



**Bid Number 50 - 00120070**

PROVIDE A THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS CENTER

**August 8, 2017 at 2:00 pm**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Ms. Sidney Duffy, Buyer II  
Buyer Email: [sduffy@jeffparish.net](mailto:sduffy@jeffparish.net)  
Buyer Phone: 504-364-2682**



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

## **CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES**

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

### **Other Changes Continued:**

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must produce final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

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

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

**Section 4.0 – License/Qualifications & Permits:**

The following licenses will be required for this bid and shall be submitted with the bid or bid will be deemed non-responsive.

- A Louisiana State Contractor License/ Building Construction and/or
- A Louisiana State Specialty License in one of the following categories:
  - Landscaping/Irrigation
  - Landscape/Horticulture
  - Chemical Applicator
  - Arborist
  - Grading and Beautification
- The following licenses issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences shall be required for this bid:
  - Horticulture License
  - Chemical Applicator License

A copy of the front and back of the Horticulture License and the Chemical Applicator License shall be submitted with bid or bid will be deemed non-responsive.

**Note:**

An employee holding the appropriate license must be on site whenever horticultural or chemical services are performed. Appropriate licensing determinations are set according to Louisiana Department of Agriculture and Forestry (Phone Number 225-952-8100).

The successful bidder shall maintain all licenses and certifications during the course of this contract. Should licenses be renewed during this contract, copies of the new licenses will be immediately furnished to the Department of General Services.

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

**Section 5.0 Submittals:**

Provide the below submittal(s) and other information listed below for owner review and approval with bid proposal. Failure to provide the requested information will result in the bid being deemed non-responsive.

- Five (5) references concerning projects of similar size, scope, and dollar value as described in these specifications. Include building names, addresses, telephone numbers, contact person(s), and dates of completion. Use the attached form titled "Contractor's Reference List". See Attachment "A"

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	PROVIDE A THREE (3)YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS CENTER  0010-LANDSCAPE MAINTENANCE -THREE (3) YEAR CONTRACT-JEFFERSON PERFORMING ARTS CENTER-DEPARTMENT OF GENERAL SERVICES.  SEE SECTION 6.0	\$ 3,204.00	\$115,344.00
2	1,000.00	SQFT	0020-GRANULAR FERTILIZER APPLICATION ONLY (BED AREA)	.007	\$ 7.00
3	1,000.00	SQFT	0030-GRANULAR FERTILIZER APPLICATION ONLY (LAWN AREA)	.005	\$ 5.00
4	1,000.00	SQFT	0040-LIQUID FERTILIZER APPLICATION ONLY (BED AREA)	.02	\$ 20.00
5	1,000.00	SQFT	0050-LIQUID FERTILIZER APPLICATION ONLY (LAWN AREA)	.02	\$ 20.00
6	1,000.00	SQFT	0060-GRANULAR FERTILIZER 15-5-15 40%-50% S.C.U.  APPLICATION: 200LBS. PER ACRE	.015	\$ 15.00
7	1,000.00	SQFT	0070-MILOGRANITE 6/2/0 CLASSIC GRANULAR (PRODUCT ONLY)  APPLICATION: 400LBS. PER ACRE	.01	\$ 10.00
8	1,000.00	SQFT	0080-REGAL HARNESS LIQUID 30-0-0 (PRODUCT ONLY)  APPLICATION: 66OZ. PER 1,000 SF	.05	\$ 50.00
9	1,000.00	SQFT	0090-REGAL HARNESS LIQUID 30-0-0 (PRODUCT ONLY)  APPLICATION: 44 OZ PER 1,000 SF	.04	\$ 40.00
10	1,000.00	SQFT	0100-REGAL ENSEMBKE WITH SHAMROCK 0-20-0 LIQUID (PRODUCT ONLY)	.06	\$ 60.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1,000.00	SQFT	APPLICATION: 66 OZ PER 1,000 SF		
			0110-REGAL ENSEMBLE WITH SHAMROCK 0-20-0 LIQUID (PRODUCT ONLY)	.04	\$ 40.00
12	1,000.00	SQFT	APPLICATION: 44 OZ PER 1,000 SF		
			0120-MONSANTO CERTAINTY LIQUID (PRODUCT ONLY)	.005	\$ 5.00
13	1,000.00	SQFT	APPLICATION: 1.25 OZ PER ACRE		
			0130-PBI GORDON TRIMEC BENTGRASS LIQUID (PRODUCT ONLY)	.003	\$ 3.00
14	1,000.00	SQFT	APPLICATION: HIGH RATE PER MANUFACTURER		
			0140-DOLOMITIC LIME GRANULAR (PRODUCT ONLY)	.02	\$ 20.00
15	1,000.00	SQFT	APPLICATION: 2,000 LBS. PER ACRE		
			0150-GRANULAR GYPSUM (PRODUCT ONLY) APPLICATION: 2,000 LBS. PER ACRE	.025	\$ 25.00
16	1,000.00	SQFT	0160-ELEMENTAL SULFU GRANULAR (PRODUCT ONLY)	.005	\$ 5.00
			APPLICATION: 4LBS. PER 1,000 SF		
17	1,000.00	SQFT	0170-PILLAR G GRANULAR FUNGICIDE (PRODUCT ONLY)	.01	\$ 10.00
			APPLICATION: 3 LBS. PER 1,000 SF		
18	1.00	EA	0180-SOIL SAMPLE (GOLF COURSE SAMPLE)	\$ 35.00	\$ 35.00
19	1,000.00	SQFT	0190-GRANULAR TALSTAR (PRODUCT ONLY) APPLICATION: 4LBS. PER 1,000 SF	.005	\$ 5.00
20	1,000.00	SQFT	0200-LIQUID TALSTAR (PRODUCT ONLY) APPLICATION: 10Z. PER 1,000 SF	.001	\$ 1.00
21	1,000.00	SQFT	0210-GRANULAR 32-3-12 SLOW RELEASE FERTILIZER 40%-50% XCU (PRODUCT ONLY)	.003	\$ 3.00
			APPLICATION: 150 LBS./ACRE		

ADDENDUM #2  
DATE: 8/14/2017

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	1,000.00	SQFT	0220-FUSILADE II APPLICATION: 24 OZ. PER ACRE	.00151	\$ 1.51
23	1,000.00	SQFT	0230-IMAGE 70 DG APPLICATION: 11 OZ. PER ACRE	.00361	\$ 3.61
24	1,000.00	SQFT	0240-ROUND-UP PRO APPLICATION: RATE PER MANUFACTURER	.0006	.60
25	1,000.00	SQFT	0250-SUBDUE MAXX FUNGICIDE FOR DRENCH (PRODUCT ONLY)  APPLICATION: RATE PER MANUFACTURER	.00536	\$ 5.36
26	1,000.00	SQFT	0260-REGAL CONSYST FUNGICIDE APPLICATION: MANUFACTURER RATE FOR LAWN  TURF	.00336	\$ 3.36
27	1,000.00	SQFT	0270-REGAL CONSYST FUNGICIDE APPLICATION: MANUFACTURER RATE FOR  ORNAMENTAL PLANT	.00336	\$ 3.36
28	1,000.00	SQFT	0280-REGAL MULTIGREEN LIQUID FERTILIZER (PRODUCT ONLY)  APPLICATION: MANUFACTURER HIGH RATE FOR TURF ORNAMENTAL	.00056	.56
29	10.00	EA	0290-1-GALLON SHRUB	\$ 5.00	\$ 50.00
30	50.00	EA	0291-4" POT (ANNUAL COLOR)	\$ 2.00	\$ 100.00
31	5.00	EA	0300-3-GALLON SHRUB	\$ 12.00	\$ 60.00
32	5.00	EA	0310-7-GALLON SHRUB	\$ 25.00	\$ 125.00
33	10.00	EA	0320-15-GALLON SHRUB	\$ 55.00	\$ 550.00
34	5.00	EA	0321-7-GALLON SHRUB	\$ 25.00	\$ 125.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	10.00	CUYD	0330-GARDEN SOIL	\$ 20.00	\$ 200.00
36	100.00	SQYD	0340-CLASS A CENTIPEDE SOD SEE SPECS 2.2.10	\$ 5.00	\$ 500.00
37	50.00	SQYD	0341-419 BERMUDA SOD	\$ 4.00	\$ 200.00
38	10.00	LB	0350-COMMON HULLED/UNHULLED BERMUDA SEED	\$ 1.00	\$ 10.00
39	10.00	CUYD	0360-FILL DIRT (PUMP SAND)	\$ 20.00	\$ 200.00
40	10.00	SQYD	0370-BLACK MEXICAN BEACH PEBBLE (.5"-1" STONES) 3" THICKNESS	\$ 72.05	\$ 720.50
41	5.00	EA	0380-1" IRRIGATION VALVE	\$ 68.75	\$ 343.75
42	20.00	YD	0390-FILL DIRT (PUMP SAND)	\$ 20.00	\$ 400.00
43	5.00	EA	0391-1.5" IRRIGATION VALVE	\$ 125.00	\$ 625.00
44	5.00	EA	0400-2" IRRIGATION VALVE	\$ 156.25	\$ 781.25
45	5.00	EA	0410-12" IRRIGATION POP-UP	\$ 12.50	\$ 62.50
46	5.00	EA	0430-IRRIGATION NOZZLE (MP ROTATOR)	\$ 18.75	\$ 93.75
47	5.00	EA	0440-IRRIGATION NOZZLE (ADJUSTABLE SPRAY)	\$ 2.50	\$ 12.50
48	5.00	EA	0441-4" IRRIGATION POP-UP	\$ 2.50	\$ 12.50
49	10.00	EA	0450-IRRIGATION NOZZLE	\$ 2.50	\$ 25.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
50	5.00	EA	0460-IRRIGATION TURF ROTOR	\$ 12.50	\$ 62.50
51	5.00	EA	0461-IRRIGATION VALVE DECODER (1 VALVE)	\$ 355.74	\$1,778.70
52	10.00	LF	0470-IRRIGATION MAIN LINE REPAIR	\$ 62.50	\$ 625.00
53	5.00	EA	0471-IRRIGATION VALVE DECODER (2 VALVE)	\$ 596.37	\$2,981.85
54	10.00	LF	0480-IRRIGATION LATERAL LINE RAPAIR	\$ 43.75	\$ 437.50
55	2.00	EA	0490-IRRIGATION CONTROLLER	\$ 362.50	\$ 725.00
56	2.00	SQFT	0500-IRRIGATION CONTROLLER (DECODER)	\$2,445.00	\$4,890.00
57	2.00	EA	0540-6" ROUND IRRIGATION VALVE BOX	\$ 43.75	\$ 87.50
58	10.00	SQFT	0550-IRRIGATION WIRE TRACKING	\$ 62.50	\$ 625.00
59	2.00	EA	0551-10" ROUND IRRIGATION VALVE BOX	\$ 56.25	\$ 112.50
60	10.00	SQFT	0560-IRRIGATION 2-WIRE REPAIR	\$ 8.00	\$ 80.00
61	2.00	EA	0561-14" X 19" IRRIGATION VALVE BOX	\$ 68.75	\$ 137.50
62	5.00	EA	0570-WATERPROOF IRRIGATION SPLICE	\$ 6.25	\$ 31.25
63	2.00	EA	0571-13"X20" IRRIGATION VALVE BOX	\$ 50.00	\$ 100.00
64	20.00	SQFT	0580-IRRIGATION LINE TUNNELING (UNDER 5 LF PER)	\$ 43.75	\$ 875.00
65	2.00	EA	0581-13"X24" IRRIGATION VALVE BOX	\$ 50.00	\$ 100.00



ADDENDUM #2  
DATE: 8/14/2017

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
66	20.00	SQFT	0590-IRRIGATION LINE MACHINE BORING (OVER 5" PER)	\$ 31.25	\$ 625.00
67	5.00	HR	0591-IRRIGATION WIRE TRACKING	\$ 62.50	\$ 312.50
68	20.00	LF	0600-WIRE REPAIR	\$ 6.25	\$ 125.00
69	2.00	EA	0601-WIRELESS WEATHER SENSOR	\$ 297.00	\$ 594.00
70	20.00	EA	0610-WATERPROOF IRRIGATION WIRE SPLICE	\$ 6.25	\$ 125.00
71	10.00	SQFT	0611-3/8" COPPER TUBING	\$ 5.55	\$ 55.50
72	100.00	SQFT	0620-GRASS CUTTING	.05	\$ 5.00
73	20.00	LF	0621-IRRIGATION LINE TUNNELING (UNDER 5' PER)	\$ 43.75	\$ 875.00
74	20.00	LF	0630-IRRIGATION LINE MACHINE BORING (OVER 5" PER)	\$ 31.25	\$ 625.00
75	10.00	EA	0640-NIPPLE RISERS 1/2"X3" (FOR POP UPS)	\$ 50.00	\$ 500.00
76	10.00	EA	0650-NIPPLE RISERS 3/4"X3" (FOR ROTORS)	\$ 43.75	\$ 437.50
77	10.00	EA	0660-SOLENOID-(RAIN BIRD)	\$ 50.00	\$ 500.00
78	10.00	EA	0670-SOLENOID(HUNTER)	\$ 43.75	\$ 437.50
79	10.00	SQYD	0680-BALED PINE STRAW MULCH/INSTALLATION	\$ 2.05	\$ 20.50
80	10.00	EA	0681-RAIN BIRD 1800 6" EXTENSIONS RISERS	\$ 3.75	\$ 37.50

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
81	10.00	SQYD	0690-CUT PINE STRAW BAG MULCH/INSTALLATION	\$ 3.40	\$ 34.00
82	10.00	EA	0691-DIAPHRAM-1" VALVE (RAIN BIRD)	\$ 125.00	\$1,250.00
83	10.00	EA	0700-DIAPHRAM-1.5" VALVE (RAIN BIRD)	\$ 125.00	\$1,250.00
84	20.00	CUYD	0701-EMERGENCY TREE TRIMING (DEBRIS QUANTITY)	\$ 40.00	\$ 800.00
85	10.00	EA	0710-DIAPHRAM-2" VALVE (RAIN BIRD)	\$ 125.00	\$1,250.00
86	20.00	CUYD	0711-EMERGENCY SHRUB PRUNING (DEBRIS QUANTITY)	\$ 20.00	\$ 400.00
87	10.00	EA	0720-DIAPHRAM-1" VALVE (HUNTER)	\$ 62.50	\$ 625.00
88	10.00	HR	0721-LANDSCAPE FOREMAN (HOURLY LABOR ONLY RATE)	\$ 45.00	\$ 450.00
89	10.00	EA	0730-DIAPHRAM-1.5" VALVE (HUNTER)	\$ 62.50	\$ 625.00
90	10.00	HR	0731-LANDSCAPE LABORER (HOURLY LABOR ONLY RATE)	\$ 35.00	\$ 350.00
91	10.00	EA	0740-DIAPHRAM-2" VALVE (HUNTER)	\$ 175.00	\$1,750.00
92	10.00	EA	0750-HUNTER M.P. ROTOR NOZZLES	\$ 18.75	\$ 187.50
93	10.00	EA	0760-AQUASORB (50 LBS. BAG)	\$ 150.00	\$1,500.00
94	100.00	SQFT	0770-GRASS CUTTING	.05	\$ 5.00
95	10.00	LF	0780-WEED EATING	.05	.50



## **Section 6.0 – Bid Specifications:**

### **Section 1.0**

#### **Information for Bidders**

#### **1.1 SPECIAL CONDITIONS**

##### **1.1.1 Definitions**

**1.1.1.1 Debris** - Only debris such as grass clippings, dirt, or any other natural rubbish created as a direct result the Contractor's performance will be considered to be debris. Under no circumstances shall the debris from the maintenance work be allowed to remain at the Site when the Contractor is not working.

**1.1.1.2 Trash** – Any non-organic or manmade debris that is not part of or obstructs the area to be maintained by the Contractor, is considered to be trash and will be removed prior to the start of any maintenance work. Trash considered too large to be removed by hand or which requires specialized equipment to remove, shall be reported via email to the Jefferson Parish Department of General Services as soon as possible so that the obstruction can be removed. The Contractor shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers and equipment will not be permitted.

**1.1.1.4 Repair/Replacement** – A list of incidental repair items is included with this bid. All bidders shall price the incidental items on the bid form for the possibility of providing and installing the items during the life of the contract. There is no minimum or maximum quantity of each item that may be required during the contract. The prices provided with the bid will be used in determining the low bidder, but will not be included in the overall contract price. Each item, if required during the contract, will be invoiced in addition to the monthly base bid invoice. All items will require prior approval from Jefferson Parish before being purchased and installed. Whenever possible, the contractor shall supply the same manufacturer and product number of any incidental items he repairs or replaces. All incidentals item pricing shall include all freight, taxes, labor, tools and supplies to properly install each item.

Any additional repair and or replacement not included on the incidental line items sheet, including all associated labor, delivery charges and taxes, shall be approved by Jefferson Parish prior to that repair taking place. The Contractor shall provide a written description of the work to be performed and included all pricing for approval by Jefferson Parish prior to performing the work.

**1.1.2 Contractor Licenses – (See Section 4.0)**

**1.1.3 Equipment Requirements –** The Contractor shall determine the equipment that is to be used. The bid shall include equipment, operators, fuel, maintenance and transportation. All equipment shall be in a good state of operation and shall be maintained to work and perform the tasks it was designed for in an expedient time frame. Continual breakdown, repairs or work stoppage due to equipment failure will not be permitted. Any damage that occurs to the Site related to faulty equipment shall be repaired immediately at the Contractor's expense. All equipment required to complete the associated tasks shall be furnished upon request. The following information shall be included: type, make, model, manufacturer and quantity.

**1.1.4 Work Compliance –** The proposed work must comply with OSHA, DOT, Jefferson Parish and any other applicable agency requirements and regulations regarding this variety of work. The Contractor will present Jefferson Parish with all licenses and permits required to perform the work upon request.

**1.1.5 Associated Costs –** It is the Contractor's responsibility to maintain the Sites to the highest standard. However, the Contractor is not responsible for any replacement costs, or labor that exceeds the work outlined in this document. Refer to paragraph 1.1.1.4 of these specifications.

**1.1.6 Maintenance Reports –** A monthly maintenance report shall be required by the Jefferson Parish Department of General Services to be kept and submitted with monthly base bid invoices. These reports are records used for tracking and quality assurance purposes. The Contractor is required to notify Jefferson Parish within 24 hours of any problems and/or restrictions that would prevent him from performing his duties. The Contractor shall provide his own maintenance report form.

**1.1.7 Inspections –** Frequent inspections of area of work performed shall be made by Jefferson Parish representative to determine the acceptance of the work performed. In the event the work is considered unacceptable, the Contractor will be directed to immediately employ any and all methods or means to bring the area up to an acceptable level within three (3) days of notice, without any extra cost to Jefferson Parish. The discovery of any fraudulent activities associated with this contract during the inspection process will be grounds for immediate contract termination without further compensation. In addition, such circumstances may initiate possible legal ramifications for the Contractor.

Every two (2) months a required walkthrough of the Site will be part of this bid. The company manager and his job superintendent will walk all portions of the Site with a Jefferson Parish representative to monitor the condition of the maintenance program.

**1.1.8 Damages** – The Contractor shall be responsible for providing safe and expedient movement of traffic through the Site. The Contractor must have in place prior to starting and work, a method of recording, responding and repairing legitimately broken glass, windshields or any other kind of damage experienced due to the work being performed.

**1.1.9 Work Periods** – No work shall be done between 6:00 p.m. and 7:00 a.m., or on Saturdays, Sundays, or legal holidays without permission from Jefferson Parish. However, emergency work may be done without prior permission. In the event that the Contractor wishes to work weekends, holidays or outside the allowed times of the local governing bodies, he must secure permission from Jefferson Parish, and provide at least 72 hours notification of his intentions. The Contractor must also be aware of any local event that may affect his scheduled maintenance operations.

**1.1.10 Utility Service Interrupt** – In the event of interruption of public or private utility service, or general damage to the property, as a result of accidental breakage or any other actions by the Contractor, he shall immediately notify the proper authority and/or Jefferson Parish and shall fully cooperate until the service is restored to its previous capacity. All costs associated with the notification and repair shall be paid for by the Contractor.

**1.1.11 Ongoing Contracts** – It is possible that other Contractors may be working within close proximity of the locations of work. The Contractor shall coordinate his work with any other Contractors working in or around the Site. Should a conflict occur, a Parish representative will make all final decisions.

**1.1.12 Nuisance Control** – The Contractor shall include in his bid the control of dust, noise and odors created by his operations. All controls shall be completed in order that nuisances are minimized and occur within the standards of all governing bodies.

**1.1.13 Transferring Contracts** – Transfer of this contract shall not be allowed under any circumstances unless an amendment is passed by the Jefferson Parish council.

**1.1.14 Safety Precautions** – The Contractor shall strictly follow approved and normal safety practices during all operations. The Contractor shall follow the guidelines as noted in the OSHA requirements.

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## **Section 2.0**

### **Technical Specifications**

#### **2.1 SUMMARY OF WORK**

**2.1.1 General Scope** – Jefferson Parish is soliciting bids from qualified Contractors for the turnkey landscape maintenance operation to include, but not limited to, grass cutting, weed control, weed eating, edging, blowing, trash and debris removal, mulch placement, changing of annuals, sweeping, automatic irrigation maintenance, chemical applications and associated maintenance of the Jefferson Performing Arts Center (JPAC). The expression turnkey shall include but may not be limited to all labor, material, equipment, transportation, insurances, licenses, qualifications, experience, removal and disposal, to accomplish the scope of work as defined in Section 2.2. Jefferson Parish will contract with a qualified Contractor capable of providing turnkey planning, management, implementation and the coordination of these efforts with Parish officials.

#### **2.2 SCOPE OF WORK**

**2.2.1 General** - The scope of work shall include all items as listed within Section 2.1 of these specifications. This shall include turnkey maintenance of the designated Site to include all aspects of lawn, garden, beds, walks, and irrigation pertaining to the listed maintenance for Jefferson Parish.

**2.2.2 Bid Amount** – The bid price includes all insurance, products, equipment, labor, operators, fuel and transportation to and from the work Site. The Contractor shall be aware and shall be held responsible under this contract to the requirements prescribed by the following resolution and all the amendments. Contractor shall refer to resolution **113646** “Provides for a uniform set of general specifications and conditions for all Contractors engaged in performing works or services for the Parish of Jefferson”.

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**2.2.3 Grass Cutting** - The turf areas of the Site are to be maintained at a cut height between 1-1/2" and 2" of grass blade exposure. Grass cutting shall be performed in a manner to leave the Site with a smooth, level cut on the turf, conforming to the existing grade. No gouging, scalping or similar actions shall be permitted. All trash shall be removed prior to grass cutting.

Grass cutting may be accomplished by utilizing ride-on or push mowing units. In constricted areas where a push type mower will not fit, a weed eater shall be allowed. It is the Contractor's responsibility to determine the type of equipment to be used. An estimated quantity of turf to be cut is included in Section 2.4.

The entire site shall have the grass cut at the following frequency:

March 1 through October 31

One (1) cut per every seven (7) days or once every week

Total – 35 cuts per year during this time frame

November 1 through February 28 (or 29)

One (1) cut per every fourteen (14) days or once every two (2) weeks

Total – 8 cuts per year during this time frame

A total of 43 cuts shall be required per year.

**2.2.4 Weed Eating** - Grass areas around any and all existing fixed features, including but not limited to, signs, mow curbs (concrete bed edging), walls, light poles, fire hydrants, drains, manholes and utilities may be cut using a mechanical trimmer. Spraying will not be allowed around any hard surface (see 2.2.5 *Weed Control*). These areas shall be cut to an approximate height of 1" of grass blade exposure and in a 24" diameter around all objects. Weed eating will not be allowed around any trees or plant material where damage may occur to the bark or the trunk of the plant or tree. Spraying shall only be allowed within a 12" diameter around properly mulched trees for the purpose of weed control (see 2.2.5 *Weed Control*). The frequency of weed eating shall be the same as mowing.

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**2.2.5 Weed Control** – As needed whereas no weeds are visible within the designated Site (see Section 2.4 of these specifications for locations and boundaries). Herbicides may be required. Weed control and spraying shall be performed by a licensed and qualified applicator in such a manner as to leave clean lines around all areas that will be affected. Spraying around trees will be a 12" diameter from trunk of tree and be covered by mulch. Spraying around other obstructions such as signs, fire hydrants, light poles and the like will not be allowed. Precautions should be taken to avoid chemical drift by not spraying when wind is in excess of 5 mph. Weeds in all cracks and joints in all paved surfaces including streets, curbs/gutters, parking areas, and walkways shall only be removed by spraying. Spraying will not be allowed where a hard surface meets the edge of lawn. Spot spraying of weeds inside of beds areas will be allowed as long as proper precaution is taken when applying the non-selective herbicide. Any damage to the plant material as a result of spot spraying may lead to disallowance of future applications by the Contractor.

**No spraying of weeds or applications of pre-emergent herbicides within Bamboo beds.**

**2.2.6 Hand Weed Removal** - Hand weed removal shall occur at each grass cutting. As needed, this activity will be limited primarily to garden and planted bed areas. A pre-emergent and post emergent herbicide program will be implemented as part of these specifications, but hand weed removal may be required periodically. Any removed weeds must be properly disposed of offsite.

**2.2.7 Edging** – At all locations, where grass areas meet surface paving whether it be concrete, asphalt, or some other material paving type, the grass shall be edged and not sprayed. Herbicides may not be used to control grass growth where grass and a paved surface meet. Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edging. A minimum depth of 1" (one inch) shall remain along and below the top of hard surface paving upon completion of edging in order to retard the continued growth of the grass. Automatic edging machines, rollers, weed eaters or other type of edging equipment may be used for this task. The frequency of edging shall be the same as mowing such that no part of the grass growth shall extend over the hard surface more than 1- 1/2" (one and one-half inches) in length.

**2.2.8 Sweeping** - In order to keep grass, leaves, smoking paraphernalia butts and other debris and trash from collecting and building up in the location of maintenance, the Contractor will be required to sweep the areas affected by the work, and all areas included within the boundaries of the Site (see Section 2.4 of these specifications for locations and boundaries) conducted under the maintenance contract including all turf, bed, concrete curbs/gutters and mow curbs. The sweeping shall be performed immediately after each edging and cutting operation. The Contractor shall not be allowed to blow grass clippings, dirt and debris into the street or drain inlets.

**2.2.9 Mulch Placement** – Cut pine straw mulch shall be placed in order to keep a minimum 4" thick layer in all garden beds, annual beds and around all trees (not inside of an existing bed) and refreshed every six (6) months. It is the Contractor's responsibility to visit the Site to determine the quantity of mulch required (a total quantity of bed area is located in Section 2.4 of these specifications). The first mulch application will be the first week of November once the maintenance contract starts. The second application shall be the first week of May. Only mulch free of debris and trash shall be permitted. Mulch for tree rings outside of the landscape beds shall be 36" in diameter from the trunk of the tree. The hardwood mulch shall be set down level and not in a pyramidal fashion around base of tree.

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**2.2.10 Annual Color Replacement** – Annual color has been incorporated within the project (planting size: 4" pots). It is the Contractor's responsibility to visit the location to determine how many annuals are required (a total quantity of annuals is located in Section 2.4 of these specifications). A soil sample shall be taken from each annual bed by the Contractor in February (one time per year) and the results presented to Jefferson Parish. Soil amendments, if required, will be specified by the Jefferson Parish and furnished and installed by the Contractor. The costs associated with the soil amendments, not included on the incidental items chart, will be billed under associated costs (See Section 1.1.5). The annuals shall be removed and replaced during the first week of the following months: March, July, and November. The soil amendments must be in place prior to the annual replaced in March. As part of this contract, it will be the Contractor's responsibility to locate, deliver, and install the annuals in the correct locations. Jefferson Parish will determine the plants to be used at the time of installation. Plant selections will be as follows (substitutions may be made by Jefferson Parish with no additional cost to the Contractor):

March – Wave Petunias

July – Sunpatiens

November – Pansies

Before planting, the annuals shall receive a fertilization application. The Contractor shall amend the soil in the annual beds before planting at the following rates: Fall/Winter replacements – Regal Bedding Pro 14-10-21 at a rate of 10lbs per 100 SF. Incorporate to an 8" depth with a mechanical tilling device. Spring/Summer replacements – Regal Bedding Pro 19-5-19 at a rate of 10lbs per 100 SF. Incorporate to an 8" depth with a mechanical tilling device. Fertilization shall take place every time the annuals are replaced. Also, annuals shall be re-mulched with cut pine straw at each change out. In addition, when replacing the annuals, the Contractor shall include an application of Merit .5G at 1.8 lbs per 1,000 SF. Or approved equal product.

The Contractor shall be responsible for ensuring that the irrigation system is operating properly before, at the time of and after annual color installation. The Contractor shall be required to replace any annual color harmed as a result of faults in the irrigation system.

**2.2.11 Dead Plant Replacement** – Replacement of plants, not including trees, located within the maintenance Site is required to be performed by the Contractor. The timely replacement is critical to the overall look of the Site. The Contractor must replace any plant discovered to be dead, or nearly dead, during the following grass cutting/maintenance visit. The prolonged existence of dead plant material will not be allowed. The replacement plants size shall match surrounding plant material of the same species. Do not discard the dead shrub/shrubs without contacting the Jefferson Parish Department of General Services for an inspection. Any dead, or dying, trees shall be reported via e-mail to the Jefferson Parish Department of General Services and the Director with the Jefferson Parish Parkways Department. All shrub replacement costs will be as per the incidental list provided by the contractor. Plant replacement costs shall be submitted with the monthly invoice. The Contractor must receive approval from Jefferson Parish prior to replacement.

**2.2.12 Tree Stakes and Ties** – The Contractor shall monitor all tree stakes and ties for the duration of the contract. Stakes found to be loose shall be adjusted so as to make them secure. Tree ties shall be secure and well-fitting without binding. Tree staking shall remain on newly planted trees for a period of one (1) year.

After the first year of this contract, the Landscape Maintenance Contractor shall be responsible for removing all tree staking within the project site upon of approval from the Jefferson parish Department of General Services.

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**2.2.13 Automatic Irrigation** – An automatic irrigation system has been installed as part of the improvements. This system provides separate zone irrigation for all turf, bed and annual planting areas. It shall be the Contractor's responsibility to ensure all components of these irrigation systems are operational at all times. These tasks include, but may not be limited to, replacement of heads/nozzles, broken water lines and valves; adjustment of the controller, heads, valves and zone water durations and frequencies. All irrigation repair costs will be as per the incidental list provided by the Contractor and shall be performed within two working days of the issue being discovered by the Contractor and/or the Owner. Irrigation repair costs shall be submitted with the monthly invoice. The Contractor must receive approval from Jefferson Parish prior to any repairs. Any adjustment of the controller and/or aiming irrigation heads is not considered an incidental item and shall be included in the base bid price.

It is the Contractor's responsibility to ensure the irrigation system is in proper working order prior to annual color replacement and/or the application of any chemicals as outlines in these specifications. Failure to ensure proper operation of the system may result in harm to the landscape materials. Any damage to the landscape that occurs because of improper watering shall be repaired at the Contractor's expense. The Contractor is also responsible for setting the controller accordingly (before and after) to coincide with each annual color replacement and chemical applications.

It shall be noted (and dated) on the monthly maintenance report that the irrigation system was tested prior to annual color replacement and chemical applications. The irrigation report shall include the following:

- Date/Time of test;
- Irrigation technician performing the test;
- Weather conditions;
- Note the controller settings for that day;
- Note any malfunctioning components of the system;
- Recommend repairs for any discovered malfunctions.

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- 2.2.14 Settlement** – Monitor the Site under this contract for settlement. Areas that require fill due to settling and erosion must be filled with a fill material that supports the weed free growth of grass and supports positive drainage. The fill material will be free of debris and must be graded to a smooth and level surface conforming to the surrounding grade. All fill costs will be as per the incidental list provided by the contractor. Fill costs shall be submitted with the monthly invoice. The Contractor must receive approval from Jefferson Parish prior to any fill work.
- 2.2.15 Drainage** – Monitor all aspects of the drainage system located within the maintenance Site including catch basins, grates and swales. Clean and discard any blockages as necessary. Clogged or broken drain lines, or defects in catch basins are to be reported to the Jefferson Parish Streets Department as soon as they are discovered.
- 2.2.16 Tree Trimming** - Trees within the designated Site shall be properly trimmed in accordance with standard practices. Trim trees with low hanging branches that obstruct the area in which maintenance work is performed to a minimum height of five feet (5') above ground level, where applicable. All dead or broken branches from all trees shall be trimmed as soon as it is noticed. This includes damage caused by wind and or cold (excludes named storms). All ornamental trees are to be cut back in February of each year to allow for new, healthy growth, and to maintain an "umbrella" shaped tree. No topping of ornamental trees will be allowed. Any growth extending six inches (6") beyond the main trunk of the tree, and within five feet (5') of the ground level, is considered to be sucker growth that must be removed. Tree trimming shall occur on an as needed basis, but no less than two (2) times per year. Should the Contractor observe a heavily damaged or dead tree, by no fault of his performance, he shall immediately report the tree to the Director with the Jefferson Parish Parkways Department. Field input from the Jefferson Parish arborist and horticulturist, as well as Linfield, Hunter & Junius, Inc., will assist with any questions the Contractor may have regarding tree trimming. Emergency tree trimming may be required due to named storm damage. Emergency trimming due to named storm damage shall be considered an additional service not included in this contract. The Contractor shall assess all damage and prepare a proposal for removal to Jefferson Parish for approval. Work shall not be performed without prior approval from Jefferson Parish.

**2.2.17 Shrub Pruning** –It is the intent of the design for the shrubs to have a massing effect. This shall be achieved by regular pruning and shaping of the shrubs so that they are natural in shape, but with no “stray” branches. Shrubs shall be pruned after blooming each season to promote new growth. This may entail removing an entire limb, branch or frond, and may require removal of a part of a limb, branch or frond. Shrub pruning due to excessive wind and or cold (excluding named storms) may be required, and is considered part of this contract. Field input from the Jefferson Parish horticulturist, as well as Linfield, Hunter & Junius, Inc., will assist with any questions the Contractor may have regarding shrub pruning. Pruning shall occur on an as-needed basis, but no less than six (6) times per year. Emergency shrub pruning may be required due to named storm damage. Emergency pruning due to named storm damage shall be considered an additional service not included in this contract. The Contractor shall assess all damage and prepare a proposal for removal to Jefferson Parish for approval. Work shall not be performed without prior approval from Jefferson Parish.

**2.2.18 Incidental Sod Repair** - Incidental sod repair shall include straight line cutting out of existing turf areas, grubbing all non-native materials, and adding pump sand , as needed, to bring newly installed sod to the same elevation as surround turf area. Feather pump sand in joints of new turf to create a smooth transition. Additional excavation may be required in order for new turf to meet the elevation of existing turf. All existing drainage slopes shall be maintained.

**2.2.19 Turf Fertilization** – The Contractor shall be responsible for applying slow release turf fertilizers three (3) times per year. Granular slow release fertilizer shall be applied during the first weeks of April, June and August. Each application shall provide (1 pound of nitrogen per every 1,000 SF of turf area). Apply 32-3-12, 24-2-11, 15-5-15 or equal fertilizer with 40% - 50% X.C.U, S.C.U.

**Example:**

50 Lb. Bag of 32-3-12 covers 16,000 Sq. Feet

50 Lb. Bag of 24-2-11 covers 12,000 Sq. Feet

50 Lb. Bag of 15-5-15 covers 7,500 Sq. Feet

Apply according to manufacturer's rates.

**2.2.20 Bed Fertilization** – The Contractor shall be responsible for applying an 8-10 month feed slow release bed fertilizer in March of each year.

Apply according to the manufacturer's rates.

**2.2.21 Barricade Turf Pre-Emerge** – The Contractor shall be responsible for applying Barricade 65 WG or liquid formulation turf pre-emerge two (2) times per year. The first application shall take place in January and the second application in September. The Contractor shall split the manufacturer's rate for the year between the two applications.

Or approved equal product. Apply according to the manufacturer's rates.

**2.2.22 Freehand Bed Pre-Emerge** - The Contractor shall be responsible for applying Freehand pre-emerge herbicide three (3) times per year. The first application shall take place in February, the second application shall be in June and the third application in October.

Or approved equal product. Apply according to the manufacturer's rates.

**2.2.23 Pest Control (Turf and Beds)** – The Contractor shall be responsible for one application of granular Top choice insecticide in the turf and bed areas in May each year.

Or approved equal product. Apply according to the manufacturer's rates.

**2.2.24 Pest Control (Beds Only)** – The Contractor shall be responsible for applying granular Merit 0.5G in March of each year.

Or approved equal product. Apply according to the manufacturer's high rate application.

**2.2.25 Fungicide (Beds)** – The Contractor shall apply Heritage fungicide two (2) times per year. The first application shall be in March and the second application shall be in September.

Or approved equal product. Apply according to the manufacturer's rates.

**2.2.26 Post Emerge (Beds/Pebble/Limestone, As Needed)** – The Contractor shall be responsible for keeping the beds and all rock areas free of weeds at all times. In the event that any weeds break through the pre-emerge and/or filter fabric (rock areas), and are too abundant for hand removal, the Contractor shall implement a post emerge program. The Contractor shall utilize Round-Up, Fusilade II, Image and Certainty to control weeds within the beds.

Or approved equal product. All applications shall be per the manufacturer's rates.



**2.2.27 Post Emerge (Turf)** - The Contractor shall be responsible for keeping the beds free of weeds at all times. In addition to the pre-emerge program, the Contractor shall implement a grassy weed, broadleaf and nutsedge application program three (3) times per year. The first application shall be in April, the second application in June and the third application in September. The Contractor shall utilize Barricade (or equal) to control weeds within the turf.

Spot spray year round to control weeds between applications.

All applications shall be per the manufacturer's rates.

**2.2.28 Annual Color Program** – The Contractor shall be responsible for applying an annual bed fungicide drenching program. The Contractor shall utilize Systec Fungicide and Resyst Fungicide (by Regal Chemical Co.) as per the manufacturer's rates. One application shall take place immediately after annual planting, and then one additional application before the next scheduled annual change out (8 total applications per year).

The Contractor is responsible for applying an insecticide and slow release fertilizer at each annual change out. Refer to Section 2.2.10.

Or approved equal product. All applications shall be per the manufacturer's rates.

**2.2.29 General** – At the discretion of Jefferson Parish, and Linfield, Hunter & Junius, Inc., products, methods and application rates may be adjusted due to cultural changes or plant needs. Any changes in these specifications will not create additional financial obligations for the Contractor.

## **2.3 LOCATIONS OF THE SITE**

**2.3.1 Location** – The project site is the new Jefferson Performing Arts Center located inside of LaSalle Park, 6400 Airline Drive, Metairie, LA 70003. The building is located on the west side of the north entrance (off of Airline Drive) of the park.

## **2.4 APPROXIMATE QUANTITIES**

**2.4.1 Turf Area (419 Bermuda)** – 83,000 SF

**2.4.2 Bed Area (Non Bamboo)** – 11,925 SF

**2.4.3 Bed Area (Bamboo)** – 6,925 SF

**2.4.4 Beach Pebble/Limestone – 6,300 SF**

**2.4.5 D.D. Blanchard Magnolia – 7**

**2.4.6 Sweet Bay Magnolia – 7**

**2.4.7 Pond Cypress – 10**

**2.4.8 Bald Cypress – 43**

**2.4.9 Oak - 9**

**2.4.10 Annual Color (4" pots) – 1,275 (per change out)**

**2.4.11 Irrigation System – 31 zones (includes a master valve)**

**Section 7.0 – Notifications:**

Upon each visit to the site a representative of the successful bidder shall sign in with security at the entrance to the building.

The Owner shall be notified by e-mail (A list of e-mail addresses will be given to successful bidder at pre-construction meeting) on the first working day upon completion of any and all visits/services. The notification shall contain but is not limited to the following:

- Grass Cutting
- landscaping/horticulture activities
- Irrigation repairs
- Annual replacement of flowers

**Section 8.0 – Safety Precautions:**

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

If the successful bidder should damage or destroy any part of a building, vehicle, glass, wall, parking lot curb, sprinkler heads, fence, tree, or pole, the successful bidder shall be required to replace and/or restore such item to its original condition at no additional cost to Jefferson Parish, with the same type of material, finish, and workmanship. The successful bidder will be responsible for any and all damages caused by the successful bidder's lawn equipment, and for the equipment itself.

The successful bidder must consider the security and integrity of said property before, during, and after services. Buildings, grounds, and equipment must be protected and secured to the satisfaction of the Department of General Services, and Industry Standards. The successful bidder will provide trained personnel to perform all duties of this contract. Successful bidder's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on said property.

**Section 9.0 – SDS:**

The bidder shall notify the Jefferson Parish Department of General Services contact person of any hazardous substances that will be brought to and/or used at said property. The bidder shall provide Safety Data Sheets (SDS) as per this requirement to the representative of the Jefferson Parish Department of General Services.

**Section 10.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference shall be held between the successful bidder and the owner before any work commences.

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.

## Attachment "A"

## CONTRACTOR'S REFERENCE LIST

Company Name: Jefferson Parish Parks & Parkways	Size of Area Serviced: 8+ acres of mowing 3.25+ acres of beds
Address: 1901 Ames Blvd.	
City/State/Zip: Marrero, LA 70072	Current or Past Client: Current
Contact Person: Don Cole	Title: Horticulturist
Telephone/Fax: 504-228-8774	E-Mail: DCole@jeffparish.net
Company Name: Ernest N. Morial Covention Center	Size of Area Serviced: 14+ acres of mowing 1.75+ acres of beds
Address: 900 Convention Center Blvd.	
City/State/Zip: New Orleans, LA 70130	Current or Past Client: Current
Contact Person: Adrian Faciane	Title: Dept. Manager, Environmental Services
Telephone/Fax: 504-582-3041	E-Mail: afaciane@mccno.com
Company Name: Lusher Charter School	Size of Area Serviced: 3.5+ acres of mowing 6,200 s.f. of beds
Address: 5624 Freret St.	
City/State/Zip: New Orleans, LA 70115	Current or Past Client: Current
Contact Person: Michael Taylor	Title: Facilities Manager
Telephone/Fax: 504-304-3962	E-Mail: michael_taylor@lusherschool.org
Company Name: St. Tammany Parish Government	Size of Area Serviced: 53.5+ acres of mowing 8,500 s.f. of beds
Address: 21411 Koop Drive	
City/State/Zip: Mandeville, LA 70471	Current or Past Client: Current
Contact Person: Bruce Crouch	Title: Director of Facilities Management
Telephone/Fax: 985-898-2792	E-Mail: bcrouch@stpgov.org
Company Name: Ochsner Health System	Size of Area Serviced: 50+ locations
Address: 1201 Dickory Avenue	
City/State/Zip: New Orleans, LA 70123	Current or Past Client: Current
Contact Person: Jay Britsch	Title: VP of Facilities
Telephone/Fax: 504-842-3677	E-Mail: jbritsch@ochsner.org

DATE: 6/28/2017  
BID NO.: 50-00120070

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: SDUFFY@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 8/08/2017 AND PUBLICLY OPENED THEREAFTER.**

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

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

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

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

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

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

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

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

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

DATE: 6/28/2017

BID NO.: 50-00120070

Page: 2

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

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.

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

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

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

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

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

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: 6400 AIRLINE DRIVE, METAIRIE, LA 70003  
9:00 AM  
ON 7/27/2017

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are 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 contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment.

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



DATE: 6/28/2017

Page: 5

BID NO.: 50-00120070

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

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

MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF duration of contract.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

7 days from NTP

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

29959

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

FIRM NAME: Rotolo Consultants, Inc.

ADDRESS: 38001 Brownsvillage Road

CITY, STATE: Slidell, LA

ZIP: 70460

TELEPHONE: (985 ) 643-2427

FAX: (985 ) 643-2691

EMAIL ADDRESS: kmrotolo@rotoloconsultants.com

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

Acknowledge Receipt of Addenda: NUMBER: 1  
NUMBER: 2  
NUMBER: 3  
NUMBER: 4

TOTAL PRICE OF ALL BID ITEMS: \$ 151,569.91

AUTHORIZED

SIGNATURE: 

Keith Rotolo

Printed Name

TITLE: President

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

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

## **STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS**

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

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

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

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

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

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

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES**

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

**1) OWNER'S PROTECTIVE LIABILITY**

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

**2) BUILDER'S RISK INSURANCE**

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

## **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 St. Tammany

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
Keith Rotolo, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized President of Rotolo Consultants, Inc. (Entity),  
the party who submitted a bid in response to Bid Number 50-00120070, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

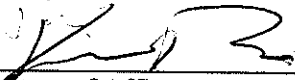
Choice B X \_\_\_\_\_ There are NO debts which would require disclosure under Choice A of this section.

Affiant further said:

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

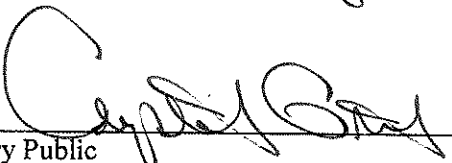
*[The remainder of this page is intentionally left blank.]*

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

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

\_\_\_\_\_  
Keith Rotolo  
Printed Name of Affiant

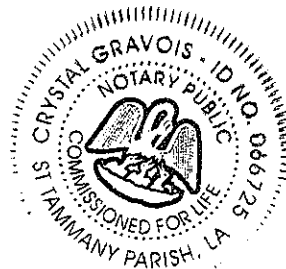
SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 22 DAY OF August, 2017.

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

Crystal Gravois  
\_\_\_\_\_  
Printed Name of Notary

066725  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires With Life.





# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

AUGUST 4, 2017

ADDENDUM #1

Bid No.: 50-00120070

Bid Opening Date: August 8, 2017  
REVISED DUE DATE: AUGUST 17, 2017

For: A THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT  
NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING  
ARTS CENTER.

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CLARIFICATIONS, REVISIONS, ADDITIONS

**BY NOTICE OF THIS ADDENDUM; THE BID DUE DATE HAS BEEN  
POSTPONED TO AUGUST 17, 2017**

Sincerely,

*Sidney Duffy*

Sidney Duffy, Buyer II  
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of  
this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

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





# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

August 14, 2017

### ADDENDUM #2

Bid No.: 50-00120070

Bid Opening Date: August 17, 2017

**For: A THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS CENTER**

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**CLARIFICATIONS, REVISIONS, ADDITIONS his addendum hereby revises and replaces the original bid pricing form and is attached hereto. Bidders must submit this revised bid form with their submission. Failure to do so will result in bid rejection.**

**CLARIFICATIONS: Please add the following Categories #3 and #6 as indicated below.**

#### **Section 4.0 – License/Qualifications & Permits:**

The following licenses will be required for this bid and shall be submitted with the bid or bid will be deemed non-responsive.

- A Louisiana State Contractor License
- A Louisiana State Specialty License in one of the following categories:
  - Landscaping
  - Landscape/Horticulture
  - Chemical Applicator - **LICENSE CATEGORIES #3 AND #6**
  - Arborist
  - Grading and Beautification
- The following licenses issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences shall be required for this bid:
  - Horticulture License
  - Chemical Applicator License – **CATEGORIES #3 AND #6**

A copy of the front and back of the Horticulture License and the Chemical Applicator License shall be submitted with bid or bid will be deemed non-responsive.



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

## REVISIONS AND ADDITIONS:

The "Pricing Pages" have been revised: (pages numbered 6 through 12)

See the attached to be submitted with your bid response.

NOTE: ALL Addenda must be acknowledged on your signature page; failure to do so will result in bid rejection.

Sincerely,

*Sidney Duffy*

Ms. Sidney Duffy, Buyer II  
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

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



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

August 16, 2017

## ADDENDUM #3

Bid No.: 50-00120070

Bid Opening Date: August 17, 2017  
**Postponed Date: August 29, 2017**

For: A THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS CENTER

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The bid opening date has been revised on page 1, to August 29, 2017, the time remains the same at 2 pm. The instructions for bidders have been updated see attached pages 1 – 4 dated 8/16/17. Only the instructions that are stated within the box on page 3 apply to this bid. Instruction number 9, payment bond has been added per this addendum.

### Revised clarifications:

#### Section 4.0 – License/Qualifications & Permits:

The following licenses will be required for this bid and shall be submitted per the bid specifications.

- A Louisiana State Specialty License in: Landscaping, Grading, and Beautification
- The following licenses issued by the Louisiana State Department of Agriculture and Forestry Office of Agriculture and Environmental Sciences shall be required for this bid:
  - Horticulture License
  - Chemical Applicator License – CATEGORIES #3 AND #6
  - Arborist License

A copy of the front and back of the Horticulture License, Chemical Applicator License, and Arborist shall be submitted with bid submission or bid will be deemed non-responsive.

Addendum #2 – Revised the pricing pages of the bid form, pages numbered 6 through 12, dated 8/14/2017. Ensure those pages are returned in your bid packet as items were removed or added.

NOTE: ALL Addenda must be acknowledged on your signature page; failure to do so will result in bid rejection.



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

Page 2 of Addendum #3

The Jefferson Parish Purchasing Department has received questions regarding this bid and they are being answered within addendum #3.

1. Will the requirement of a LA Contractor's License be removed from this bid? We have confirmed with the Louisiana Contractor's Licensing Board and a LA Contractor's License is required for this bid in Landscaping, Grading, and Beautification.
2. Line 39, 40, 41 are now 41, 43, and 44 on the revised bid. What brand/series of valve? The end user department has advised the brand is Hunter and the part number is ACC99D.
3. Line 42, 42 are now 45 & 48 on the revised bid. What brand valves? The end user department has advised the brand is Hunter and the part number is ACC99D.
4. Line 46, 47 are now 52 & 54 on the revised bid. What size pipe for the irrigation system? The end user department as advised the main line is 2 inches and the lateral line is ¾" to 1".
5. Line 48 is now 55 on the revised bid. What brand and model? The end user department has advised the brand is Hunter and the part Number is ACC99D. How many zones? The specifications clearly state in section 2.4.11 there are 31 zones including the master valve.
6. Are trees on property to be maintained? If so is arborist license needed? The specifications clearly state the trees are to be maintained. Refer to section 6, 2.2.16 of the specifications entitled Tree Trimming. The specifications and Addendum #2 indicate an Arborist License is required for this bid.
7. A performance bond is required at 50% of the contract total and is due at the signing of the formal contract. This is stated in the specifications and bid form instructions.
8. A bid bond is required in 5% of the bid amount and is due with the bid response. This is stated in the bid form instructions.



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

Page 3 of Addendum #3

10. How can a company get a bond without guaranteeing amounts? How can you price out a contract? The bid bond is 5% of the vendors bid amount. Once awarded the successful bidder will be advised of the contract cap amount and will be required to submit a performance bond in 50% of the contract amount and a separate payment bond will be required in 50% of the contract amount. Performance and Payment Bonds are due at the signing of the contract. Payment Bond has been added to the bid instructions per addendum #3.
11. How can you bid a contract and support man-hrs on a contract and not be the only winner? This contract will be awarded to the overall low bidder bidding on all items.
12. Where are the line items for equipment man-hrs? EXAMPLE TRACTORS, SKID LOADERS, DUMP TRUCKS, ZERO TURNS, WEED EATERS, EDGERS, LAWNMOWERS, GAS, OIL, TWO CYCLE OIL, WEED EATER STRING, WATER, ICE, PERSONAL PROTECTIVE EQUIPMENT (PPE), THESE THINGS ARE NOT FREE AND ARE USED BY THE CONTRACTOR. HOW DO WE PRICE OUT THESE ITEMS FAIRLY? The contract is for 3 years for the contractor to provide labor, material and equipment necessary to perform the duties indicated in the bid specifications. Line number 1 is the line item to cover the monthly charge of those services. Refer to section 6, 2.2.2 of the specifications.
13. A vendor stated: Every contractor bidding on this contract should be required to take one escalation. There should not be a question of do you want to take the escalation rate. Can the question be removed? This section will remain, as it is part of our Instructions to Bidders and Bid Form. All escalations will be given if requested and in accordance with the Bureau of Labor Statistics.



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

Page 4 of Addendum #3

Attachments: Invitation to bid pages 1, 2, 3, and 4.

Sincerely,

*Jenifer Lotz*

Jenifer Lotz, Chief Buyer  
Jefferson Parish Purchasing Department

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

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

DATE: 8/16/2017  
BID NO.: 50-00120070

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

**JEFFERSON PARISH**

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

BUYER: SDUFFY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 8/29/2017 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

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

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

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

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

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

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

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

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

DATE: 8/16/2017

BID NO.: 50-00120070

Page: 2

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

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

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

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

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

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

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

Jefferson Parish and its partners as the recipients of federal funds are fully committed to awarding a contract(s) to firm(s) that will provide high quality services and that are dedicated to diversity and to containing costs. Thus, Jefferson Parish strongly encourages the involvement of minority and/or woman-owned business enterprises (DBE's, including MBE's, WBE's and SBE's) to stimulate participation in procurement and assistance programs.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

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

### **ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**1,3,4,5,6,8,9,10,11,12,13,15**

**MANDATORY**

PRE-BID CONFERENCE TO BE HELD AT: 6400 AIRLINE DRIVE, METAIRIE, LA 70003  
9:00 AM  
ON 7/27/2017

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

August 21, 2017

### ADDENDUM #4

Bid No.: 50-00120070

Bid Opening Date: August 17, 2017  
**Postponed Date: August 29, 2017, per  
addendum #3**

For: A THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT  
NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS  
CENTER

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The bid due date is August 29, 2017 at 2 pm. The deadline for questions regarding this bid will  
be August 22, 2017 close of business, 4:30 pm.

Addendum number 1, 2, 3, and 4 must be acknowledged on the bid form or the bid response  
will be rejected.

**The following questions were submitted to Purchasing:**

FOR LINE ITEMS 2 - 28 I DON'T EXACTLY KNOW WHAT YOU ARE LOOKING FOR AS AN ANSWER. NO ONE SELLS A PRODUCT FOR AN  
APPLICATION OF ONLY 1,000 SQ. FT. PRODUCTS COME IN DIFFERENT SIZES AND DIFFERENT BRANDS. WHAT ARE YOU LOOKING FOR?

FERTILIZERS HAVE THREE MAIN INGREDIENTS NITROGEN, PHOSPHORUS, AND POTASSIUM. THERE ARE THREE NUMBERS ON THE PACKAGE  
EXAMPLE 10-10-10. WHAT KIND OF FERTILIZERS ARE YOU LOOKING FOR?

WHEN YOU SAY APPLICATION ONLY? DOES THIS MEAN HOW MUCH DOES IT COST TO PUT DOWN 1000 SQ FT IN DIFFERENT AREAS OF YOUR  
PROPERTY? DO YOU MEAN THE LABOR TO PUT DOWN PRODUCT IN A CERTAIN AREA OF YOUR PROPERTY? PER 1000 SQ FOOT.?

**Line item clarifications:**

As this is a requirements contract the quantities listed with respect of item 0010 not guaranteed for this contract. Some items  
are as needed and could be more or less during this contract term.

Line items 2 to 5: Clearly state application only. Application means we are looking for the price for the labor to apply per  
square foot this item. The 1,000 sq. ft., quantity is based on how many square feet was applied for the line item(s) on the  
current contract and/or estimated quantity. The Vendors unit price is required on the bid form per square foot for application  
of the product.

Line items 6 to 17 and Line items 19 to 28 – with the exception of lines 6, 22, 23, 24, 26, and 27 clearly state Product Only. These  
line items are for the unit price per square footage for the product cost only. Each line has the application amount for the  
product stated.

Line numbers 6, 22, 23, 24, 26 & 27 per this addendum add the verbiage (Product Only) for each line item. Line number 28 is  
stated as a fertilizer but is actually a nutrient. Please remove the word "fertilizer" and replace with "nutrient". See revised  
pages 6 and 8 bid form reflecting those line item changes.

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

Office 504.364.2678 – Fax 504.364.2693

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)



# JEFFERSON PARISH

## Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

Addendum 4, page 2

Line items 6 to 11 and 21 do reflect the three numbers for the fertilizers.

Line items 12 to 17 and 19, 20, 22, 23, 24, 25, 26 and 27 are not fertilizers; they are other products as stated in each line.

Line item 18 is for the labor to perform a soil sample.

Sincerely,

*Jenifer Lotz*

Jenifer Lotz, Chief Buyer  
Jefferson Parish Purchasing Department

Attachment: Page 6 and 8 bid form.

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

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

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PROVIDE A THREE (3) YEAR CONTRACT FOR LABOR, MATERIALS, SUPPLIES AND EQUIPMENT NECESSARY TO PROVIDE LANDSCAPE MAINTENANCE AT THE JEFFERSON PERFORMING ARTS CENTER		
1	36.00	MO	0010-LANDSCAPE MAINTENANCE -THREE (3) YEAR CONTRACT-JEFFERSON PERFORMING ARTS CENTER-DEPARTMENT OF GENERAL SERVICES. SEE SECTION 6.0		
2	1,000.00	SQFT	0020-GRANULAR FERTILIZER APPLICATION ONLY (BED AREA)		
3	1,000.00	SQFT	0030-GRANULAR FERTILIZER APPLICATION ONLY (LAWN AREA)		
4	1,000.00	SQFT	0040-LIQUID FERTILIZER APPLICATION ONLY (BED AREA)		
5	1,000.00	SQFT	0050-LIQUID FERTILIZER APPLICATION ONLY (LAWN AREA)		
6	1,000.00	SQFT	0060-GRANULAR FERTILIZER 15-5-15 40%-50% S.C.U. (Product Only) APPLICATION: 200LBS. PER ACRE		
7	1,000.00	SQFT	0070-MILOGRANITE 6/2/0 CLASSIC GRANULAR (PRODUCT ONLY) APPLICATION: 400LBS. PER ACRE		
8	1,000.00	SQFT	0080-REGAL HARNESS LIQUID 30-0-0 (PRODUCT ONLY) APPLICATION: 66OZ. PER 1,000 SF		
9	1,000.00	SQFT	0090-REGAL HARNESS LIQUID 30-0-0 (PRODUCT ONLY) APPLICATION: 44 OZ PER 1,000 SF		
10	1,000.00	SQFT	0100-REGAL ENSEMBKE WITH SHAMROCK 0-20-0 LIQUID (PRODUCT ONLY)		

DATE: 8/21/2017

Page 8

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00120070

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
<u>22</u>	1,000.00	SQFT	0220-FUSILADE II (Product Only) APPLICATION: 24 OZ. PER ACRE		
<u>23</u>	1,000.00	SQFT	0230-IMAGE 70 DG (Product Only) APPLICATION: 11 OZ. PER ACRE		
<u>24</u>	1,000.00	SQFT	0240-ROUND-UP PRO (Product Only) APPLICATION: RATE PER MANUFACTURER		
25	1,000.00	SQFT	0250-SUBDUE MAXX FUNGICIDE FOR DRENCH (PRODUCT ONLY)  APPLICATION: RATE PER MANUFACTURER		
<u>26</u>	1,000.00	SQFT	0260-REGAL CONSYST FUNGICIDE (Product Only)  APPLICATION: MANUFACTURER RATE FOR LAWN TURF		
<u>27</u>	1,000.00	SQFT	0270-REGAL CONSYST FUNGICIDE (Product Only)  APPLICATION: MANUFACTURER RATE FOR ORNAMENTAL PLANT		
<u>28</u>	1,000.00	SQFT	0280-REGAL MULTIGREEN LIQUID NUTRIENT (PRODUCT ONLY)  APPLICATION: MANUFACTURER HIGH RATE FOR TURF ORNAMENTAL		
29	10.00	EA	0290-1-GALLON SHRUB		
30	50.00	EA	0291-4" POT (ANNUAL COLOR)		
31	5.00	EA	0300-3-GALLON SHRUB		
32	5.00	EA	0310-7-GALLON SHRUB		
33	10.00	EA	0320-15-GALLON SHRUB		

## Request for Taxpayer Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Rotolo Consultants, Inc.</b>	
	2 Business name/disregarded entity name, if different from above	
	3 Check appropriate box for federal tax classification; check only <b>one</b> of the following seven boxes: <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ <b>Note.</b> For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) <b>5</b> Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) <b>38001 Brownsville Road</b>	Requester's name and address (optional)
	6 City, state, and ZIP code <b>Slidell, LA 70460</b>	
	7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

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

**Note.** If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
7	2		-	1	2	8	5	5 2 0

### Part II Certification

Under penalties of perjury, I certify that:

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

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

Sign Here	Signature of U.S. person ▶ 	Date ▶ <b>8/17/17</b>
-----------	--	-----------------------

### General Instructions

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

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

### Purpose of Form

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

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

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

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See *What is backup withholding?* on page 2.

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)  
7/26/2017

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

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

<b>PRODUCER</b> Arthur J. Gallagher Risk Management Services, Inc. 235 Highlandia Drive, Suite 200 Baton Rouge LA 70810	<b>CONTACT NAME:</b> Mandy Nesom	
	<b>PHONE (A/C, No, Ext):</b> 225-292-3515 <b>FAX (A/C, No):</b> 225-292-3893	
	<b>E-MAIL ADDRESS:</b> Mandy_Nesom@ajg.com	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : National Trust Insurance Company	20141
	INSURER B : FCCI Advantage Insurance Company	12842
	INSURER C :	
	INSURER D :	
	INSURER E :	
	INSURER F :	

<b>COVERAGES</b>	<b>CERTIFICATE NUMBER:</b> 630554496	<b>REVISION NUMBER:</b>
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"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:	Y		CPP0016919	6/30/2017	6/30/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$100,000 MED EXP (Any one person) \$5,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> <b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Sym 10 - PD			CA10000327102	6/30/2017	6/30/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10,000			UMB100015210	6/30/2017	6/30/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	WC000022224	6/30/2017	6/30/2018	<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
A B	Equipment Floater Workers Comp-MS, TN, AL			CPP0016919 010WC14A71066	6/30/2017 6/30/2017	6/30/2018 6/30/2018	Leased/Rented Policy Limit \$500,000 \$1,000,000

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

See Attached...

## CERTIFICATE HOLDER

Jefferson Parish  
200 Derbigny St.  
Gretna LA 70053

## CANCELLATION

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

AUTHORIZED REPRESENTATIVE

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AGENCY CUSTOMER ID: \_\_\_\_\_

LOC #: \_\_\_\_\_



## ADDITIONAL REMARKS SCHEDULE

Page 1 of 1

AGENCY Arthur J. Gallagher Risk Management Services, Inc.		NAMED INSURED Rotolo Consultants Inc dba RCI 38001 Brownsvillage Rd Slidell, LA 70460	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE		

### ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: CERTIFICATE OF LIABILITY INSURANCE

Blanket Additional Insured provided if required by written contract as respect General Liability form for both ongoing and completed operations#CGL084 10/13

Blanket Additional Insured-Primary Non-Contributory, if required by written contract included in CGL084 10/13

Blanket Additional Insured where required in a written contract - Auto Liability form #CAU058 (01 15)

Blanket Waiver of Subrogation provided if required by written contract as respect General Liability CGL084 1013

Blanket Waiver of Subrogation -Auto Liability CAU058 0115

Blanket Waiver of Subrogation - Workers' Compensation WC0003 0484

Excess/Umbrella follows form for Additional Insured Status

All policies - 30 day notice of cancellation except 10 days for non payment to insured

Rented/Leased Equipment \$500,000 Aggregate

Installation/Builders Risk Floater - 6/30/17 to 6/30/18 - \$1,000,000 Limit; Policy #CPP0016919 - National Trust Ins. Co.

Professional Liability - 6/30/17-18; Policy #CPLUS305445; Carrier-Colony Ins. Co. - Each Claim \$1,000,000/\$2,000,000 Aggregate  
Includes Pollution Liability - \$1,000,000 Per Claim/\$2,000,000 Aggregate

RE: Jefferson Performing Arts Center, 6400 Airline Drive, Metairie, LA 70003. |Bid No. 50-00120070.

Jefferson Parish, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council are Additional Insured as respect General Liability policies if required by written contract.

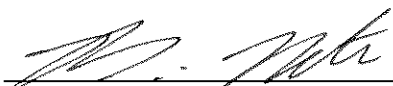
GENERAL RESOLUTION FOR  
ROTOLO CONSULTANTS, INC

Resolved that, Keith Rotolo, President, or Joseph Rotolo, Jr., Individual, or Rod Rotolo, Senior Vice President, or Brian Rotolo, Vice President of Finance / Secretary, or Michael Rotolo, Vice President of Operations, are hereby authorized and empowered to sign for and in the name of the corporation any such legal documents that said officers in their sole discretion may deem best.

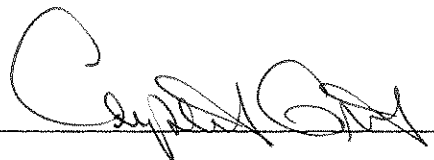
Resolved further that said officers are hereby authorized and empowered to sign and execute for and in the name of the corporation any acts, deeds, notes, mortgages, insurance documents, or other documents that may be necessary and proper to carry the foregoing into effect, to receive and receipt for the purchase price of any property sold by the corporation, and any set of mortgages which he may execute shall contain all of the usual and customary security clauses, including the pact de non alienando, confession of judgment, the provisions for attorney's fees, and the right to have the property seized and sold unto executory proceeds to the highest bidder for cash.

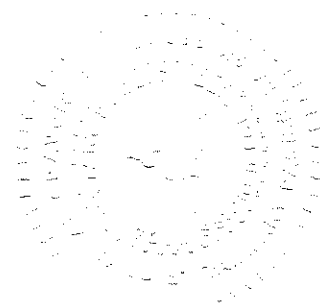
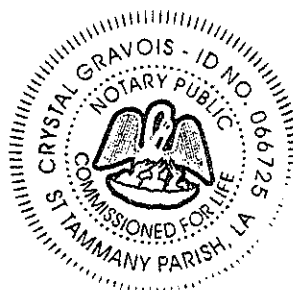
I, Brian Rotolo, Secretary of ROTOLO CONSULTANTS, INC., do hereby certify that the above and foregoing is a true and correct copy of resolutions which were adopted at a meeting of the Board of Directors of said corporation held at its offices in the city of Slidell, LA on the 24<sup>th</sup> day of August, 2015.

IN WITNESS THEREOF, I have affixed my official signature on this the 16<sup>th</sup> day of August, 2017.

  
\_\_\_\_\_  
Brian Rotolo, Secretary of  
Rotolo Consultants, Inc.

Signed before me, the undersigned notary public, this 16 day of August, 2017.

  
\_\_\_\_\_  
Print: Crystal Gravois  
My commission is for life. 066725



Tom Schedler  
Secretary of State

State of  
Louisiana  
Secretary of  
State



**COMMERCIAL DIVISION**  
**225.925.4704**

Fax Numbers  
225.932.5317 (Admin. Services)  
225.932.5314 (Corporations)  
225.932.5318 (UCC)

Name	Type	City	Status
ROTOLO CONSULTANTS, INC.	Business Corporation	SLIDELL	Active

#### Previous Names

Business: ROTOLO CONSULTANTS, INC.

Charter Number: 34480469D

Registration Date: 12/15/1994

#### Domicile Address

38001 BROWNSVILLAGE RD  
SLIDELL, LA 70460

#### Mailing Address

38001 BROWNSVILLAGE ROAD  
SLIDELL, LA 70460

#### Principal Office Address

38001 BROWNSVILLAGE RD  
SLIDELL, LA 70460

#### Status

Status: Active

Annual Report Status: In Good Standing

File Date: 12/15/1994

Last Report Filed: 11/22/2016

Type: Business Corporation

#### Registered Agent(s)

Agent:	C T CORPORATION SYSTEM
Address 1:	3867 PLAZA TOWER DR.
City, State, Zip:	BATON ROUGE, LA 70816
Appointment Date:	8/27/2015

#### Officer(s)

Additional Officers: No

Officer:	JOSEPH ROTOLO, JR.
Title:	Officer
Address 1:	38001 BROWNSVILLAGE RD

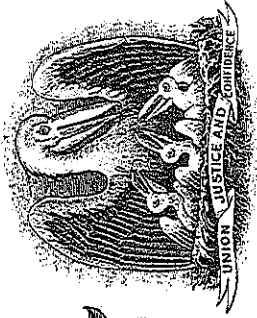
<b>City, State, Zip:</b>	SLIDELL, LA 70460
<b>Officer:</b>	KEITH ROTOLO
<b>Title:</b>	President, Director
<b>Address 1:</b>	38001 BROWNSVILLAGE RD
<b>City, State, Zip:</b>	SLIDELL, LA 70460
<b>Officer:</b>	ROD ROTOLO
<b>Title:</b>	Executive Vice-President
<b>Address 1:</b>	38001 BROWNSVILLAGE RD
<b>City, State, Zip:</b>	SLIDELL, LA 70460
<b>Officer:</b>	MICHAEL ROTOLO
<b>Title:</b>	Executive Vice-President
<b>Address 1:</b>	38001 BROWNSVILLAGE RD
<b>City, State, Zip:</b>	SLIDELL, LA 70460
<b>Officer:</b>	BRIAN ROTOLO
<b>Title:</b>	Secretary, Director, Treasurer
<b>Address 1:</b>	38001 BROWNSVILLAGE RD
<b>City, State, Zip:</b>	SLIDELL, LA 70460

### Amendments on File (8)

Description	Date
Appointing, Change, or Resign of Officer	1/15/2010
Appointing, Change, or Resign of Officer	5/1/2013
Disclosure of Ownership	7/1/2015
Amendment	7/1/2015
Restated Articles	8/27/2015
Domicile, Agent Change or Resign of Agent	8/27/2015
Domicile, Agent Change or Resign of Agent	10/18/2015
Domicile, Agent Change or Resign of Agent	11/9/2016

Print

# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

ROTOLO CONSULTANTS, INC.  
38001 Brownsville Road  
Slidell, LA 70460

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; MUNICIPAL AND PUBLIC WORKS CONSTRUCTION; SPECIALTY:  
FENCING; SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION; SPECIALTY: RECREATION &  
SPORTING FACILITIES & GOLF COURSES; SPECIALTY: SWIMMING POOLS, WATER FEATURES AND  
FOUNTAINS



Expiration Date: July 20, 2019

License No: 29959

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

Will B. McCall Director

See Madette Chairman

Andy Duvivier Treasurer

This License Is Not Transferrable



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

HORTICULTURE REGISTRATION: CHARLES F HOLLINGSWORTH

Date: 02/01/2017

LDAF ID: 45799

LICENSE(S): LANDSCAPE HORTICULTURIST 17-2109

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

17

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

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

Be it known, that effective 02/01/2017 through 01/31/2018 having complied with all relevant requirements of the Louisiana Revised Statutes, the individual named below is hereby licensed in the following profession(s):

LICENSE(S): LANDSCAPE HORTICULTURIST 17-2109

CHARLES F HOLLINGSWORTH  
1037 MICHIGAN AVE  
SLIDELL LA 70458

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE

LDAF ID: 45799



LOUISIANA DEPARTMENT OF  
**AGRICULTURE & FORESTRY**  
**IDENTIFICATION CARD**

NOT AN EMPLOYEE OF THE STATE  
**COMMERCIAL PESTICIDE  
APPLICATOR**

**CHARLES HOLLINGSWORTH**  
1037 MICHIGAN AVE  
SLIDELL LA 70458

00045799

Exp. Date: 12/31/2017



*Mike Strain*  
MIKE STRAIN DVM, COMMISSIONER



CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

3-Ornamental & Turf Pest Control  
5A-Aquatic Pest Control  
6-Right-Of-Way & Industrial Pest  
GS-General Standards

RE-CERTIFY BY

2/17/2019  
2/17/2019  
2/17/2019  
2/17/2019

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

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



# LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 3825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-3787, FAX (225) 925-3760

License No. 00095508

Date: 04/10/2017

ROTOLO CONSULTANTS, INC.

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

# LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 3825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-3787, FAX (225) 925-3760

Be it known, that effective January 01, 2017 through December 31, 2017 having complied with all relevant requirements of the Louisiana Revised Statutes, the entity named below is hereby authorized to engage in the business of GROUND APPLICATOR  
OWNER-OPERATOR

ROTOLO CONSULTANTS, INC.  
38001 BROWNS VILLAGE RD  
SLIDEL, LA 70460

Commissioner  
License No. 00095508

DISPLAY IN A PROMINENT PLACE.







HORTICULTURE REGISTRATION: **ERIC MICHAEL STRECKER**

Date: 01/19/2017

LDAF ID: **121065**

LICENSE(S): **ARBORIST** **17-1333**

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

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

Be it known, that effective 02/01/2017 through 01/31/2018 having complied with all relevant requirements of the Louisiana Revised Statutes, the individual named below is hereby licensed in the following profession(s):

**LICENSE(S): ARBORIST** **17-1333**

**ERIC MICHAEL STRECKER**  
59292 NORTH PEARL DRIVE  
SLIDELL LA 70461

  
DISPLAY IN A PROMINENT PLACE

  
Commissioner  
**LDAF ID: 121065**