



**Bid Number 50-00146584**

**Three (3) Month Contract for Labor and Materials of Rental Holiday  
Decorations for Jefferson Parish Parkways**

**BID DUE: October 17, 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: Brenda Bellow  
Buyer Email: [BrendaBellow@jeffparish.gov](mailto:BrendaBellow@jeffparish.gov)  
Buyer Phone: 504-364-2683**

DATE: 10/10/2024

BID NO.: 50-00146584

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:  
BBELLOW@jeffparish.net

Bids will be received until 11:00 AM, 10/17/2024 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 A1 17.1-1961).

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, 5, 6, 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(l), 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.

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### 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: 10/10/2024

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00146584

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

PURCHASING SPECIALIST:  
BBELLOW

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

Nov 7, 24

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

NOV 7, 24

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

NOV 8, 24

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

Acknowledge Receipt of Addenda: NUMBER: #1

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

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

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

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

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <u>Christmas Village</u>	
SIGNATURE: (Must be signed here)	TITLE: <u>President</u>
PRINT OR TYPE NAME: <u>Joey Attardo</u>	
ADDRESS: <u>4501 Veterans Blvd</u>	
CITY, STATE: <u>Metairie LA</u>	ZIP: <u>70006</u>
TELEPHONE: <u>504 888-7254</u>	FAX: <u>cell 504-382-2001</u>
EMAIL ADDRESS: <u>Christmasvillage@cox.net</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 12,900<sup>00</sup>

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00146584

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>THREE (3) MONTH CONTRACT FOR LABOR AND MATERIALS OF RENTAL HOLIDAY DECORATIONS FOR JEFFERSON PARISH PARKWAYS</p> <p>0010 Labor, materials, freight and necessary essentials to provide and temporarily install rental holiday decorations within the center median of Bonnabel Boulevard at W Esplanade Avenue and Bonnabel Boulevard at Codifer Boulevard in Metairie, Louisiana.</p> <p>***AS PER BID SPECIFICATIONS***</p>	\$ 12,900 <sup>00</sup>	\$ 12,900 <sup>00</sup>

## **LABOR & MATERIALS FOR RENTAL HOLIDAY DECORATIONS FOR THE JEFFERSON PARISH PARKWAYS DEPARTMENT**

### **Section 1.0 – Pre-Bid Conference:**

There will be no pre-bid conference for this bid. All prospective bidders are encouraged to visit the sites prior to submitting a bid.

### **Section 2.0 – Scope:**

We extend this bid to cover all labor, materials, freight and necessary essentials to provide and temporarily install rental holiday decorations within the center median of Bonnabel Boulevard at W Esplanade Avenue and Bonnabel Boulevard at Codifer Boulevard in Metairie, Louisiana.

### **Section 3.0 – License Requirements:**

No State Contractor's license is required.

### **Section 4.0 – Existing Site:**

Work shall take place within the south center median of Bonnabel Boulevard at the W Esplanade Avenue intersection from the existing Bonnabel Place sign to the U-turn across from 1236 Bonnabel Boulevard. Additionally, work shall take place within the north center median of Bonnabel Boulevard at the Codifer Boulevard intersection from the existing Bonnabel Place sign to the large oak tree across from 222 Bonnabel Boulevard. All work shall take place within the Bonnabel Boulevard median.

Existing, metered, electrical power is located within this median and shall be available to power all holiday decorations.

No excavation shall be required for this project.

### **Section 5.0 – Bid Specifications:**

- All work must be installed and fully operational no later than November 18, 2024 and shall be removed on or around January 10, 2025.
- All string lighting shall be 5-millimeter conical style LED string lights with 4" spacing between bulbs. Wire and bulb housings shall be green in color. All bulbs shall be one-piece construction. String lights shall include standard male/female plug attachments. All light strings must be full-wave rectified (flicker free).
- All required string lighting shall be from the same manufacturer and must be of the same product number for continuity.
- Before each installation, the Contractor shall consult with Jefferson Parish on selecting the color of the lights to be installed within the trees. Jefferson Parish



## BID SPECIFICATIONS FOR BID #5000146584

may request that the trunk of the tree be wrapped in a different color light than the canopy.

- When white lights are selected, all lights shall have a color temperature between 3,000 and 4,000 Kelvin. All lights used for this project must be the same color temperature.
- The Contractor shall supply and install all specified rental decorations plus all required extension cords and incidentals needed for the installation. Lights shall be controlled by the existing electrical system's photocell.
- The Contractor shall ensure that all connections and splices are waterproof and do not overload the circuits.
- No permits shall be required by the Contractor.
- The Contractor shall be responsible for securing all supplied rental decorations and incidentals. Jefferson Parish is not responsible for any damage or theft.
- The Contractor shall ensure the lights are operational at all times during the holiday season.
- The Contractor shall supply and install all required extension cords and incidentals needed for installation. No dimmers, timer or photocells are required for this project.
- The Contractor shall provide all tools and equipment required for installation of the lights. This includes, but is not limited to, all ladders, trucks, scaffolding and man lifts.
- The Contractor is required to repair and damage to the site caused by his operations. The Contractor shall dispose of all trash generated by this project off site at the end of each work day.
- The Contractor shall not trim or prune any branches of the existing live oak trees greater than ½" in diameter. The Contractor shall notify Jefferson Parish if pruning of any branches greater than ½" in diameter is required for the installation.
- When working, the Contractor shall be responsible for securing his work zone from the public. The Contractor may temporarily close the walking path when utilizing proper signage and barricades. Until the project is accepted as complete, the Contractor shall ensure that the site is secure when he is not on site working.
- **Northern sign / median area:**
- Provide and temporarily install continuous strands of rental holiday lights to be placed within the landscape beds around the existing sign. In addition, temporarily install lights and garland onto the sign to provide a bordering effect.
- Provide and temporarily install one (1) holiday themed rental deer/reindeer sculpture. The sculpture shall be installed to the north of the existing sign. The sculpture shall be fully illuminated with integrated lighting or a separate flood light(s). If utilizing a flood light, the Contractor shall ensure the lighting is aimed as to not shine onto the roadway or into oncoming vehicular traffic. The exact

## BID SPECIFICATIONS FOR BID #5000146584

location shall be field determined by the Parkways Department. Decorations shall be a minimum of 5' in height.

- Provide and temporarily install continuous strands of rental holiday lights into the one (1) existing live oak tree within this median. The tree should be wrapped in lights extending from the base of the tree (near ground level) extending into the canopy of the tree. When wrapping string lights, a 5"-6" spacing between strings shall be used. Number of required light strands will vary depending on the size of the tree. The entire canopy of the tree shall be fully illuminated.
- Provide and install large scale rental lighted ornaments to hang from the existing oak tree. A minimum of four (4) ornaments per tree shall be installed. Ornaments shall be a minimum of 3' in diameter and/or height. Ornaments shall vary in shape and can include spear shaped, globe shaped and/or star shaped objects. Ornaments shall be white, red or green in color, and the final display may include a combination of the three colors. Jefferson Parish shall consult with the Contractor on the exact shapes and colors prior to each installation.
- **Southern sign / median area:**
- Provide and temporarily install continuous strands of rental holiday lights to be placed within the landscape beds around the existing sign. In addition, temporarily install lights and garland onto the sign to provide a bordering effect.
- Provide and temporarily install one (1) holiday themed rental deer/reindeer sculpture. The sculpture shall be installed to the south of the existing sign. The sculpture shall be fully illuminated with integrated lighting or a separate flood light(s). If utilizing a flood light, the Contractor shall ensure the lighting is aimed as to not shine onto the roadway or into oncoming vehicular traffic. The exact location shall be field determined by the Parkways Department. Decorations shall be a minimum of 5' in height.
- Provide and temporarily install continuous strands of rental holiday lights into the two (2) existing crape myrtle trees within this median. Trees should be wrapped in lights extending from the base of the tree (near ground level) extending to the bottom of the canopy. Additionally, the canopy shall be wrapped in white lights from the bottom of the canopy and extending upward approximately 6'. Lights should be continuously wrapped on all main leaders within this the 6' height range from the trunk of the tree to the end of the branch. Main leaders shall include all extending limbs that are 3" in diameter and greater. The exact number of wrapped leaders may vary between trees.
- Provide and temporarily install continuous strands of rental holiday lights into the four (4) existing live oak trees within this median. The trees should be wrapped in lights extending from the base of the tree (near ground level) extending into the canopy of the tree. When wrapping string lights, a 5"-6" spacing between strings shall be used. Number of required light strands will vary depending on

## BID SPECIFICATIONS FOR BID #5000146584

the size of the tree. The entire canopy of each tree shall be fully illuminated.

- Provide and install large scale rental lighted ornaments to hang from the existing oak trees. A minimum of four (4) ornaments per tree shall be installed. Ornaments shall be a minimum of 3' in diameter and/or height. Ornaments shall vary in shape and can include spear shaped, globe shaped and/or star shaped objects. Ornaments shall be white, red or green in color, and the final display may include a combination of the three colors. Jefferson Parish shall consult with the Contractor on the exact shapes and colors prior to each installation.

### **Section 6.0 - Hours of Work:**

Typical work shall be performed during non-holiday weekdays between the hours of 8:00 am and 4:00 pm. Night time work shall only occur with prior approval from Jefferson Parish. The Contractor shall provide the Jefferson Parish Parkways Department with a minimum twenty-four (24) notice prior to the start of work. Once the installation is complete, the Contractor shall contact the Jefferson Parish Parkways Department to schedule a final inspection of the work.

### **Section 7.0 – Cleaning Area and Safety:**

The Contractor shall be responsible to clean the site after installation and after removal of rental lights and decorations. Clean-up shall refer to any material generated by the installation of rental holiday decorations. The Contractor is not responsible to remove any existing trash or debris or any landscape material.

### **Section 8.0 – Warranty:**

The Contractor shall ensure his work is operational prior to acceptance. The Contractor shall all ensure that the rental lights are operational throughout the timeframe of the temporary installation.

### **Section 9.0 – Payment:**

Payment shall be made once the installation work is verified by Jefferson Parish to be operational.

### **Section 10.0 – Pre-Construction Conference and Notice to Proceed:**

A Pre-Construction Conference will not be necessary for this project; however, a representative from the Parkways Department shall meet the Contractor on site to mark locations for the sculpture decorations and to answer and questions. No work shall be performed until the successful bidder receives a written "Notice to Proceed" or "Purchase Order" from the Jefferson Parish.

## **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.



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

October 15, 2024

### ADDENDUM # 1

**Bid Number: 5000146584**

**Bid Opening Date: October 17, 2024 at 11:00 AM**  
**Bid has been extended until: October 21, 2024 at 11:00 AM**

**5000146584 - Three (3) Month Contract for Labor and Materials of Rental Holiday Decorations for Jefferson Parish Parkways**

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**Question:** We noticed that the crepe myrtles were not included to be wrapped for the Northern Sign area and wanted to make sure this was correct as the Southern Sign had it on the scope of work.

**Answer:** There are no crape myrtles on the north side. Internet mapping imagery may be outdated in showing crape myrtles on the north side.

**Question:** Do you have any specifications of the type or size of garland that will be used to outline the sign? How thick?

**Answer:** Green garland shall have a minimum diameter of 6" and include led lights wrapped at approximately 15 lights per foot.

**Question:** Should the oaks be branch wrapped or canopy wrapped? If branch is wrapped is there an number of branches that should be wrapped? If branch wrapped, how high up and how far out would be required?

**Answer:** Branch wrapped. Full height of the tree. All limbs 6" and greater in diameter shall be wrapped to the end.

**Question:** For the outline of the landscape beds and sign is there a specification for the type of light?

**Answer:** Landscape bed lights to match tree lights. The landscape beds will be planted with low growing shrubs (by the Parkways Dept) prior to the installation of holiday lights. The area between the signs and the steel landscape edge will be planted. Lights to be installed on top of the shrubs. String or netted lights are acceptable.

Binder of Insurance

Pending issuance and delivery of a policy pursuant to the application of the insured and to all the terms and conditions of the policy issued by the company the

State Farm Mutual Automobile Insurance Company

Does hereby insure: CHRISTMAS VILLIAGE LLC  
4412 CRAIG AVE  
METAIRIE, LA 70003-7601

Policy Number: 117 0368-A01-18G

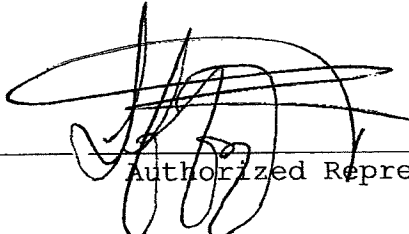
Year	Make	Vehicle Identification Number (VIN)
2000	FORD F250 SD PICKUP	1FTNW20F5YED13998

Coverages

Liability	Comprehensive	Collision Ded
1M/1M/1M	FULL	\$250

Effective October 15, 2024, expiring not to exceed thirty (30) days hence and to become void immediately upon the issuance of a policy in place hereof.

ANY PERSON WHO KNOWINGLY AND WITH INTENT TO DEFRAUD ANY INSURANCE COMPANY OR OTHER PERSON FILES AN APPLICATION FOR INSURANCE OR STATEMENT OF CLAIM CONTAINING ANY MATERIALLY FALSE INFORMATION OR CONCEALS FOR THE PURPOSE OF MISLEADING, INFORMATION CONCERNING ANY FACT MATERIAL THERETO COMMITS A FRAUDULENT INSURANCE ACT, WHICH IS A CRIME AND SUBJECTS SUCH PERSON TO CRIMINAL AND CIVIL PENALTIES.

Date 10/15/24,   
Authorized Representative





**WORKERS COMPENSATION COVERAGE DECLARATIONS  
LOUISIANA RESTAURANT ASSOCIATION SELF INSURERS FUND**

01/15/2024

Item 1. This is to certify that  
Christmas Village, LLC Christmas Village  
4501 Veterans Memorial Blvd  
Metairie, LA 70006-5322

Policy No:24-63635000  
Agent:00010000  
Period:01/01/2024 - 01/01/2025  
Pay Plan:Annual  
EL Limits:1 MIL, 1 MIL, 1 MIL  
FEIN:XXXXX9192

*has been certified and approved as a member of the LRA-Self Insurer's Fund  
and has all benefits and protection of the Louisiana Workers' Compensation Act.*

Item 2. Classification of Operation	Code Number	Estimated Total Payroll	Rate per \$100	Estimated Premium
DOOR ERECTION	5102	13,573	\$8.00	\$1,086
STORE: RETAIL NOC	8017	53,339	\$2.36	\$1,259
Manual Premium				\$2,345
Increased Employers Liability Limits		0.00%		\$0
Subject Premium				\$2,345
Experience Modification		1.00		
Schedule Rating		1.00		
Standard Premium				\$2,345
Premium Discount		5.00%		
Total Estimated Annual Premium				\$2,228
Total Fees Billed				\$0
Expense Constant				\$0
0 % Escrow Deposit Balance Due				\$0
Balance Due (Including Expense Constant and Fees)				\$2,228

This policy includes the following forms and endorsements:

Coverage is subject to a minimum premium of: \$1,500 (subject to applicable adjustment factors).

To report a claim, please call: 1-(877)-257-2743

Eagan Insurance Agency, Inc.





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/18/2024

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> Eagan Insurance Agency P. O. Box 8590 Metairie LA 70011	<b>CONTACT NAME:</b> Laurie Samaha	
	<b>PHONE (A/C, No, Ext):</b> 504-836-9600 <b>FAX (A/C, No):</b> 504-836-9621	
	<b>E-MAIL ADDRESS:</b> LSamaha@higginbotham.net	
	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	<b>INSURER A:</b> Bankers Insurance Co	33162
<b>INSURED</b> Christmas Village LLC 4501 Veterans Memorial Blvd Metairie LA 70006-5322	<b>INSURER B:</b> LA Restaurant Assoc.	
	<b>INSURER C:</b>	
	<b>INSURER D:</b>	
	<b>INSURER E:</b>	
	<b>INSURER F:</b>	

**COVERAGES****CERTIFICATE NUMBER:** 1957171477**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	<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:			1700049195239 11	4/9/2024	4/9/2025	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ Included GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 1,000,000 \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
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 Y	N/A	22-63635000	1/1/2024	1/1/2025	PER STATUTE 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**

For Insurance Purposes	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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