



**Bid Number 50 - 132843**

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

**January 7, 2021 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions in the technical specifications and Jefferson Parish Instructions for Bidders and General Terms and Conditions. All bids must be received in the Purchasing Department by the bid due date and time.**

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

DATE: 12/02/2020  
BID NO.: 50-00132843

INVITATION TO BID  
THIS IS NOT AN ORDER

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## JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 1/07/2021 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 AND VIA TELECONFERENCE (DIAL-IN AT (504) 323-1800, MEETING ID: 181357) At no charge, bidders are to submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.**

### **INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS** **THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

All quotations shall be based on F.O.B. Agency warehouse or job site, anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to public works projects

JEFFERSON PARISH requires all products to be new (current) and all work must be performed according to standard practices for the project. Unless otherwise specified, no aftermarket parts will be accepted. Unless otherwise specified, all workmanship and materials must have at least one (1) year guaranty, in writing, from the date of delivery and/or acceptance of the project. Any deviations or alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. Vendors must not alter the bid forms. Doing so will cause the bid to be rejected.

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

A. AWARD OF CONTRACT: JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

PROTESTS: Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

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

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

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

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**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. **JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR.** Items bid must meet specifications.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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

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

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

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

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

**MANDATORY**

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

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(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 Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, the license number must be entered in the appropriate field in the electronic procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. All sureties must be in original format (no copies) When submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment."). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.

**It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.**

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BID NO.: 50-00132843

**BID FORM**  
Non Public Works

**All Public Work Projects are required to use the Louisiana Uniform Public Work Bid Form**

All prices must be held firm unless an escalation provision is requested in this bid. Jefferson Parish will allow one escalation during the term of the contract, which may not exceed the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure. The most recently published figure issued at the time an adjustment is requested will be used. A request must be made in writing by the vendor, and the escalation will only be applied to purchases made after the request is made.

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X \_\_\_\_\_

MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF N/A \_\_\_\_\_.

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES 7 days ARO

LOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 29959

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: Rotolo Consultants, Inc.

ADDRESS: 38001 Brownsvillage Rd.

CITY, STATE: Slidell, LA ZIP: 70460

TELEPHONE: ( 985 ) 643-2427 FAX: ( 985 ) 985-643-2691

EMAIL ADDRESS: kmrotolo@rotoloconsultants.com

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: 2

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ \$4,329,742.00

AUTHORIZED SIGNATURE: 

Keith Rotolo  
Printed Name

TITLE: President

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132843

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			THREE (3)YEAR CONTRACT TO PROVIDE GRASS CUTTING SERVICES (SMOOTH/ROUGH) FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS - PARKWAYS.		
1	78.00	CYCL	0010 SMOOTH CUT EASTBANK	\$21,441.50	\$1,672,437.00
2	78.00	CYCL	0020 SMOOTH CUT WESTBANK	\$18,752.25	\$1,462,675.50
3	54.00	CYCL	0030 ROUGH FLAT CUT EASTBANK	\$491.00	\$26,514.00
4	54.00	CYCL	0040 ROUGH FLAT CUT WESTBANK	\$6,078.00	\$328,212.00
5	45.00	CYCL	0050 ROADSIDE DITCH AND SLOPE CUT EASTBANK	\$272.50	\$12,262.50
6	45.00	CYCL	0060 ROADSIDE DITCH AND SLOPE CUT WESTBANK	\$18,380.00	\$827,100.00
7	1.00	ACRE	0070 ADDITIONAL SMOOTH CUT	\$70.00	\$70.00
8	1.00	ACRE	0080 ADDITIONAL ROUGH FLAT CUT	\$50.00	\$50.00
9	1.00	ACRE	0090 ADDITIONAL ROADSIDE DITCH AND SLOPE CUT	\$170.00	\$170.00
10	1.00	MI	0100 INCIDENTAL CURB AND ROADWAY SPRAYING	\$242.50	\$242.50
11	1.00	SQYD	0110 INCIDENTAL PINE STRAW MULCH PLACEMENT	\$8.50	\$8.50
12	1.00	EA	0120 DIRECTOR INCIDENTAL (APPROVAL) UP TO \$5,000.00.  (THIS IS NOT A BIDDABLE ITEM)		
REVISED AS PER ADDENDUM # 1					

GENERAL RESOLUTION FOR  
ROTOLO CONSULTANTS, INC.

Resolved that, Keith Rotolo, President, or Joseph Rotolo, Jr., Individual, or Brian Rotolo, Chief Financial Officer/Secretary, or Michael Rotolo, Chief Operating Officer, and Jodi Corey, Vice President of Operations - Construction, are hereby authorized and empowered to sign for and in the name of the corporation any such legal documents that said officers in their sole discretion may deem best. Furthermore, Michael Frazier, Division Manager, is hereby authorized and empowered to sign for and in the name of the corporation any such bid documents (bid forms, addenda, associated affidavits, and bid bonds).

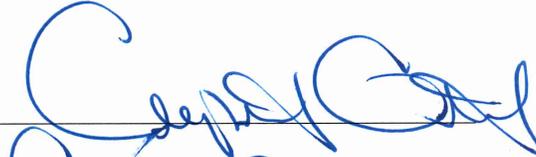
Resolved further that said officers are hereby authorized and empowered to sign and execute for and in the name of the corporation any acts, deeds, notes, mortgages, insurance documents, or other documents that may be necessary and proper to carry the foregoing into effect, to receive and receipt for the purchase price of any property sold by the corporation, and any set of mortgages which he may execute shall contain all of the usual and customary security clauses, including the pact de non alienando, confession of judgment, the provisions for attorney's fees, and the right to have the property seized and sold unto executory proceeds to the highest bidder for cash.

I, Brian Rotolo, Secretary of ROTOLO CONSULTANTS, INC., do hereby certify that the above and foregoing is a true and correct copy of resolutions which were adopted at a meeting of the Board of Directors of said corporation held at its offices in the city of Slidell, LA on the 10<sup>th</sup> day of December, 2020.

IN WITNESS THEREOF, I have affixed my official signature on this the 6<sup>th</sup> day of January, 2021.

  
\_\_\_\_\_  
Brian Rotolo, Secretary of  
Rotolo Consultants, Inc.

Signed before me, the undersigned notary public, this 6<sup>th</sup> day of January, 2021.

  
\_\_\_\_\_  
Print: Crystal Gravois

My commission is for life.



**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Louisiana

PARISH/COUNTY OF St. Tammany

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
Keith Rotolo, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized President of Rotolo Consultants, Inc. (Entity),  
the party who submitted a bid in response to Bid Number 50-132843, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

Choice A \_\_\_\_\_ Attached hereto is a list of all campaign contributions, including the date and amount of each contribution, made to current or former elected officials of the Parish of Jefferson by Entity, Affiant, and/or officers, directors and owners, including employees, owning 25% or more of the Entity during the two-year period immediately preceding the date of this affidavit or the current term of the elected official, whichever is greater. Further, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

Choice B X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

  
\_\_\_\_\_  
Signature of Affiant

\_\_\_\_\_  
Keith Rotolo  
\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 6<sup>th</sup> DAY OF January 20 21

  
\_\_\_\_\_  
Notary Public

Crystal Gravois  
\_\_\_\_\_  
Printed Name of Notary

066725  
\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires with life





# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

December 22, 2020

### ADDENDUM # 1

Bid Number: 50-132843

Bid Opening Date: January 7, 2021

Description of Bid: Three year contract to provide grass cutting services (smooth/rough) for the Jefferson Parish Department of Public Works – Parkways.

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**REMOVE PAGE SEVEN (7) OF BID FORM AND REPLACE WITH REVISED AS PER ADDENDUM # 1 ATTACHED.**

The description of line item number five has changed.

**SEE ATTACHEMENT A AND B FOR ADDED AND DELETED LOCATIONS:**

#### Vendor Questions:

1. Can you please post the sign-in sheets?  
Answer: Attached is a copy of the sign-in sheet from the mandatory pre-bid meeting held on December 18, 2020.
2. When talking about the ROW do you mean both sides?  
Answer: The acronym ROW stands for right-of-way
3. Do you have highlighted pictures of all these locations to cut?  
Answer: There are no pictures available for any of the sites listed within the bid specifications. It is the bidder's responsibility to visit the job sites and evaluate the job before submitting a bid as stated in instructions for bidders number five.

#### Licensing:

1. The requirement for a Louisiana Department of Agriculture & Forestry Commercial Pesticide Applicator License for Category 3: Ornamental and Turf is **NOT required for this bid**. All other licenses listed within the bid specifications are required.

#### Minimum Equipment:

1. The requirement for a minimum of two (2) BOOM MOWER ATTACHMENT (SLOPE) (MINIMUM 28' REACH) can be changed to read: two (2) BOOM MOWER ATTACHMNET (SLOPE) (MINIMUM 20' REACH).

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

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678

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

**Chemical Applications (Non-selective Herbicides)**

1. For clarification, spraying shall take place within and adjacent to required mowing areas. For example, if mowing is required on a center median and not the rights-of-way of an area, curb spraying shall be required adjacent to the center median, but not the rights-of-way. Additionally, all intersections within the maintenance route shall be sprayed.

**Pine Straw Mulch Placement**

For clarification, pine straw mulch placement within existing landscape beds is required as part of this bid. However, no landscape bed maintenance (weeding or pruning) is required as part of this bid

Sincerely,

*Donna Reamey*

\_\_\_\_\_  
Donna Reamey  
Buyer II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

**This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.**

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# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

January 4, 2021

### ADDENDUM # 2

**Bid Number: 50-132843**

**Bid Opening Date: January 7, 2021**

**Description of Bid: Three year contract to provide grass cutting services (smooth/rough) for the Jefferson Parish Department of Public Works – Parkways.**

---

### TO ANSWER VENDOR QUESTIONS AND CLARIFICATION OF LOCATIONS

#### Vendor Questions:

1. Should the cost of mulching two times per year for all landscaped beds be included in our unit pricing for smooth cut mowing or will all mulch pricing be captured in the sq. yd incidental unit pricing?

**Answer:** The unit pricing for 'ADDITIONAL SMOOTH CUT' shall not include any mulching.

2. The spec for curb edging does not give a frequency for the service. Will we be required to edge every mowing cycle? Please clarify the number of times we are required to edge all curbs.

**Answer:** Part III: Every smooth cut cycle shall include chemical application (non-selective herbicide), edging, grass cutting (mowing), green debris removal, string trimming, sweeping/blowing and trash removal (see PART II, DEFINITIONS).

3. Kawanee Ave Pedestrian Bridge – What level of service is to be expected on the pedestrian bridge? Are we to maintain the ROW on either side of the bridge on Kawanee?

**Answer:** Yes, maintenance of the ROW area on each side of the pedestrian bridge.

4. Teuton St Pedestrian Bridge – What level of service is to be expected on the pedestrian bridge?

**Answer:** Yes, maintenance of the ROW area on each side of the pedestrian bridge.

5. Manhattan Blvd (8<sup>th</sup> St ROW) Can you please clarify the ROW to be maintained and the location of the lot?

**Answer:** 50' wide ROW area to be maintained from Manhattan Blvd to the wooded area headed west.

6. Attachment C Flat Rough Canal – Does this include both sides of the canal next to Jefferson lot and Monticello Ave? Do we stop cutting at Earhart Expy or continue north to the RxR tracks?

**Answer:** The word 'CANAL' is misaligned on Attachment C. The location description should read: Vacant Property between 121 Jefferson Hwy and 17<sup>th</sup> St Canal. Property spans from Jefferson Hwy to Elevated Earhart Expy. Cutting will stop at the elevated Earhart Expy, not the railroad tracks.

7. Must the rough mowing and roadside slope mowing be maintained at the current spec as stated of 1 ½ " to 2" in height as compared to the smooth mowing that follows the same specs.

**Answer:** The rough mowing and roadside slope mowing may be maintained to a finished cut height between 2" and 3".

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**Clarifications:**

1. For clarification, the Earhart Expy drainage ponds (Attachment A) shall be mowed to the water's edge.
2. For clarification, the property boundaries for the Hopehaven Property (Attachment B) shall be the Shaw High School fence line on the west side, the Shaw High School driveway on the north side, Baratavia Blvd on the east side and Wichers Dr (extended to the Shaw Highschool fence line) on the south side. Within this boundary, the land around the most southern building (approximately 1 acre) will be cut by others and is not included in this contract.
3. Attachment F: There is a misspelled street name. MacArthus Ave should be MacArthur Ave.

**Attachment A – Eastbank Smooth Cut (26 cuts per year)**

The following location shall be added:

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
Mounes St (Dickory Ave to S Al Davis Rd)	South ROW

The following locations shall be deleted:

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
Jefferson Hwy Lot (89 Jefferson Hwy next to Lowes)	Lot
Toulouse St (Alley Between Toulouse St and N I-10 Service Rd E Located near 800 Toulouse St)	Alley

**Attachment B – Westbank Smooth Cut (26 cuts per year)**

The following location shall be added:

<b><u>VICINTY</u></b>	<b><u>LOCATION</u></b>
Betty St (Lapalco Blvd to North Drainage Canal)	East & West ROW

Sincerely,

*Donna Reamey*

\_\_\_\_\_  
Donna Reamey  
Buyer II

**Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.**

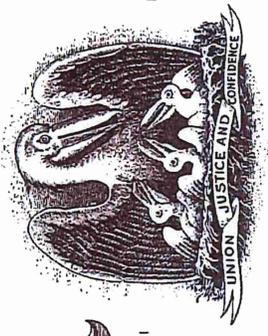
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# State of Louisiana



## State Licensing Board for Contractors

This is to Certify that:

ROTOLO CONSULTANTS, INC.  
38001 Brownsvillage Road  
Slidell, LA 70460

is duly licensed and entitled to practice the following classifications

BUILDING CONSTRUCTION; MUNICIPAL AND PUBLIC WORKS CONSTRUCTION; SPECIALTY: FENCING;  
SPECIALTY: LANDSCAPING, GRADING AND BEAUTIFICATION; SPECIALTY: RECREATION & SPORTING  
FACILITIES & GOLF COURSES; SPECIALTY: SWIMMING POOLS



Witness our hand and seal of the Board dated,  
Baton Rouge, LA 21st day of July 2020

*Will S. McCoy* Director  
*Lee Mallett* Chairman

Expiration Date: July 20, 2023

License No: 29959

*Andy D'Amico* Treasurer

This License Is Not Transferrable



MIKE STRAIN DVM, COMMISSIONER

Agricultural & Environmental Sciences, 5825 Florida Blvd., Suite 3002, Baton Rouge, LA 70806, (225) 952-8100, FAX (225) 925-3760

HORTICULTURE REGISTRATION: CHARLES F HOLLINGSWORTH

Date: 01/24/2020

LDAF ID: 45799

LICENSE(S): LANDSCAPE HORTICULTURIST 20-2109

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

11

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 02/01/2020 through 01/31/2021 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): LANDSCAPE HORTICULTURIST 20-2109

CHARLES F HOLLINGSWORTH  
1037 MICHIGAN AVE  
SLIDELL LA 70458

*Mike Strain*  
Commissioner

DISPLAY IN A PROMINENT PLACE.

LDAF ID: 45799



LOUISIANA DEPARTMENT OF  
**AGRICULTURE & FORESTRY**

CERTIFICATION CARD

COMMERCIAL PESTICIDE APPLICATOR

CHARLES HOLLINGSWORTH  
1037 MICHIGAN AVE  
SLIDELL LA 70458

00045799

Exp. Date: 12/31/2021



*Mike Strain*

MIKE STRAIN, DVM COMMISSIONER



CERTIFIED, LICENSED OR REGISTERED AS

CATEGORY

3-Ornamental & Turf Pest Control  
5A-Aquatic Pest Control  
6-Right-Of-Way & Industrial Pest  
8E-Antimicrobial Pest Control  
GS-General Standards  
WPS Trainer - Commercial Applic

RECERTIFY BY

1/9/2023  
1/9/2023  
1/9/2023  
7/24/2023  
1/9/2023  
1/9/2023

SIGNATURE:

*CH Hollingsworth*

LDAF EMERGENCY HOTLINE: 855-452-5323  
LA POISON CONTROL CENTER: 800-222-1222





## ADDITIONAL REMARKS SCHEDULE

AGENCY BXS Insurance		NAMED INSURED Rotolo Consultants, Inc. 38001 Brownsvillage Road Slidell LA 70460	
POLICY NUMBER		EFFECTIVE DATE:	
CARRIER	NAIC CODE	(Empty)	

**ADDITIONAL REMARKS**

**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,**  
**FORM NUMBER:** 25 **FORM TITLE:** CERTIFICATE OF LIABILITY INSURANCE

SEE EXTRA PAGE FOR THE GRAY INSURANCE PROGRAM ENDORSEMENTS

Subject to policy terms, conditions and exclusions; 30 Day Notice of Cancellation shall be given in respects to General Liability, Auto Liability and Workers Compensation and Excess policies referenced above.

Blanket Alternate Employer is included on the Worker's Compensation policy when required by written contract or agreement.

LEASED/RENTED EQUIPMENT COVERAGE:  
 Limit: \$500,000 per item/\$500,000 per occurrence - \$2,500 Deductible

Certificate Holder shown as additional insured and loss payee with respect to leased/rented/borrowed equipment when required by written contract. Subject to policy terms and conditions, loss payee shall receive the amount the insured is obligated to pay for direct physical loss or damage to contractor's equipment by reason of their assumption of liability in a written contract or written agreement executed prior to the loss or damage for contractor's equipment that you lease or rent up to the maximum per item.

Other Workers Compensation Policies:  
 GWC-071151 NON-LA and NON FL WORK COMP - Includes Waiver of Subrogation and 30 day Notice of Cancellation when required by written contract  
 Carrier: The Gray Insurance Company  
 Policy Dates: 7/1/2020-7/1/2021  
 E.L. EACH ACCIDENT - \$1,000,000  
 E.L. DISEASE - EA EMPLOYEE - \$1,000,000  
 E.L. DISEASE - POLICY LIMIT - \$1,000,000

GWC-071151-FL-2 - FL WORK COMP - Includes Waiver of Subrogation and 30 day Notice of Cancellation when required by written contract  
 Carrier: The Gray Insurance Company  
 Policy Dates: 7/1/2020-7/1/2021  
 E.L. EACH ACCIDENT - \$1,000,000  
 E.L. DISEASE - EA EMPLOYEE - \$1,000,000  
 E.L. DISEASE - POLICY LIMIT - \$1,000,000

Excess Policies are follow form in respects to General Liability, Auto Liability and Workers Compensation.



**Bond Number: SLA21455034**

**Contractor Information**

**Principal:** Rotolo Consultants Inc.

**Address:** 38001 Brownsvillage Road Slidell Louisiana 70460 United States

**Owner/Obligee Information**

**Bond Form:** Bid Bond in accordance with Contract Specifications

**Owner/Obligee:** Jefferson Parish

**Address:** 200 Derbigny Street Gretna Louisiana 70053 United States

**Bond Information**

**Surety:** North American Specialty Insurance Company

**Bid Date:** 1/7/2021

**Estimated Contract Price:**

**Time For Completion:**

**Liquidated Damages:**

**Estimated Work On Hand:**

**Amount of Bid Security:** \$5,000

**Contract # or IFB #:** 50-00132843

**Description of Job:** THREE (3) YEAR CONTRACT TO PROVIDE GRASS CUTTING SERVICES (SMOOTH/ROUGH) FOR THE JEFFERSON PARISH DEPARTMENT OF PUBLIC WORKS-PARKWAYS

**Job Breakdown:**

**Electronic Bidding Information**

**Bid Security Percentage:** 0

**Bid Security Maximum:** 5000

**Owner Assigned Contractor Number:**197086

**Primary Agency:**

BXS Insurance, Inc.

Power of Attorney Limited to: 50,000,000

**Executed**

**Entered By:** Charles E. Reagin, III - 1/6/2021 3:03:45 PM ET

**Approved & Executed By:**

*Charles E. Reagin, III*

Charles E. Reagin, III (Signed: 06-Jan-2021 03:03 PM EST (UTC-05:00))

Signature Information

Know all men by these presents that North American Specialty Insurance Company, a Corporation duly organized under the laws of the State of New Hampshire, are held and firmly bound unto the above owner/obligee by this transmission. The surety agrees to

waive the Statute of Fraud defense and further agrees that the owner/obligee is a third party beneficiary of the waiver for the purposes of enforcing this bid bond.

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Document ID: [S2000-1001081091](#)