



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000146188 Two (2) Year Contract to Perform As-Needed Turnkey Tree  
Growth Regulator (TGR) Application throughout Jefferson Parish  
Jefferson Parish Government**

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)  
03-Oct-2024 08:00:36 AM



**Bid Number 50-00146188**

**Two (2) Year Contract to Perform As-Needed Turnkey Tree Growth Regulator (TGR) Application throughout Jefferson Parish**

**BID DUE: October 9, 2024 at 11:00 A.M.**

**ATTENTION VENDORS!!!**

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

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Doris Abraham  
Buyer Email: [Doris.Abraham@jeffparish.gov](mailto:Doris.Abraham@jeffparish.gov)  
Buyer Phone: 504-364-2690**

## **Bid Specifications for Bid No. 50-00146188**

### **MATERIALS AND LABOR TO PERFORM AS-NEEDED TREE GROWTH REGULATOR APPLICATION FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS-PARKWAYS DEPARTMENT**

#### **SCOPE OF WORK**

The Jefferson Parish Department of Public Works – Parkways Department (Parkways) is soliciting qualified Contractors for a two (2) year as-needed contract for turnkey tree growth regulator (TGR) application throughout Jefferson Parish. The scope of work shall include all procedures required within these specifications. No tree trimming or tree removal is included in these specifications. All pricing shall include the necessary equipment, incidentals, licenses, insurance, labor, fuel and transportation to perform the work. The Contractor shall refer to Resolution No. 136353, as amended, which provides a uniform set of "General Conditions and Agreement for all contractors engaged in performing work or services for the Parish of Jefferson".

#### **SITE LOCATIONS**

This as-needed contract shall cover all rights-of-way, medians and parish property located throughout unincorporated Jefferson Parish. When TGR application is requested, the Contractor shall be provided an exact address, and/or a map of the site location for reference. In some cases, Jefferson Parish will physically mark trees requiring application.

#### **LICENSING**

##### **Louisiana State Contractor's License**

A Louisiana State Contractor's License is required in the following classification:

- **Specialty: Limited Specialty Services**
- OR**
- **Specialty: Landscaping, Grading and Beautification**

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.

In addition, the Contractor must be currently licensed in the State of Louisiana with each of the following:

- **Louisiana Department of Agriculture & Forestry Ground Owner Operator License;**
- **Louisiana Department of Agriculture & Forestry Category 6: Right of Way and Industrial Certification;**
- **Louisiana Department of Agriculture & Forestry Category 3: Turf and Ornamental Certification.**

**The Contractor must include copies of all required licenses with his bid submission. A copy of the front and back for all licenses is required with the bid submission or the bid response will be deemed non-responsive. These licenses are required to be valid through the contract term.**

In providing copies of said licenses, the bidder certifies that any and all required licenses are compliant with all applicable rules and regulations, as promulgated by the issuing authority, governing the issuance and associated use of said Licenses.

#### **TGR SPECIFICATIONS**

All TGR products shall be applied by the Contractor in accordance with the manufacturer's label. This includes, but is not limited to, rates, application procedures and safety standards. For some applications, TGR product will be supplied by Jefferson Parish to the Contractor. Rainbow™ Ecoscience Cambistat® will be the only product that Jefferson Parish will supply to the Contractor. Any as-equal products to be supplied by the Contractor must receive prior approval from Jefferson Parish before use.

## **Bid Specifications for Bid No. 50-00146188**

### **EQUIPMENT**

All equipment used for TGR application shall be in accordance with the product manufacturer's label. The Contractor shall determine the equipment needed to fulfill this contract. Allowable equipment shall include, but not be limited to, UTV buggies, tractors and spray trucks. No equipment weighing over 5,000 lbs shall operate on any medians or turf areas.

### **TRAFFIC CONTROL**

Traffic control measures will be required for any operations occurring from a travel lane. Lane closures, barricades, lights and signage must receive prior approval from Jefferson Parish before any work takes place.

### **APPLICATION PARAMETERS:**

The Contractor shall be allowed to apply TGR at any time during daylight hours on typical working days. Any proposed work on weekends or Parish holidays will require prior approval from Jefferson Parish. The Contractor shall avoid working adjacent to any active construction sites or locations where people are present. No TGR application shall take place while it is raining.

### **APPLICATION LOGS:**

The Contractor shall create, maintain and furnish the Parkways Department with daily treatment records. Records shall include, at a minimum, the following information:

- Date of application;
- List all products, rates and volumes,
- Location(s) and GPS coordinates;
- Weather conditions,
- Name and license number of the supervisor(s) overseeing the work;
- Name of applicator(s),
- Equipment utilized.

Spray logs shall be submitted in a digital format to the Parkways Department. No hand written, or scanned hand written, documentation shall be accepted.

### **RESPONSIBILITY FOR PROPERTY DAMAGE:**

The Contractor shall be responsible for any damage caused by his operations. This includes, but is not limited to, turf damage from the application, ruts and holes within the application area(s), damage to roads, curbs, sidewalks and utilities, or damage to vehicles or equipment.

The Contractor must have in place prior to work, a method of recording, responding to and repairing any kind of damage experienced due to the work being performed. Jefferson Parish will direct any damage claims directly to the Contractor for investigation and remediation.

### **PAYMENT**

Payment will be made per each in accordance with the line items listed on the Bid Form. Unit pricing will be made based on the size of the tree receiving the TGR application and whether the TGR product is supplied by Jefferson Parish or by the Contractor.

Each unit price shall include all travel, mobilization, labor, equipment, insurance, traffic control and incidentals.

This contract is designed for efficient, bulk applications of right-of-way trees. No Purchase order will be issued for less than seventy-five (75) trees. Whenever possible, each Purchase Order (minimum 75 trees) will encompass a continuous street or right-of-way or multiple streets within .5-mile travel distance between them.

## **Bid Specifications for Bid No. 50-00146188**

Payment will be based off of the Contractor provided application logs designating the quantity and size(s) of the trees treated. Payment for each purchase order will be paid in full once the work is complete, verified by Jefferson Parish and all applications logs are received in digital format. There shall be no partial payment for a purchase order.



DATE: 10/01/2024

BID NO.: 50-00146188

INVITATION TO BID  
THIS IS NOT AN ORDER

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
DABRAHAM@jeffparish.net

Bids will be received until **11:00 AM, 10/09/2024** via online at [www.jeffparishbids.net](http://www.jeffparishbids.net).

**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. 9:2602(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE AND MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.**

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 as amended. A copy of these resolutions 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://www.jeffparish.gov/464/Purchasing> and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> 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.

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. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail

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

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.)

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

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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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.

All formal Addenda require written acknowledgment on the bid form by the bidder by the bidder placing the Addendum number in the appropriate section. 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.

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.

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

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

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

**Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.**

**ADDITIONAL REQUIREMENTS FOR THIS BID**

**PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.**

**3, 4, 10, 12, 13**

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 Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid 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.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Written approval for any deviation, must be submitted with your bid submission. 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 an as needed basis contract. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.



DATE: 10/01/2024

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BID NO.: 50-00146188

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as 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 Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 10/01/2024

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00146188

## JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
DABRAHAM

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order 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 at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

## DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

AS NEEDED

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

10/9/2024

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

10/9/2026

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: \_\_\_\_\_

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 66918

## \*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\*

FIRM NAME:

Risk Tree Service LLC.

SIGNATURE:

(Must be signed here)

Matthew A. Tubre

TITLE:

OWNER / President

PRINT OR TYPE NAME:

Matthew A. Tubre

ADDRESS:

2221 Greenwood St. 70062

CITY, STATE:

Kenner, LA

ZIP:

70062

TELEPHONE:

(504) 667-3650

FAX:

(504) 667-3290

EMAIL ADDRESS:

info@risktreeservice.comTOTAL PRICE OF ALL BID ITEMS: \$ \$137,000.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00146188

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Two (2) Year Contract to Provide As-Needed Turnkey Tree Growth Regulator Application throughout Jefferson Parish		
1	100.00	EA	0010 TGR Application 40" Dia. Tree and Under for Parish Supplied Product	\$ <u>285.<sup>00</sup></u>	\$ <u>28,500.<sup>00</sup></u>
2	100.00	EA	0020 TGR Application 40" Dia. Tree and Under for Contractor Supplied Product	\$ <u>400.<sup>00</sup></u>	\$ <u>40,000.<sup>00</sup></u>
3	100.00	EA	0030 TGR Application 41" Dia. Tree and Over for Parish Supplied Product	\$ <u>285.<sup>00</sup></u>	\$ <u>28,500.<sup>00</sup></u>
4	100.00	EA	0040 TGR Application 41" Dia. Tree and Over for Contractor Supplied Product	\$ <u>400.<sup>00</sup></u>	\$ <u>40,000.<sup>00</sup></u>
5	1.00	EA	0050 Director Approved Incidental *****Non-biddable Item***** Up to \$5,000.00	\$ <u>NA</u>	\$ <u>NA</u>

## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 136353 or No. 141125, 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 her designee, with the concurrence of the Director of Risk Management or her designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. **Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date.** Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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For bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. **Failure to comply will cause the 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 Parish of Jefferson, 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.

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

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

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it 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.

With a Waiver of Subrogation in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council, and any other entities who may require waivers by specific contract.

**Note: If your company is not required by law to carry workmen's compensation insurance, i.e. 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**

Limits of not less than the following: \$1,000,000.00 Combined Single Limit Per Occurrence; 2 million General Aggregate for bodily injury and property damage.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

☒ **BUSINESS AUTOMOBILE LIABILITY**

Limits of not less than the following: Bodily injury liability \$1,000,000.00 each person; \$1,000,000.00 each occurrence. Property Damage Liability \$1,000,000.00 each occurrence. Liability coverage to be provided for Any Auto or for ALL Owned Autos and Hired and Non-owned Autos.

With a Waiver of Transfer of Rights of Recovery Against Others to Us in favor of The Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. 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. Certificate of Insurance must state which coverage the Umbrella sits over.

**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.



Risk Tree Service, LLC  
2221 Greenwood St  
Kenner, La 70062

Proposal #3055  
Created: 10/02/2024  
From: Chris Farrell | General Manager

Proposal For

Jefferson Parish Department of Purchasing

200 Derbigny St  
Gretna, LA 70053

Location

LA

Jefferson  
Parish

mobile: 5043642810

[mbuttery@jeffparish.net](mailto:mbuttery@jeffparish.net)

Doris. Abraham

Terms

Due upon completion

5000146188 (2) year perform as need TGR

ITEM DESCRIPTION	QUANTITY	UNIT PRICE	AMOUNT
Misc Bid #50-00146188 Due October 9, 2024 @11:00am General Government Building, Suite 4400 Gretna, LA 70053 Buyer Name : Doris Abraham Tree Growth regulator (2) years as needed turnkey throughout Jefferson Parish	0	\$ 0.00	\$ 0.00
Cambistat 0010 TGR application 40" DBH tree and under Jefferson Parish provided Product	100	\$ 285.00	\$ 28,500.00
Cambistat 0020 TGR application 40" DBH tree and under Risk Tree Service LLC to provided product	100	\$ 400.00	\$ 40,000.00
Cambistat 0030 TGR application 41" DBH tree and over Jefferson Parish provided product	100	\$ 285.00	\$ 28,500.00
Cambistat 0040 TGR application 41" DBH tree and over Risk Tree Service LLC to provided product	100	\$ 400.00	\$ 40,000.00
Misc 0050 Director Approved incidental **Non-biddable item** Up to \$5,000.00	1	\$ 0.00	\$ 0.00



Risk Tree Service, LLC  
2221 Greenwood St  
Kenner, La 70062

Proposal #3055

Created: 10/02/2024

From: Chris Farrell | General Manager

*Quote is good for 30 days. If there are insufficient funds for a check payment, customer is responsible for service fees incurred. Risk Tree Service reserves the right to charge an additional \$25 service fee. Any cancellations after approval of Estimate will result in a 25% of the cost of total job. Credit Cards are accepted with a 3.1% fee. Risk Tree Service is not responsible for underground pipes, utility services, sewer lines, cracked or broken concrete when heavy machinery is required. Risk Tree Service reserves the right to postpone any job due to weather and/or emergency circumstances. It's the responsibility of the client to get approval of any tree work done on neighbors property prior to scheduling. Approving our contract is considered that all parties involved are fully aware of the scope of work and client is responsible for any work done without prior consent from neighbors. Risk reserves the right to take photos of our work to use for marketing purposes. All customer information such as name and addresses will remain confidential at all times. "This work proposal includes only a visual inspection of the tree to determine the scope of work and shall not be considered a tree risk evaluation. Risk evaluations involve more extensive inspection of tree or trees to determine health of a said tree and are considered as a separate work item at an additional charge.*

TOTAL

\$ 137,000.00

Payments as low as \$4946/month

[Learn more](#)

Signature

x

Date:

10/07/2024

Please sign here to accept the terms and conditions

## Contacts

Doris Abraham

5043642690

[doris.abraham@jeffparish.gov](mailto:doris.abraham@jeffparish.gov)



State of  
Louisiana  
Secretary of  
State



**COMMERCIAL DIVISION**  
**225.925.4704**

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

Name	Type	City	Status
RISK TREE SERVICE, L.L.C.	Limited Liability Company	KENNER	Active

#### Previous Names

**Business:** RISK TREE SERVICE, L.L.C.  
**Charter Number:** 40128277K  
**Registration Date:** 2/15/2010

#### Domicile Address

2221 GREENWOOD ST  
KENNER, LA 70062

#### Mailing Address

2221 GREENWOOD ST  
KENNER, LA 70062

#### Status

**Status:** Active  
**Annual Report Status:** In Good Standing  
**File Date:** 2/15/2010  
**Last Report Filed:** 1/17/2024  
**Type:** Limited Liability Company

#### Registered Agent(s)

**Agent:** MATTHEW TUBRE  
**Address 1:** 120 GRETCHEN CT  
**City, State, Zip:** MONTZ, LA 70068  
**Appointment Date:** 2/9/2024

#### Officer(s)

Additional Officers: No

**Officer:** MATTHEW TUBRE  
**Title:** Manager, Member  
**Address 1:** 120 GRETCHEN CT  
**City, State, Zip:** MONTZ, LA 70068

#### Amendments on File (7)

Description	Date
Domestic LLC Agent/Domicile Change	4/20/2015
Amendment	5/11/2015
Domestic LLC Agent/Domicile Change	1/13/2021
Domestic LLC Agent/Domicile Change	2/8/2024
Domestic LLC Agent/Domicile Change	2/8/2024
Appointing, Change, or Resign of Officer	2/9/2024
Domestic LLC Agent/Domicile Change	2/9/2024

Print



# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

08/05/2024

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

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

<b>PRODUCER</b> Deerfield Risk Advisors, LLC P.O. Box 209  Malvern PA 19355	<b>CONTACT NAME:</b> Conor Kerins <b>PHONE (A/C, No, Ext):</b> (484) 620-0064 <b>E-MAIL ADDRESS:</b> conor@deerfieldrisk.com <b>FAX (A/C, No):</b>  <b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Nova Casualty Company <b>INSURER B:</b> American Interstate Insurance <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	<b>NAIC #</b> 42552 31895     
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**COVERAGES** **CERTIFICATE NUMBER:** CL2471500258 **REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> <b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			ARBML1000065700	07/14/2024	07/14/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 10,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
A	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY			ARBML1000065700	07/14/2024	07/14/2025	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
A	<input checked="" type="checkbox"/> <b>UMBRELLA LIAB</b> <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE  DED RETENTION \$			ARBUM1000038800	07/14/2024	07/14/2025	EACH OCCURRENCE \$ 1,000,000 AGGREGATE \$ 1,000,000 \$
B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory In NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	AVWCLA3290962024	07/14/2024	07/14/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

**CERTIFICATE HOLDER****CANCELLATION**

Jefferson Parish Government  
1901 Ames Boulevard

Marrero

LA 70072

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

AUTHORIZED REPRESENTATIVE

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## State Licensing Board for Contractors

This is to Certify that: RISK TREE SERVICE, L.L.C  
2221 Greenwood St  
Kenner, LA 70062

is duly licensed and entitled to practice the following classifications

SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION



Expiration Date: December 13, 2026

License No: 66918

Witness our hand and seal of the Board dated,  
Baton Rouge, LA 14th day of December 2023

Director

Chairman

Treasurer

This License Is Not Transferrable



HORTICULTURE REGISTRATION: MATTHEW ADAM TUBRE

Date: 12/18/2023

LDAF ID: 140283

LICENSE(S): ARBORIST 24-1986

LANDSCAPE HORTICULTURIST 24-4510

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

16

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

Be it known, that effective 2/1/2024 through 1/31/2025 having complied with all relevant requirements of the Louisiana Revised Statutes, the individual named below is hereby licensed in the following profession(s):

LICENSE(S): ARBORIST 24-1986  
LANDSCAPE HORTICULTURIST 24-4510

**MATTHEW ADAM TUBRE**  
120 GRETCHEN CT  
MONTZ LA 70068

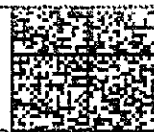
Commissioner

DISPLAY IN A PROMINENT PLACE LDAF ID: 140283

LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY  
Agricultural & Environmental Sciences  
5825 Florida Blvd., Suite 3002  
Baton Rouge, LA 70806



FIRST-CLASS  
AUTO LETTER  
IMPORTANT



ZIP 70806 \$ 000.4  
02 7W  
000802985 JAN 18 2

OFFICIAL DOCUMENT ENCLOSED

MATTHEW ADAM TUBRE  
120 GRETCHEN CT  
MONTZ LA 70068

LBH0P5B 70068





Back of  
Arborist Lic - Hort Lic  
AR # 1986  
Hort # 4510



# LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

MIKE STRAIN D V M, COMMISSIONER

Agricultural & Environment Sciences, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806, (225) 925-3796 , FAX (225) 925-3760

License No. 0049KP

Date: 12/15/2023

RISK TREE SERVICE LLC

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

## Louisiana Department of Agriculture & Forestry

Mike Strain DVM, Commissioner

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3003, Baton Rouge, LA 70806

Be it known, that effective Dec 15, 2023 through Dec 31, 2024 having complied with all relevant requirements of the Louisiana Revised Statutes, the entity named below is hereby authorized to engage in the business of .



**RISK TREE SERVICE LLC**  
2221 GREENWOOD STREET  
KENNER LA 70062

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE

License No: 0049KP

2341

## LOUISIANA DEPARTMENT OF AGRICULTURE & FORESTRY

Agricultural & Environmental Sciences  
5825 Florida Blvd., Suite 3003  
Baton Rouge, LA 70806



IMPORTANT  
OFFICIAL DOCUMENT ENCLOSED

RISK TREE SERVICE LLC  
2221 GREENWOOD STREET  
KENNER LA 70062

Back of  
Ground owner operator  
Lic # 00491KP



LOUISIANA DEPARTMENT OF  
**AGRICULTURE & FORESTRY**

CERTIFICATION CARD

COMMERCIAL APPLICATOR

ABEDALHADI D MOUSA  
6808 ITHACA STREET  
METAIRIE LA 70003

003X1W

Expiration Date: 12/31/2024



*Mike Strain*

Mike Strain, DVM COMMISSIONER



Certified licensed or Registered as  
(CAPP) Commercial Applicator

Back of

**Categories**

3 - Ornamental & Turf Pest Control  
6 - Right-Of-Way & Industrial Pest

**Recertify By**

12/07/2025  
12/07/2025

Signature: \_\_\_\_\_

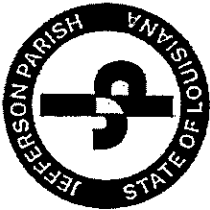
*Chloe Morda*

LDAF EMERGENCY HOTLINE:

855-452-5323

LA POISON CONTROL CENTER:

800-222-1222



# Jefferson Parish


## Department of Public Works-Parkways

1901 Ames Blvd. Marrero, LA. 70072  
(504) 349-5800

Be it known, that effective April 1, 2024 through March 31, 2025 having complied with all relevant requirements of the Jefferson Parish Ordinance No. 21243, the individual named below is hereby licensed to practice in the Parish of Jefferson in the following profession(s):

**License(s): Arborist      24-1986**

**Matthew A Tubre  
Risk Tree Service  
2221 Greenwood St.  
Kenner, LA 70062  
(504) 896-0820**

  
Bryan K. Parks, PLA  
Director of Parkways

DISPLAY IN A PROMINENT PLACE.  
**LICENSE NO. JP-019**

# The International Society of Arboriculture

Hereby Announces That

*Matthew Tubre*

Has Earned the Credential

ISA Certified Arborist®

By successfully meeting ISA Certified Arborist certification requirements through demonstrated attainment of relevant competencies as supported by the ISA Credentialing Council

*Caitlyn Pollihan*

Caitlyn Pollihan  
CEO & Executive Director

23 June 2020	30 June 2026	SO-10497A
Issue Date	Expiration Date	Certification Number



#0847  
ISA Certified Arborist

