Bid Number 50–00117848

SIX (6) MONTH CONTRACT FOR THE SUPPLY OF CALENDARS FOR ALL JEFFERSON PARISH DEPARTMENTS AND AGENCIES

BID DUE: OCTOBER 6, 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

DATE: 9/21/2016

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00117848

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, 10/06/2016 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).

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.

10, 12, 13, 15

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

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

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

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 NO.: 50-00117848

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.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SIX (6) MONTH CONTRACT FOR THE SUPPLY OF CALENDARS FOR ALL JEFFERSON PARISH DEPARTMENTS AND AGENCIES		
1	100.00	EA	0001 MONTHLY APPOINTMENT BOOKS AAG70120P05 - 3/4" X 6 7/8" BLACK - 2017 12 MONTHS (JANUARY - DECEMBER) MONTHLY CALENDAR APPOINTMENT SECTION PAST, CURRENT, AND FOUR FUTURE MONTHS TELEPHONE / ADDRESS PAGE PERFORATED MEMO SECTION		
2	100.00	EA	0002 DAILY DESK APPOINTMENT BOOK DAYMINDER AT-A-GLANCE NO. AAGG100H00 PAGE SIZE 4-7/8" X 8". QUARTER-HOURLY APPOINTMENTS, COLOR: BLACK. NON-REFILLABLE. YEAR 2017 12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENT, 7:00 A.M. - 7:45 P.M.: 1 DAY PER PAGE PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE CURRENT AND FUTURE MONTHS REFERENCE JUIAN DATES		
3	135.00	EA	0003 WEEKLY CLASSIC PROFESSIONAL BOOK AT-A-GLANCE NO. AAG709500517. WEEKLY APPOINTMENT BOOK SIZE 8-1/4" X 10-3/8" RULED FOR QUARTER-HOUR APPONTMENTS. ONE WEEK PER SPREAD. FLEXIBLE SIMULATED LEATHER, COLOR: BLACK - YEAR 2017 12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENTS, 7:00 A.M. - 8:45 P.M. MONDAY - FRIDAY AND 7:00 A.M. -5:30 P.M. SATURDAY; ONE WEEK PER TWO-PAGE SPREAD, PAST, CURRENT, AND TWO FUTURE MONTHS REFERENCE JULIAN DATES, PERFORATED CORNERS FOR EASY REFERENCE		
4	75.00	EA	0004 WEEKLY PROFESSIONAL APPOINTMENT BOOK DAYMINDER NO. AAGG52000 SIZE 11" X 8-1/2" RULED ONE WEEK PER SPREAD, WITH 15 OR 30 MINUTE APPOINTMENT SCHEDULE. LEATHER LIKE , COLOR: BLACK YEAR 2017 12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENTS, 7:00 A.M. - 9:45 P.M. MONDAY - FRIDAY AND 7:00 A.M. - 6:45 P.M. SATURDAY: ONE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			WEEK PER TWO-PAGE SPREAD PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE PAST, CURRET AND TWO FUTURE MONTHS REFERENCE. JULIAN DATES		
5	110.00	EA	0005 WEEKLY PLANNER, RULED DAYMINDER NO AAGG53500 SIZE 8-3/4" X 6-7/8", COLOR: BLACK YEAR 2017 12 MONTHS (JANUARY - DECEMBER) RULED: ONE WEEK PER TWO-PAGE SPREAD INCLUDING WEEKENDS PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE 12-MONTHS CALENDAR REFERNCE JULIAN DATES		
6	18.00	EA	0006 WEEKLY/MONTHLY EXCUTIVE PLANNER NO AAG7054505. PADDED COVER SIZE 8-3/4" X 6-7/8", REFILLABLE 12 MONTHS JANUARY - DECEMBER. ONE WEEK TWO-PAGE SPREAD, SPECIAL 16 PAGE INFORMATION SECTION. MONTHLY OVERVIEW; NOTES PAGES, REMOVABLE TELEPHONE/ADDRESS MONTHS REFERENCE. DELUXE SIMULATED LEATHER PADDED COVER. COLOR: BLACK YEAR 2017		
7	40.00	EA	0007 MONTHLY PLANNER REFILLABLE DAYMINDER BOOKS NO. AAGG54500 ADMINISTRATOR PADDED COVER PAGE SIZE: 8-3/4" X 6-7/8". REFILLABLE. YEAR 2017 12 MONTHS (JANUARY - DECEMBER) ONE MONTH PER TWO-PAGE SPREAD PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE. PAST, CURRENT, AND FOUR FUTURE MONTHS REFERENCE MEMO SECTION WITH NOTES SPACE JULIAN DATES TELEPHONE/ADDRESS SECTION SPECIAL 16-PAGE INFORMATION SECTION PADDED COVER		
8	20.00	EA	0008 MONTHLY APPOINTMENT BOOK KEITH CLARK, POCKET SIZE 6" X 3-1/2" AAG7006405		
9	100.00	EA	0009 WEEKLY POCKET PLANNER DAYMINDER SIZE 3-3/4" X 6" RULED ONE WEEK PER		

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SPREAD, WITH 15 OR 30 MINUTE APPOINTMENT SCHEDULE, LEATHER LIKE COLOR: BLACK YEAR 2017. NO. AAGG25000 12 MONTHS (JANUARY - DECEMBER) HOURLY APPOINTMENTS, 8:00 A.M.-5:00 P.M. ONE WEEK PER TWO-PAGE SPREAD JULIAN DATES PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE CURRENT AND FUTURE MONTHS REFERENCE WIREBOUND WITH TABBED TELEPHONE/ADDRESS SECTION, PERFORATED CORNERS		
10	1.00	EA	0010 DAILY JOURNAL RECYLCED STANDARD DIARY - AT-A-GLANCE,VINYL, PLAIN EDGES, NO. AAGSD37713 SIZE 12-1/8" X 7-11/16". YEAR 2017 EDITION 12 MONTH (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYLCED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION JOURNAL RULED		
11	30.00	EA	0011 DAILY BUSINESS DIARIES AT-A-GLANCE STANDARD DIARY RED LEATHER NO. AAGSD37413. YEAR 2017 12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ ADDRESS SECTION FAINT LINE RULES		
12	70.00	EA	0012 YEARLY LAMINATED WALL PLANNER SIZE 24 INCHES X 36 INCHES VERTICAL/HORIZONTAL FORMAT. YEAR 2017. NO. AAGPM2628 12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: SIDE ONE - 1-1/4" X 1-3/8" SIDE TWO - HORIZONTAL YEARLY DATED NEW BOLDER AND LARGER PRINT TO SEE AND READ EASIER. BRIGHT WHITE BACKGROUND ALLOWS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			FOR EASIER VIEWING AND READING SANFORD -VIS-A-VIS WET-ERASE MARKER INCLUDED JULIAN DATES FEDERAL HOLIDAY DATES HIGHLIGHTED IN RED		
13	15.00	EA	0013 TODAY IS WALL CALENDAR AT-A-GLANCE 9-3/8" X 12" NO. AAGK400 YEAR 2017 365 DAYS (JANUARY - DECEMBER) ONE WEEKDAY PER PAGE; SATURDAY & SUNDAY COMBINED; EXTRA-LARGE NUMBERS ON DURABLE PAPER STOCK, BLACK RIGID VINYL BACKBOARD WITH EYELET JULIAN DATES REFILLABLE		
14	625.00	EA	0014 MONTHLY AT-A-GLANCE WALL CALENDAR SIZE 15-1/2" x 22-3/4" NO. AAGPM328 YEAR 2017 12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: 2-1/6" X 3-5/16" ONE MONTH PER PAGE WITH 12-MONTH CALENDAR REFERENCE RULED DAILY BLOCKS HOLIDAYS HIGHLIGHTED IN RED FULL CHIPBOARD BACK CONTEMPORARY DESIGN WITH PLENTY OF WRITTING SPACE PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER WASTE PRINTED IN BLUE AND RED INK WHITE WIREBOUND WITH HANGING LOOP JULIAN DATES		
15	5.00	EA	0015 REFILL TODAY IS WALL CALENDAR FOR AAGK450 YEAR 2017 365 DAYS (JANUARY - DECEMBER) ONE WEEKDAY PER PAGE; SATURDAY & SUNDAY COMBINED; EXTRA-LARGE NUMBERS ON DURABLE PAPER STOCK JULIAN DATES		
16	5.00	EA	0016 DOODLE PADS, VISUAL ORGANIZER SIZE: 22" X 17.50" SHEET PAD - HOD40003 COLOR: WHITE PRINTED ON HEAVY WEIGHT RECYCLED PAPER 30 PERCENT POST CONSUMER MATERIAL		
17	1,250.00	EA	0017 MONTHLY DESK PADS AT-A-GLANCE NO. AAGSK240017		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SIZE 17" X 22"; NON-REFILLABLE. JAN-DEC YEAR 2017 12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: 2-7/8" X 2-3/8" ONE MONTH PER PAGE: FULL-YEAR CALENDAR RULED DAILY WRITING BLOCKS JULIAN IN BLACK ON WHITE PAPER BLACK PAPER HEADBAND AND VINYL CORNERS; EYELETS FOR HANGING		
18	70.00	EA	0018 DESK PADS AT-A-GLANCE NO. AAGSK241600. SIZE 17" X 22" 16 MONTH. SEPT - DEC. NON-REFILLABLE YEAR 2017 16 MONTH (SEPTEMBER - DECEMBER) JULIAN DATES BLOCK SIZE: 2-1/2" X 2-5/8" BLACK PAPER HEADBAND WITH EYELETS FOR HANGING VINYL CORNERS		
19	100.00	EA	0019 REFILLS EXECUTIVE WEEKLY PLANNER SIZE 6.87 IN X 8.75 IN, YEAR 2017 NO. AAG7090810 12 MONTHS (JANUARY - DECEMBER) ONE WEEK PER TWO-PAGE SPREAD; SPECIAL 16-PAGE INFROMATION SECTION MONTHLY OVERVIEW; NOTES PAGES PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE PAST, CURRENT AND TWO FUTURE MONTHS REFERNECE JULIAN DATES SEPERATE TELEPHONE/ADDRESS SECTION DELUXE SIMULATED LEATHER PADDED COVER		
20	15.00	EA	0020 REFILLS FOR MONTHLY ADMINISTRATOR NO. AAGG54750. YEAR 2017		
21	30.00	EA	0021 REFILL CALENDAR NO. AAGE21050 YEAR 2017 (FITS BASE E21) DAILY DESK CALENDAR REFILL. PAGE SIZE 4-1/2" X 7-7/8", 12 MONTHS JAN - DEC		
22	500.00	EA	0022 REFILL CALENDAR NO. AAGE7175017 YEAR 2017 (FITS BASE E1700) DAILY DESK CALENDAR REFILL,		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PAGE SIZE 3-1/2" X 6". 12 MONTHS JAN - DEC.		
23	15.00	EA	0023 REFILL CALENDAR NO. AAGE45850 YEAR 2017 (FITS BASE E58) PAGE SIZE 5" X 8", 12 MONTHS (JAN - DEC) FULL YEAR CALENDAR REFERENCE. ONE DAY PER PAGE: HALF-HOURLY APPOINTMENTS		
24	15.00	EA	0024 REFILL CALENDAR NO. AAGE91950 YEAR 2017 (FITS BASE E19) COMPACT DAILY DESK CALENDAR REFILL, PAGE SIZE 3" X 3-3/4", 12 MONTHS JANUARY - DECEMBER		
25	10.00	EA	0025 REFILL CALENDAR NO. SW705X50 YEAR 2017		
26	30.00	EA	0026 BASES CALENDAR NO. AAGE1700 COLOR: BLACK FOR E717-50 CALENDAR		
27	1.00	EA	0027 FLIP-A-WEEK NO. AAGSW700X00 DESK CALENDAR ALLOWS FOR FILING OF PAST CALENDAR PAGES AND FINGERTIP ACCESS TO OTHER INFORMATION. PAGE SIZE 7-1/8" X 4-1/8". YEAR 2017		
28	1.00	EA	0028 DIARY NO. AAGSD91013 YEAR 2017 HALF HOURLY APPOINTMENTS, PAGE SIZE, 7-1/2" X 9-7/16" PRINTED IN RED AND BLACK INK.		
29	50.00	EA	0029 DIARY DAILY NO. AAGSD38913 YEAR 2017 12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES		
30	45.00	EA	0030 DIARY DAILY NO. AAGSD38713 SIZE 7-1/2" X 5", YEAR 2017		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES		
31	20.00	EA	0031 DIARY BUSINESS NO. AAGSD37613 YEAR 2017; 7.69 X 12.13		
			12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATE PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES		
32	20.00	EA	0032 BURKHART ULTIMATE FINANCIAL CALENDAR REFILL, YEAR 2017 ITEM: AAGE7125017 DAILY, MONTHLY - 4.50IN X 7.38IN -1 YEAR JANUARY TILL DECEMBER - 8:00AM TO 5:30PM DESK PAD		
33	1.00	EA	0033 CALENDAR, 3 MONTHS REFERENCE WALL CALENDAR; YEAR 2017 ITEM: AAGPM1128 MONTHLY - 12.25IN X 27IN; 1.2 YEAR DECEMBER TILL JANUARY - 3 MONTH SINGLE PAGE LAYOUT - PAPER , CHIPBOARD - WHITE		
34	10.00	EA	0034 BUSINESS ORIENTED MONTHLY PLANNER AT-A-GLANCE NO. AAG7013005 MONTHLY, 1 YEAR, JANUARY TILL DECEMBER 1 MONTH DOUBLE PAGE LAYOUT 8" X 10" WIRE BOUND, BLACK, SYNTHETIC LEATHER. ADDRESS DIRECTORY PHONE DIRECTORY, PERFORATED.		
35	5.00	EA	0035 RULED DAILY BLOCKS CALENDAR MONTHLY DAILY - 12" X 17"		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			JANUARY TILL DECEMBER - 1 MONTH PER PAGE CHIPBOARD AT-A-GLANCE AAGPM22817		
36	5.00	EA	0036 WALL CALENDAR WITH HANGER JULIAN, MONTHLY, 1 YEAR, JANUARY TILL DECEMBER, 1 MONTH SINGLE PAGE LAYOUT 8" X 11", WIRE BOUND, WALL MOUNTABLE, WHITE, CHIPBOARD PAPER, HANGING LOOP, REFERENCE CALENDAR AT-A-GLANCE NO. AAGPM128		

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 _____.

BID NO.: 50-00117848

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.