell | General Manager

Proposal For

Jefferson Parish Department of Purchasing  
200 Derbigny St  
Gretna, LA 70053

Location

Transcontinental Dr  
Metairie, LA  
mobile: 5043642810  
mbuttery@jeffparish.net

Bid No. 50-00147012

Terms  
Due upon completion

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Misc Acknowledge of Addendum #1 Posted: January 16, 2025	1	\$ 0.00	\$ 0.00

REVISION - This bid has been postponed until January 27, 2025.

Bid Number: 50- 00147012

Misc Bid Number: 50- 00147012	51	\$ 1,150.00	\$ 58,650.00
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Description of Bid: Labor, Materials, and Necessary Essentials to Perform  
Root Collar Excavation on Live Oak Trees for the Jefferson Parish Parkways  
Department

Scope of work - Years of improper mulching techniques have caused a  
buildup of soil on top of the root collars of existing live oaks throughout  
Jefferson Parish. We extend this bid to cover all labor, materials, freight and  
necessary essentials to perform root collar excavation on  
fifty-one (51) live oak trees within the center median of Transcontinental  
Drive in  
Metairie, Louisiana

Root collar excavation shall be achieved utilizing an air spading process to  
remove excess soil from around the base of the tree.

For each tree, the Contractor shall install a temporary containment fence  
around  
the trunk of the tree. This containment fence shall be a minimum of 4'  
(maximum of 5') away from the main trunk of the tree. The contractor shall  
determine the height of the fence and all materials needed for construction.

The exact depth of excavation will vary, but it is assumed an average of 8" of  
soil and mulch will be removed per tree. Remove any inorganic debris from  
the area. This includes, but is not limited to, mulch bale twine, concrete,  
metal and other debris. The Contractor shall exercise caution when



Risk Tree Service, LLC  
2221 Greenwood St  
Kenner, La 70062

Proposal #3349

Created: 01/20/2025

From: Chris Farrell | General Manager

performing the excavation to ensure he does not over-expose any foundation roots of the tree. The finished grade within the containment area shall be approximately 1/2" below the top of the root flare. All adventitious roots above the root collar exposed by the air spading operations shall be left alone. There is no need to prune, cut or cover these exposed roots. All excavated soil within the containment area shall be graded by hand and distributed away from the tree. The hand grading shall take place so that no more than 1/2" of this soil is left anywhere under the drip line of the tree. The Contractor shall then supply and install a continuous hardwood mulch ring beginning at the location of the containment fence extending away from the tree for approximately 4'. This layer of mulch shall be approximately 4" thick. The mulch shall be free of any trash, debris or unwanted inorganic material. The freshly exposed root collar and support roots of the tree shall be left uncovered.

Note: A Jefferson Parish representative shall be present for air spading of the first tree of this project in order to approve the procedure and excavation depths for this project. Failure to contact the Parkways Department prior to air spading may result in termination of the contract.

There is no warranty associated with this project.

Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist: Sean Dumas  
Email: sean.dumas@jeffparish.gov  
Phone: 504-364-2808



Risk Tree Service, LLC  
2221 Greenwood St  
Kenner, La 70062

Proposal #3349

Created: 01/20/2025

From: Chris Farrell | General Manager

*Quote is good for 30 days. If there are insufficient funds for a check payment, customer is responsible for service fees incurred. Risk Tree Service reserves the right to charge an additional \$25 service fee. Any cancellations after approval of Estimate will result in a 25% of the cost of total job. Credit Cards are accepted with a 3.1% fee. Risk Tree Service is not responsible for underground pipes, utility services, sewer lines, cracked or broken concrete when heavy machinery is required. Risk Tree Service reserves the right to postpone any job due to weather and/or emergency circumstances. It's the responsibility of the client to get approval of any tree work done on neighbors property prior to scheduling. Approving our contract is considered that all parties involved are fully aware of the scope of work and client is responsible for any work done without prior consent from neighbors. Risk reserves the right to take photos of our work to use for marketing purposes. All customer information such as name and addresses will remain confidential at all times. "This work proposal includes only a visual inspection of the tree to determine the scope of work and shall not be considered a tree risk evaluation. Risk evaluations involve more extensive inspection of tree or trees to determine health of a said tree and are considered as a separate work item at an additional charge.*

**TOTAL \$ 58,650.00**

**Payments as low as \$2118/month**

[Learn more](#)

Signature

x

Date:

1/24/2025

Please sign here to accept the terms and conditions



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000147012 LABOR, MATERIALS, AND NECESSARY ESSENTIALS TO  
PERFORM ROOT COLLAR EXCAVATION ON LIVE OAK TREES FOR THE  
JEFFERSON PARISH PARKWAYS DEPARTMENT**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
24-Jan-2025 12:54:43 PM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 16, 2025

### ADDENDUM # 1

Bid Number: 50-00147012

Bid Opening Date: January 22, 2025 at 11:00 AM  
Bid Opening Date Postponed to: January 27, 2025 at 11:00 AM

Description of Bid: Labor, Materials, and Necessary Essentials to Perform Root Collar Excavation on Live Oak Trees for the Jefferson Parish Parkways Department

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### REVISION.

This bid has been postponed until January 27, 2025.

Sincerely,

*Sean Dumas*

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Sean Dumas  
Purchasing Specialist I

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

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

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

GENERAL GOVERNMENT BUILDING • 200 DERBIGNY ST — SUITE 4400 — GRETN, LA 70053 • PO BOX 9 — GRETN — LA 70054  
OFFICE 504.364.2678

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

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