Bid Number 50–00117807

PROVIDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSPARY TO FURNISH AND INSTALL TWENTY-ONE (21) COPIERS WITH A FIVE (5) YEAR ON-SITE PRINT SERVICES CONTRACT FOR THE PATRON/PUBLIC PRINT SERVICES FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

BID DUE: OCTOBER 20, 2016 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
Buyer Name: Misty A. Camardelle
Buyer Email: mcamardelle@jeffparish.net
Buyer Phone: 504-364-2683

PROVIDE ALL LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO FURNISH AND INSTALL TWENTY-ONE (21) COPIERS WITH A FIVE (5) YEAR ON-SITE PRINT SERVICES CONTRACT FOR THE PATRON/PUBLIC PRINT SERVICES FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT

We extend this proposal to cover all labor, materials and equipment necessary for the purchase and installation of twenty-one (21) copiers with a five (5) year on-site managed print services contract for the patron/public use for the Jefferson Parish Library Department.

Section 1.0 Scope:

This proposal will cover the purchase of 21 copiers for patron/pubic use at various libraries and five (5) years of copier on-site managed print services contract.

Section 1.1 Pre-Bid Conference

All prospective bidders are invited to attend a pre-bid conference which will be held at 10:00 am on October 6, 2016 at the East Bank Regional Library, located at 4747 W. Napoleon Avenue, Metairie, Louisiana 70001. 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.

Section 1.2 Bid Bond

Each bid must be accompanied by a certified check, cashier's check, or bid bond acceptable to the owner in an amount equal to at least five percent (5%) of the total amount bid and payable without conditions to the Owner as a guarantee that the bidder, if awarded the contract, will promptly execute a contract in accordance with this proposal and all terms and conditions of the contract documents.

Section 1.3 Performance Bond and Payment Bond

The successful bidder will be required to furnish a 100% performance bond and a 100% payment bond from a surety licensed to conduct business in the State of Louisiana and with a rating of "A" or better in the most current edition of the A.M. BEST INSURANCE REPORT.

NOTE: THIS BOND WILL BE BASED ON THE FULL TERM OF THE CONTRACT.

Section 1.4 Fidelity Bond

The successful bidder will be required to furnish a 100% fidelity bond at the signing of the contract.

Section 2.0 Multi-Function Copier/Device

This contract will provide for the purchase of twenty-one (21) patron/public copiers. These copiers will allow patrons to print and copy, retrieve jobs form library computers and personal devices using their library cards. They will allow secure printing in black and white and color copies of any size, and allow patrons to release print jobs at any library.

These copiers must interface and enhance the library's pre-existing Jamex Vending Centers and the library's Pharos Time and Print Management system. This interface must provide leveraging a 20-pin, level based system. The result of this interfacing will provide for the following four points of control lines:

1) Enable/Disable
2) Copy Made
3) Paper Size
4) Black and White VS Color
5) Scan to email and USB

The library department uses the following foreign interface devices:

1) Pharos, Omega Copy Controller
2) Jamex Coin Tower

The library department does not use the embedded Pharos iMFP software for the copiers.

Section 2.1 Minimum Equipment Requirements (Multi-Function Copier/Device)

A. Ricoh MP C2503 25 PPM Multi-functional Device - Multi-functional copier/scan/print (QTY – 12), or equal

25 PPM Black/White and Color
100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed < 54 ipm
Recommended monthly volume: 4,000 - 10,000
Letter, Legal, NEW: up to 12" x 18" sized paper
Full-color, tilt table operation panel
ADOBE Postscript Enabled network print
20-Pin Interface included for 3rd party Key Card Devices (for Jamex & Pharos compatibility)
2,300 sheet paper capacity; NEW: Thicker paper stocks < 300 gsm/110 lb. cover
Optional finishing and hole punch
2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi
Air print compatible; optional Hotspot mobile device printing
100-Sheet Auto Reverse Document Feeder
Retrieve numbers and addresses from LDAP- registered directories
Data Overwrite Security (DOSS) included

B. Ricoh MP C3503 35 PPM Multifunctional Device - Multi-functional copier/scan/print (QTY – 9), or equal

35 PPM Black/White and Color
Scanning Speed < 110 images/minute
Recommended volume: 7,000 - 20,000 (max) impressions/month
Letter, Legal, NEW: up to 12" x 18" sized paper
Full-color, tilt table operation panel
ADOBE Postscript network print
20-Pin Interface included for 3rd party Key Card Devices (for Jamex & Pharos compatibility)
2,300 sheet paper capacity; NEW: Thicker paper stocks < 300 gsm/110 lb. cover
1000-sheet finisher and sorter
2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi
Air print compatible; optional Hotspot mobile device printing
100-Sheet Auto Reverse Document Feeder
Retrieve numbers and addresses from LDAP- registered directories
Data Overwrite Security (DOSS) included

Section 2.2 Test Period – Multi-Functional Copier/Device

The library department is requiring an in-house thirty-day (30) test period of the multi-functional copier/device included in this bid. This test period is needed to confirm the inter-facing of the 20-pin level based system with the existing Jamex Vending Centers and Pharos Time and Print Management System. Vendor must supply all cable, licenses and accessories to interface foreign devices from copiers to the library Pharos time and print management system.

The test period will commence once the low bidder has been determined and the test unit has been delivered to the East Bank Regional Library located at 4747 W. Napoleon Avenue, Metairie, Louisiana 70001. At the completion of the thirty (30) day test period if the low bidder has failed to confirm the inter-facing of the 20-pin level based system the library department will move forward with the test period with the second low bidder.

Note: All costs associated with this test period will be paid for by the successful bidder.

Section 2.3 Maintenance – Multi-Functional Copier/Device

The library department is requiring a five (5) year maintenance service contract on all multi-functional copier/device purchase under this contract. This maintenance contract provides for full coverage maintenance including replacement parts, drums, etc. It also provides all supplies required for copying and/or printing such as toner and staples, excluding paper.

The monthly maintenance cost for all multi-functional copier/devices will be based on the following pooled allowance:

Black & White Copies	225,000

Color Copies 16,500

Note: Any black and white or color copy overages will be billed on a quarterly basis.

Section 2.4 Training

This contract will include twenty (20) hours for equipment and MFP software training. This training will include setting configurations and training for all library staff on the use of features and functions.

Section 3.0 On-Site Managed Print Services

The successful bidder will provide an on-site vendor employee and vehicle to provide managed print services to fifteen (15) library facilities. These facilities are located on the east and west bank of Jefferson Parish. This on-site full-time vendor employee will perform level 1 maintenance on the fleet of copiers including picking up of funds for all copier and pharos integrated equipment. The on-site full-time vendor employee is an essential part of the overall copier project and must be able to perform all duties for the project as a whole; therefore the Library is requiring one vendor to be responsible for all requirements of this contract.

Will provide on-site manage services Monday-Friday, 8:30am through 5:30pm.

Will meet a quarterly average response time (via phone or email) of one (1) hour for all calls received within normal hours of operation.

During the above Hours of Operation, vendor will perform level-one maintenance on multi-functional copiers/MFDs and Pharos Serviced Equipment identified in Attachment A.

Will provide level-one support (troubleshoot, clear jams, check device connections) on Jamax Coin Towers and Value Add Stations. Customer agrees to maintain 3rd Party maintenance on all customer owned equipment. Vendor is not responsible for card reader. The on-site full-time vendor employee is the first line of support and will contract the Library's IT department and/or process all service calls, to include warranty calls to manufacture, as necessary on all customer owned equipment to include card readers.

Will contact equipment provider to schedule all service calls during customer hours of operation.

Will document all service and supply calls on all equipment in an onsite service / supply log agreed to by both parties.

Will provide to Jefferson Parish monthly reports (MOR) supporting equipment. Report(s) will be mutually agreed to by vendor and Jefferson Parish. Monthly reports will include device volume activity and trends as well as device uptime. In addition, Pharos will supply vendor with activity reports to include in Monthly Reports (MOR).

Will order all supplies for copiers/MFDs located in library branches per Attachment A. Appropriate inventory par levels will be established by volume trends.

Will schedule preventative maintenance on all copiers/MFDs consistent with manufacturers' recommendations.

Will work with equipment provider to train end-users to maximize equipment performance. If initial end user training cannot be provided by vendor on site staff, vendor will contact additional support to provide follow up training as necessary.

Will perform key operator functions on library copiers weekly. Load paper, toner, clean glass and exterior of machine.

Section 3.1 Facilities

Eastbank Facilities (Eight Facilities)

Eastbank Regional Library
4747 West Napoleon Avenue
Metairie, Louisiana 70001

Lakeshore Library
1000 W. Esplanade Avenue
Metairie, Louisiana 70005

Old Metairie Library
2350 Metairie Road
Metairie, Louisiana 70001

Wagner Library
6646 Riverside Drive
Metairie, Louisiana 70003

Harahan Library
219 Soniat Avenue
Harahan, Louisiana 70123

North Kenner Library
630 W. Esplanade Avenue
Kenner, Louisiana 70065

Rosedale Library
4036 Jefferson Highway
Jefferson, Louisiana 70121

River Ridge Library *
8825 Jefferson Highway
River Ridge, Louisiana 70123

*River Ridge Library is in the construction phase and is not expected to open until December 2017.

Westbank Facilities (Seven Facilities)

Westbank Regional Library
2751 Manhattan Boulevard
Harvey, Louisiana 70058

Gretna Library
102 Willow Drive
Gretna, Louisiana 70053

Belle Terre Library
5550 Belle Terre Road
Marrero, Louisiana 70072

Lafitte Library
4917 City Park Drive; Suite B
Lafitte, Louisiana 70067

Live Oak Library
125 Acadia Drive
Waggaman, Louisiana 70094
Westwego Library
635 Fourth Street
Westwego, Louisiana 70094

Terrytown Library
680 Heritage Avenue
Terrytown, Louisiana 70056

Section 3.3 Collection of Funds

The on-site full-time vendor employee will collect the funds from all library facilities. Collection of funds will be daily. The on-site full-time vendor employee will collect the funds with a library facility representative present. The on-site full-time vendor employee will have one key and the library facility representative will have one key. Two keys are required to open the equipment. This collection will include all funds from coin towers and add value stations. The funds will be counted in front of a library facility representative. The library facility representative will sign off on the receipt of funds. The on-site full-time vendor employee will prepare the funds for deposit to be delivered to the business office weekly. Funds collected will be placed in a secure locked bag provided by the library and turned over to the library facility representative. Both the on-site full-time vendor employee and library facility representative will sign the fund-tracking log.

Section 3.4 Library Provided Services

The Jefferson Parish Library Department will provide the on-site representative with an office space and telephone for in-library use only.

Section 3.5 General Conditions

On-site representative must be in compliance with all applicable regulations and laws.

Section 4.0 Prices

The price quoted will include all items listed in this bid, such as vehicle needed for on-site representative, labor as required, bonding, permits, and miscellaneous things associated with this five (5)year public/patron on-site managed print services contract.

Section 5.0 Cleaning Area and Safety

The office space and equipment provided by the Jefferson Parish Library Department will be kept clean and free of equipment and debris at all times.

Precautions must be exercised at all times to safeguard the safety and welfare of the general public, the employees of Jefferson Parish, and Parish officials, and their property.

Section 6.0 Security – Limited Access

The work for these projects is located at the Jefferson Parish Library facilities and access to and from the sites will be safeguarded as such. All contractors' personnel working on this contract shall possess an identification badge with the company name, and the individuals' name. Each identification badge shall be worn in a conspicuous area of the individual's shirtfront, left side.

The contractor's employees may use the public restroom facilities for personal use only, provided they help maintain cleanliness. The cleaning of equipment or tools in lavatories or any misuse of any kind in the restroom facilities will not be tolerated. Any damages incurred by contractor's personnel shall remain the sole responsibility of the bidder.

The Bidder must consider the security and integrity of the Library before, during and after daily work. Prevent access by the public to materials, tools, equipment, etc. during the course of this contract.

Section 7.0 Contract Award and Reservations

The Contract will be awarded to the successful bidder complying with all provisions of this invitation, providing the bid price is reasonable and that it is in the best interest of the Department to accept. The Department reserves the right to reject any and all bids, when in its judgment, the public interest will be best served by rejection. The Department reserves the right to waive formalities or technicalities in bids as the interests of the Department may require.

Section 8.0 Contract Period

This contract will be for a five (5) year period. The Library Department may extend this contract an additional six months if necessary.

Section 9.0 Special Instructions

Attachment A – List of Jefferson Parish Library owned equipment associated with this contract.

ATTACHMENT A

JAMEX S/N	AVSII S/N	LOCATION
J00221745	AVSII-2013-1172006	Belle Terre Library
J00221746	AVSII-2013-1172002	East Bank Regional – CHILD
J00221747	AVSII-2013-1172005	East Bank Regional – LHG
J00221748	AVSII-2013-1172020	East Bank Regional - NONFIC
J00221749	AVSII-2013-1172026	East Bank Regional REF01
J00221750	AVSII-2013-1172027	East Bank Regional REF02
J00221751	AVSII-2013-1172013	Gretna Library
J00221752	AVSII-2013-1172014	Harahan Library
J00221753	AVSII-2013-1172010	Lafitte Library
J00221754	AVSII-2013-1172023	Lakeshore Library
J00221755	AVSII-2013-1172021	Live Oak Library
J00221756	AVSII-2013-1172025	North Kenner Library
J00221757	AVSII-2013-1172022	Old Metairie Library
J00221758	AVSII-2013-1172016	Rosedale Library
J00221759	AVSII-2013-1172004	Terrytown Library
J00221744	AVSII-2013-1172024	Wagner Library
J00221760	AVSII-2013-1172015	WBR-KM01-MAIN
J00221781	AVSII-2013-1172007	WBR-KM02-CIRC
J00221783	AVSII-2013-1172003	WBR-KM03-LHG
J00221784	AVSII-2013-1172008	WBR-KM04-REF
J00221827	AVSII-2013-1172001	Westwego Library
J00221829	AVSII-2013-1172018	Unassigned
J00221830	AVSII-2013-1172012	Unassigned

Pharos/Omega	Location	Add Value Station
OMEGA01	Belle Terre Library/BTR-KM01	AVSII-2013-1172006
OMEGA01	EBR-KM04-REF02	AVSII-2013-1172002
OMEGA02	EBR/KM01-CHILD	AVSII-2013-1172005
OMEGA03	EBR/EBR-KM05-NONFIC	AVSII-2013-1172020
OMEGA04	EBR/EBR-KM02-LHG	AVSII-2013-1172026
OMEGA05	EBR/EBR-REF-03	AVSII-2013-1172027
OMEGA01	Gretna Library/GRT-KM01	AVSII-2013-1172013
OMEGA01	Harahan Library	AVSII-2013-1172014
OMEGA01	Lafitte Library/LAF-KM01	AVSII-2013-1172010
OMEGA01	Lakeshore Library/LKS-KM01	AVSII-2013-1172023
OMEGA01	Live Oak Library/LOK-KM01	AVSII-2013-1172021
OMEGA01	Old Metairie Library/MET-KM01	AVSII-2013-1172025
OMEGA01	Old Metairie Library/MET-KM01	AVSII-2013-1172022
OMEGA01	Rosedale Library/ROS-KM01	AVSII-2013-1172016
OMEGA01	Terrytown Library/TER-KM01	AVSII-2013-1172004
OMEGA01-REF01	West Bank/WBR-KM01-MAIN	AVSII-2013-1172024
OMEGA02-REF02	West Bank/WBR-KM02-CIRC	AVSII-2013-1172015
OMEGA03-LHG	West Bank/WBR-KM03-LHG	AVSII-2013-1172007
OMEGA04-CHILD	West Bank/WBR-KM04-REF	AVSII-2013-1172003
OMEGA01	Westwego Library/WES-KM01	AVSII-2013-1172008

DATE: 9/21/2016

BID NO.: 50-00117807

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: MCamardelle@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 10/20/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

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.

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.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

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 and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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.

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.

If the bid exceeds $30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of $30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner 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.

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 Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 encouraged 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 the Purchasing Department webpage at http://purchasing.jeffparish.net to register and review Jefferson Parish solicitations.

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 dated 12/09/09. 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.

2, 5, 6, 8, 9, 10, 11, 12, 13, 15

PRE-BID CONFERENCE TO BE HELD AT: 4747 W. NAPOLEON AVE, METAIRIE, LA 70001
10:00 AM
ON10/06/2016

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.

2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.

3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.

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 envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then 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. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.

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. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If 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.

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 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 owned 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 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

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.

BID FORM

Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES _____

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: _____

ADDRESS: _____

CITY, STATE: _____ ZIP: _____

TELEPHONE: ( ) _____ FAX: ( ) _____

EMAIL ADDRESS: _____

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

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: $ _____

AUTHORIZED SIGNATURE: _____ _____

Printed Name

TITLE: _____

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PROVIDE LABOR, MATERIALS, AND EQUIPMENT NECESSARY TO FURNISH AND INSTALL TWENTY-ONE (21) COPIERS WITH A FIVE (5) YEAR ON-SITE PRINT SERVICES CONTRACT FOR THE PATRON/PUBLIC PRINT SERVICES FOR LIBRARY		
1	4.00	EA	0001 - Purchase of Ricoh Copier MP C3503 - Color Multifunctional Device, or equal The RICOH@ MP C3503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP C3503 boosts productivity and provides intuitive controls as a single solution for smarter printing, copying, scanning, measurable eco-performance and lower operating costs. Key Features 35 RPM Black/White and Color Scanning speed <110 images/minute Recommended Volume: 7,000 - 20,000 (max) impressions/month Letter, Legal, New up to 12" x 18" sized paper Full-Color, tiltalbe operation panel ADOBE Postscript network print 20-PIN Interface included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper Capacity; New thicker paper stocks <300 gsm/110 lb cover 1000 sheet finisher and sorter 2GB RAM + 250GB HDD; New 1200 x 1200 dpi Airprint compatible; optional HotSpot mobile device printing 100 Sheet Auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD Card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Delivery Address is as follows: East Bank Regional Library 4747 West Napoleon Avenue		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Metairie, Louisiana 70001		
2	2.00	EA	0002 - Purchase of Ricoh Copier MP C3503 - Color Multifunctional Device, or equal The RICOH@ MP C3503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP C3503 boosts productivity and provides intuitive controls as a single solution for smarter printing, copying, scanning, measurable eco-performance and lower operating costs. Key Features 35 RPM Black/White and Color Scanning speed <110 images/minute Recommended Volume: 7,000 - 20,000 (max) impressions/month Letter, Legal, New up to 12" x 18" sized paper Full-Color, tiltalbe operation panel ADOBE Postscript network print 20-PIN Interface included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper Capacity; New thicker paper stocks <300 gsm/110 lb cover 1000 sheet finisher and sorter 2GB RAM + 250GB HDD; New 1200 x 1200 dpi Airprint compatible; optional HotSpot mobile device printing 100 Sheet Auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD Card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Delivery Address is as follows: West Bank Regional Library 2751 Manhattan Blvd. Harvey, Louisiana 70058		
3	1.00	EA	0003 - Purchase of Ricoh Copier MP C3503 - Color Multifunctional		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Device, or equal The RICOH@ MP C3503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP C3503 boosts productivity and provides intuitive controls as a single solution for smarter printing, copying, scanning, measurable eco-performance and lower operating costs. Key Features 35 RPM Black/White and Color Scanning speed <110 images/minute Recommended Volume: 7,000 - 20,000 (max) impressions/month Letter, Legal, New up to 12" x 18" sized paper Full-Color, tiltalbe operation panel ADOBE Postscript network print 20-PIN Interface included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper Capacity; New thicker paper stocks <300 gsm/110 lb cover 1000 sheet finisher and sorter 2GB RAM + 250GB HDD; New 1200 x 1200 dpi Airprint compatible; optional HotSpot mobile device printing 100 Sheet Auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD Card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Delivery Address is as follows: North Kenner Library 630 West Esplanade Kenner, Louisiana 70065		
4	1.00	EA	0004 - Purchase of Ricoh Copier MP C3503 - Color Multifunctional Device, or equal The RICOH@ MP C3503 system combines		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP C3503 boosts productivity and provides intuitive controls as a single solution for smarter printing, copying, scanning, measurable eco-performance and lower operating costs. Key Features 35 RPM Black/White and Color Scanning speed <110 images/minute Recommended Volume: 7,000 - 20,000 (max) impressions/month Letter, Legal, New up to 12" x 18" sized paper Full-Color, tiltalbe operation panel ADOBE Postscript network print 20-PIN Interface included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper Capacity; New thicker paper stocks <300 gsm/110 lb cover 1000 sheet finisher and sorter 2GB RAM + 250GB HDD; New 1200 x 1200 dpi Airprint compatible; optional HotSpot mobile device printing 100 Sheet Auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD Card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Delivery Address is as follows: Westwego Library 635 Fourth Street Westwego, Louisiana 70094		
5	1.00	EA	0005 - Purchase of Ricoh Copier MP C3503 - Color Multifunctional Device, or equal The RICOH@ MP C3503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			your smartphone, tablet or other mobile device. The RICOH@ MP C3503 boosts productivity and provides intuitive controls as a single solution for smarter printing, copying, scanning, measurable eco-performance and lower operating costs. Key Features 35 RPM Black/White and Color Scanning speed <110 images/minute Recommended Volume: 7,000 - 20,000 (max) impressions/month Letter, Legal, New up to 12" x 18" sized paper Full-Color, tiltalbe operation panel ADOBE Postscript network print 20-PIN Interface included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper Capacity; New thicker paper stocks <300 gsm/110 lb cover 1000 sheet finisher and sorter 2GB RAM + 250GB HDD; New 1200 x 1200 dpi Airprint compatible; optional HotSpot mobile device printing 100 Sheet Auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD Card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Delivery Address is as follows: Old Metairie Library 2350 Metairie Road Metairie, Louisiana 70001		
6	2.00	EA	0006 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: East Bank Regional Library 4747 West Napoleon Avenue Metairie, Louisiana 70001		
7	1.00	EA	0007 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: West Bank Regional Library 2751 Manhattan Blvd. Harvey, Louisiana 70058		
8	1.00	EA	0008 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Belle Terre Library 5550 Belle Terre Road Marrero, Louisiana 70072		
9	1.00	EA	0009 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Gretna Library 102 Willow Drive Gretna, Louisiana 70053		
10	1.00	EA	0010 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Harahan Library 219 Soniat Avenue Harahan, Louisiana 70123		
11	1.00	EA	0011 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Lafitte Library 4917 City Park Drive, Suite B Lafitte, Louisiana 70067		
12	1.00	EA	0012 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Lakeshore Library 1100 W. Esplanade Avenue Metairie, Louisiana 70005		
13	1.00	EA	0013 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Deliver Address is as follows: Live Oak Library 125 Acadia Drive Waggaman, Louisiana 70094		
14	1.00	EA	0014 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Rosedale Library 4036 Jefferson Highway		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Old Jefferson, Louisiana 70121		
15	1.00	EA	0015 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Terrytown Library 680 Heritage Avenue Terrytown, Louisiana 70056		
16	1.00	EA	0016 - Purchase of Ricoh Copier MP C2503 - Color Multifunctional		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Device, or equal The versatile and compact RICOH@ MP2503 system combines high-quality, full-color output and is packed with advanced versatility so you can transform your MFP into an information portal to the cloud from your smartphone, tablet or other mobile device. The RICOH@ MP 2503 allows you to customize workflows to streamline everyday tasks and protect user and document information, all while lowering costs. Key Features 25 RPM Black/White and Color 100-Sheet Automatic Reversing Document Feeder (ARDF); Scanning speed <54 ipm Recommended monthly volume: 4,000 to 10,000 Letter, Legal, NEW: up to 12" x 18" sized paper Full-color, titable operation panel ADOBE Postscript Enabled network print 20-Pin Interface Included for 3rd party Key Card Devices (for Jamex and Pharos compatibility) 2,300 sheet paper capacity; NEW Thicker paper stocks <300 gsm/110 lb. cover Optional finishing and hole punch 2GB RAM + 250GB HDD; NEW: 1200 x 1200 dpi Airprint compatable; optional Hotspot mobile device printing 100-sheet auto Reverse Document Feeder Retrieve numbers and addresses from LDAP-registered directories Data Overwrite Security (DOSS) included Scan to and Print from USB/SD card Also Includes: Installation (including Pharos Setup), set-up and training included in total purchase price. Deliver Address is as follows: Wagner Library 6646 Riverside Drive Metairie, Louisiana 70003		
17	1.00	EA	0017 - Cost per Black & White copy over the monthly base		
18	1.00	EA	0018 - Cost per color copy over the monthly base		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117807

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	60.00	MO	0019 - Monthly Maintenance Fee (21 Public/Patron Copiers)		
20	60.00	MO	0020 - On-site Managed Services		
21	20.00	HR	0021 - Training - Twenty Hours for equipment and MFP software training. This training will include setting configurations and training for all Library staff on the use of features and functions.		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

_____

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT WAS:

RESOLVED THAT _____, BE AND IS HEREBY APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES, DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES, CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-FACT.

I HEREBY CERTIFY THE FOREGOING TO BE A TRUE AND CORRECT COPY OF AN EXCERPT OF THE MINUTES OF THE ABOVE DATED MEETING OF THE BOARD OF DIRECTORS OF SAID CORPORATION, AND THE SAME HAS NOT BEEN REVOKED OR RESCINDED.

_____
SECRETARY-TREASURER

_____
DATE

Non-Public Works Bid
Affidavit Instructions

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF _____

PARISH/COUNTY OF _____

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

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

_____
Signature of Affiant

_____
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE _____ DAY OF _____, 20___.

_____
Notary Public

_____
Printed Name of Notary

_____
Notary/Bar Roll Number

My commission expires _____.

STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

For.bidding purposes, bidders must submit with bid submission a current (valid) insurance certificate evidencing the required coverages. Failure to comply will cause bid to be rejected. The current insurance certificate will be used for proof of insurance at time of evaluation. Thereafter, and prior to contract execution, the low bidder will be required to provide final insurance certificates to the Parish which shall name the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council as additional insureds regarding negligence by the contractor for the Commercial General Liability and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☑ **WORKER'S COMPENSATION INSURANCE**

As required by Louisiana State Statute, exception; Employer's Liability, Section B shall be $1,000,000 per occurrence when Work is to be over water and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act, otherwise this limit shall be no less than $500,000 per occurrence.

Note: If your company is not required by law to carry workmen's compensation insurance, i.e. not a Louisiana company, sole employee of the company, then bidders must request a workmen's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☑ **COMMERCIAL GENERAL LIABILITY**

Shall provide limits not less than the following: $1,000,000.00 Combined Single Limit per Occurrence for bodily injury and property damage.

☑ **COMPREHENSIVE AUTOMOBILE LIABILITY**

Bodily injury liability $1,000,000.00 each person; $1,000,000.00 each occurrence. Property Damage Liability $1,000,000.00 each occurrence.

Note: This category may be omitted if bidders do not/will not utilize company vehicles for the project or do not possess company vehicles. Bidder must request an automobile insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted with the bid. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid; however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

DEDUCTIBLES

No insurance required shall include a deductible not greater than $10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office with the concurrence of the Director of Risk Management.

UMBRELLA LIABILITY COVERAGE

An umbrella policy or excess may be used to meet minimum requirements.

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

   To be for the same limits of liability for bodily injury and property damage liability established for commercial general liability.

2) **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.