



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000138865- Labor & Materials needed to supply & install street trees  
along Severn Ave in Metairie, La for the Jefferson Parish for the  
Parkways Department**  
Jefferson Parish Government

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

02-Aug-2022 09:54:47 AM



**BID NUMBER- 50-00138865**

**Labor & Materials needed to supply & install street trees along Severn Ave in Metairie, La for the Jefferson Parish for the  
Parkways Department**

**BID DUE: August 4, 2022 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: SHANNA FOLSE  
Buyer Email: [sfolse@jeffparish.net](mailto:sfolse@jeffparish.net)  
Buyer Phone: 504-364-2680**

**SUPPLY AND INSTALL STREET TREES ALONG SEVERN AVENUE IN  
METAIRIE, LOUISIANA FOR THE JEFFERSON PARISH DEPARTMENT  
OF PARKWAYS**

**BID #50-00138865**

**SECTION 1.0 – NON-MANDATORY PRE-BID CONFERENCE:**

A non-mandatory pre-bid conference will be held:

Location: Joseph Yenni Bldg., 1221 Elmwood Park Blvd., Ste 405, Jefferson, 70123

Date: July 18, 2022

Time: 10:00 a.m.

All bidders are encouraged to attend the non-mandatory pre-bid conference.

**SECTION 2.0 – SCOPE:**

We extend this bid to provide insurance, labor, materials, delivery, equipment, transportation, fuel, and all other incidentals necessary to provide and install two hundred Twenty-Six (226) street trees within the right-of-way of Severn Avenue between Veterans Boulevard to W. Esplanade Avenue in Metairie, Louisiana for the Jefferson Parish Parkways Department (Parkways):

**SECTION 3.0 – BID BONDS:**

- **Surety Bond**-An Electronic Bid Bond in the amount of 5% of the total bid amount is due with the bid submission.
- **Performance Bond**: A Performance Bond in the amount of 50% of the total contract amount will be required. Performance bond shall be produced upon contract execution.
- **Payment Bond**: A Payment Bond in the amount of 50% of the total contract amount will be required. Payment bond shall be produced upon contract execution.

## **SECTION 4.0 – LICENSE:**

Bidders shall be licensed per LSA-R.S. 37:2150-2163 and shall furnish copies of the front and back (if applicable) of each required license below. Failure to submit these copies will deem the bid non-responsive.

### **Bidders and/or any applicable subcontractor(s) shall possess the following licenses:**

- Louisiana State Contractor's Commercial license with the classification of SPECIALTY:
  - LANDSCAPE, GRADING AND BEAUTIFICATION.

This license number is to be located on the electronic envelope.

## **SECTION 5.0 – SITE LOCATION:**

The site shall encompass the east and west rights-of-way of Severn Avenue from west bound Veterans Boulevard to west bound W. Esplanade Avenue. At the time of bidding, the project is under construction, but shall be easily accessible for prospective bidders to visit.

It is anticipated that the current hardscape construction work will be completed prior to the installation of the proposed trees. However, if construction is still on-going, scheduling of the tree planting project shall accommodate the hardscape construction.

The current construction project includes the installation of an irrigation system. However, this system is not designed to irrigate any of the proposed trees associated with this bid. Additionally, this irrigation system shall not be available as a water source for the installation of the proposed trees. The Contractor shall be responsible for locating a water source for his operations.

Refer to Attachment "A" for a location map of the site.

Refer to Attachment "B" for a description of the proposed tree planting locations.

## **SECTION 6.0 – REGULATIONS:**

The Contractor is solely responsible to adhere to any and all regulations and guidelines set forth by all local, state and federal agencies.

## **SECTION 7.0 – QUANTITIES/INSPECTIONS:**

At the time of bidding, the project site will be under construction. All prospective bidders are encouraged to visit the site. All tree planting locations will be field determined by Parkways. See Attachment “B” for a written description of the estimated quantities and locations. A representative from Parkways will field locate each proposed tree within a two week time frame prior to planting.

## **SECTION 8.0 – TERM OF CONTRACT:**

Once the Contractor begins planting the trees, he shall have thirty (30) calendar days to complete the installation.

## **SECTION 9.0 – LIQUIDATED DAMAGES:**

In the event that the Contractor exceeds the allowable days for tree installation, he may be assessed liquidated damages in the amount of two hundred fifty dollars and zero cents (\$250.00) per calendar day that the installation remains incomplete.

## **SECTION 10.0 – SUBCONTRACTORS:**

The use of sub-contractors shall be allowed to fulfill the requirements of this contract. The Contractor shall be fully responsible for the actions of any sub-contractors. Parkways must be made aware whenever a subcontractor is scheduled to be working at the site.

## **SECTION 11.0 – BID SPECIFICATIONS:**

- **A: TREE SPECIFICATIONS:**

- Common Name: Eagleston Holly (single trunk, tree form)
- Scientific Name: Ilex x attenuate ‘Eagleston’
- Minimum Height: 14’-0” Overall with 5’-0” Clear Trunk
- Minimum Spread: 4’-0”
- Minimum Caliper: 3”
- Installed trees may be balled and burlapped (B&B), container grown or a combination of these two growing methods.
- Trees shall be matching in size, form and clear trunk height. Visible trunks shall be straight and free of any sucker growth.

- **B: PLANTING:**

- Trees shall be planted in accordance with the planting detail provided with Attachment “C”.
- Trees must meet the minimum size requirements at the time of planting.
- Trees may be planted at any time between November 1, 2022 and February 1, 2023.
- Traffic control shall be the responsibility of the Contractor. As needed, the Contractor shall only be permitted to block a single lane of traffic, within the vicinity of his work and only while work is taking place.

- The Contractor shall not be allowed to block any lanes of traffic between November 25, 2022 and January 1, 2023.
- As needed, the Contractor may utilize the existing paver sidewalk to accommodate tree installation. Any damage to the sidewalk as a result of Construction shall be the responsibility of the Contractor.
- If any portion of the sidewalk is blocked during his tree installation operations, the Contractor shall ensure proper signage and barricades are in place to protect the public.
- The Contractor shall provide Parkways with a minimum of two (2) weeks' notice prior to the start of planting. Within these two weeks, Parkways will stake out all proposed tree locations for the Contractor.
- It is the Contractor's responsibility to locate, protect and repair (as needed) all public and private utilities within the project suite.
- It is recommended that the Contractor hand dig all planting pits for the trees.

- **C: STEEL LANDSCAPE EDGE:**

- The Contractor shall provide a unit price (per linear foot) to supply and install green steel landscape edge. The unit price shall include all material, labor and incidentals.
- An anticipated quantity of steel edge is provided on the bid form. Once the project is complete, the total amount of installed steel edge shall be measured and paid per the unit price. The final contract price shall be adjusted based on this total measurement.
- Steel edge shall be located in the field by a representative from Parkways.
- Typically, the steel edge shall be installed in a straight line between the sidewalk and roadway on each side of a proposed tree location. The steel edge will typically be installed perpendicular to the sidewalk/roadway.
- In locations where there is a large distance between the sidewalk and the roadway, the steel edge shall form a circular ring around the tree.
- All steel edge shall be a minimum of 4" in height with a minimum thickness of 1/4".

- **D: MULCH:**

- The Contractor shall provide a unit price (per square foot) to supply and install baled pine straw mulch. The unit price shall include all material, labor and incidentals.
- An anticipated quantity of mulch is provided on the bid form. Once the project is complete, the total amount of installed mulch shall be measured and paid per the unit price. The final contract price shall be adjusted based on this total measurement.
- Pine straw mulch shall be free of trash and debris, including bale ties.
- All mulch areas shall be a minimum of 3" thick after being watered in.
- The Contractor shall ensure that installed mulch does not contract the base of the tree.
- All mulch shall be installed inside of steel edge and concrete borders.
- All mulch locations shall be located in the field by a representative from Parkways.

- **E: MAINTENANCE:**

- The Contractor shall be responsible for securing a water source and for acquiring all materials and equipment necessary for his tree planting operations. The Contractor shall not use the existing irrigation system for a water source.

- The Contractor shall be responsible to irrigating the trees during and immediately after installation.
- In addition, the Contractor shall be responsible to irrigate the trees for thirty (30) calendar days from the date of Substantial Completion.

- **F: STORAGE FACILITY:**

- At his discretion, the Contractor may utilize a portion of the parking lot of the Veterans Memorial located within the center median of Veterans Boulevard just to the west of the intersection with Causeway Boulevard for staging. The Contractor may utilize the western most parking spaces for a total area of approximately 1,500 square feet.
- If utilized, the Contractor will be responsible for securing this location, as needed.
- Jefferson Parish will not be responsible for any security associated with this project.
- The Contractor shall be responsible for any damage to the site resulting from his operations.
- The Contractor shall be required to return the site back to its original condition before receiving Final Acceptance of the project.

## **SECTION 12.0 – WARRANTY:**

The Contractor shall warrant all trees for the period of one (1) year from the date of Substantial Completion. The Contractor is exempt from replacing trees, after Substantial Completion and during the warranty period, that are removed by others, lost or damaged due to occupancy of the project, lost or damaged by a third party, vandalism or any natural disaster.

## **SECTION 13.0 – NOTIFICATIONS:**

Once the contract is awarded, the successful bidder shall provide Parkways an anticipated schedule of work. This schedule shall include, but not be limited to, ordering and receiving of the plant material, installation schedule and maintenance schedule.

## **SECTION 14.0 WORKING HOURS:**

On-site work shall be performed Monday thru Friday between the hours of 7:00 a.m. thru 4:00 p.m. The Contractor must receive written approval from Parkways for any planned work outside of this typical schedule.

## **SECTION 15.0 – CONTRACT TERMS:**

Substantial completion for this contract must be reached on or before February 1, 2023. Once all of the required trees are planted, Parkways will perform an inspection of the work and verify the installation. If all work is performed in accordance with the specifications, the Contractor shall receive a written notice of Substantial Completion with a possible punch list of minor issues to be addressed. The Contractor shall then be required to irrigate the trees for thirty (30) calendar days from the date of Substantial Completion, and address any punch list items, before receiving written notification of Final Acceptance.

## **SECTION 16.0 – PAYMENT:**

Contract pricing shall be based on the following two (2) lines items:

- Mobilization (Lump Sum): The lump sum mobilization price shall include the costs associated with bonds, insurance, deposits and other expenses related to construction preparation. Invoicing for Mobilization shall be allowed immediately after the contract is executed.
- Tree (Each): The unit price for each tree shall include all traffic control, materials, taxes, freight, equipment, tools, labor, maintenance and warranty associated with the project.

The Contractor shall submit one (1) invoice per month reflecting all work completed within that time period. No more than one (1) invoice per month may be submitted.

Retainage in the amount of ten percent (10%) shall be withheld from each invoice.

## **SECTION 17.0 – SAFETY PRECAUTIONS:**

Safety precautions must be exercised at all times to safeguard the welfare and safety of citizens, parish employees and outside Contractors while any work is being performed.

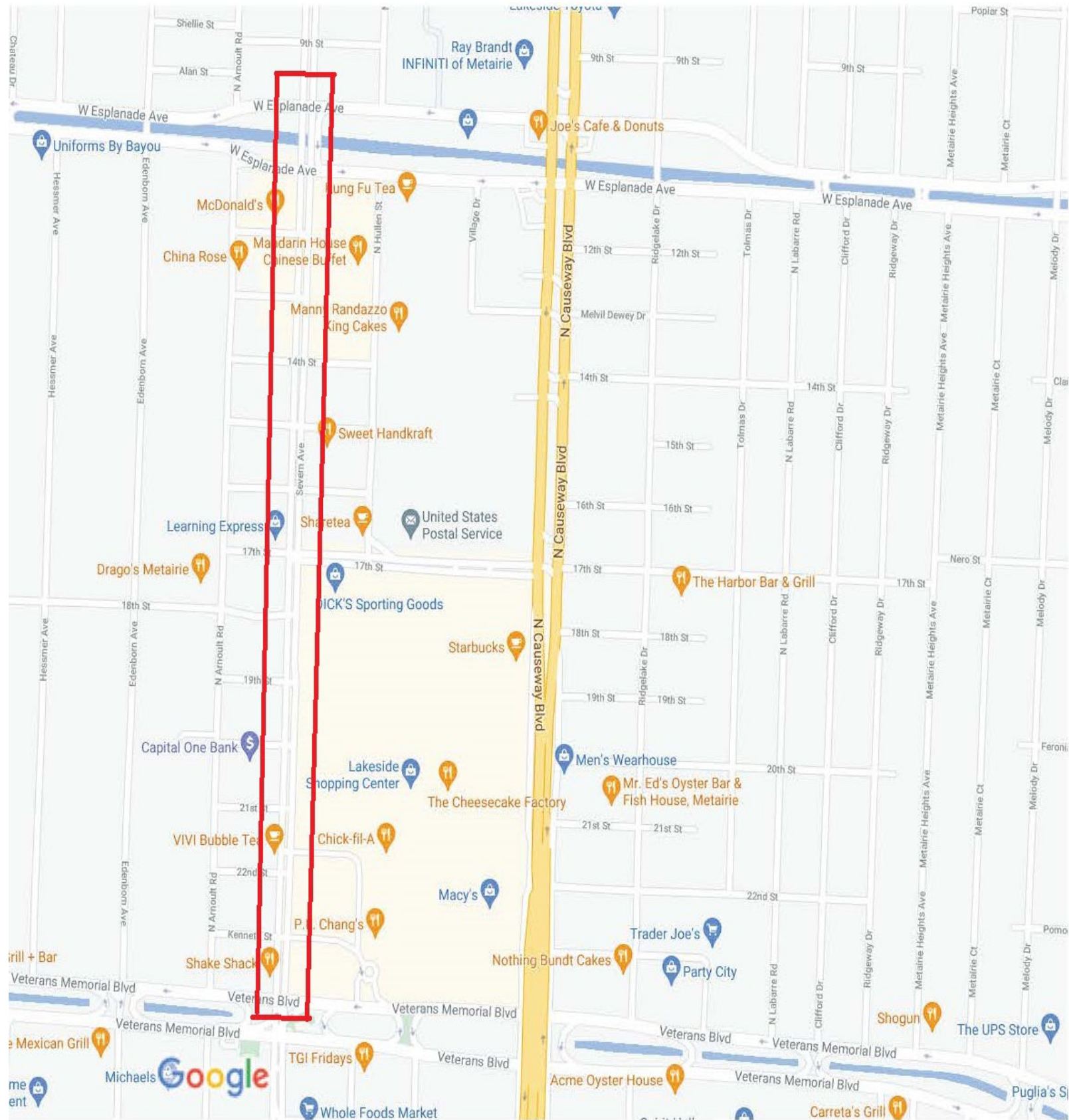
## **SECTION 18.0 – PRE-CONSTRUCTION CONFERENCE AND NOTICE TO PROCEED:**

A “Pre-construction Conference” shall be held between the successful bidder and Parkways prior to any work commencing.

No work shall be performed until the successful bidder receives a written “Notice to Proceed” to begin work from Parkways.



Attachment "A"



NORTH

## Attachment "B"

### Proposed Tree Planting Locations:

The Contractor shall provide Parkways with a minimum of two (2) weeks' notice prior to the start of planting. Within this two weeks, Parkways will stake out all proposed tree locations for the Contractor.

#### Veterans Boulevard to Kenneth Street

West Right-of-Way:	8 trees
East Right-of-way:	11 trees

#### Kenneth Street to 22<sup>nd</sup> Street

West Right-of-Way:	8 trees
East Right-of-way:	16 trees

#### 22<sup>nd</sup> Street to 21<sup>st</sup> Street

West Right-of-Way:	6 trees
East Right-of-way:	12 trees

#### 21<sup>st</sup> Street to 20<sup>th</sup> Street

West Right-of-Way:	9 trees
East Right-of-way:	10 trees

#### 20<sup>th</sup> Street to 19<sup>th</sup> Street

West Right-of-Way:	5 trees
East Right-of-way:	19 trees

#### 19<sup>th</sup> Street to 18<sup>th</sup> Street

West Right-of-Way:	7 trees
East Right-of-way:	8 trees

#### 18<sup>th</sup> Street 17<sup>th</sup> Street

West Right-of-Way:	8 trees
East Right-of-way:	5 trees

#### 17<sup>th</sup> Street to 16<sup>th</sup> Street

West Right-of-Way:	5 trees
East Right-of-way:	5 trees

#### 16<sup>th</sup> Street to 15<sup>th</sup> Street

West Right-of-Way:	0 trees
East Right-of-way:	4 trees

#### 15<sup>th</sup> Street to 14<sup>th</sup> Street

West Right-of-Way:	0 trees
East Right-of-way:	13 trees

### 14<sup>th</sup> Street to Melvil Dewey Drive

West Right-of-Way: 11 trees  
East Right-of-way: 13 trees

### Melvil Dewey Drive to 12<sup>th</sup> Street

West Right-of-Way: 7 trees  
East Right-of-way: 8 trees

### 12<sup>th</sup> Street to Eastbound W. Esplanade Avenue

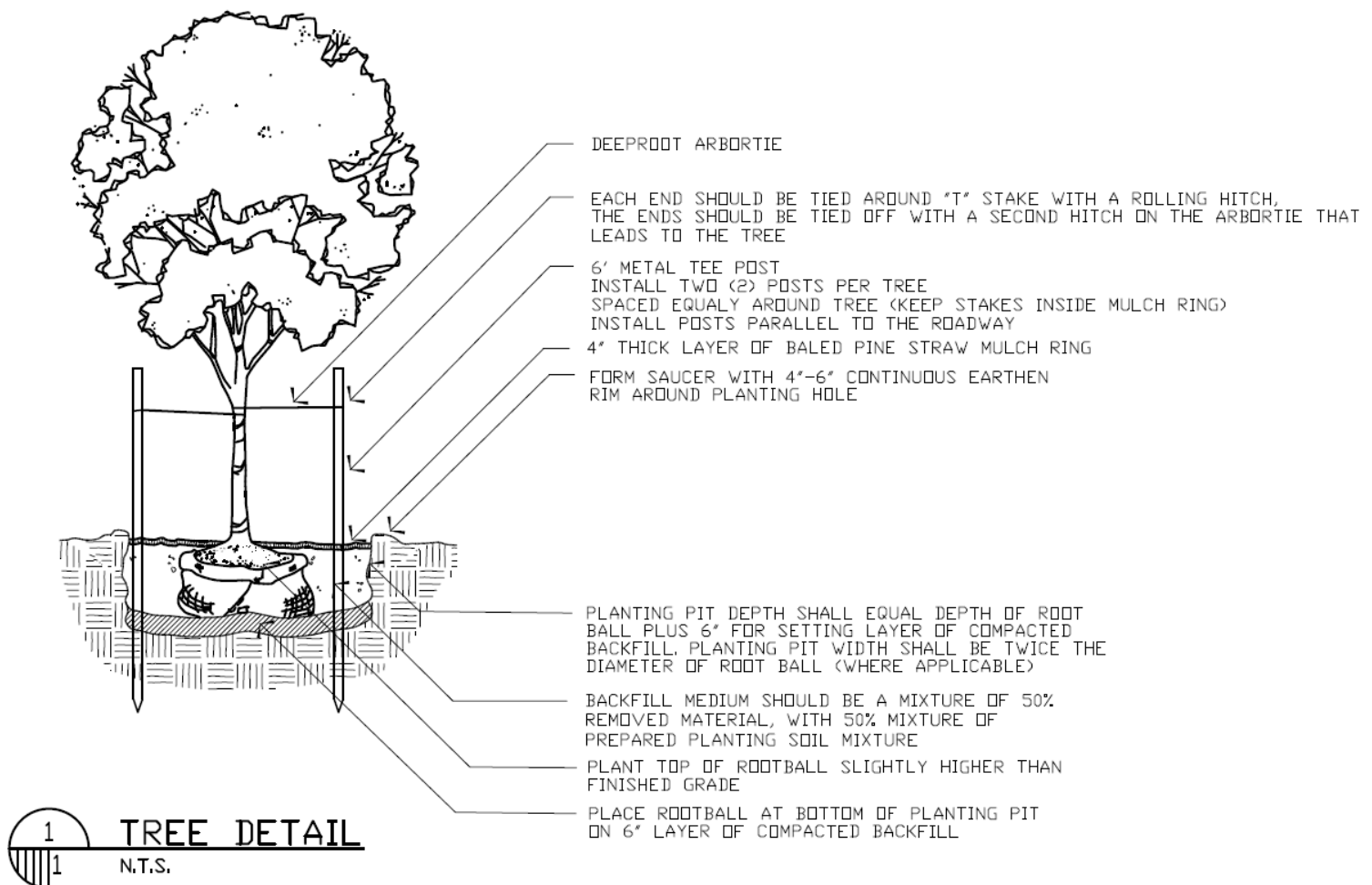
West Right-of-Way: 6 trees  
East Right-of-way: 9 trees

### Eastbound W. Esplanade Avenue to Westbound W. Esplanade Avenue

West Right-of-Way: 3 trees  
East Right-of-way: 10 trees

### Attachment "C"

All trees shall be planted in accordance with the detail below:



DATE: 6/29/2022

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00138865

**JEFFERSON PARISH**

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

BUYER: SFOLSE@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 8/04/2022 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

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

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

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

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

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

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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

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

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

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

### **INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

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

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

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

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

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

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

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

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

**This electronic procurement system allows vendors the convenience of reviewing and submitting bids online.**

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

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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**2, 3, 4, 5, 6, 8, 9, 10, 11, 13, 15**

**PRE-BID CONFERENCE TO BE HELD AT: JOSEPH YENNI BLDG, 1221 ELMWOOD PARK BLV  
D-STE 405, JEFFERSON, 70123 @ 10:00 A.M.  
ON 7/18/2022**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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

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



DATE: 6/29/2022

Page: 6

BID NO.: 50-00138865

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

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

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

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

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

68353**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: LAND CRAFT DESIGN BUILD LLC.ADDRESS: 645 BROWN AVE.CITY, STATE: HARVEY, LA ZIP: 70058TELEPHONE: (504) 259.2790 FAX: (504) 259.2790EMAIL ADDRESS: LANDCRAFT DB@GMAIL.COM

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

Acknowledge Receipt of Addenda: NUMBER: 1

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 328,555.00AUTHORIZED SIGNATURE: [Signature]TITLE: member/ownerTram Bogue  
Printed Name

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

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

**DATE: 6/29/2022**

Page 7

**INVITATION TO BID FROM JEFFERSON PARISH - continued**

**BID NO.: 50-00138865**

**SEALED BID**[illegible]

Insurance Declaration Affidavit  
Automotive

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared,  
TRAM B. POGUE, (Affiant) who after being duly sworn, deposed and said that he/she  
is the fully authorized MEMBER of LAND CRAFT DESIGN BUILD LLC (Entity), the  
party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00138865, to Jefferson Parish.

Affiant further said:

- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.

Tram B. Pogue  
Signature of Affiant

TRAM B. POGUE  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 4th DAY OF August, 2022

Frank LoBruzzi  
Notary Public

Frank LoBruzzi  
Printed Name of Notary

26771  
Notary/Bar Roll Number

My commission expires upon death





Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: TEAM B. POGUE  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized MEMBER of LAND CRAFT DESIGN BUILD, LLC. (Entity),  
the party who submitted a bid in response to Bid Number SD-00138865, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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


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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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



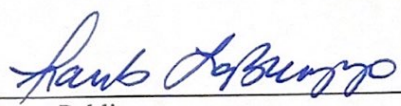
That no part of the contract price received by Affiant was paid or will be paid to any person, corporation, firm, association, or other organization for soliciting the contract, other than the payment of their normal compensation to persons regularly employed by the Affiant whose services in connection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

  
Signature of Affiant

Tam B. Pogue  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 4th DAY OF August, 2022

  
Notary Public

Frank LaBrucero  
Printed Name of Notary

26721  
Notary/Bar Roll Number

My commission expires upon death



## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

LAND CRAFT DESIGN BUILD LLC.

~~INCORPORATED~~

AT THE MEETING OF DIRECTORS OF

LAND CRAFT DESIGN BUILD LLC.

~~INCORPORATED~~, DULY NOTICED AND HELD ON JANUARY 1, 2022,

A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

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

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

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

1/1/2022  
\_\_\_\_\_  
DATE

**ACORD**<sup>TM</sup>**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

4/26/2022

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

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

<b>PRODUCER</b> <b>USI Southwest</b> <b>94 Westbank Expy.</b> <b>Gretna, LA 70053</b> <b>504 362-0667</b>	<b>CONTACT NAME:</b> Devin E. Arocha <b>PHONE (A/C, No, Ext):</b> 985 868-2436 <b>E-MAIL ADDRESS:</b> devin.arocha@usi.com		<b>FAX (A/C, No):</b> 985-868-2465
	<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A :</b> Crum & Forster Specialty Insurance Co.		<b>NAIC #</b> <b>44520</b>
<b>INSURED</b> <b>Land Craft Design Build LLC</b> <b>645 Brown Ave</b> <b>Harvey, LA 70058</b>	<b>INSURER B :</b> Louisiana Workers' Comp Corp		<b>22350</b>
	<b>INSURER C :</b>		
	<b>INSURER D :</b>		
	<b>INSURER E :</b>		
		<b>INSURER F :</b>	

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

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
<b>A</b>	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			<b>BAK793761</b>	<b>04/18/2022</b>	<b>04/18/2023</b>	EACH OCCURRENCE \$ <b>1,000,000</b>
							DAMAGE TO RENTED PREMISES (Ea occurrence) \$ <b>100,000</b>
							MED EXP (Any one person) \$ <b>5,000</b>
							PERSONAL & ADV INJURY \$ <b>1,000,000</b>
							GENERAL AGGREGATE \$ <b>2,000,000</b>
							PRODUCTS - COMP/OP AGG \$ <b>2,000,000</b>
<b>B</b>	<b>ANY AUTO OWNED AUTOS ONLY</b> <input type="checkbox"/> <b>SCHEDULED AUTOS</b> <input type="checkbox"/> <b>NON-OWNED AUTOS ONLY</b> <b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$			<b>170047A</b>	<b>04/18/2022</b>	<b>04/18/2023</b>	COMBINED SINGLE LIMIT (Ea accident) \$
							BODILY INJURY (Per person) \$
							BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
<b>B</b>	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE/OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below			<b>170047A</b>	<b>04/18/2022</b>	<b>04/18/2023</b>	PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$ <b>1,000,000</b>
							E.L. DISEASE - EA EMPLOYEE \$ <b>1,000,000</b>
							E.L. DISEASE - POLICY LIMIT \$ <b>1,000,000</b>

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

**This Certificate is issued for insured operations usual to Landscaping.**

**CERTIFICATE HOLDER****CANCELLATION**

**Land Craft Design Build LLC**  
**645 Brown Ave**  
**Harvey, LA 70058**

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

*Chris C...*






# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/02/2022

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>  JERRY KING INSURANCE AGENCY INC. 732 J BEHRMAN HIGHWAY TERRYTOWN, LA. 70056	<b>CONTACT NAME:</b> JERRY KING	
	<b>PHONE (A/C, No, Ext):</b> 504-393-2600 <b>FAX (A/C, No):</b> 504-392-6431 <b>E-MAIL ADDRESS:</b> JERRY.KING.B252@STATEFARM.COM	
<b>INSURED</b>	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> State Farm Mutual Automobile Insurance Company	25178
	<b>INSURER B:</b>	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

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

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

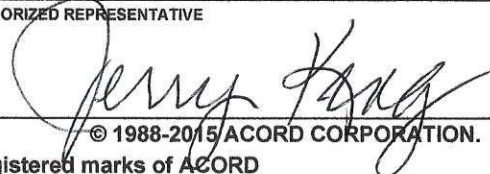
INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMPI/OP AGG \$ \$
X	<b>AUTOMOBILE LIABILITY</b> <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY	X	X	573 8632 B05-18v	02/06/2022	08/06/2022	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

**CERTIFICATE HOLDER****CANCELLATION**

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

AUTHORIZED REPRESENTATIVE





**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000138865- Labor & Materials needed to supply & install street trees  
along Severn Ave in Metairie, La for the Jefferson Parish for the  
Parkways Department**  
Jefferson Parish Government

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

02-Aug-2022 09:54:52 AM



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

July 25, 2022

### ADDENDUM # 1

Bid Number: 50-00138865

Receipt Date: August 4, 2022  
Postponed to Date: N/A

Description of Bid: Labor & Materials needed to supply & install street trees along Severn Ave in Metairie, La for the Jefferson Parish for the Parkways Department

#### **ADDITIONAL INFO:**

- 1) If Needed, The Contractor May Receive Deliveries And/or Store Materials at The Eastbank Facility of Parkways Located At 200 Shrewsbury Rd, Jefferson, La 70121.
- 2) No Alternates for The Trees Will Be Accepted. Contractor Must Bid as Specified
- 3) Trees Are to Be Planted Within the Existing Turf Area Within the Severn Avenue Right-Of-Way. No Tree Grates Are Required for This Project.
- 4) The Department Prefers it if Gator Bags Were Not Used.

**\*\*\* LAST DAY FOR QUESTIONS IS WEDNESDAY, JULY 27, BY 2:00 P.M.\*\*\***

**\*\*\*REMEMBER TO ACKNOWLEDGE THIS ADDENDUM ON YOUR BID SUBMISSION. \*\*\***

Sincerely,

A handwritten signature in blue ink that reads "Shanna Folse".

Shanna Folse, Buyer II  
Jefferson Parish Purchasing Department

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

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

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242  
OFFICE 504.364-2678

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

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

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