Bid Number 50 - 132843

THREE (3) YEAR CONTRACT TO PROVIDE GRASS CUTTING SERVICES (SMOOTH/ROUGH) FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS – PARKWAYS.

January 7, 2021 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
Donna Reamey
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GRASS CUTTING
FOR THE JEFFERSON PARISH
DEPARTMENT OF PUBLIC WORKS – PARKWAYS DEPARTMENT

SCOPE OF WORK

The Jefferson Parish Department of Public Works – Parkways (Parkways Department) is soliciting qualified Contractors for a three (3) year contract for grass cutting, edging, blowing, sweeping, litter removal, mulching and herbicide spraying to be performed throughout unincorporated Jefferson Parish. The scope of work shall include all tasks and items listed within these specifications. This shall include turnkey maintenance of designated areas to include all specified aspects of turf maintenance for Jefferson Parish. Lump sum pricing per cycle shall include all equipment, incidentals, licenses, insurance, labor, fuel and transportation to the work site. The Contractor shall refer to Resolution No. 113646, as amended, which provides a uniform set of "General Conditions and Agreement for all contractors engaged in performing work or services for the Parish of Jefferson".

BID BOND:

A bid bond in the amount of five thousand dollars and zero cents ($5,000.00) is due with the bid submission. Vendor must submit an electronic bid bond through the respective online clearinghouse bond management system 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.

PERFORMANCE BOND:

A performance bond in the amount of one million dollars and zero cents ($1,000,000.00) is required at the signing of the formal contract. The proposer acknowledges and agrees that the Performance Bond may be forfeited for the successful proposer's failure to fully and faithfully perform its obligations in accordance with the negotiated and executed agreement.

PAYMENT BOND:

A payment bond in the amount of one million dollars and zero cents ($1,000,000.00) is required at the signing of the formal contract.

MANDATORY PRE-BID CONFERENCE:

A MANDATORY Pre-Bid Conference will be held at 10:00 am on Friday, 12/18/2020 in the General Government Building, 200 Derbigny Street, Suite 4400, Gretna La. 70053. 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 MANDATORY pre-bid conference or remain for the duration shall be prohibited from submitting a bid for the project.

PRE-BID INSPECTION OF THE SITES

All site locations included in this bid are easily accessible, at any time, for any bidder. However, bidders may schedule a meeting with Jefferson Parish Parkways Department personnel to tour some of the required grass cutting locations. This meeting shall be scheduled after the pre-bid meeting but a minimum of 96 hours prior to the bid opening. This meeting will allow prospective bidders to view different grass cutting locations by riding with a representative from the Parkways Department. Meeting time, duration and location will be determined upon the availability of the Parkways Department personnel. Depending on the meeting schedule, it is possible that more than one prospective bidder will be in attendance.

Prospective bidders may ask questions during the inspection, but must also submit their questions, in writing, to the Jefferson Parish Purchasing Department so that they may be formally recorded and answered via addendum.

LICENSING

Bidders shall possess the following licenses:

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

NOTE- 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.

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

- Louisiana Department of Agriculture & Forestry State Landscape Horticulturalist License
- Louisiana Department of Agriculture & Forestry Commercial Pesticide Applicator License for Category 3: Ornamental and Turf
- Louisiana Department of Agriculture & Forestry Commercial Pesticide Applicator License for Category 6: Right-of-Way & Industrial application

All required licenses shall be valid through the term of the contract.

The Contractor is solely responsible for abiding by all applicable laws and regulations relating to each required license.

PERIOD OF AGREEMENT

The term of the contract shall be for three (3) years.

LIQUIDATED DAMAGES

Liquidated damages may be assessed for missed and/or unsatisfactory work. Liquidated damages may be assessed as outlined below:

Unapproved Schedule Changes

Scheduling of work is an important part of this contract. Parkways Department personnel will rely on the Contractor's work schedule in order to efficiently check on the quality of work and to schedule in-house tasks in the same vicinities as the mowing operations (see SCHEDULE). Liquidated damages of two hundred fifty dollars and zero cents ($250.00) per calendar day may be assessed for any unapproved schedule changes and/or missed assignments. Agreed upon weather delays shall not warrant liquidated damages.

Incomplete Work

Scheduling of work is an important part of this contract. The Contractor will be required to present a monthly schedule of his proposed operations, including all work locations, to the Parkways Department for approval. Once the schedule is approved, the Contractor must abide by this schedule of work. In the event that the schedule must be altered, it shall be the Contractor's responsibility to have any changes approved by the Parkways Department.

Jefferson Parish personnel will perform daily inspections of mowing operations in accordance with the Contractor's work schedule. In the event that a scheduled location should be incomplete, when it is inspected by the Parkways Department, liquidated damages of two hundred fifty dollars and zero cents ($250.00) per calendar day may be assessed.

Failure to Remove Debris / Trash

In the event that any debris or trash is left at any location overnight, liquidated damages of one hundred dollars and zero cents ($100.00) may be assessed per location, per night. This debris may include, but not be limited to, trash bags, green debris, trash and/or equipment.

If the Parkways Department notices the Contractor utilizing a right-of-way trash receptacle(s) as part of his required trash removal, liquidated damages of one hundred dollars and zero cents ($100.00) may be assessed per location.

Unsatisfactory Work / Failure to Make Corrections
Jefferson Parish personnel will perform daily inspections of mowing operations to ensure that the Contractor is abiding by the maintenance specifications and providing quality work. In the event that a location, or portion of a location, contains unacceptable work, the Contractor will be notified in writing by the Parkways Department and shall have twenty four (24) hours after the written notice to complete the work in accordance with the contract's specifications. Jefferson Parish personnel will re-inspect the area(s) twenty four (24) hours after notice is given. If the work is still unacceptable, liquidated damages of two hundred fifty dollars and zero cents ($250.00) may be assessed, per location.

SITE LOCATIONS
See Attachment Sheets (A – F). The work locations are listed as Smooth Cut, Flat Rough and Roadside Ditch and Slope Mowing for the east and west banks of Jefferson Parish. The locations are listed by street name with either an address or intersection to help locate each site. Furthermore, a *general* description of the required work is noted. Typical work descriptions include center median, right-of-way, cul-de-sac and lot.

The Contractor shall note the following guidelines related to grass cutting operations:

- This contract does not include maintenance of any private property.
- When maintaining a specified (typically vacant) lot, the Contractor shall include maintenance of all adjacent rights-of-way (front, side and rear) with his maintenance of the lot.
- Unless specified, this contract does not include front or side yard right-of-way maintenance of any private property, residence or business.
- When right-of-way maintenance is specified, the Contractor shall include all parish and/or private servitudes within the roadway right-of-way, including, but not limited to, drainage structures and canals, gas line rights-of-way and electrical service rights-of-way.

PART I QUALIFICATIONS

MINIMUM REQUIREMENTS
All bidders must have the knowledge, resources and capabilities to meet the expectations of this contract. The successful bidder shall not put an undue hardship on Jefferson Parish staff due to a lack of experience with work of a similar scope and scale.

INDUSTRY STANDARDS, TESTS AND RECOMMENDATIONS
The following are standards, tests, and recommended methods that shall apply to this work.

- Occupational Safety and Health Administration (OSHA)
- Louisiana Department of Agriculture & Forestry (LDAF)
- Louisiana Department of Transportation and Development (LADOTD)

MINIMUM EQUIPMENT
The Contractor must show proof of ownership, rental agreements and/or line(s) of credit to acquire the following minimum list of equipment:

- (24) String trimmers (minimum 25cc)
- (12) Stick edgers (minimum 25cc)
- (12) Backpack blowers (minimum 50cc)
- (12) Manicure mowers with (60" or 72") cutting decks (front or belly mount)
- (2) Tractors (85hp or greater)

- (2) Boom mower attachment (slope) (minimum 28' reach)
- (1) 15' (minimum) rotary cutting deck
- (1) Street sweeper (minimum 3 CY debris hopper)

PART II DEFINITIONS

BID PRICING
Bid pricing shall be provided as a per cycle unit price for each type of mowing cycle (see SMOOTH CUT, FLATS CUT and ROADSIDE CUT).

CYCLE
A cycle shall refer to all tasks associated with a complete grass cutting operation (see SMOOTH CUT, FLATS CUT and ROADSIDE CUT). This contract specifies a minimum number of cycles per year, per type of cut. The number of cycles may be increased at the discretion of the Jefferson Parish Parkways Department. Any cycles in excess of the specified minimum number of cycles, per type of cut, will be paid based on the unit price provided by the Contractor on his bid form.

The contract's pricing shall be bid at a per cycle price for each type of grass cutting (see PART III, MAINTENANCE AND FREQUENCIES). The specified number of cycles for each type of cut is the minimum amount of cycles to be performed per each twelve (12) month period. At the discretion of the Parkways Department, additional cycles may be added to one or more types of grass cutting. Additional cycles shall be compensated based on the unit price per cycle provided on the bid form.

CHEMICAL APPLICATIONS (EQUIPMENT)
The Contractor shall determine the type, and quantity, of equipment required for chemical applications. Equipment may include, but not be limited to, backpack pump sprayers, street legal UTV's, trucks and/or trailers.

Tank size(s) shall be determined by the Contractor. However, the tank(s) used for this contract must only be used for this contract. In an effort to combat cross-contamination, when not in use by the Contractor, a minimum of the tank(s), hose(s) and sprayer(s) shall be stored at a Jefferson Parish Parkways Department facility.

CHEMICAL APPLICATIONS (PRE-EMERGENT HERBICIDES)
With approval from the Parkways Department, the Contractor may apply pre-emergent herbicides (Pendulum, Barricade, Esplanade or approved equal) to assist in weed control. Pre-emergent herbicide application is not a requirement of this contract, but the Contractor may apply pre-emergent herbicide up to two (2) times per year in accordance with the manufacturer's label.

Pre-emergent herbicide applications may take place along gutter bottoms, roadway joints and large hardscape areas. Pre-emergent herbicides shall not be applied in turf areas, landscape beds or under tree rings. Unauthorized pre-emergent application may result in termination of the contract.

All pre-emergent herbicide applications taking place along curbs, gutters and other hardscape areas can be applied with a higher pressure adjustable gun such as a JD-9 with a wand. The Contractor will be responsible for limiting chemical drift and is advised not to spray while winds are in excess of 5 miles per hour. The Contractor shall be responsible to any damage resulting from his spraying operations.

All chemical applications shall be performed by, or under the direct supervision of, a licensed professional.

CHEMICAL APPLICATIONS (NON-SELECTIVE HERBICIDES)
Chemical applications shall be applied on an as needed basis so that no weeds are visible within tree rings, landscape beds or within hardscape areas such as curbs, gutters, sidewalks and roadways. Chemical applications will typically consist of non-selective herbicide spraying (RoundUp or approved

equal) applied in accordance with the manufacturer's label (specifications). Spraying shall take place within the required mowing areas as well as all hardscape areas adjacent to the designated cutting areas. This includes all curbs, gutters, concrete traffic devices, drainage structures and sidewalks. Curb and gutter spraying shall extend a minimum of 18" into the roadway beyond the curb.

Weeds shall be sprayed as soon as they are discovered during each mowing cycle. In the event that weeds reach a height of 4" or greater, the Contractor shall be required to spray them and then return forty eight (48) hours later and physically remove them.

All non-selective herbicide applications within turf and/or landscape areas (including tree rings) must be made utilizing a low/medium pressure wand with an adjustable patterned nozzle. All non-selective herbicide applications taking place along curbs, gutters and other hardscape areas can be applied with a higher pressure adjustable gun such as a JD-9. The Contractor will be responsible for limiting chemical drift and is advised not to spray while winds are in excess of 5 miles per hour. The Contractor shall be responsible to any damage resulting from his spraying operations.
Under certain circumstances, and with approval from the Parkways Department, the Contractor may utilize RoundUp QuickPRO (or approved equal) for weed control. RoundUp QuickPRO would be approved in situations where weather may have interfered with normal non-selective herbicide applications and weed growth is excessive. RoundUp QuickPRO cannot be used under the drip line of trees. The Contractor may not mix his own equivalent to RoundUp QuickPRO. All applications shall abide by the manufacturer's label.

With approval from the Parkways Department, the Contractor may apply an aquatic non-selective herbicide such as RoundUp Custom (or approved equal) in and around ditch areas to assist in roadside ditch and slope cutting operations. The Contractor shall be responsible for obtaining the proper licensure and following all regulations related to aquatic spraying. Aquatic spraying is not mandatory for this contract and will not exclude unlicensed aquatic application Contractors from bidding. However, only Contractors licensed for aquatic spraying will be allowed to apply aquatic herbicide products. All applications shall abide by the manufacturer's label.

All chemical applications shall be performed by, or under the direct supervision of, a licensed professional.

COOPERATION

It is possible that other Jefferson Parish employees and/or contractors may be working within close proximity to grass cutting locations. The Contractor shall coordinate his work with any other work taking place in the vicinity of his grass cutting locations in relation to scheduling and limits of work. Should a conflict occur, a Jefferson Parish Representative will make the final decision as to each contractor's limit of work.

DAMAGE TO FACILITIES

The Contractor shall take exceptional precaution when performing cutting operations near utility and drainage structures in order to eliminate the possibility of damage. The slope cutting areas covered under these specifications include numerous obstructions such as CMP (Corrugated Metal Pipe), RCP (Reinforced Concrete Pipe), PVCP (Polyvinyl Chloride Pipe) and other types of drainage outfall culverts and structures. In the event that damage occurs to any utility facility, the Contractor shall immediately notify a Jefferson Parish representative. In addition, the Contractor shall note in the comments section of the daily maintenance report the time, location, person notified, type of damage and circumstances of the damage. All costs associated with the repair and/or replacement of the damaged structure shall be borne by the Contractor. The Contractor shall take exceptional precaution when performing cutting operations near these structures in order to eliminate the possibility of damage.

The Contractor must have in place prior to 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. Jefferson Parish will direct any damage claims directly to the Contractor for investigation and remediation.

EDGING

Edging shall be accomplished utilizing mechanical stick edgers with steel blades. Edging shall occur along concrete curbs, sidewalks and other areas where define hardscape meets turf. Discs, herbicides and or/string trimmers may not be used to control grass growth where grass and a paved surface meet. At the completion of edging, no grass should be visible over a hard surface. 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 slow the continued growth of the grass. All dirt and grass clippings shall then be blown off of the curb and swept (see SWEEPING/BLOWING).

EQUIPMENT REQUIREMENTS

The bid shall include all 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 and may be subject to liquidated damages (see LIQUIDATED DAMAGES). There will be a minimum equipment list provided by Jefferson Parish as Attachment "E", designated specifically for this contract. The Contractor must provide Jefferson Parish with copies of registration certificates and/or lease agreements or documentation verifying an open line of credit for equipment specified in the minimum equipment list (see ATTACHMENT "E").

All street legal vehicles used for this contract shall include the Contractor's company name and/or logo clearly displayed. All field employees shall wear high visibility clothing that clearly displays the company name and/or logo.

EQUIPMENT STORAGE

Parking of grass cutting equipment and associated trucks and/or service vehicles during non-working hours (except during the mid-day meal period) shall take place at Parish designated and approved areas only. It is the intent of this section to eliminate the parking and storage of equipment near public rights-of-way, buildings and private facilities. The Parish will make areas available for parking equipment after working hours, weekends and holidays in relatively close proximity to the work areas. In the event that the Contractor does not wish to utilize the areas provided by the Parish, the Contractor must move and store equipment as directed by the Parish representative. Regardless of the areas designated by the Parish and used by the Contractor, the Parish assumes no liability for the contractor's equipment. Any losses due to occurrences, such as theft, malicious damage, breakage, fire or general loss, will be assumed by the Contractor.

The Jefferson Parish Parkways Department shall provide the Contractor with (24) hour access to each of its equipment yards. The east bank yard is located at 200 Shrewsbury Road, Jefferson, Louisiana 70121. The west bank yard is located at 1901 Ames Boulevard, Marrero, Louisiana 70072. The Contractor will be allowed to store equipment, dump debris from the street sweeper and perform minor wash-down of equipment. Additionally, the Contractor shall be allowed to utilize the hose spigots located within the yards to fill up spray and street sweeper tanks. The Contractor must provide and utilize his own hose. The Contractor shall not be allowed to rinse or clean any chemical tanks on Jefferson Parish property.

GRASS CUTTING (MOWING)

Grass cutting shall be accomplished using mechanical mowers in order to leave a smooth, level, cut on the grass following the existing grade. No gouging, scalping or similar actions shall be permitted. All trash and debris must be removed prior to grass cutting. It is the Contractor's responsibility to determine the condition of the site and work around any obstacles. Jefferson Parish shall not be responsible for any debris or hazards that may be encountered during mowing operations. The Contractor shall mow around any hazards and then alert a Parkways Department representative.

The Contractor shall determine the size and style of machine to be used. Different types of machines may be required based on the type and size of each area to be cut. Additionally, the Contractor shall use his judgement on the stability of the ground when mowing. The Contractor shall not be allowed to leave

ruts within wet areas. Any ruts or holes caused by mowing operations within wet areas shall be repaired by the Contractor.

This contract will require the Contractor to mow in close proximity to existing drainage canals and shall include mowing up to the point of transition of the canal slope. It shall be acceptable for the Contractor to use a mechanical weed eater to maintain this transition area. It shall also be permissible for the Contractor to use a tractor (75 hp or less) and an implement to mow this area.

GREEN DEBRIS REMOVAL

Any waste such as grass clippings, branches, dirt or any other organic rubbish located at any area to be maintained will be considered green debris. Green debris may be existing to a location, or be generated by the Contractor's operations. Green debris, as described, shall be removed by the Contractor during each maintenance cycle as a part of the grass cutting performance. Any green debris left at a project site once the Contractor completes his operations, without notifying the Parkways Department, may be subject to liquidated damages (see LIQUIDATED DAMGES). Green debris removal is inclusive to each grass cutting bid item.

Green debris, not generated by the Contractor, considered too large to remove by hand or which requires specialized equipment to remove shall be reported to the Parkways Department for removal.

INSPECTIONS

Using the daily maintenance reports and spray logs submitted by the Contractor, inspections of areas of work performed shall be made by Jefferson Parish personnel 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 twenty-four hours (24) of notice, without any extra cost to Jefferson Parish (see LIQUIDATED DAMAGES).

The Contractor shall be required accompany a Parkways Department representative two (2) days per month to inspect various sites to discuss the quality of work. One inspection shall be on the Westbank and one inspection shall be on the Eastbank. Each inspection shall take no more than four (4) hours. Site quantities and locations may vary for each inspection. The schedule and frequency of these inspections shall be agreed upon each month by the Contractor and the Parkways Department.

MAINTENANCE REPORTS

Contractor shall complete a daily maintenance report for each day work is performed. Reports shall be e-mailed daily, no later than 10:00 a.m. next business day to the Parkways Department. These reports shall be used as the record for tracking the quantity and quality of work being performed. In addition, the daily maintenance report shall be utilized to record anything which might impede the contractor in performing the scope of work. The contractor is required to notify Jefferson Parish immediately within 24 hours of any problems and/or restrictions that would prevent him from performing his duties. Contractor may elect to use own report format, if approved by Jefferson Parish. If these reports are not sent on a daily basis this could delay payment of invoices.

MANICURED LOT (PROPERTY)

A manicured lot is a vacant piece of property that is being maintained (by the Owner) on a regular basis. A manicured lot may be completely cleared, or partially cleared, but must have a portion of the lot in which the grass appears to be cut (by others) on a regular basis. No right-of-way maintenance is required adjacent to manicured lots.

NON-MANICURED LOT (PROPERTY)

An non-manicured lot is a vacant piece of property that is not being maintained (by the Owner) on a regular basis. A non-manicured lot is completely wooded and/or overgrown to the point that typical grass cutting methods could be performed on the property. It shall be the responsibility of the Contractor to maintain the right-of-way adjacent to non-manicured properties along all mowing routes.

For example, the center median of Lapalco Boulevard is required to be on the smooth cut schedule. Additionally, there are non-manicured (wooded) properties in the 3600 block of Lapalco. The right-of-way area of these wooded lots shall be maintained at the same time (and frequency) as the center median.

NUISANCE CONTROL

The Contractor shall include in his bid the control of dust, noise and odors created by his work operations. All controls shall be completed in order that nuisances are minimized and occur within the standards of all governing bodies. All equipment shall be maintained properly in order to perform in accordance with the manufacturer's original specifications. This shall include, but not be limited to, mufflers and exhaust, fluid leaks, deck openings, wheels, tires and blades. If the Parkways Department observes any of the Contractor's equipment not performing properly, that equipment shall be immediately removed from the work site until it is properly repaired.

PINE STRAW MULCH PLACEMENT

Pine straw mulch (bales) shall be placed around each tree and landscape bed area for all smooth cutting locations. Pine straw shall be placed at a minimum of four inches (4") thick in a circular fashion around most trees and shall follow the bed lines of landscaped areas. The Contractor shall be responsible for reviewing site locations to get a quantity of trees and landscape beds. The Contractor shall also note mulch areas that are not typical in size such as the center median of Transcontinental Drive between Airline Drive and W Metairie Avenue. The quantity of mulch required for each tree shall be based on the chart below. The Contractor shall note that his initial mulch installation will be a greater amount than what is currently installed in most areas. Pine straw mulch shall be placed level and not in a pyramidal fashion around the base of the tree. Mulch shall be pulled away from the trunk of the tree keeping the tree's root flare exposed. Pine straw mulch shall be refreshed two (2) times per year (May 1 and November 1) to maintain the minimum four inch (4") thickness. Pine straw mulch shall also be placed four inches (4") thick in all garden beds and refreshed at the same time as tree mulch. Only whole pine straw free of debris shall be permitted. The Contractor shall not leave any bale string or ties on site (or buried in the placed mulch). Pine straw placement is inclusive to the smooth cutting bid item. Cost for pine straw placement is to be included in the smooth cutting bid item. The Contractor shall have twelve (12) calendar days to install all of the required mulch from the first day of May and November. Incomplete mulching (after 12 calendar days) may result in a penalty (see LIQUIDATED DAMAGES).

Minimum Tree Ring Dimensions:

Tree Diameter	(Minimum) Mulch Ring Dimensions
6" and under	18" radius from outside of the trunk
7" – 24"	30" radius from outside of the trunk
25" – 36"	48" radius from outside of the trunk
37" and above	60" radius from outside of the trunk

* Tree diameter shall be measured on the main trunk 4.5' above grade using a tree diameter tape.

QUANTITIES

There are no provided quantities (or acreage) calculated by the Parkways Department for the bidding of this contract. It shall be the responsibility of each bidder to study the provided locations and determine any quantities needed to provide the bid pricing. During the contract period, any added or deleted work will be quantified and agreed upon by both the Parkways Department and the Contractor.

SAFETY PRECAUTIONS

The Contractor shall be responsible for ensuring that his operations are performed in a safe manner. This includes, but is not limited to, pedestrian and vehicular access, equipment operation and employee and site safety. All work shall conform to the latest guidelines of OSHA, Louisiana DOTD, Jefferson Parish and any other applicable agency.

The Contractor shall maintain a professional work zone at all times. The use of drugs or alcohol is prohibited while working on parish property.

Confrontation with citizens and/or Jefferson Parish personnel will not be tolerated.

Soliciting and/or performing private work while working on Jefferson Parish property is prohibited. Failure to maintain a professional work zone, or fraudulent activities, may result in termination of the contract and possible legal ramifications.

SPRAY LOGS

Contractor shall complete a spray log for each day that any chemical application takes place. Spray logs shall be e-mailed daily, no later than 10:00 a.m. next business day to the Parkways Department. These spray logs shall be used as the record for tracking the locations, quantity and quality of chemical applications. The Contractor shall utilize the Louisiana Department of Agriculture and Forestry Commercial Pesticide Applicator Record Keeping Form to log all herbicide spraying applications. A sample copy of this form is included in this bid package.

STRING TRIMMING (WEED EATING)

String trimming shall be accomplished utilizing mechanical string trimmers with a commercial grade line. String trimming shall occur around landscape beds, tree rings, signs, poles, hydrants and other objects within turf areas. Herbicides shall not be used as a method of keeping grass from growing around objects within turf areas. String trimming shall leave the grass at approximately 1" in height. Caution needs to be taken so that string trimming does throw rocks or debris into traffic and that trimming not leave areas with bare dirt. The Contractor shall ensure that string trimmers do not damage trees and/or landscape beds.

SUBCONTRACTORS

All mowing operations and related work must be performed by the Contractor. No subcontractors shall be allowed to perform these services.

However, the Contractor may utilize a subcontractor for his chemical applications. The use of a subcontractor shall not relieve the Contractor the responsibility of ensuring the work meets the requirements of this contract. Additionally, the Parkways Department will not communicate directly with any subcontractors. All correspondence will be with the Contractor.

SWEEPING/BLOWING

After cutting, the turf and paved areas adjacent to the turf areas being cut shall be free of grass, leaves, cigarette butts and any other type of debris. This shall be accomplished using a combination of blowers and street sweepers. Debris shall not be blown from the paved to the turf areas. Code 1961 17-3 Ordinance No. 2120 2-14-01 Sec. 27-71 (A) states: "It shall be unlawful to dump or place material of any kind into parish catch basins, in a canal/ditch, on the banks of a drainage canal/ditch or in drainage servitude without a permit." The Contractor shall not blow grass clippings into roadways and/or drainage catch basins. In order to keep grass, leaves, smoking paraphernalia butts and other debris from collection and building up along the curb of streets, the Contractor will be ***REQUIRED*** to sweep the areas affected by grass cutting and edging. Sweeping shall occur along the entire route of grass cutting. For example, when cutting the center median of Causeway Blvd., the Contractor shall also sweep all concrete curbs and barriers located within the center median area of each street intersecting Causeway Blvd. The contractor shall use a street legal mechanical or vacuum type street sweeper with a minimum three (3) cubic yard capacity debris hopper. This equipment must be approved by the Jefferson Parish Parkways Department. Street sweeping and blowing shall be performed immediately after each edging and cutting operation. Blowers may be used to blow grass clippings off of walkways and other hard surfaces. Blowers will not be allowed to blow grass clippings, dirt and debris into drain inlets. Blowers may be used to blow grass clippings and debris directly into the path of the sweeper. If the sweeper is not visibly present, the Contractor shall not be allowed to blow clippings into the roadway. The street sweeper shall ensure all clippings and debris are removed from the roadway.

The Contractor shall be allowed to utilize both of the Parkways Department's maintenance yards for dumping the sweeper debris and as needed storage of the equipment.

Smooth cut mowing operations shall not take place without a street sweeper present (see LIQUIDATED DAMAGES).

TRAFFIC CONTROL

The Contractor shall provide all necessary barricades, signs, lights and warning devices or any other item necessary in order to properly move traffic around or through his operations. Set up, removal and maintenance of all traffic control equipment shall be the Contractor's responsibility. Slow moving vehicle signs and flashing lights shall be installed on all moving equipment that will use the public rights-of-way for transportation of equipment. The Contractor shall be responsible for providing safe and expedient movement of traffic through the work areas. The Louisiana State Manual for uniform traffic control should be followed.

TRASH REMOVAL

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 must be removed prior to any grass cutting operations during each maintenance cycle. The Contractor shall be responsible for establishing the most efficient method of trash removal. Shredding of trash by mowers will not be permitted and may be subject to liquidated (see LIQUIDATED DAMAGES). Under no circumstances shall any collected trash (trash bags, piles, etc.) be left at a project site without the Contractor present.
Trash considered too large to be removed by hand or which requires specialized equipment to remove, shall be reported to the Parkways Department for removal.

The Contractor shall not utilize any right-of-way trash receptacle for his required trash removal. Utilizing right-of-way trash receptacles may result in liquidated damages (see LIQUIDATED DAMAGES).

TRANSFERRING CONTRACT

Transfer of this contract shall not be allowed under any circumstances unless prior written approval has been received from Jefferson Parish.

TREE TRIMMING

Canopy trees within the smooth cutting areas shall be trimmed, as needed, to a clear trunk height between 5' – 6' above grade to allow for proper clearance for mowing operations. Tree trimming shall also account for 'sucker' growth at the base of trees. Sucker growth shall be considered any growth extending from the main trunk of the tree and within 5' of ground level. All tree trimming operations shall be under direct supervision of a Louisiana licensed landscape horticulturalist. The Contractor shall utilize hand saws and loppers only. No gas or electric powered mechanical equipment shall be used to trim trees.
Trees such as full magnolias and hollies do not require trimming. No tree trimming is required within any defined landscape bed.

The Contractor shall notify the Parkways Department prior to trimming any trees. The Parkways Department must approve all locations, and sometimes individual trees, that may or may not be pruned by the Contractor.

Should the Contractor observe a heavily damaged, or dead, tree by no fault of his performance, he shall note this in the comments section of the daily maintenance report and report the tree to the Parkways Department. Tree trimming shall occur on an as-needed basis, but should be factored in to the inclusive unit price for each type of mowing cycle.

UTILITY SERVICE INTERRUPT

In the event of an interruption of public or private utility service or general damage to public or private properties as a result of accidental breakage or any other actions by the Contractor, the Contractor shall immediately notify the proper authority and/or property owner and shall fully cooperate with said authority

or owner until the service is restored to its previous capacity. The Contractor shall be responsible for any costs associated with utility interruptions.

VACANT PROPERTIES
This contract shall require right-of-way maintenance for some vacant properties (see MANICURED LOTS and NON-MANICURED LOTS). The roadside right(s)-of-way of non-manicured properties located along required mowing routes shall maintained at the same frequency as the specified mowing for that route.

The Contractor shall not be required to maintain the right(s)-of-way of manicured vacant properties. Right-of-way maintenance for manicured properties will be the responsibility of the property owner.

WORK COMPLIANCE
The proposed work must comply with OSHA (Occupational Safety and Health Administration), DOTD (Department of Transportation), Jefferson Parish any other applicable agency's requirements and regulations regarding this variety of work.

WORK PERIODS
The Contractor shall be allowed to work any and all days of the week from dawn until dusk. The Contractor must also be aware of any holiday, local event, construction work or any existing traffic patterns that may affect scheduled maintenance operations. The Contractor may be required to alter his work schedule accordingly. Any required modification to the work schedule will not be grounds for any additional cost to the Parkways Department.

PART III TURF MAINTENANCE AND FREQUENCIES

SMOOTH CUT
Smooth cut mowing shall occur on medians, rights-of-way and drainage canal transition areas utilizing ride-on and/or push type manicure mowers. Smooth cut mowing shall occur a minimum of: one (1) cut every twenty eight (28) days or once per every four (4) weeks, from December 1st through February 28th (29). One (1) cut every fourteen (14) days or once every two (2) weeks for March, April, October and November. One (1) cut every ten (10) days or once every one and one-half (1 ½) weeks from May thru September. The aforementioned frequency of cutting represents twenty six (26) cuts per twelve (12) month period. The grass shall be cut to a height of between a minimum of one and one-half inches (1-1/2") and a maximum of two inches (2") exposure.

Areas adjacent to the canal slopes (canal transition areas) shall be maintained as a part of smooth cut mowing. Canal transition areas do not require the Contractor to cut grass on the canal slopes, but shall require the Contractor to cut up to the line of transition from the top of the canal to the slope. The Contractor shall utilize a lawn mower to cut the majority of these transition areas. It shall be acceptable for the Contractor to use mechanical string trimmers in locations that are not wide enough for a mower, and to ensure a level line from the transition to the slope. It shall also be permissible, but not required, for the Contractor to use a tractor (75 hp or less) and an implementation to mow this area. No scalping or spraying of this transition area will be allowed.

Certain canal areas, such as the canal in the center median of W Napoleon, have bulkheads constructed of concrete or steel sheet pilings. The areas have a minor slope from the roadway to the bulkhead. These sloped areas shall be considered transition areas and must be maintained as smooth cut areas. Every smooth cut cycle shall include chemical application (non-selective herbicide), edging, grass cutting (mowing), green debris removal, string trimming, sweeping/blowing and trash removal (see PART II, DEFINITIONS).

FLAT ROUGH
Flat rough mowing shall occur in large unobstructed areas of rights-of-way and on Jefferson Parish owned vacant lots and shall utilize a tractor with a cutting attachment. Flat rough mowing shall occur a minimum of: one (1) cut per month or (30) days from January 1st through March 30th and October 1st through December 31st. Two (2) cuts per month or one (1) cut per every two (2) weeks or fourteen (14) days during April 1st through September 31st. The aforementioned frequency of cutting represents

eighteen (18) cuts per twelve (12) month periods. The grass shall be cut to a height of between a minimum of one and one-half inches (1-1/2") and a maximum of two inches (2") exposure.

Every flat rough mowing cycle shall include chemical application (non-selective herbicide), grass cutting (mowing), green debris removal, string trimming, sweeping/blowing and trash removal (see PARTII, DEFINITIONS).

ROADSIDE DITCH AND SLOPE MOWING

Roadside ditch and slope mowing shall occur in select locations and shall utilize a tractor (100 hp or less) equipped with a minimum 28' reach boom mower. Roadside ditch and slope mowing shall occur a minimum of: one (1) cut per month or (30) days from January 1st through May 30th and September 1st through December 31st. Two (2) cuts per month or one (1) cut per every two (2) weeks or fourteen (14) days from June 1st through August 31st. The aforementioned frequency of cutting represents fifteen (15) cuts per twelve (12) month period. The grass shall be cut to a height of between a minimum of one and one-half inches (1-1/2") and a maximum of two inches (2") exposure.
Every roadside ditch and slope mowing cycle shall include chemical application (non-selective herbicide), grass cutting (mowing), green debris removal, string trimming, sweeping/blowing and trash removal (see PART II, DEFINITIONS). If desired by the Contractor, and approved by the Parkways Department, roadside ditch and slope mowing cycles may include bottom spraying of aquatic non-selection herbicide (see CHEMICAL APPLICATIONS, NON-SELECTIVE HERBICIDE).

WEATHER AND MOWING CONDITIONS

The Contractor shall determine his activities and schedule based on the weather. Performing mowing operations during, or immediately after, weather events does not relieve the contractor of performing in accordance with these specifications. At no time will it be acceptable for the Contractor to leave any turf area with an uneven surface or to leave excessive (visible) thatch. Any divots, ruts or holes must be repaired by the Contractor.

PART IV INCIDENTAL AND ADDITIONAL BID ITEMS

GENERAL

This bid will require the Contractor to price certain related incidental tasks that may or may not be performed during the term of this contract. Unit pricing for these incidental and additional items shall be turnkey and include all material, labor and the like to perform each task in accordance with these specifications.

ADDITIONAL MAINTENACE AREAS

The base contract requires that the Contractor maintain a list of designated areas for each cycle and type of cut. In addition, the Contractor shall provide a per acre price for the Parkways Department to utilize when adding, or subtracting, area(s) to maintain. Additional maintenance area pricing shall include all of the requirements of the different types of cuts (see PART III, MAINTENANCE AND FREQUENCIES). There is not a minimum or maximum of additional, or subtracted, area(s). The quantity of acreage shall be agreed upon by both the Contractor and the Parkways Department. All acreage quantities shall be rounded up to the nearest tenth (0.10) of an acre to prorate pricing, as needed.

INCIDENTAL CURB AND ROADWAY SPRAYING

The base contract requires that the Contractor spray non-selective herbicide along all hardscape areas adjacent to all mowing locations. Incidental curb and roadway spraying shall be for areas designated outside of required mowing locations. Incidental curb and roadway spraying shall be priced per mile and shall include both sides of the roadway in that per mile price. For example, when the Contractor is maintaining the center median of a roadway, he is required by the contract to spray the curb and gutter of that median, but not the curb and gutter on the outside of the travel lanes. The incidental curb and roadway spraying would cover these outside locations.

In some instances, the incidental curb and roadway spraying may require the Contractor to spray the curb and gutter of one side of the roadway and then spray the center line of the roadway. In any instance, the per mile price allows for the spraying of two sides of the roadway.

Incidental curb and roadway spraying shall only occur when requested by the Parkways Department. There is no minimum or maximum quantity of incidental curb and roadway spraying designated for this contract. All incidental curb and roadway spraying will require the Contractor to apply both a pre-emergent herbicide and a non-selective herbicide (mixed together) for each application (see PART II, DEFINITIONS).

INCIDENTAL PINE STRAW MULCH PLACEMENT

The base contract requires that the Contractor apply pine straw mulch (bales) twice per twelve (12) month period. Incidental pine straw mulch placement shall refer to any requested mulch placement in addition to the required mulching and shall abide by the same specifications (see PINE STRAW MULCH PLACEMENT). Incidental pine straw mulch may be requested by the Parkways Department to account for new trees and/or landscape bed plantings, to repair damage or to enhance various locations.
Incidental pine straw mulch placement shall be priced per square yard (at 4" thick).
Incidental pine straw mulch placement shall only occur when requested by the Parkways Department. There is no minimum or maximum quantity of incidental pine straw mulch placement designated for this contract.

Attachment A - Eastbank Smooth Cut (26 cuts per year)

VICINTY	LOCATION
17th Street (Causeway Blvd to Severn Ave)	Center Median
17th Street (Severn Ave to N Arnoult Rd)	North & South ROW
18th Street (Severn Ave to N Arnoult Rd)	North & South ROW
19th Street (Severn Ave to N Arnoult Rd)	North & South ROW
Academy Dt (at W Esplanade Ave)	West & East ROW
Airline Drive (Kenner Line to Orleans Parish Line) be	Center Concrete Medians to Sprayed
Airline Dr (Filmore St to Earhart Blvd)	South ROW
Airline Dr (at Causeway Blvd Intersection)	ROW Under Elevated Roadway
Airline Dr (Maple Ridge Dr to Cecil St)	North & South ROW
Airline Dr (at S Lester Ave)	Area Around Bridge
Airline Park Blvd (Airline Dr to W. Metairie Ave)	Center Median
Alhambra Ct (Cul-de-Sac)	Cul-de-Sac
Avron Blvd (at Lake Villa Dr)	Southwest Lot
Avron Blvd (at Wilson Canal)	Fence Line
Avron Blvd (Wilson Canal to Lake Villa Dr)	South ROW
Bauvais St (Alley Between Bauvais St and Cypress St Located near 3633 Bauvais St	Alley
Berwick St (Brown St to Causeway Blvd)	South ROW
Berwyn Ave (Roselawn St to Marian Ave)	South ROW
Bloomfield St (at Webb St)	Center Median
Bonnabel Blvd (Lake Pontchartrain Levee to Metaire Rd)	Center Median
Brentwood Dr (Cul-de-Sac)	Cul-de-Sac
Brookhollow Esplanade (River Rd to Jefferson Hwy)	Center Median
Camille Ct (Cul-de-Sac)	Cul-de-Sac (Both Sides)

Canal St (at W William David Pkwy)	West ROW / Lot
Canal St (W William Daivd Pkwy to E William David Pkwy)	South ROW
Canal St (S I-10 Service Rd E to Lake Ave)	Center Median
Caryota Dr (Pump Station to Vintage Dr)	East ROW
Causeway Blvd (Lake Pontchartrain to I-10)	Center Median
Causeway Blvd (Claiborne Ave to Lausat St) (Under Bridge)	Center Median
Causeway Blvd (I-10 to Bauvais St)	Center Median and East & West ROW
Causeway Blvd (Burns St to River Rd)	Center Median and East & West ROW
Central Dr (Cul-de-Sac)	Cul-de-Sac
Citrus Blvd (Dickory Ave to Elmwood Park Blvd)	Center Median
Clearview Pkwy (Folse Dr to I-10)	Center Median
Clearview Pkwy (I-10 to Airline Dr)	Center Median
Clearview Pkwy (Citrus Blvd to Jefferson Hwy)	Center Median
Clearview Pkwy (at Huey P Long Bridge)	*See Description Below
Cleary Ave (at Derbigny St SE Lot)	Lot
Codifer Blvd (Beverly Garden Dr to Metairie Rd)	Center Median
Coventry Ct (Cul-de-Sac)	Cul-de-Sac
Creston St (Filmore St to Richard Ave)	North ROW and South ROW Between S Starret Rd and Richard Ave
Cypress St (Median West of Athania Pkwy)	Center Median
Cypress St (Ridgelake Dr to N Causeway Blvd)	ROW / Lots
Dakin St (Byron St to Irving St)	East ROW
David Dr (W Napoleon Ave to W Metairie Ave)	Center Median
David Dr Trash Drop-Off Site	Lot and West ROW
Debra Dr (Cul-de-Sac)	Cul-de-Sac
Deckbar Ave (at Laura St)	Northeast Lots (all Vacant Property)
Deckbar Ave (Laura St to Railroad)	Center Median

Dickory Ave (Drainage Canal to Earhart Expy)	Center Median and East & West ROW
Dickory Ave (Citrus Blvd to Hickory Ridge Ln	Cnter Median
Dodge Ave (Jefferson Hwy to North of Orleans Blvd)	Center Median
Donald Ct (Cul-de-Sac)	Cul-de-Sac
Earhart Expy (Drainage Ponds at Clearview Pkwy)	Drainage Pond Area
E Corporate Dr (at S Clearview Pkwy)	Center Median
Ellen Ct (Cul-de-Sac)	Cul-de-Sac
Elm Pl (Cul-de-Sac)	Cul-de-Sac
Evelyn Pl (Cul-de-Sac)	Cul-de-Sac
Fairlane Dr (Cul-de-Sac)	Cul-de-Sac
Farnham Pl (Metairie Rd to Railroad)	Center Median
Folse Dr Park (at Clearview Pkwy)	Park Area
Folse St (Harris Ave to Crochet Ave)	East ROW
Focis St (Canal St to Metairie Rd)	West ROW
Frisco Ave (Bella Dr to Woodvine Ave)	North ROW
Frisco Ave (Iona St to Metairie Rd)	North & South ROW
Garden Pl (Cul-de-Sac)	Cul-de-Sac
Grace King Pl (W Esplanade Ave to Rockford Heights)	West ROW
Heaslip Ave (Raymond Dr to Dead End)	South ROW and Lot (to Railroad ROW)
Hessmer Ave (at 18th St)	Southwest Corner Lot
Highland Ave (Airline Dr to Dead End)	Center Median
Idlewood Pl (Cul-de-Sac)	Cul-de-Sac
Inez Dr (Cul-de-Sac)	Cul-de-Sac (Both Sides)
Isabel St (at Gelpi Ave SE Lot)	Lot
Ivy Ln (Cul-de-Sac)	Cul-de-Sac
Ivy St (S Lester Ave to Little Farms Ave)	South ROW

Jacqueline Dr (Cul-de-Sace at Woodlawn Ave)	Cul-de-Sac
Jefferson Hwy (Filmore St to Huntley Ln)	Center Median
Jefferson Hwy (Filmore St to Huntley Ln)	North & South ROW (Ditches)
Jefferson Hwy (Hennessey Ct to Huntley Ln)	West ROW
Jefferson Hwy (Powerline Dr to Monticello Ave)	Center Median
Jefferson Hwy (Powerline Dr to Monticello Ave)	North & South ROW (Ditches)
Jefferson Hwy Lot (89 Jefferson Hwy next to Lowes)	Lot
Jefferson Park Ave (Jefferson Hwy to Leila Pl)	Center Median
Jefferson Park W (at Isabel St)	Cul-de-Sac
Joel Ave (Cul-de-Sac)	Cul-de-Sac
John Paul Ct (Cul-de-Sac)	Cul-de-Sac
Justin Pl (Cul-de-Sac)	Cul-de-Sac
Kawanee Ave (at Elmwood Canal)	Pedestrian Bridge
Kinder Ln (Cul-de-Sac)	Cul-de-Sac
L and A Rd (2100 address to 700 address)	North ROW
L and A Rd (700 address to Airline Dr)	North & South ROW
L and A Rd (at Airline Dr)	Area Around Train Bridge
Lake Ave (Dead End North of Hyacinth St)	West & North ROW
Lausat St (Shrewsbury Rd to +/- 3220 Lausat St)	North & South ROW
Laux Manor Dr (Cul-de-Sac)	Cul-de-Sac
Lee Ct (Cul-de-Sac)	Cul-de-Sac
Levee View Dr (Cul-de-Sac)	Cul-de-Sac
Little Farms Ave (Jefferson Hwy to Celeste Ave)	Center Median
Loumor Ave (Grunner Rd to E Livingston Pl)	South ROW
Loumor Ave (E Manley Ave to Ridgewood Dr)	North ROW
Lynnette Dr (Airline Dr to Buras Ave)	Center Median
Maine Ave Alleyway (20th St to W Metairie Ave)	Alleyway Between Maine Ave And Maryland Ave

Manley Ave (N Labarre Rd to Varden Ave)	North ROW and Bridge
Market St (W Metairie Ave to N Myrtle St)	East ROW
Market St (Midway Dt to Silver Oak Ln)	East ROW
Martha Ln (Cul-de-Sac)	Cul-de-Sac
Martin Behrman Walk (Toulouse St to Dead End)	East ROW
Martin Behrman Extension (Toulouse St to N I-10 Service Rd E)	Servitude
Melroy Ct (Cul-de-Sac)	Cul-de-Sac
Metairie-Hammond Hwy (Chickasaw Ave to Orpheum Ave)	North & South ROW
Metairie Rd (Metairie Ct to Fagot Ave)	Triangle Median
Metairie Rd (at Beverly Garden Dr)	North ROW Both Sides of Beverly Garden Dr
Metairie Rd (at Mulberry Dr)	Triangle Median
Metairie Rd (at Oaklawn Dr)	North ROW Both Sides of Oaklawn Dr
Milan St (Filmore St to East of Upland Ave)	South ROW
Mistletoe St (S Lester Ave to Market St)	North ROW
N Howard Ave (Airline Dr to Jay St)	Center Median
N Lester Ave (Airline Dr to Morris St	Center Median
N Turnbull Dr (at 2128 N Turnbull Dr)	Lot
N Turnbull Dr (at 2133 N Turnbull Dr)	Lot
Northline St (Monticello Ave to 17th St Canal)	North ROW
Nursery Ave (at W Esplanade Ave)	Southwest Lot
Orchard Rd (5th St to Roslyn Dr)	East ROW
Orpheum Ave (Northline to Hyacinth St)	East ROW
Oxford St (Maryland Ave to Grove Ave)	ROW
Park Dr S (Median West of Zinnia Ave)	Center Median
Petite St (Green Acres Rd to Haring Rd)	South ROW
Power Blvd (+/- 400' North of W Esplanade Ave To Veterans Blvd)	Center Median
Power Blvd Tear Drop (North and South of I-10)	East & West ROW

Power Blvd WB Exit Ramp	East & West ROW
N I-10 Service Rd E (Helios Ave to Orion Ave)	South ROW
N I-10 Service Rd E (Elmeer Ave to 17th St Canal)	South ROW
Nassau Dr (at Englewood Pkwy)	South ROW Along Fenceline
Rayne Plaza (Cul-de-Sac)	Cul-de-Sac
Rensu Dr (Cul-de-Sac)	Cul-de-Sac (Both Sides)
Richard Ave (799 Richard Ave)	Lot
Richard Ave (Fenceline at Old Sheriff's Office)	West ROW Fenceline
Richland Ct (Cul-de-Sac)	Cul-de-Sac
Richmond Dr (Cul-de-Sac)	Cul-de-Sac
Rio Vista Ave (Sherling Ave to Joyce Ave)	Triangle Greenspace Area
River Ln (Cul-de-Sac)	Cul-de-Sac
River Ridge Dr (Cul-de-Sac)	Cul-de-Sac
Robertson St (Earhart Expy Ramp to Merit Way)	South ROW
Robin Ln (Cul-de-Sac)	Cul-de-Sac)
Robin Ln (Midway Dr to Citrus Rd)	Center Median
S I-10 Service Rd E (Beverly Garden Dr to Aurora Ave)	North ROW
S I-10 Service Rd E (Homestead Ave to 17th St Canal)	North ROW
S Starret Ed (Ronny St to Creston St)	East ROW Fenceline
Sauve Rd (St Paul Ave to Generes Dr)	North ROW
Sauve Oak Ln (Cul-de-Sac)	Cul-de-Sac
Saxon St (at Elmwood Canal)	Fence Line
Severn Ave (Lake Pontachartrain Levee to 39th St)	Center Median
Scott St (Saia Ln to Lurline Dr)	North ROW
Shrewsbury Road (Robertson St to Railroad Tracks)	East ROW
St Martin St (Longfellow St to Avron Blvd)	West ROW
Suzanne Dr (Cul-de-Sac)	Cul-de-Sac
Teuton St (at Elmwood Canal)	Pedestrian Bridge
Tiffany Dr (Cul-de-Sac)	Cul-de-Sac

Toulouse St (Alley Between Toulouse St and N I-10 Service Rd E Located near 800 Toulouse St	Alley
Transcontinental Dr (Folse Dr to Airline Dr)	Center Median
Upland Ave (Ronny St to Creston St)	East & West ROW Fencline
Van Buren (at Waldo St)	East Side Lot
Veterans Blvd (David Dr to Canal)	South ROW
Veterans Blvd (Bissonet Dr to Green Acres Rd)	North ROW
Veterans Blvd (N Labarre Rd to Metairie Heights Ave)	North ROW
Vineland St (Green Acres Rd to Transcontinental Dr)	North ROW
Vintage Dr (Cocos Plumosas Dr to Wilson Dr)	South ROW
Vintage Dr Canal (Senac Dr to Wilson Dr)	South Canal Flat
Virginia Pkwy (Cul-de-Sac)	Cul-de-Sac
W Canal Ave (Bissonet Dr to Apollo Dr)	South ROW
W Esplanade Ave (Power Blvd to Orpheum Ave)	Center Median
W Metairie Ave (Roosevelt Blvd to Edenborn Ave)	Center Median
W Metairie Ave (N Sibley St to N Bengal Rd)	South ROW
W Napoleon Ave (Roosevelt Blvd to Galleria Blvd)	Center Median
Walden Dr (Cul-de-Sac)	Cul-de-Sac
Wilson Dr (Vintage Dr to W Esplanade Ave)	East ROW

NOTES: Unless specified, this contract does not include any right-of-way maintenance along the front and/or side yard(s) of any business and/or residence. Any area where the location is specified as 'lot' will include maintenance of all adjacent right-of-way frontage.

Some of the above listed right-of-way areas may include drainage ditches. These ditches shall be cut at the same frequency as the adjacent flat areas. Smooth cut ditches may be cut with a slope mower or mechanical string trimmers.

*Clearview Pkwy at Huey P Long Bridge:
The Contractor shall maintain the center median under the Huey P Long bridge beginning at +/- 822 S Clearview Pkwy and ending roughly 325' beyond Jefferson Hwy. This shall include spraying of the concrete median on Jefferson Hwy under the Huey P Long bridge.

When working the center median under the Huey P Long bridge, the Contractor shall maintain the turf area up to the detention ponds. The Contractor shall not be required to cut the detention ponds areas.

Additionally, the Contractor shall maintain the roadway ramp right-of-way at the SE corer (along the fence), the NE corner (along the fence) and the NW corner (along the fence up to +/- 837 S Clearview Pkwy).

Attachment B - Westbank Smooth Cut (26 cuts per year)

VICINTY	LOCATION
4th St (Barataria Blvd to Destrehan Ave)	North ROW
9th St (Alamo Ave to Dead End)	South ROW
Acadia Dr (River Rd to Helis Dr)	North ROW
Ames Blvd (Acre Rd to Belle Terre Rd)	West ROW
Ames Blvd (Wabash Dr to Trinity Dr)	East ROW
Ames Blvd (Laurie Ln to Bucaneer Dr)	West ROW
Avenue D (Westbank Expy to 4th St)	Center Median
Barataria Blvd (Alice St to Estelle School)	Center Median
Barataria Blvd (Warwick Dr to August Ave)	West ROW (Include Canal Tip at August Ave
Barataria Blvd (Hillcrest Dr to 3301 Barataria Blvd)	East ROW
Bastian Dr (Barataria Blvd to Vermillion Dr)	Center Median
Bayou Estates Blvd (Ames Blvd to Caddy Dr)	Center Median
Belle Chasse Hwy (Whitney Ave to Engineers Rd)	Center Median
Betty Blvd (Lapalco Blvd to Grand Cross Canal #2)	Center Median
Blanca Ct (Alexis Dr to Dead End)	South ROW
Carol Sue Ave (Whitney Ave to Farmington Pl)	Center Median
Carol Sue Ave (at Behrman Hwy)	SW Corner Lot
Charlie Dr (Bellemeade Blvd to Olivia Ln)	Center Median
Churchill Pkwy (Nicolle Blvd to Dead End)	Center Median
Claiborne Pkwy (Westbank Expy to Whisky Bayou Canal)	Center Median
College Pkwy (Barataria Blvd to Bennington Dr)	Center Median
Commerce St (ROW between Briant St and Bellemeade Blvd)	ROW
Commercial Dr (Median North of Lapalco Blvd)	Center Median

Coubra Dr (5821, 5824, 5837 and 5861 Lots)	Lots
Cousins Blvd (Oakmere Dr to Woodmere Canal)	South ROW / Canal
Cousins Blvd (Woodmere Canal to Woodmere Blvd)	North & South ROW and Center Median
Destrehan Ave (at Leo Kerner Pkwy)	Center Median
Devereaux Dr (Belle Grove Dr to Rienzi Dr)	North ROW
Dewberry Ct (at Glen Della Dr)	Center Median
Drake Ave (Westbank Expy to Angela Street)	Center Median
E. Kori Ln (Cul-de-Sac)	Cul-de-Sac
E. Velvet Ln (Cul-de-Sac)	Cul-de-Sac
East Ave (at 1st St Vacant Lot)	Northeast Corner Lot
Field St (at Eiseman Ave)	South West Corner Lot
Gambino Rd (Avondale Garden Rd to Glen Della Dr)	North ROW
Glen Della Dr (US 90 to Cathedral Dr)	Center Median
Gretna Blvd (Hebee Canal to West of York St)	Center Median
Gretna Blvd (West of York St to Gardere Canal)	North & South ROW
Harvey Blvd (Lake Borgne Dr to Bayou Barataria)	North & South ROW
Harvey Blvd (Barnes Ct to Bayou Barataria)	Center Median
Hector Ave (Whitney Ave to Wright Ave)	North ROW
Hillcrest Dr (South of Barataria Blvd)	Center Median
Holmes Blvd (at Terry Pkwy)	Center Median Triangle
Hooter Rd (Cul-de-Sac)	Cul-de-Sac
Industrial Blvd (Median North of Lapalco Blvd)	Center Median
Hopehaven Property (1130 Barataria Blvd)	Lot
Karen Dr (5225 and 5232 Lots)	Lots
King Henry Ct (Westbank Expy to Dead End)	West ROW
Lafitte St (at 1st St Vacant Lots)	Northwest Corner (2) Lots
Lafitte St (at 2nd St Vacant Lot)	Southeast Corner Lot
Lapalco Blvd (US 90 to East of Segnette Blvd)	Center Median

Lapalco Blvd (East of East Dr to Destrehan Ave)	Center Median
Lapalco Blvd (West of Vulcan St to Verret (Trapp) Canal)	Center Median
Lapalco Blvd (Weyerauch Canal to Belle Chasse Hwy)	Center Median
Laurel Oak Ln (Cul-de-Sac)	Cul-de-Sac Each End
Leo Kerner Pkwy (Barataria Blvd to Christine Dr)	Center Median
Linden Loop (Cul-de-Sac)	Cul-de-Sac
Lorene Dr (Phillip Dr to Lapalco Blvd)	ROW / Lot
Manhattan Blvd (Westbank Expy to Bayou Fatma Canal)	Center Median
Manhattan Blvd (8th St ROW)	ROW / Lot
Manhattan Blvd (Bayou Fatma Canal to Bayou Barataria Canal)	East & West ROW and Center Median
Margie Dr (Jacqueline Dr to Clara Dr)	West ROW
Medical Center Blvd (Westbank Expy to 10th St)	Center Median
Medical Center Blvd (at Wichers Dr)	North & South ROW
Mono Ct (Cul-de-Sac)	Cul-de-Sac
Mt. Rushmore Dr (Barataria Blvd to Mt. Whitney Dr)	Center Median
Nicolle Blvd (East of Pat Dr to Dead End)	Center Median
Oak Ave (Seven Oaks Blvd to River Rd)	Center Median
Oak Alley Blvd (Anchorage Dr to 7 Oaks Rd)	Center Median
Oak Forest Blvd (Barataria Blvd to Audubon Oaks Dr)	Center Median
Oakmere Dr (Cousins Blvd to Post Dr)	West ROW
Oakmere Dr (at Deerpark Dr)	Dead End ROW
Peter St (at Mystic Ave ROW)	South ROW
Phillip Drive (Lapalco Blvd to Titanic St)	Center Median
Pritchard Rd (Barataria Blvd to Hillcrest Dr)	Center Median
Promenade Blvd (Barataria Blvd to Lapalco Blvd)	Center Median
Rockfish Rd (Woodstream Dr to Cross Creek Dr)	South ROW
Rue Louis Phillippe (Ames Blvd to Caddy Dr)	Center Median
S. Jamie Blvd (US 90 to Andre Dung Lac Dr)	Center Median

Seven Oaks Blvd (at Huey P Long Bridge)	*See Description Below
Segnette Blvd (US 90 to Lapalco Blvd.)	Center Median
Segnette Blvd (US 90 to Lapalco Blvd.)	East & West ROW
Sheree Lyn Ct (Ginette St to Cul-de-Sac)	East ROW
Short St (at Emile Ave to Westwego Line +/- 150')	North ROW
Silverbell Pl (Cul-de-Sac)	Cul-de-Sac
Son K Dr (Barataria Blvd to Dead End)	South ROW Behind Houses
Staten St (ROW Between Central Blvd and 11th St)	ROW / Lot
Sweet Bay Ln (Cul-de-Sac)	Cul-de-Sac
Sweet Pea Ln (River Rd to Petunia Ct)	Center Median
Terry Pkwy (Westbank Expy to Belle Chasse Hwy)	Center Median
Tusa Dr (at Kenta Canal)	North & South ROW
Villemar Pl (Cul-de-Sac)	Cul-de-Sac
W. Kori Ln (Cul-de-Sac)	Cul-de-Sac
W. Velvet Ln (Cul-de-Sac)	Cul-de-Sac
Wall Blvd (Belle Chasse Hwy to Harvey Blvd)	Center Median
Wakefield Dr (1636 Lot)	Lot
Wayne Ave (Westbank Expy to Robert Davison Dr)	Center Median
Westbank Expy (9 Mile Point Rd to Drake Ave)	North & South ROW
Westbank Expy (9 Mile Point Rd to Terry Pkwy)	Center Median
Westminister Blvd (Lapalco Blvd to Bartlett Dr)	Center Median
Westwood Dr (Westbank Expy to South of Lapalco Blvd)	Center Median
Westwood Dr (South of Lapalco to Grand Cross Canal #1)	East ROW
Whitney Ave (Westbank Expy to Gaudin St)	Center Median
Whitney Ave (Belle Chasse Hwy to Westbank Expy)	Center Median
Whitney Ave (Kennedy Dr to South of Carol Sue Ave)	Center Median
Woodmere Blvd (South of Lapalco Blvd)	Center Median
Wright Ave (Stumpf Blvd to Farmington Pl)	Center Median

York St (Gretna Blvd to Dead End)	West ROW
York Ave (Lapalco Blvd to Manhattan Blvd	ROW / Lot

NOTES: Unless specified, this contract does not include any right-of-way maintenance along the front and/or side yard(s) of any business and/or residence. Any area where the location is specified as 'lot' will include maintenance of all adjacent right-of-way frontage.

Some of the above listed right-of-way areas may include drainage ditches. These ditches shall be cut at the same frequency as the adjacent flat areas. Smooth cut ditches may be cut with a slope mower or mechanical string trimmers.

*Seven Oaks Blvd at Huey P Long Bridge:
The Contractor shall maintain the center medians of Seven Oaks Blvd and Bridge City Ave under, and on the east and west sides of the Huey P Long bridge. In addition, the Contractor shall maintain under the Huey P Long bridge roughly 500' to the north and south of the Seven Oaks Blvd and Huey P Long bridge intersection.

This area of work shall also require that the Contractor maintain the outer right-of-way of all four (4) corners of this location. These areas include the turn lanes and ramp entrances/exits for the bridge. Work shall occur up to the fencelines where applicable (3 corners), and the drainage canal on the SW corner.

Attachment C - Eastbank Flat Rough (18 cuts per year)

VICINTY	LOCATION
Earhart Expy Ponds (at Clearview Pkwy Intersection) on/off Ramps	All ROW including
Ponds	Mow to Water's Edge of
+/- 89 Jefferson Hwy (Vacant Lot)	Vacant Property between 121 Jefferson Hwy and 17th St
Canal	Property Spans from Jefferson Hwy to Elevated Earhart Expy

Attachment D - Westbank Flat Rough (18 cuts per year)

VICINTY	LOCATION
9 Mile Point Rd (Seven Oaks Blvd to US 90)	East & West ROW
W 9 Mile Point Rd (LA 18 to 9 Mile Point Rd)	North & South ROW
Dandelion DR (Water Oaks Dr to Iris Ln)	North & South ROW
Destrehan Ave (Leo Kerner Pkwy to Keith Way Dr)	North & South ROW
Lapalco Blvd (US 90 to Segnette Blvd)	North & South ROW
Live Oak Blvd (S Kenner Ave to US 90)	North & South ROW
Manhattan Blvd (+/- 200' Wide Lot that Begins +/- 200' South of Lac La Belle Dr)	Lot
Nicolle Blvd (Pat Dr to Lapalco Blvd)	North & South ROW
Rivet Blvd (River Rd to Live Oak Blvd)	East & West ROW
Saddler Rd (Academy of Our Lady Parking Lot Toward Westbank Expwy +/- 100')	Lot
Water Oaks Dr (Live Oak Blvd to Dead End)	East & West ROW

Attachment E - Eastbank Roadside Ditch and Slope Mowing (15 cuts per year)

VICINTY	LOCATION
Central Ave (Jefferson Hwy to Airline Drive)	East & West ROW
Crossen St (Orchard Rd to Dead End)	North ROW
Frost St (Sams Ave to Edwards Ave)	North & South ROW
Hickory Ave (Sauve Rd to Jefferson Hwy)	East & West ROW

Attachment F - Westbank Roadside Ditch and Slope Mowing (15 cuts per year)

VICINTY	LOCATION
1st Ave (Patriot St to Westbank Expy)	East & West ROW
2nd St (Jean Lafitte Blvd to Dead End)	North & South ROW
4th St (Jean Lafitte Blvd to Fisher St)	North & South ROW
7th Ave (Trojan Blvd) (Ames Blvd to Dead End)	North & South ROW
7th St (New Orleans Ave to Queen Ditch Canal)	North & South ROW
9 Mile Point Rd (Seven Oaks Blvd to Wesbank Expy)	East & West ROW
9th St (York Ave to Dead End)	North & South ROW
11th St (Queens Blvd to Manhattan Blvd)	North & South ROW
Alice St (Barataria Blvd to Dead End)	North ROW
Ames Blvd (Bayou Cook Dr to Dead End)	East ROW
Amigo Ave (Ames Blvd to Colony Ct)	North & South ROW
Arlington Ave (11th Street to Dead End)	East & West ROW
Bayou Rd (Peters Rd to Dead End)	North & South ROW
Betty Mae St (Central St to Dead End)	East & West ROW
Breaux Ave (Peters Rd to Queens Blvd)	North & South ROW
Broadway Ave (10th St to 11th St)	East & West ROW
Broadway Ave (7th St to Dead End)	East & West ROW
Brooklyn Ave (North of 11th St to Dead End)	East & West ROW
Carmelite St (Hwy 301 to Dead End)	North & South ROW
Caroline St (LA 45 to Dead End)	North & South ROW
Central St (LA 45 to Betty Mae St)	North & South ROW
Charles St (LA45 to Dead End)	North & South ROW
Commerce St (Briant St to Dead End)	North ROW
Crown Point Rd (Barataria Blvd to Dead End)	North & South ROW
Defourneau Ln (George St to Gambino Rd)	East & West ROW

Destrehan Ave (4th St to Lapalco Blvd)	East & West ROW
Destrehan Ave (Lapalco Blvd to Lapalco Off-Ramp)	North & South ROW
Dolores Dr (Ames Blvd to E Ames Blvd)	North & South ROW
Edison Ave (11th St to Dead End Both Sides of 11th St)	East & West ROW
Everard St (Sharpe Rd to Lucille St)	North & South ROW
Fisher St (Orange Ave to 2nd St)	East & West ROW
Flower St (Ivy St to Market St)	West ROW
Foundry Rd (Latigue Rd to Modern Farms Rd)	East & West ROW
Harvey Blvd (Manhattan Blvd to Murphy Canal)	North & South ROW
Isidore St (Caroline St to Dead End)	East & West ROW
Jean Lafitte Blvd (2nd St to Kenal Rd)	East & West ROW
Jefferson Ave (11th St to Dead End Both Sides of 11th St)	East & West ROW
Jessie St (River Rd to Dead End)	West ROW
Joyce St (14th St to Dead End)	East & West ROW
Julia St (Pitre Dr to Crown Point Rd)	North & South ROW
Kenal Rd (LA 45 to Dead End)	North & South ROW
Lafayette Ave (11th St to Dead End Both Sides of 11th St)	East & West ROW
Lapalco Blvd Ramp (Peters Rd to Lapalco Blvd)	North & South ROW
Latigue Rd (River Rd to Foundry Rd)	North & South ROW
Lisa St (Orange Ave to Dead End)	East & West ROW
Live Oak Blvd (S Kenner Ave to US 90)	North & South ROW
MacArthus Ave (Patriot St to Westbank Expy)	East & West ROW
Main Rd (LA 45 to Dead End)	North & South ROW
Maise St (Jean Lafitte Blvd to Perrin St)	North & South ROW
Manhattan Blvd (Southern Oaks Dr to Dead End	West ROW
Mathis Ave (11th St to Dead End)	East & West ROW
Mathis Ave (7th St to Dead End)	East & West ROW
McMurty St (LA 301 to Dead End)	North & South ROW

Modern Farms Rd (River Road to Dead End)	North & South ROW
New Orleans Ave (11th St to Dead End Both Sides of 11th St)	East & West ROW
Nicolle Blvd (Pat Dr to Lapalco Blvd)	North & South ROW
Nunez (Jean Lafitte Blvd to Dead End)	North & South ROW
Oak St (Westbank Expy to 9th St)	East & West ROW
Oak St (9th St to Mayronne Canal)	
Oak Row (Sharpe Rd to Orleans Way)	East & West ROW
Orange Ave (Jean Lafitte Blvd to Dead End)	North & South ROW
Orleans Way (Sharpe Rd to Dead End Both Sides of Sharpe Rd)	North & South ROW
Pauline St (LA 45 to Dead End)	North & South ROW
Perrin St (2nd St to Orange Ave)	East & West ROW
Pitre Dr (LA 45 to Dead End)	North & South ROW
Rachael St (LA 45 to Dead End)	North & South ROW
Randy St (Central St to Dead End)	East & West ROW
Rivet Blvd (River Rd to Live Oak Blvd)	East & West ROW
Rochelle St (7th St to Dead End)	East & West ROW
Rojas St (LA 45 to Dead End)	North & South ROW
Ronquille St (LA 45 to Dead End)	North & South ROW
S. Kenner Ave (River Road to Live Oak Blvd)	East & West ROW
Shady Park Dr (Barataria Blvd to Dead End)	North & South ROW
Schieffler St (La 45 to Dead End)	North & South ROW
Sharpe Rd (Barataria Blvd to Dead End)	North & South ROW
State Ave (9th St to 11th St)	East & West ROW
Velva Ave (11th St to Dead End Both Sides of 11th St)	East & West ROW
Victoria Ave (11th St to Dead End)	East & West ROW
Victoria Ave (7th St to Dead End)	East & West ROW
Washington Ave (11th St to Dead End Both Sides of 11th St)	East & West ROW
Willswood Ln (River Rd to Live Oak Blvd)	East & West ROW

W 9 Mile Point Rd (9 Mile Point Rd to US 90)	North & South ROW
Yacht Pen Ln (Jean Lafitte Blvd to Dead End	North & South ROW
York Ave (9th St to Dead End)	East & West ROW

DATE: 12/02/2020

BID NO.: 50-00132843

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 1/07/2021 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 AND VIA TELECONFERENCE (DIAL-IN AT (504) 323-1800, MEETING ID: 181357) At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting 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.

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 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.

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

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: GGB,200 DERBIGNY ST. SUITE 4400, GRETNA @10:00 AM ON12/18/2020

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.

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 _____

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) _____

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: ( ) _____ FAX: ( ) _____

EMAIL ADDRESS: _____

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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: $ _____

AUTHORIZED SIGNATURE: _____ _____

Printed Name

TITLE: _____

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132843

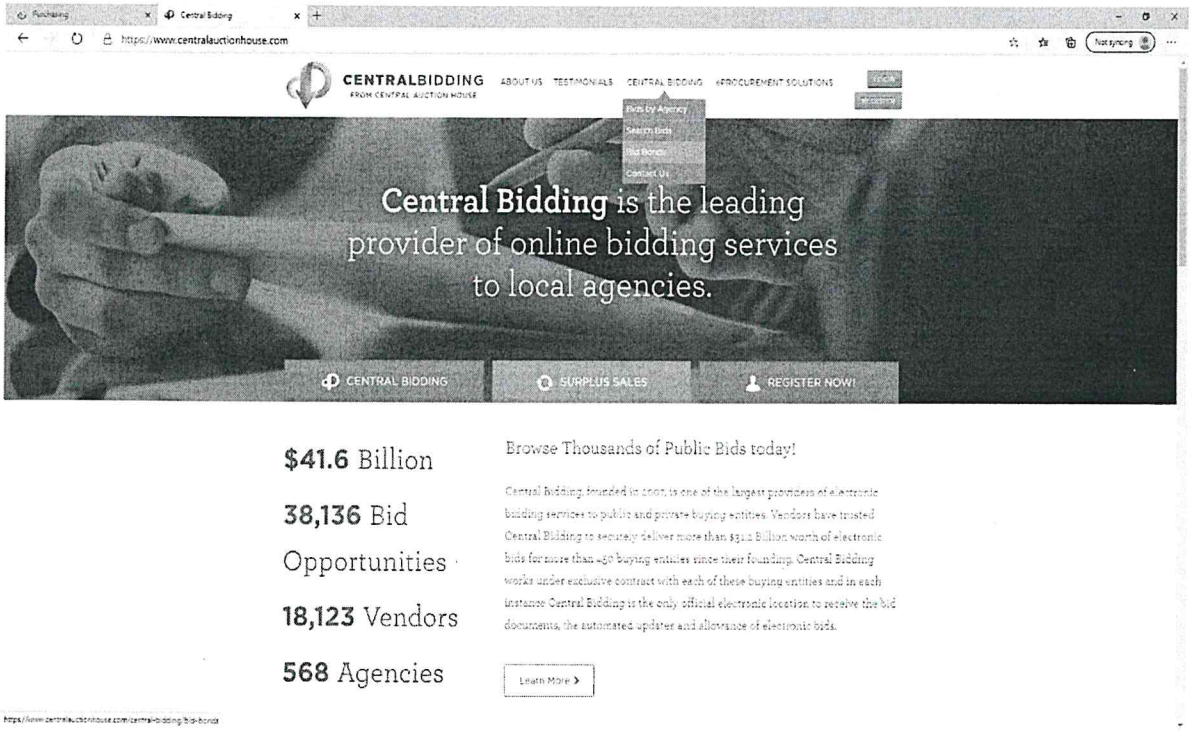
SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE (3)YEAR CONTRACT TO PROVIDE GRASS CUTTING SERVICES (SMOOTH/ROUGH) FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - PARKWAYS.		
1	78.00	CYCL	0010 SMOOTH CUT EASTBANK		
2	78.00	CYCL	0020 SMOOTH CUT WESTBANK		
3	54.00	CYCL	0030 ROUGH FLAT CUT EASTBANK		
4	54.00	CYCL	0040 ROUGH FLAT CUT WESTBANK		
5	45.00	CYCL	0050 ROADSIDE DITCH AND SLOPE CUT WESTBANK		
6	45.00	CYCL	0060 ROADSIDE DITCH AND SLOPE CUT WESTBANK		
7	1.00	ACRE	0070 ADDITIONAL SMOOTH CUT		
8	1.00	ACRE	0080 ADDITIONAL ROUGH FLAT CUT		
9	1.00	ACRE	0090 ADDITIONAL ROADSIDE DITCH AND SLOPE CUT		
10	1.00	MI	0100 INCIDENTAL CURB AND ROADWAY SPRAYING		
11	1.00	SQYD	0110 INCIDENTAL PINE STRAW MULCH PLACEMENT		
12	1.00	EA	0120 DIRECTOR INCIDENTAL (APPROVAL) UP TO $5,000.00. (THIS IS NOT A BIDDABLE ITEM)		

Bid Bond

An Electronic Bid Bond must be submitted with this bid, through one of the respective clearing houses at www.jeffparish.net or www.centralbidding.com. To access the bonding companies on Central Bidding, hover over the "Central Bidding" link at the top of the page and select the "Bid Bonds" link.

The electronic bid bond number is to be placed in the required section listed on the standard envelope. Scanned copies of bid bonds will not be accepted with your submission.



CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

_____

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

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

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

_____

SECRETARY-TREASURER

_____

DATE

Non-Public Works Bid
Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

BEFORE ME, the undersigned authority, personally came and appeared: _____ _____, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized _____ of _____ (Entity), the party who submitted a bid in response to Bid Number _____, 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 <u>or</u> 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 **<u>NO</u>** 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

_____
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE _____ DAY OF _____, 20___.

_____
Notary Public

_____
Printed Name of Notary

_____
Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ **WORKER'S COMPENSATION INSURANCE**

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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

JEFFERSON PARISH
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

September 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Total Bid Price Must Include the Cost of Naming Jefferson Parish as Additional Insured: Bidder acknowledges that Bidder recovered the cost of any required insurance in the contract price as required by La.R.S. 9:2780.1 and that Bidder recovered any such cost for the purposes of insuring an obligation to indemnify Jefferson Parish, defend Jefferson Parish, or hold Jefferson Parish harmless and that Bidder's indemnity liability is limited to the amount of the proceeds that are payable under the insurance policy or policies that Bidder has obtained.

Electronic Procurement: Beginning November 1, 2020, Jefferson Parish will no longer accept manual bid submissions; and will only accept bid submissions electronically via our e-Procurement system, Central Bidding. Central Bidding can be accessed by visiting either www.centralbidding.com or www.jeffparishbids.net. All bidders will be required to register with Central Bidding. Jefferson Parish vendors are able to register for free by accessing the following link: https://www.centralauctionhouse.com/registration.php.

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
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EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET