



Bid Number 50-00144499

**Two (2) Year Contract to Provide Labor, Materials and Equipment
Necessary for Turnkey Landscape Bed Maintenance Operations for
the Jefferson Parish Department of Parkways**

Bid Due: March 5, 2024 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
Purchasing Specialist II, Mark Buttery
Email: MButtery@jeffparish.net
Phone: 504-364-2810**

Scope:

The Jefferson Parish Parkways Department (Parkways) is soliciting bids from qualified Contractors to provide labor, materials, incidentals and equipment for turnkey landscape bed maintenance operations. The contract period shall be for two (2) years. All work shall occur through a combination of scheduled and as-needed maintenance.

Bonds

Surety Bond: A surety bond in the amount of 5% of the bid response amount is due with the bid submission.

Performance Bond: A performance bond in the amount of 50% of the contract amount will be required at the signing of the contract.

Contractor Requirements

Insurance: Refer to Jefferson Parish Terms & Conditions and Bid Documents for all insurance requirements. All required insurance must be continuous throughout the life of the contract.

Licenses: The Contractor must possess a Louisiana State Contractor’s License with the classification of SPECIALTY: LANDSCAPE, GRADING AND BEAUTIFICATION (The license number is required to be on the electronic envelope).

Bidders shall be licensed per LSA-R.S. 37:2150-2163 and shall furnish copies of the front and back (as applicable) of each required license and certification. Failure to submit required licenses will deem the bid non-responsive. Bidders shall possess the following licenses and/or certifications:

- Louisiana Department of Agriculture & Forestry State Landscape Horticulturalist License;
- Louisiana Department of Agriculture & Forestry Ground Owner Operator License;
- Louisiana Department of Agriculture & Forestry Category 3: Ornamental and Turf Pest Control;
- Louisiana Department of Agriculture & Forestry Category 6: Roadside Right-of-Way Vegetation Management.

Subcontractors: All work must be performed by the Contractor. No subcontractors shall be used to fulfill this contract.

Payment

Refer to Attachment ‘B’ for the schedule of required work for this two (2) year contract. Payment for the work outlined in Attachment ‘B’ shall be made in equal monthly installment over twenty four (24) months. Although the required work may be different each month, the monthly invoice price will be the same.

Any contract incidental work, additions, or subtractions, shall be made based on the provided unit prices of the bid form. There is no minimum or maximum quantity of incidental items for this contract.

The provided unit prices for incidental items and/or work shall be calculated to the desired quantity for the incidental task. For example, a chemical application may be priced at \$100 for 1,000 SF, but the required application is only 500 SF. The Purchase order for the work would be valued at \$50.

Definitions and Specifications

Chemical Weeding (Non-Selective Herbicide): Chemical weeding (non-selective herbicide) shall refer to the chemical treatment of visible weeds within a landscape bed with a non-selective post emergence herbicide. All chemical weeding applications shall utilize a Parkways approved product. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. Any damage to the existing plant material or any adjacent turf areas as a result of chemical application shall be remedied by the Contractor with no additional cost to Parkways. The Contractor shall spray bed edges to keep surround turf from entering the bed area, but should not leave a visible line of dead turf. All spraying shall be to the edge of the mulch.

Dead Plant Material: Removal of dead, or partially dead, plant material is critical to the desired look of the landscape beds. At the same frequency as weed removal, the Contractor shall be responsible for removing dead plant material. Dead plant material is considered to be any stem, branch or entire shrub that is severely dried out, brown in color or without foliage in comparison to similar plant material. Removal may require simply clipping the dead stem, or removing the entire plant. If removing an entire plant, the Contractor shall remove as much soil from the dead plant as possible to backfill the hole, then spread existing mulch to cover the area to the greatest extent possible. Additional fill is not required. All removed plants shall be reported to the Parkways Department so that replanting may be scheduled.

Debris: Debris shall refer to any organic foreign material that may be located within a landscape bed. Debris may include, but not be limited to, tree limbs, leaves, grass clippings and the like. All removed debris shall be properly disposed of off-site by the Contractor immediately after completion of any work performed at each site. Debris removal shall be inclusive to any requested task at a particular site. Any time that the Contractor performs a task at any site location, they shall ensure all debris is removed as part of the task. For example, if the Contractor is given a purchase order to mulch a location, they shall also pick up any debris at the site. There will be no separate pay item for debris removal.

Garden Soil: Garden soil shall refer to a blended soil mixture suitable for landscape plantings. Garden soil shall be made up of approximately 60% native topsoil, 30% composted organic material and 10% sharp sand. Pricing for garden soil shall include all material, freight, installation, tools and machinery.

Granular Fertilizer: Granular fertilizer shall refer to blended bag fertilizer in formulations specified by Parkways. All granular fertilizer shall arrive to the site in sealed bags clearly displaying the fertilizer's formulation. All applications shall be performed by a Louisiana licensed applicator. For scheduled maintenance, the Contractor shall apply Lesco 14-14-14 Professional Landscape and Ornamental All-Purpose fertilizer at the manufacturer's half rate. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. The Contractor shall provide incidental pricing in accordance with Attachment 'C'.

Granular Fungicide: Granular fungicide shall refer to bag fungicide in formulations specified by Parkways. All granular fungicide shall arrive to the site in sealed bags clearly displaying the product's name and label. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Granular Pre-Emergent Herbicide: Granular pre-emergent herbicide shall refer to a selective pre-emergent herbicide as specified by Parkways. All granular pre-emergent herbicide shall arrive to the site in sealed bags clearly displaying the product's name and label. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. In general, the Contractor shall be directed to apply the product at 1/4 the manufacturers recommended rate for the year, per application. It is typical that the granular pre-emergent herbicide shall be applied to landscape beds four (4) times per year. For scheduled maintenance, the Contractor shall apply FreeHand® 1.75G herbicide. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. When applying granular pre-emergent herbicide in the vicinity of ornamental grasses, application shall take place outside of the drip line of the grasses. No granular material shall be applied within the crown of ornamental grasses. The Contractor shall provide incidental pricing in accordance with the Bid Form.

Hand Weeding: Hand weeding shall refer to the manual removal of weeds and undesirable plant material from a landscape bed. All debris generated from hand weeding shall be properly disposed of off-site by the Contractor immediately after completion of hand weeding.

Horticultural Oil: Horticultural oil shall refer to bottled horticultural oil in formulations specified by Parkways. All horticultural oil shall arrive to the site in sealed manufacturer's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. All applications shall abide by the manufacturer's rates, schedule and installation specifications.

Insecticide: Insecticide shall refer liquid or granular formulations specified by Parkways. All insecticides shall arrive to the site in sealed manufacturer's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Inspection: Prior to any Owner requested tasks (outside of the scheduled maintenance described in Attachment 'B') taking place, a site inspection must occur with both the Contractor and the Owner. The inspection shall ensure an agreed upon square foot quantity of landscape bed area is derived, as well as to document existing conditions and discuss the expected standards of work. All agreed upon square foot quantities of landscape bed areas shall be recorded for future tasks involving the same area(s).

Once the Contractor has completed any assigned task(s), they must immediately notify the Parkways Department so that an inspection of the work can be performed to ensure the quality of work expectations are met. Any work not deemed acceptable by the Owner shall be immediately be revised by the Contractor prior to invoicing. In instances of herbicide applications, Parkways will inspect for signs of decline. In the event that weed dieback is insufficient, the Contractor may be required to provide a second application at no cost to Parkways.

Jefferson Parish Parkways Department: The Jefferson Parish Parkways Department (Parkways) shall be considered the Owner of this contract. All directives and approvals shall come from a Parkways representative.

Liquid Fungicide: Liquid fungicide shall refer to bottled fungicide in formulations specified by Parkways. All liquid fungicide shall arrive to the site in sealed manufacture's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Liquid Herbicide: Liquid herbicide shall refer to bottled herbicide in formulations specified by Parkways. All liquid herbicides shall arrive to the site in sealed manufacture's containers. All applications shall be performed by a Louisiana licensed applicator. All applications shall abide by the manufacturer's rates, schedule and installation specifications. In some situations, the Contractor shall be directed to apply a product at 1/3 the manufacturers recommended rate for the year. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing. The Contractor shall provide pricing accordingly as specified on the Bid Form.

Miscellaneous Task w/Director's Approval: The majority of anticipated tasks are included for unit pricing as part of this bid. In the event that a task not included on the bid form is required, the Contractor will be asked by Parkways to provide a fee proposal for the work. At the discretion of the Parkways Director, the fee proposal can be approved in an amount not to exceed \$5,000.00.

Mulch: Mulch shall refer to cut pine straw bag mulch or to baled pine straw mulch. All cut pine straw mulch shall arrive to each site in sealed bags prior to installation and all baled mulch shall arrive in a tied bundle in accordance with industry standards. All mulch shall be free of trash and debris. Mulch shall be placed in order to maintain a minimum depth of 4" (including any existing mulch layers).

Ornamental Grass Pruning: Ornamental grass pruning shall occur one time per year, typically in early March. At the time of pruning, the ornamental grass clumps shall be trimmed down to about 6" in uniform height. The Contractor shall be responsible for removing all trimmed debris from the site. It will not be acceptable for the clippings to be left in the bed area. Minor pruning may be required at other times during the year to create separation or reduce plant material overhang, but the only time ornamental grasses should be cut back is at the designated pruning in March.

Shrubs: Shrubs shall be considered any plant material within a landscape bed. For this contract, tree-form plant material such as crape myrtles and hollies shall be considered shrubs when they are located inside of a landscape bed. Class A trees such as cypress, oaks and magnolias are excluded from this contract. In addition, ground cover and perennial plant material located within landscape beds shall also be considered as shrubs.

When incidental shrub planting is requested, the task shall include supply and installation of the plant material. In addition, all newly planted shrubs shall be irrigation by the Contractor the same day that installation occurs. Subsequent irrigation shall be the responsibility of Parkways.

Shrub Pruning: Shrub pruning shall refer to the manual, or mechanical, trimming of all landscape material within a landscape bed, excluding Class A trees. All debris generated from shrub pruning shall be properly disposed of off-site by the Contractor immediately after completion of shrub pruning. Class A tree pruning shall not be a requirement of this contract.

Various types of plant material may require different levels of pruning. Prior to each scheduled pruning, the Contractor shall consult with the Parkways Department on the desired pruning plan. Depending on

environmental factors, more or less pruning may be required to achieve the desired look. Additionally, some varieties of plant material, such as ornamental grasses, may not require any pruning during a scheduled pruning cycle. Failure to communicate with the Parkways Department prior to pruning may result in termination of the contract.

Shrub Replacement: Shrub replacement shall refer to the supply and installation of in-kind, or new, shrubs. Shrub replacement shall apply to all plant material within a landscape bed, excluding class A trees. Pricing for shrub replacement shall include all material, tools, incidentals, freight and fees associated with acquiring and installing the specified plant material. Tree form shrubs such as crape myrtles and hollies shall require staking utilizing metal 'T' posts and synthetic landscape strapping. No watering bags are required for any plant material replacement.

Sod Replacement: Sod replacement shall refer to the supply and installation of in-kind, or new, turf. At the Contractor's discretion, sod may be installed as rolls, mini rolls or squares. All sod shall be delivered to the site in good, properly hydrated, condition. Sod installation shall include minor hand grading to prepare the existing soil to receive the new sod. No filling or grubbing shall be required for sod replacement. All newly installed sod shall be countersunk to meet flush with the surrounding turf/grade. All newly installed sod shall be saturated with water and rolled so that the surface is smooth to follow the existing grade. After the initial saturation, subsequent watering shall be the responsibility of Parkways.

Soil Testing: Soil testing shall refer to the acquisition of soil samples, as directed by Parkways, and delivery to an accredited soil testing lab such as Spectrum Analytic, Inc. Soil testing shall be a basic soil test with micronutrients. As directed by Parkways, multiple soil samples may be required for a soil test.

Spot Spraying: Spot spraying shall refer to the selective spraying of herbicide within a landscape bed. Spot spraying is typically related to the application of a non-selective herbicide, but may also be used with other herbicide products at the discretion of Parkways. All applications shall be documented via a spray log and shall be submitted to the Parkways Department when invoicing.

Trash: Trash shall refer to any manmade, inorganic, debris that may be located within a landscape bed. All trash shall be picked up by the Contractor prior to any work taking place at a given site. The picked up trash shall be properly disposed of off-site by the Contractor immediately after completion of any work performed at each site. Trash removal shall be inclusive to any task taking place at a particular site. Any time that the Contractor performs a task at any site location, they shall ensure all trash is removed as part of the task. For example, if the Contractor is given a purchase order to mulch a location, he shall also pick up any trash at the site. There will be no separate pay item for trash removal.

Traffic Control: Traffic control shall refer to as needed, cones, signs, flagmen, barricades and the like to safely move vehicular and/or pedestrian traffic around a work site. All traffic control shall be the responsibility of the Contractor. In the event that any vehicular traffic lanes need to be closed by the Contractor, they must provide Parkways with written notice a minimum of ten (10) working days prior to the desired closing(s). There will be no separate pay item for traffic control.

Tree Replacement: Tree replacement shall refer to the supply and installation of in-kind, or new, trees. Pricing for tree replacement shall include all material, tools, incidentals, freight and fees associated with acquiring and installing the specified plant material. Trees shall require staking utilizing metal 'T' posts and synthetic landscape strapping. No watering bags are required for any tree plantings.

Purchase Orders and Invoicing: Any work performed outside of the required maintenance schedule outlined in Attachment 'C' shall require Parkways to provide a Purchase Order to the Contractor authorizing the requested work. The Contractor shall not perform any additional work without receiving a purchase order from Parkways. If any work is performed without a purchase order, the Contractor may not be compensated.

Invoicing shall be submitted once per month based on the completed work. Once all work is complete, inspected and approved by Parkways, the Contractor may submit an invoice for the work. As applicable, spray logs must be submitted with each invoice.

Scheduled Work: This contract shall include a set schedule of maintenance items to be performed at various locations throughout Jefferson Parish. Refer to Attachment 'A' for a list of required locations and an approximate landscape bed square footage calculation for each location. Refer to Attachment 'B' for a calendar of required work for each location.

This scheduled work shall be the basis for payment each month. Within the bid form, the 'Monthly Maintenance' line item shall refer to the scheduled work to be performed at each site location (see Attachment 'A') and in accordance with the maintenance schedule (see Attachment 'B'). Even though the frequency and the number/type of task may vary each month, the 'monthly maintenance' price will be the same for each of the contract's twenty-four (24) months.

Any additional and/or incidental maintenance each month shall be added to the 'monthly maintenance' price. Any deducted locations shall be reduced from the 'monthly maintenance' price.

Steel Landscape Edge: Pricing for steel landscape edge shall include commercial grade steel edging, in either green or black, installed with the manufacturer supplied stakes.

Quantity Calculations for As-Needed Work

In addition to the scheduled maintenance operations (see Attachment's 'A' and 'B'), incidental work may be requested by Parkways. There is no guaranteed minimum or maximum of incidental work to be performed by the Contractor. Refer to the Bid Form for a list of incidental items to be included in this bid for pricing. Unit pricing for each line item of the Bid Form shall include all material, labor, tools, incidentals and machinery required to complete the task.

Most items listed within the Bid Form shall be priced in square foot increments. When an incidental task is requested by Parkways, the Contractor and a Parkways representative shall measure the site and determine an agreed upon square footage of landscape bed area. For simplicity, each individual landscape bed shall be rounded up or down to the nearest 10 square feet. For example, if the agreed upon area of a landscape bed is 226 square feet, the purchase order will reflect an assignment for 230 square feet.

For chemical applications, bid pricing shall include the product, labor, equipment and incidentals required to make the application in accordance with the manufacturer's specifications. The Contractor will be responsible for locating as-needed water sources to apply the product as well as to water-in the product. In addition, the bid pricing shall reflect each physical application. The manufacturer, and/or Parkways, may recommend or require multiple applications of a product in certain situations. The Contractor shall be compensated for each individual application.

Attachment 'A'**Scheduled Work Locations**

The below locations shall receive regularly scheduled maintenance as outlined in Attachment 'B'. Each location includes an approximate square foot area calculation to better define each location. Additionally, it is encouraged that all prospective bidders visit the site locations prior to submitting a bid.

Eastbank +/- 31,825 SF:

- | | |
|---|----------|
| ○ Apple Pi Sculpture
4500 Power Boulevard | 915 SF |
| ○ W. Esplanade Median Landscape
From Power Boulevard to Rebecca Boulevard | 2,100 SF |
| ○ North Bridgedale Sign
1513 Transcontinental Drive | 135 SF |
| ○ Willowdale Sign
W. Napoleon Avenue near Tina Street | 65 SF |
| ○ Clearview Shores Park
4585 Folse Drive | 650 SF |
| ○ Helios Sewer Station
600 Helios Avenue | 1,025 SF |
| ○ Orpheum Avenue
Metairie Road to Narcissus Street | 6,500 SF |
| ○ Northline Street
Orpheum Avenue to the West | 1,250 SF |
| ○ Nassau Drive
Englewood Parkway to the West
Along Golf Course | 1,000 SF |
| ○ North Causeway Boulevard
Center Median of Causeway Boulevard from I-10 to Lake Pontchartrain
(5) landscape beds total – at each sculpture | 5,340 SF |
| ○ Bonnabel Place Sign (North)
1245 Bonnabel Boulevard | 420 SF |
| ○ Bonnabel Place Sign (South)
200 Bonnabel Boulevard | 300 SF |

○ 17 th Street Landscape Planters From N Arnoult Road to Severn Avenue	50 SF
○ 18 th Street Landscape Planters From N Arnoult Road to Severn Avenue	15 SF
○ 19 th Street Landscape Planters From N Arnoult Road to Severn Avenue	30 SF
○ Lift Station Landscape Bed Edenborn Avenue at 18 th Street	470 SF
○ Whitney Heights Sign 2600 Veterans Boulevard	60 SF
○ Beverly Garden Entrance 2202 Metairie Road	900 SF
○ River Ridge Sign Little Farms Avenue at Ivy Street	415 SF
○ Little Farms Sign and Beds Little Farms Avenue at Jefferson Highway	3,630 SF
○ Bunche Village Sign and Beds 1600 S. Lester Avenue	1,455 SF
○ Bunche Village Sign Little Farms Avenue at Mistletoe Street	415 SF
○ River Ridge / Harahan Sign 2100 Dickory Avenue	295 SF
○ River Ridge Sign Wilker Neal Avenue at Jefferson Highway	415 SF
○ River Ridge Sign (median) 8600 Jefferson Highway	555 SF
○ Tiffany Drive Bed Tiffany Drive at Celeste Avenue	135 SF
○ Citrus Road Bridge Citrus Road at Generes Drive	800 SF
○ Rensue Drive Cul-de-Sac Across from 9028 Rensue Drive	315 SF

- Citrus Boulevard Landscape (median)
5735 through 5860 Citrus Boulevard 1,750 SF
- Old Jefferson Sign #1
Dodge Avenue at Jefferson Highway 170 SF
- Old Jefferson Sign #2
Jefferson Park Avenue at Jefferson Highway 200 SF
- Rio Vista Columns
Rio Vista Avenue (south) at Jefferson Highway 50 SF

Westbank +/- 95,975 SF:

- Terry Parkway Flag Pole
65 Terry Parkway 100 SF
- Terry Parkway at Holmes Boulevard
(2) island landscape beds 7,000 SF
- Terry Parkway Clock Tower
335 Terry Parkway 410 SF
- Terry Parkway Blue Star Marker
415 Terry Parkway 50 SF
- Mardi Gras Mask Sculpture
055 Terry Parkway 625 SF
- Terry Parkway Planters
Terry Parkway from Harvard Avenue to Hickory Street 15,200 SF
- Jefferson Place Sign (North)
203 Wall Boulevard 250 SF
- Jefferson Place Sign (South)
405 Wall Boulevard 250 SF
- Baywood Sign (North)
463 Wall Boulevard 250 SF
- Baywood Sign (South)
695 Wall Boulevard 250 SF

○ Decorative Fence Landscape Carol Sue Avenue at Wright Avenue	590 SF
○ (20) Decorative Blue Planters Carol Sue Avenue from Wright Avenue to Heritage Avenue	340 SF
○ Decorative Fence Landscape Carol Sue Avenue at Heritage Avenue	1,180 SF
○ Meadowbrook Sign Willowbrook Drive at Lapalco Boulevard	180 SF
○ Bellemeade Sign and Triangle Island Bellemeade Boulevard at Lapalco Boulevard	420 SF
○ Bellemeade Sign +/- 250 Bellemeade Boulevard	60 SF
○ Gretna Boulevard Median Gretna Boulevard from York Street to the Canal	9,600 SF
○ Family Sculpture 2004 Manhattan Boulevard	250 SF
○ Manhattan Boulevard Median Manhattan Boulevard at Lapalco Boulevard	12,500 SF
○ Woodland West / Spanish Oaks Sign Timberlane Estates Drive at Manhattan Boulevard	60 SF
○ Timberlane Estates Drive Median Timberlane Estates Drive at Manhattan Boulevard	250 SF
○ Breckenridge Drive Median Breckenridge Drive at Manhattan Boulevard	250 SF
○ Timberlane Way Drive Median Timberlane Way Drive at Shadow Lake Court	475 SF
○ Woodland West / Spanish Oaks Sign Apollo Avenue at Lapalco Boulevard	60 SF
○ Lapalco Fountain Destrehan Avenue at Lapalco Boulevard	3,750 SF
○ Woodmere Sign Woodmere Boulevard at Lapalco Boulevard	45 SF

- Oak Knoll Sign 100 SF
Dueling Oaks Avenue at Barataria Boulevard
- Lapalco Median Beautification 21,750 SF
Lapalco Boulevard at Westwood Drive
- Lapalco Median Beautification 12,175 SF
Lapalco Boulevard at Westminster Boulevard
- Lincolnshire Sign 20 SF
Betty Boulevard at Lapalco Boulevard
- Orleans Village Sign 145 SF
Rue Louis Phillippe at Ames Boulevard
- Bayou Estates Sign 130 SF
Bayou Estates Boulevard at Ames Boulevard
- Hillcrest Sign 180 SF
Hillcrest Drive at Barataria Boulevard
- Oak Cove Sign 100 SF
Pritchard Road at Barataria Boulevard
- Barataria Oaks Estates Sign 400 SF
Barataria Oaks Drive at Barataria Boulevard
- Oak Forest Sign 100 SF
Oak Forest Boulevard at Barataria Boulevard
- Blue Star Monument 450 SF
Leo Kerner Parkway at Barataria Boulevard
- Bent Tree Sign 450 SF
Bent Tree Boulevard at Leo Kerner Parkway
- Westminster Park Sign 350 SF
Westminster Boulevard at Lapalco Boulevard
- Golf Statue 80 SF
Lapalco Boulevard at Highway 90
- Segnette Median Landscape 4,060 SF
Segnette Boulevard at Highway 90
- Avondale Homes Sign (north) 75 SF
Jamie Boulevard at Highway 90

- Avondale Homes Sign (south)
S. Jamie Boulevard at Highway 90 250 SF
- Kennedy Heights Sign and Median
Butler Drive at Highway 90 610 SF
- Glen Della Sign
Glen Della Drive at Highway 90 65 SF
- Washington Place Sign
Capitol Drive at Highway 90 90 SF

Attachment 'B'**Scheduled Work**

The below schedule of work shall be completed on monthly basis for all landscape locations outlined in Attachment 'A'. Refer to 'Definitions and Specifications' for a description of each task outlined below. The Contractor shall complete the assigned tasks within seven (7) calendar days of the below schedule.

Year: 2024

Month	Week (Monday)	Task
May	27 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
June	10 th	Chemical/Hand Weeding, Shrub Pruning, Granular Fertilizer
June	24 th	Chemical/Hand Weeding
July	8 th	Chemical/Hand Weeding, Shrub Pruning
July	22 nd	Chemical/Hand Weeding
August	5 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
August	19 th	Chemical/Hand Weeding
September	2 nd	Chemical/Hand Weeding
September	16 th	Chemical/Hand Weeding, Shrub Pruning
September	30 th	Chemical/Hand Weeding
October	14 th	Chemical/Hand Weeding
November	11 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
December	9 th	Chemical/Hand Weeding

Year: 2025

Month	Week (Monday)	Task
January	6 th	Chemical/Hand Weeding
February	3 rd	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
March	3 rd	Chemical/Hand Weeding, Ornamental Grass Pruning
April	7 th	Chemical/Hand Weeding
April	21 st	Chemical/Hand Weeding
May	3 rd	Chemical/Hand Weeding
May	19 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
June	2 nd	Chemical/Hand Weeding, Shrub Pruning, Granular Fertilizer
June	16 th	Chemical/Hand Weeding
June	30 th	Chemical/Hand Weeding
July	14 th	Chemical/Hand Weeding, Shrub Pruning
July	28 th	Chemical/Hand Weeding
August	11 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
August	25 th	Chemical/Hand Weeding
September	8 th	Chemical/Hand Weeding, Shrub Pruning
September	22 nd	Chemical/Hand Weeding
October	6 th	Chemical/Hand Weeding
November	3 rd	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
December	8 th	Chemical/Hand Weeding

Year: 2026

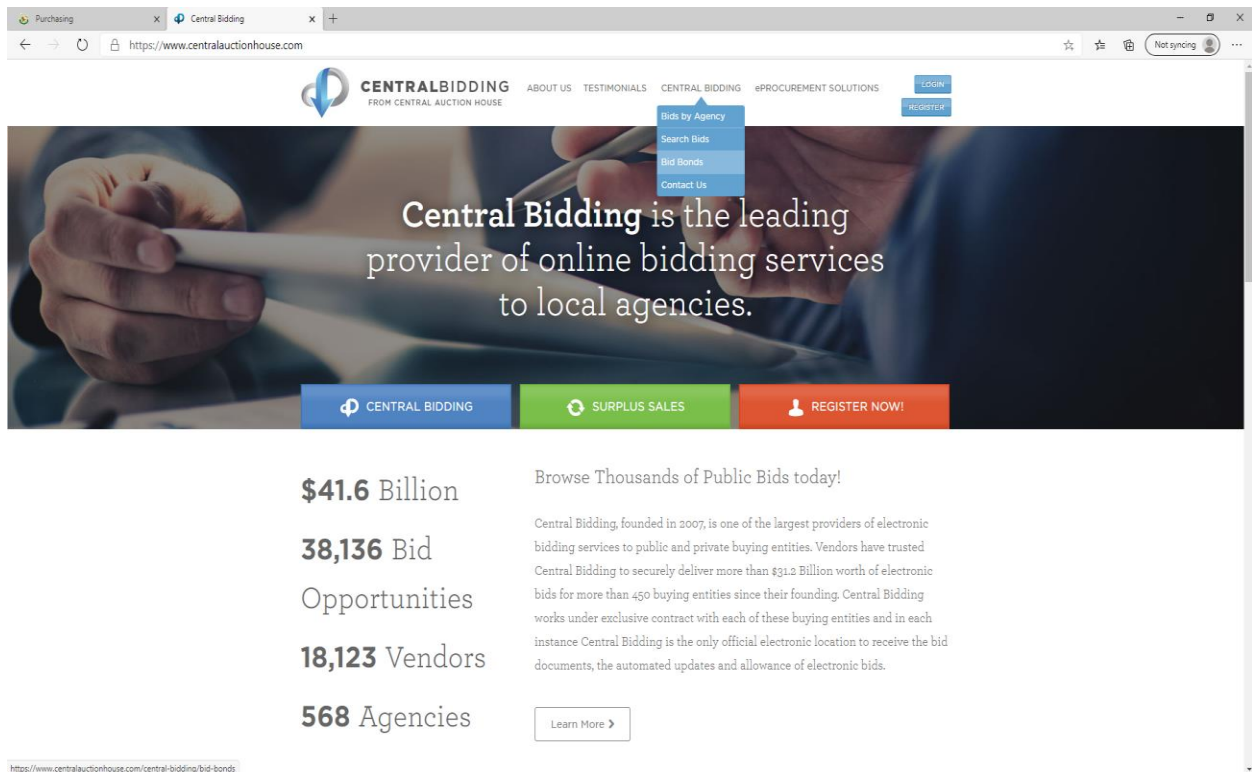
Month	Week (Monday)	Task
January	5 th	Chemical/Hand Weeding
February	9 th	Chemical/Hand Weeding, Granular Pre-Emergent Herbicide
March	9 th	Chemical/Hand Weeding, Ornamental Grass Pruning
April	6 th	Chemical/Hand Weeding
April	20 th	Chemical/Hand Weeding
May	4 th	Chemical/Hand Weeding

* All tasks scheduled for the week of May 4, 2026 shall be completed before the end of the contract to receive full payment.

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.



The screenshot shows a web browser window with the URL <https://www.centralauctionhouse.com>. The page features the Central Bidding logo and navigation links: ABOUT US, TESTIMONIALS, CENTRAL BIDDING, and #PROCUREMENT SOLUTIONS. A dropdown menu is open under 'CENTRAL BIDDING', listing 'Bids by Agency', 'Search Bids', 'Bid Bonds', and 'Contact Us'. The 'Bid Bonds' option is highlighted. Below the navigation is a hero section with the text: 'Central Bidding is the leading provider of online bidding services to local agencies.' and three buttons: 'CENTRAL BIDDING', 'SURPLUS SALES', and 'REGISTER NOW!'. The main content area displays statistics: '\$41.6 Billion', '38,136 Bid Opportunities', '18,123 Vendors', and '568 Agencies'. A 'Learn More >' button is located below the statistics. A small URL <https://www.centralauctionhouse.com/central-bidding/bid-bonds> is visible at the bottom left.

DATE: 2/07/2024

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00144499

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
MBUTTERY@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 3/05/2024 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. 136353 and/or Resolution No. 141125 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 Purchasing Specialist's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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. 136353 or 141125 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.

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

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions 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.

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.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	24.00	MO	<p>Two (2) Year Contract to Provide Labor, Materials and Equipment Necessary for Turnkey Landscape Bed Maintenance Operations for the Jefferson Parish Department of Parkways</p> <p>0010 Scheduled Maintenance (See Attachment "B") 24 Equal Payments</p>	\$	\$
2	1.00	EA	0020 Pine Straw Mulch (Bag)	\$	\$
3	700.00	EA	0030 Pine Straw Mulch (Bale)	\$	\$
4	1.00	SQFT	0040 Shrub Pruning (Per 1,000 Sq. Ft.)	\$	\$
5	230.00	EA	0050 1-Gallon Shrub	\$	\$
6	430.00	EA	0060 3-Gallon Shrub	\$	\$
7	1.00	EA	0070 7-Gallon Shrub	\$	\$
8	1.00	EA	0080 15-Gallon Shrub	\$	\$
9	1.00	EA	0090 15-Gallon Tree	\$	\$
10	1.00	EA	0100 30-Gallon Shrub	\$	\$
11	1.00	EA	0110 30-Gallon Tree	\$	\$
12	1.00	EA	0120 45-Gallon Tree	\$	\$
13	1.00	EA	0130 65-Gallon Tree	\$	\$
14	1.00	EA	0140 4 Inch Pot Annual	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	10.00	EA	0150 6 Inch Pot Annual	-	-
16	85.00	CUYD	0160 Garden Soil	-	-
17	1.00	SQYD	0170 Sod	-	-
18	1.00	SQFT	0180 Regal Multigreen Liquid Fertilizer Application (Per 1,000 Sq. Ft.)	-	-
19	1.00	SQFT	0190 Lesco 8-2-12 Palm Fertilizer Application (Per 1,000 Sq. Ft.)	-	-
20	1,316.90	SQFT	0200 Lesco 14-14-14 Landscape and Ornamental All Slow Release Fertilizer Application (1/2 Rate for Year) (Per 1,000 Sq. Ft.)	-	-
21	1.00	SQFT	0210 Merit 0.5 G Granular Insecticide Application (Per 1,000 Sq. Ft.)	-	-
22	1.00	SQFT	0220 Acephate Insecticide Application (Per 1,000 Sq. Ft.)	-	-
23	1.00	SQFT	0230 Avid 0.15ec Liquid Insecticide Application (Per 1,000 Sq. Ft.)	-	-
24	1.00	SQFT	0240 FMC Talstar Liquid Insecticide Application (Per 1,000 Sq. Ft.)	-	-
25	1.00	SQFT	0250 FMC Talstar Granular Insecticide Application (Per 1,000 Sq. Ft.)	-	-
26	1.00	SQFT	0260 Bayer Topchoice Granular Insecticide Application (Per 1,000 Sq. Ft.)	-	-
27	750.00	SQFT	0270 Horticultural Oil Spray Insecticide Application (Per 1,000 Sq. Ft.)	-	-

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
28	1.00	SQFT	0280 Banner Maxx II Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$	\$
29	1.00	SQFT	0290 Banrot Granular Fungicide Application (Per 1,000 Sq. Ft.)	\$	\$
30	1.00	SQFT	0300 Segway Fungicide SC Liquid Application (Per 1,000 Sq. Ft.)	\$	\$
31	1.00	SQFT	0310 Pageant Intrinsic Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$	\$
32	1.00	SQFT	0320 Syngenta Subdue Maxx Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$	\$
33	1.00	SQFT	0330 Regal Consyst Liquid Fungicide Application (Per 1,000 Sq. Ft.)	\$	\$
34	1.00	SQFT	0340 Pillar G Granular Fungicide Application (Per 1,000 Sq. Ft.)	\$	\$
35	1.00	SQFT	0350 Gallery 75 Dry Flowable Herbicide Application (Full Rate) (Per 1,000 Sq. Ft.)	\$	\$
36	1.00	SQFT	0360 Barricade 4FL Liquid Herbicide Application (1/3 Rate for Year) (Per 1,000 Sq. Ft.)	\$	\$
37	1.00	SQFT	0370 Freehand 1.75G Granular Herbicide Application (1/4 Rate for Year) (Per 1,000 Sq. Ft.)	\$	\$
38	1.00	SQFT	0380 Pennant Magnum Liquid Herbicide Application (Full Rate) (Per 1,000 Sq. Ft.)	\$	\$
39	1.00	SQFT	0390 Segment Liquid Herbicide Application (Full Rate)	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144499

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			(Per 1,000 Sq. Ft.)		
40	1.00	SQFT	0400 BASF Image 70 DG Liquid Herbicide Application (Full Rate)	\$	\$
			(Per 1,000 Sq. Ft.)		
41	1.00	SQFT	0410 Syngenta Fusilade II Liquid Herbicide Application (Full Rate)	\$	\$
			(Per 1,000 Sq. Ft.)		
42	1.00	SQFT	0420 Certainty Liquid Herbicide Application (Full Rate)	\$	\$
			(Per 1,000 Sq. Ft.)		
43	1.00	SQFT	0430 Bayer RoundUp Pro Liquid Herbicide Application (Spot Spray)	\$	\$
			(Per 1,000 Sq. Ft.)		
44	1.00	SQFT	0440 Hand Weeding (Per 1,000 Sq. Ft.)	\$	\$
45	1.00	TN	0450 Dolomitic Lime Granular Application	\$	\$
46	1.00	TN	0460 Elemental Sulfur Granular Application	\$	\$
47	1.00	EA	0470 Soil Testing	\$	\$
48	1.00	LF	0480 Steel Landscape Edge	\$	\$
49	1.00	JOB	0490 Miscellaneous Task with Director Approval	\$	\$
			*****Non-biddable item*****		

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

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

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

Affiant further said:

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

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

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

Signature of Affiant

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.