Jefferson Parish
State of Louisiana

Bid Number 50–00135670

Three year contract to provide grass cutting & debris removal for vacant, residential & commercial properties for Jefferson Parish Property Maintenance/Zoning/Quality of Life.

BID DUE: NOVEMBER 2, 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 on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Email: Dreamey@jeffparish.net
Phone: 504-364-2684

THREE YEAR CONTRACT FOR GRASS CUTTING AND DEBRIS REMOVAL, INCLUDING BUT NOT LIMITED TO, OCCUPIED, VACANT, RESIDENTIAL AND COMMERCIAL PROPERTIES, INCLUDING LOTS WITHOUT IMPROVEMENTS, FOR THE JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE ZONING/QUALITY OF LIFE (PARISH)

Goals and Objectives

The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life desires to obtain a three (3) year contract in providing grass cutting and debris removal, including but not limited to, occupied, vacant, residential and commercial properties, including residential lots without improvements, for the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

Mandatory Pre-Bid Conference:

A **MANDATORY** Pre-Bid Conference will be held at 10:00 AM on October 15, 2021 in the Jefferson Parish Purchasing Department, located at 200 Derbigny Street, Suite 4400, Gretna, LA 70053. All interested parties are invited to attend. 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.

Requirements:

State License – One of the below categories is required.

1) Specialty: Garbage and Debris Removal and/or
2) Specialty: Landscaping, Grading and Beautification and/or
3) Horticulture Service/Landscape Contractors

NOTE- Louisiana State Contractors License number shall be on the outside of the bid envelope. 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.

Minimum equipment is required as set forth in (Attachment A).

Bonds

A bid surety bond must be submitted with your bid in the amount of $5,000.00 Five Thousand dollars. 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 is due at the signing of the contract.

The successful Bidder shall be required to provide a performance bond in the amount of one hundred thousand dollars ($100,000.00) to insure the successful performance under the terms of the contract negotiated between the successful bidder and the Parish of Jefferson. The performance bond shall be subject to forfeiture for failure on the part of the successful bidder to perform its obligations under the contract.

Resolution No. 113646 as amended by Resolution No. 136353

Non-negotiable contract terms include but are not limited to taxes, assignment of contract, audit of records, EEOC and ADA compliance, record retention, content of contract/order of precedence, contract changes, force majeure, governing law, claims or controversies, and termination based on contingency of appropriation of funds. The standard general terms and conditions used by Jefferson Parish may be found in Resolution No. 113646. A copy may be obtained from the Parish Clerk's Office, 6th floor, General Government Building, 200 Derbigny Street, Gretna, LA 70053,
(504) 364-2626

Payment for Services

The Contractor shall address and send the invoice to the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life on a monthly basis. Payments will be made by the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life approximately thirty (30) days after receipt of a properly executed invoice, and approval by the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life. Invoices shall include the contract and order number, using department and product purchased. Invoices submitted without the referenced documentation will not be approved for payment until the required information is provided.

Scope of Work/Services

The scope of services shall include a turnkey maintenance operation of the designated areas to include the cutting of grass, brush, other unhealthy vegetation, and removal and disposal of those materials. Further, this contract includes removal, loading and hauling of junk and debris pursuant to a Bureau of Administrative Adjudication or Court Order.

All properties will be expected to have a finish cut height of 1 ½ inches and not to exceed 2 1/2 inches in height. These properties are to include, but are not limited to, occupied, vacant, residential and commercial properties, including lots without improvements for the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

Types of work contemplated under this contract include clearing, cutting of grass, removing and disposing of all objectionable vegetation and debris lying or located in or upon any lot, place or sidewalk abutting same, promptly upon being notified by the Department of Property Maintenance Zoning/Quality of Life and only after ascertaining the correct location and the measurements of each lot to square number and street boundaries. This work will **NOT** include the cutting, destroying, and removing of weeds or grass or deleterious, unhealthful growth, trash, debris, refuse, discarded or noxious matter, growing within the limits of the right of way and easement areas of drainage canals and roadway medians.

The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life establish right of way lines and limits of work lines, and shall designate trees, shrubs, plants, and other items to remain. The contractor shall preserve all items designated to remain, along with performing the work in such manner as to avoid damage or destruction of sign posts, barricades, fences, guard rails, utility appurtenances, etc.

In the event of interruption of utility services as a result of accidental breakage of public or private lines, the contractor shall promptly notify the proper authority and/or property owner, and shall cooperate with said authority and property owner until the service is restored. Whenever necessary, the contractor shall furnish, at his own expense, all technical assistance such as electricians, plumbers, etc., necessary to restore service as soon as possible.

All work shall be done in the manner normally required in good trade and practice as determined by Departmental Inspectors.

Contractor may have occasion to deal with public and should conduct himself in a professional and tactful manner.

All equipment necessary to satisfactorily perform the work shall be furnished and maintained by the contractor. The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life reserves the right to reject poorly performing equipment and require that they be replaced or supplemented as may be necessary to accomplish the desired results. The apparent low bidder will be required to furnish the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life with a written equipment inventory list verifying that they have equipment listed on the Minimum Equipment List, Attachment "A" prior to the signing of the contract. The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life reserves the right to inspect the condition of bidder's equipment, proof of equipment availability and insurance. Award of contracts will be contingent upon these factors.

Bidder must provide adequate personnel to perform all work herein. Apparent low bidder must verify minimum equipment within ten (10) days of notification. Evidence shall be in the form of title or executed lease agreement.

Unless specifically permitted in the contract with the Parish of Jefferson, the prime contractor shall not contract with any other party for furnishing any of the work herein contracted without the ratification by Jefferson Parish Council.

Definitions and Specifications:

TRIMMING – Grass areas around any and all fixed objects. These areas shall be cut to a one (1) inch height and twelve (12) inch distance around all objects.

EDGING – All locations where grass areas meet surface paving, whether it is concrete, asphalt, brick, or some other material paving type. Edging equipment shall be such that a clean, sharp line along the hard surface/grass interface shall remain upon completion of edge.

BRUSH – Scrub vegetation with a diameter of 1 ½ inches or less.

STRIKE FORCE CREW – A crew for immediate response. When the strike force crew is requested by the Parish and a work order issued accordingly, the associated work shall be completed within twenty-four (24) hours of issuance of the work order by the Parish.

CUT BY OWNER-IF If property has been cut by the owner, there will be no cost billable to the Parish of Jefferson.

The specifications in this section will be divided into two (2) major classifications. **Regular Issue Properties**, and **Repeat Offender Properties,** with or without improvements.

Regular Issue Property – Contractor will be required to cut grass, weeds, brush, and all other unhealthy vegetation to a finished height of 1 ½ inches, not to exceed 2 ½ inches. Also, Contractor will be required to clear vegetation from fence lines, trimming and edging, raking of vegetation, and loading and hauling of debris. At approximately 1,200 properties annually for bidding purposes only (roughly 60-80 properties per week during peak season) these properties must be completed within seven (7) calendar days of issuance of the work order from the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life. Contractor must have photographic evidence as described herein of each property both before and after work order is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.

Pricing for Regular Issue Property will be broken down into six (6) all-inclusive categories at a per square foot price. Categories for Regular Issue are as follows: (1) 8 to 30 inches in height and under 10,000 square feet; (2) 8 to 30 inches in height and between 10,001 and 30,000 square feet; (3) 8 to 30 inches in height and 30,001 square feet and over; (4)

over 30 inches in height and 10,000 square feet and under; (5) over 30 inches in height and between 10,001 and 30,000 square feet; and (6) over 30 inches in height and 30,001 square feet and over.

The phrase all-inclusive as it pertains to properties encompasses the following requirements: cutting of grass, removal of debris, clearing of vegetation from fence lines, pruning of ornamentals and raking of vegetation. Trimming and edging will be separately priced per linear foot when applicable.

Loading and hauling of debris will be separately priced by the cubic yard. Contractor will be required to repair any gouging and rutting of loading zone.

With the exception of when the Contractor is handling the Repeat Offender list, prior to mobilization, Contractor shall obtain a work order from the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life which includes:

1) A map indicating the location of property;

2) Photographs of the property;

3) An authorization to cut;

4) An estimate of the height, an estimate of square footage of property and estimate of the right of way if it requires cutting.

Contractor shall not proceed with any work unless all of the above mentioned items are obtained. If there is a discrepancy regarding property dimensions, Contractor shall advise the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life before proceeding with work. A field inspection by the Department will be necessary before proceeding. Approval before each cut will be required on all repeat offenders. Upon submission of each invoice, a copy of the completed authorization to cut form must be included with all required documentation that is normally required for payment.

The Contractor must evaluate the condition and grass height of the regular issue property upon arrival to site and document. If grass height meets criteria in both categories of 8 to 30 inches and 30 inches and over, the invoice for work performed must be billed accordingly to the vast majority grass height and the size of the property pursuant to terms set forth herein.

Repeat Offender Property – This category is all inclusive and will be priced per square foot. This work shall include all labor and equipment necessary to mow or cut all grass, weeds, and other vegetation within the designated work area limit. This includes all trimming, the removal of debris, and the cleaning of sidewalk and driveway area necessary to complete the job. The said area shall present a neat and acceptable appearance at all times within the time limit of the contract. All clippings and debris must be removed from property, and pruning of ornamentals.

The phrase all-inclusive as it pertains to properties encompasses the following requirements: cutting of grass, removal of debris, clearing of vegetation from fence lines, pruning of ornamentals and raking of vegetation.

Grass, etc., is to be cut to a minimum of 1 1/2 inches, but not more than 2 1/2 inches in finished height. All work is to be done in the manner normally required in good trade, and practice as specified herein.

The Parish performs inspections and the Department of Property Maintenance Zoning/Quality of Life authorizes all work orders, should said inspections reveal poor work performance by the contractor, then said contractor, upon notification shall immediately employ all necessary means to restore the area to a neat and acceptable appearance. Contractor is responsible for preserving all objects that are designated to remain.

The Contractor must evaluate the condition and grass height of the repeat offender property upon arrival to site and document. If property measures 30 inches or over in grass height, the invoice for the work performed may be billed at the regular issue property billing rate of 8 to 30 inches according to the size of the property pursuant to the terms set forth herein.

Additional pricing in this category can be instituted for loading and hauling if debris exceeds 3 cubic yards, but only with the express permission of the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life. Contractor must contact the Department for review and shall not proceed without written approval.

Repeat Offender Cuts – Properties that are cut more frequently in the growing season. For bid purposes, the 2021 Repeat Offender List consisted of approximately seven hundred fifty (750) properties.

At the Parish's discretion, there will be two (2) procedures for handling Repeat Offender Cuts:

1) Contractor manages the Repeat Offender List. Repeat offender properties shall be routinely cut such that there is no more than a three week timeframe between cuts during the growing season. However, in no case shall a cut take place where the grass height is less than the 8 inch threshold. If Contractor estimates the illegal portion of grass to be between 50 to 55%, the Contractor shall contact the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life for review and approval prior to cut.

2) The Department of Property Maintenance Zoning/Quality of Life manages the Repeat Offender List. The properties to be cut will be released on at least a weekly basis and shall be cut in seven (7) calendar days from the receipt of the work order.

APPLICABLE TO ALL SECTIONS:

The Parish will not furnish free dump site. Contractor must dispose of vegetation and debris at his expense.

The Parish does not pay for travel time to and from job site, nor mobilization charges.

If property has been cut by owner there will be no cost billable to Jefferson Parish.

Herbicides are not a part of this contract and shall not be used by the Contractor.

The contract may be utilized by Jefferson Parish Community Development or other Parish Departments requiring these services during this contract period.

The contractor shall provide its staff with a thorough understanding of the policies and procedures of the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life.

Contractor shall have the information systems capability to provide suitable management data and documentation to meet operational and program compliance needs, and on which contractor's staff is well trained.

Contractor shall provide an electronic tracking system and database for abated and invoiced properties. The system must be accessible through an on-line login to Jefferson Parish staff members. Jefferson Parish will make data (i.e. maps and property description) from the Parish management system and database available to the selected contractor.

The Contractor's electronic tracking system and database shall include the following:

- Detailed description as identified by the Parish of work performed and cost of same for each property.
- Supporting documentation of services provided, including but not limited to, sufficient "before" photographs to demonstrate the need for the work and sufficient "after" photographs to demonstrate the work performed.
- Real-time technology demonstrating the project's work flow, including photographs.
- Export option for the Parish of Jefferson to obtain and retrieve data electronically.

Contractor is responsible to maintain all communications and any documentation related to work performed under the contract for a period of five (5) years following the expiration of the contract.

Liquidated Damages

Each bidder must have the capacity to complete all issued jobs within seven (7) calendar days of being notified in writing, or by phone, by the Jefferson Parish Department of Property Maintenance/Quality of Life of the job location.

Time is an essential condition to the contract. Should Contractor fail to complete a job within seven (7) calendar days after issuance, Contractor shall pay to the Parish, as liquidated damages and not as a penalty, $25.00 per job for every day in which work has not been completed. Should contractor fail to timely cut qualified repeat offender properties, Contractor shall pay to the Parish, as liquidated damages and not as penalty, $25.00 per job for every day in which the work has not been completed. This amount shall be deducted from the Contractor's pay estimate.

The Parish may grant an extension of time to the contractor for unusual circumstances, such as inclement weather, which are beyond the control of the contractor, and could not reasonably be foreseen by the contractor prior to bidding.

Request of time extensions must be made in writing to the Jefferson Parish Department of Property Maintenance/Zoning Quality of Life within twenty-four (24) hours following the event occasioning the delay. The Department of Property Maintenance/Zoning Quality of Life shall be the sole judge of the validity of any claims for extension of time.

Apart from any extension of time for unavoidable delays, no payment or allowance of any kind shall be made to the contractor as compensation for damages because of hindrance or delay for any cause in the progress of the work, whether such delay be avoidable or unavoidable.

Successful bidders must be easily contacted by phone or email for work assignments each and every day between 8:00 am and 8:00 pm.

Weekly schedule of jobs must be submitted to the Jefferson Parish Department Property Maintenance/Quality Life in advance.

Period of Agreement

The term of any contract resulting from this solicitation shall be a three (3) year period from the effective date of the contract beginning on (or about) January 2, 2022 and shall terminate January 1, 2025.

Bid Award

This contract will be awarded to the lowest responsible bidder submitting overall low price on all items combined

Location

Work is performed throughout unincorporated Jefferson Parish only. Work orders will be issued from the Jefferson Parish Department of Property Maintenance /Zoning Quality of Life, 1855 Ames Blvd. Suite A., Marrero, LA 70072.

Photographs

Contractor shall submit photographs sufficient to demonstrate all angles of the project. Square footage cost shall include contractor photographs. A minimum of five (5) color photographs are to be taken prior to starting job and a minimum of five (5) color photographs are to be taken upon completion of job. Photographs taken prior to job and at completion of job to be taken from same angles. CAMERA USED FOR PHOTOGRAPHS MUST IMPRINT DATE ON PHOTO TO ACCURATELY DATE DAY PHOTO WAS TAKEN. A MINIMUM OF TEN (10) PHOTOGRAPHS REQUIRED PER JOB. ANY DEVIATION MUST BE AUTHORIZED BY SUPERVISOR REPRESENTING DEPARTMENT.

Periodic Performance Work

Periodic inspections shall be made by the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life to determine the acceptability of work. Should said inspections review poor work performance by the contractor, then said contractor upon notification, shall immediately employ all necessary means to remedy the issue. Further, said departmental inspections do not relieve the contractor of his responsibility to police the area as often as necessary to accomplish the desired results.

Within twenty-four (24) hours of the completion of a job, the contractor is to notify the Jefferson Parish Department of Property Maintenance Zoning/Quality of Life that the job is completed. The Department may electronically review or inspect the job within two (2) days of notification of completion to determine the acceptability of the work, and prior to making payment as authorized in this section

Method of Measurement and Payment

Each work order will be issued in letter form with appropriate drawings or other attachments, and will designate a job number. All correspondence billing, etc., pertaining to the work should reference this job number designation. Monthly payment will be made upon receipt of detailed invoice regarding quantity and quality of work performed.

All cuts shall be billed on the actual grass cut i.e. excluding structures and flat work.

Junk and debris removal pursuant to a Bureau of Administrative Adjudication or Court Order shall be in cubic yards.

The Jefferson Parish Department of Property Maintenance Zoning/Quality of Life has the right to review all invoices under the contract and shall determine the validity of charges assessed per job performed.

Safety Precautions

Adequate safety precautions will be taken for all work performed under this contract. Necessary barricades, signs, lights and warning devices shall be installed and maintained by the contractor in accordance with Parish Traffic Engineering and Safety Standards. On major streets, contractor should contact the Traffic Engineering Department for traffic control device plan.

The contractor shall be responsible for providing safe and expeditious movement of traffic through the work area, that is, the immediate area of actual work and all abutting area which are used by the contractor, and which interfere with the driving or walking public. The responsibility includes, but is not limited to, such items as proper warning signs, signals, lighting devices, markings, barricades, channelization, and hand signaling devices-flagging operations.

The contractor should consult with the Jefferson Parish Department of Public Works, Traffic Engineering Division immediately on any vehicular or pedestrian safety or efficiency problem incurred as a result of construction of a project.

No direct payment will be made for the furnishing and maintaining of necessary devices, but shall be included in the total price bid.

To the extent possible, contractor will assist the Parish by retrieving and returning the Parish stake signs placed on the properties to be cut

Indemnification

Notwithstanding the above, the successful bidder shall protect, defend, indemnify, save and hold harmless the Parish of Jefferson, all parish departments, agencies, boards and commissions, its officers, agents, servants and employees, including volunteers, from and against any and all claims, demands, expense and liability arising out of injury or death to any person or the damage, loss or destruction of any property which may occur or in any way grow out of any act or omission of the successful bidder, its agents, servants and successful bidder as a result of any claim, demands, and/or causes of action except for those claims demands, and/or causes of action arising out of gross negligence of the Parish of Jefferson, its agents, and/or employees. The successful bidder agrees to investigate, handle, respond to, provide defenses for and defend any such claims; demand or suit at its sole expense and agrees to bear all other costs and expenses related thereto, even if it is groundless, false or fraudulent.

GRASS CUTTING AND DEBRIS REMOVAL ON RESIDENTIAL AND COMMERCIAL PROPERTIES, INCLUDING LOTS WITHOUT IMPROVEMENTS, FOR THE JEFFERSON PARISH DEPARTMENT OF PROPERTY MAINTENANCE/QUALITY OF LIFE

ATTACHMENT "A"

Minimum Equipment List

4 16 YARD DUMP TRUCKS

2 SKID LOADER WITH GRAPPLE BUCKET ATTACHMENT

8 MANICURE MOWERS WITH 60 INCH TO 70 INCH CUTTING DECKS (FRONT OR BELLY) MOUNT

3 32 HORSE POWER WITH 5 FOOT BUSH HOG CUTTING DECK OR LARGER TRACTOR WITH 6 FOOT BUSH HOG OR ROTARY ATTACHMENT

That bidder shall provide proof of ownership or lease agreement of minimum equipment required, said proof to include title, if leased, copy of lease agreement, proof of whom carries insurance on the leased vehicles, scheduled equipment insurance coverage and/or VIN serial numbers, verification of which will be made by the department before the contract is rewarded.

DATE: 9/29/2021

BID NO.: 50-00135670

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, 11/02/2021 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net 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.

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

MANDATORY

PRE-BID CONFERENCE TO BE HELD AT: 200 DERBIGNY ST. SUITE 4400 GRETNA, LA. 70053 @ 10:00 AM ON10/15/2021

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.

See Page 1 for Conflicts of Interest Statement

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.: 50-00135670

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE YEAR CONTRACT TO PROVIDE GRASS CUTTING & DEBRIS REMOVAL FOR VACANT, RESIDENTIAL & COMMERCIAL PROPERTIES FOR JEFFERSON PARISH PROPERTY MAINTENANCE/ ZONING/QUALITY OF LIFE.		
1	5,816,805.05	SQFT	0001 - Regular issue Property 8-30 inches in height and under 10,000 square feet. Contractor will be required to cut grass, weeds, brush, and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation. These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
2	1,082,785.00	SQFT	0002 - Regular Issue property 8 to 30 inches in height and between 10,001 and 30,000 square feet. Contractor will be required to cut grass , weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation. These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
3	827,398.00	SQFT	0003 - Regular Issue Property - 8 to 30 inches in height and over 30,000 square feet.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135670

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Contractor will be required to cut grass , weeds brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
4	165,742.00	SQFT	0004 - Regular Issue Property over 30 inches in height and under 10,000 square feet. Contractor will be required to cut grass , weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation. These properties must be completed within seven (7) calendar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
5	112,109.00	SQFT	0005 - Regular Issue Property over 30 inches in height and between 10,001 and 30,000 square feet. Contractor will be required to cut grass , weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation. These properties must be completed within seven (7) calendar days of receipt of order from the Department of		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135670

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Property Maintenance/Zoning/Quality of Life. Contractor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
6	151,690.00	SQFT	0006 - Regular Issue Property over 30 inches in height and over 30,000 square feet. Contractor will be required to cut grass , weeds, brush and all other unhealthy vegetation to a finished height of 1 inch not to exceed 2 inches. Contractor will be required to clear vegetation from fence lines and raking of vegetation. These properties must be completed within seven (7) calandar days of receipt of order from the Department of Property Maintenance/Zoning/Quality of Life. Contactor must have photographic evidence of each work order both before and after work is completed. All clippings and debris must be removed from property. The cleaning of sidewalks and driveways are necessary to complete the job.		
7	1,508,053.68	LF	0007 - Regular Issue Property Trimming		
8	12,360.00	CUYD	0008 - Regular Issue Property - Loading and hauling of debris Contractor will be required to repair and gouging and rutting of loading zone.		
9	482.00	CUYD	0009 - Repeat Offender Property Loading and hauling of debris in excess of three (3) cubic yards. Parish approval prior to all work is required.		
10	1.00	SQFT	0010 - Repeat Offender Property This work shall include all labor and equipment necessary to mow or cut all grass, weeds, and other vegetation		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00135670

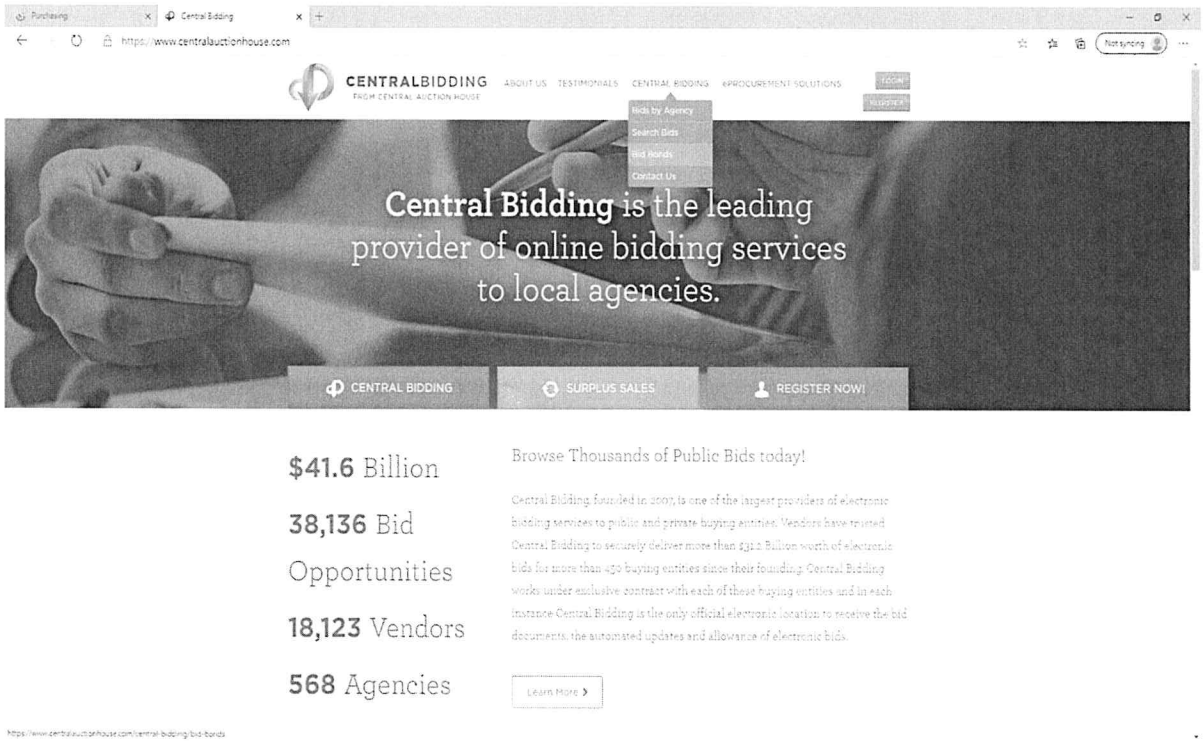
SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			within the designated work area limit. This includes all trimming, the removal of debris up to (3) cubic yards, and the cleaning of sidewalk and driveway area necessary to present a neat and acceptable manner at all times within the time limits of the contract. All clippings and debris must be removed from the property and pruning of ornamentals. Grass, etc. is to be cut to a minimum height of 1 inch, but not more than 2 inches in finished height. All work is to be done in the manner normally required in good trade and practice. Pricing for Repeat Offender Property priced per square foot. Quantity is 88,300,284.10 *** However it is listed as (1) one because the AS400 can't have that large of a quantity entered. ***		
11	100.00	JOB	0011 - Strike Force Crew The Contractor shall mobilize and complete the requested work within twenty-four (24) hours of notification from Jefferson Parish Department of Property Maintenance/Zoning/Quality of Life. Pricing for the strike force crew shall be in the form of a price per job in addition to the work performed.		

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
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET