Bid Number 50 - 130704

TWO (2) YEAR CONTRACT FOR OFFICE SUPPLIES AS NEEDED, FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENCIES AND MUNICIPALITIES.

MAY 7, 2020 AT 2:00 PM

ATTENTION VENDORS!!!

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

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

JEFFERSON PARISH
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

BID # 50-130704
BID OPENING 5/7/2020

NOTICE:

DUE TO COVID-19 SAFETY PRECAUTIONS, ALL PUBLIC BID OPENINGS HAVE BEEN SUSPENDED. THE BID OPENING WILL CONTINUE AND BE MADE AVAILABLE VIA PHONE CONFERENCE. ADVERTISED BIDS WILL BE ACCEPTED THROUGH CENTRAL BIDDING OR MANUAL SUBMISSION.
MANUALLY-SUBMITTED BIDS WILL ONLY BE ACCEPTED FROM 1:30 -1:59 P.M. ON THE DAY OF THE BID OPENING OR BY APPOINTMENT. BIDDERS MUST SUBMIT AT THE GENERAL GOVERNMENT BUILDING. THE PURCHASING DEPARTMENT WILL HAVE A TABLE SET UP TO RECEIVE SEALED BIDS AT THE ENTRANCE INSIDE OF THE BUILDING.

THE BID OPENING WILL BE MADE AVAILABLE BY CALLING THE FOLLOWING:

DIAL IN NUMBER: (504) 323-1800
MEETING ID: 181357

THE BID OPENING WILL BEGIN AT 2:30 P.M.

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

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123
OFFICE 504.364.2678
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET

Two year contract for Office Supplies as needed for all Jefferson Parish Departments.

Vendors **must** bid on all core items and percent off category items.

Core List: If the vendor is bidding on name brands other than specified within the line item descriptions, vendor **must** list their manufacturer and part number for **each** of the line items they are bidding **as an equal and include specifications with bid submission**. **Failure to do so will result in bid rejection.**

Note: If bid submission does not indicate the bidder is bidding other than specified, the bid will be evaluated that the exact brand and part number is being bid on.

Successful bidder during the life of contract may substitute items but only may do so with Purchasing's prior approval. Jefferson Parish requires that all brand names be listed on final contract. Bid evaluation will be based on this section of the bid solicitation.

Categories and Respective Discounts:
While bid evaluation will be based on the core list, vendors **must** submit bids on the Category Discounts line items 147, 148, 149 and 150 with corresponding discount percent off. Percentage off **must** be included with bid submission. **Failure to do so will result in bid rejection.**

Online Orders: Vendors must be able to accept online orders. The Purchasing Department reserves the right to supply the successful vendor with purchase order numbers in lieu of hard copies (or e-copies of purchase orders).

Delivery: This is a requirements contract, which means the contract can be used by Jefferson Parish Government departments and branches of government for which we coordinate purchases. Delivery is required to various locations on an as needed basis. Each purchase order will indicate the delivery address for that order. Delivery of each contract order will be required within one week after receipt of the order.

Invoices: The successful vendor must invoice individual departments. On all invoices for items ordered under the Category Discounts, the vendor must show list price, applied discount to equal the final price.

Freight: Freight charges should be included in the cost of items; if not then freight must be indicated that it will be added to each delivery/invoice. Freight charges should be estimated on your bid response for tabulation purposes, example freight is estimated as $5.00 per order. If freight is not noted then your bid is tabulated and accepted as freight included in your line item bid price. Vendors are not allowed to add freight after the fact to the bid response or contract.

Reports: Upon contract expiration and at the request of Jefferson Parish the successful bidder shall provide usage reports which will include use/quantities ordered of each respective item listed on this contract, sorted by same, including those items purchased under the Category Discounts. Such reports shall also include data on those substituted products deemed as approved but functionally equivalent by the Purchasing Department.

DATE: 4/21/2020

BID NO.: 50-00130704

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 5/07/2020 AND PUBLICLY OPENED THEREAFTER.
For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

LATE BIDS WILL NOT BE ACCEPTED

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.

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

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

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

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

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

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

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

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

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

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

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

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

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and 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).

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are 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 our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at http://purchasing.jeffparish.net.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Failure to comply with this instruction will result in bid rejection.

11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. 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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.

See Page 1 for Conflicts of Interest Statement

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.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO(2) YEAR CONTRACT FOR OFFICE SUPPLIES AS NEEDED FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENCIES AND MUNICIPALITIES		
1	38.00	EA	0010 ID card holder,reel with Belt Clip Supplied as 1 each Color:Black Manuf. Baumgartens Part no. BAU68824		
2	40.00	EA	0020 ID card holder, reel, w/spring clip Plastic Supplied as 1 each Color: Black Manuf: Baumgartens Part no. BAU68844		
3	8.00	PK	0030 ID card holder, reel, w/clip, Plastic - 25/pack - Black Baumgartens Card Reel with Belt Clip BAU68424		
4	3.00	EA	0031 BOARD, CORK, SIZE: 36"H X 48"W BROWN CORK SURFACE ALUMINUM FRAME WITH FACTORY MOUNTED HANGERS SUPPLIED: 1 EACH MANUF: SPARCO PART NO: SPR19765		
5	5.00	EA	0032 Waste Basket, Retangular, Fire-Safe, COLOR: STEEL - SAND SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616SA		
6	9.00	EA	0033 Waste Basket, Retangular, Fire-Safe, COLOR: STEEL - BLACK SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616BL		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	14.00	PK	0040 CD-R, Media 80MIN/700MB 48x - 100/PK MAX648200		
8	25.00	PK	0050 CD, SLEEVE,Slide Insert PVC Clear - Self-Adhesive, holds CD/DVD Size: 5 1/2" x 5 1/4" Supplied:10 in a pack Color: Clear Manuf: INNOVERA Part no: IVR39402		
9	68.00	BX	0060 CD, Sleeve, clear poly windows, stores CD/DVD Size: 4-7/8" x 5" Color: White Supplied: 100 to a box Manuf: Quality Park Part no. QUA62903		
10	3.00	PK	0061 DVD+R, 4.7GB 16X RECORDING TIME: 2 HOURS STORAGE CAPACITY: 4.70GB SUPPLIED: 50 TO A PACK MANUF: VERBATIM PART NO: VER95037		
11	2.00	PK	0062 DVD+R, 4.7GB 16X RECORDING TIME: 2 HOURS STORAGE CAPACITY: 4.70GB SUPPLIED: 100 TO A PACK MANUF: VERBATIM PART NO: VER95102		
12	111.00	EA	0063 DISPENSER, TAPE, FOR 1/2" OR 3/4" TAPE ROLLS WITH 1" CORE COLOR: BLACK MANUF: BUSINESS SOURCE PART NO:BSN32954		
13	1,409.00	PK	0064 TAPE, INVISIBLE, 3/4"W X 1296"L CORE: 1 INCH WRITABLE SURFACE CLEAR SUPPLIED: 6/PACK MANUF: BUSINESS SOURCE PART NO: BSN32952		
14	81.00	PK	0065 TAPE, SEALING, GENERAL PURPOSE, CLEAR		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SIZE: 1.88" W X 55 YD LENGTH, 3 INCH CORE PRESSURE-SENSITIVE POLY 1.60 ML ADHESIVE BACKING SUPPLIED: 6 TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN32951		
15	41.00	PK	0070 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS TO A PACK MANUF: COMPUCESSORY PART NO: CCS24306		
16	194.00	EA	0071 Glue Sticks, Permanent SIZE: 1.26 OZ SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788		
17	235.00	EA	0072 Scissors, Plastic Handle,Stainless Steel blade, bent Size: 8 inches length Color: Black handle Manuf: Business Source Part no. BSN65647		
18	52.00	PK	0073 RUBBER BANDS, ASSORTED COLORS, SIZE: 7 INCH X 1/8 INCH #117B SUPPLIED: 50 TO A PACK MANUF: ALLIANCE RUBBER CO. PART NO. ALL07800		
19	140.00	EA	0074 Correction fluid - 22ml bottles, White Supplied: 1 each Manuf: Integra Part no: ITA01539		
20	1,001.00	EA	0075 Correction tape, in non-refillable dispenser .20"w x 19.69 ft length White tape Supplied: 1 each Manuf: Integra Part no:ITA60032		
21	43.00	EA	0076 Correction pen, all purpose, SIZE: .24 FL OZ		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115		
22	126.00	EA	0077 Clipboard, Hardboard, Color: brown Size: letter - 9" x 12.50" Supplied: 1 each Manuf: Business Source Part no. BSN65637		
23	73.00	EA	0078 Clipboard, Hardboard, Color: Brown Size: Legal 9" x 15.50" Supplied: 1 each Manuf: Business Source Part no. BSN28554		
24	17.00	EA	0079 Money/Rent Receipt Book, Spiral bound,2-Part carbonless - 200 sets per book, 4 receipts per page Size: 11" x 5.25" Supplied: 1 each Manuf: Adams Part no: ABFSC1152		
25	17.00	BK	0080 Message pads,spiral book, 4 message per page, 2 part carbonless, 200 sheets per book, sheet size: 11" x 8.50" Supplied: 1 Book Manuf: Adams Part no: ABFSC1184P		
26	28.00	EA	0081 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING SUPPLIED: 1 EACH MANUF: BOORUM & PEASE PART NO. BOR6718300R		
27	69.00	BX	0170 Envelopes, #55 clasp, 28 lb Size: 6" x 9"		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part: BSN 36660		
28	14.00	BX	0180 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36662		
29	75.00	BX	0200 Envelopes, #90 clasp, 28 lb Size: 9" x 12" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36663		
30	48.00	BX	0210 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36664		
31	25.00	BX	0220 Envelopes, Inter-Departmental, two sided, 28 lb, string/button Size: 10" x 13" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN42255		
32	4.00	BX	0221 Envelopes, Inter-department one sided, String/Button Size: 9" x 12" Supplied: 100 to a box Color: Brown Kraft Manuf: Quality Park Part no. QUA63462		
33	27.00	BX	0230 Envelopes, Clasp, 28lb, Size: 10" x 13" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36665		
34	85.00	BX	0240 Envelopes, clasp, 28lb, Size: 10" x 15"		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36666		
35	2.00	BX	0250 Envelopes, gummed seal, 32lb Size: 10" x 15" Color: Cameo Supplied: 100 to a box Manuf: Quality Park Products Part no. QUA54416		
36	32.00	BX	0260 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36667		
37	5.00	BX	0270 Envelopes, #10 standard window,- 24 lb Size: 9 1/2" x 4 1/8" Supplied: 500 to a box Color: White Manuf: Business Source Part no. BSN42251		
38	23.00	BX	0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal gummed, no window Size: 9.50" x 4.13" Color: White Supplied: 500 to a box Manuf: Business Source Part no. BSN36682		
39	283.00	BX	0290 Envelopes, regular commercial, gummed, woven, no window Size: 9.50" x 4.12" Color: White Supplied: 500 to a box Manuf: Business Source Part no. BSN42250		
40	14.00	EA	0320 Calculator, Printing Adapter Powered/battery (AA) Color: White Manuf: Sharp Part no. SHREL1750V		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	14.00	PK	0321 Calculator, receipt paper single ply Size: 2.25" x 150ft Color: White Supplied: 12 rolls to a pack Manuf: Business Source Part no. BSN28650		
42	12.00	EA	0410 Hole puncher, two-hole adjustable - Sheet Capacity: 30 Manuf: Business Source Part no. BSN65626		
43	11.00	EA	0420 Hole puncher, two-hole heavy-duty Sheet capacity: 60 Manuf: Business Source Part no. BSN62896		
44	19.00	EA	0430 Hole puncher, Heavy-duty 3 hole adjustable punch heads Sheet Capacity: 40 Manuf: Swingline Part no. SWI74357		
45	81.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip Color: Black Manuf: Business Source Part no. BSN65650		
46	71.00	EA	0460 Staple Remover, magnetic push style Neoprene Color: Black Manuf: Bostitch Part no: BOS40000MBLK		
47	5.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever Manuf: Swingline Part no: SWI37201		
48	95.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working body		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Sheet capacity: 20 Color: Black Manuf: Business Source Part no. BSN65648		
49	26.00	EA	0490 Stapler, electric, Sheet Capacity: 45 Staple Capacity: 210 Staple Size 1/4" Full Strip Color: Black Manuf: Bostitch Part no. BOSB8EVALVE		
50	25.00	EA	0500 Stapler, Heavy Duty, all metal construction Sheet capacity: 130 Staple capacity: 210 full strip Staple sizes: 1/4",3/8",1/2",5/8" Color: Black Manuf: Bostitch Part no: BOSB310HDS		
51	409.00	BX	0501 Staples, standard, 210 per strip, 1/4" leg 1/2" crown,chisel point Color: Silver Capacity of 30 sheets Supplied: 5000 to a box Manuf: Business Source Part no. BSN65649		
52	5.00	EA	0520 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: EXECUTIVE RED MANUF: ACCO PART NO. ACC25979		
53	5.00	EA	0530 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: RED MANUF: ACCO PART NO. ACC25978		
54	5.00	EA	0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			COLOR: DARK GREEN MANUF: ACCO PART NO. ACC25976		
55	110.00	EA	0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972		
56	2.00	EA	0560 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973		
57	50.00	EA	0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971		
58	36.00	EA	0580 REPORT COVER, PRESSGUARD WITH FASTNERS SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732		
59	43.00	BX	0619 Sheet Protector, Top-loading nonglare, polypropylene, 3 holes, Size: 8 1/2" x 11" Supplied: 100 to a box Manuf: C-line Part no. CLI62048		
60	36.00	EA	0620 BINDER, 1 INCH D-RING,2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PART NO. BSN33105		
61	76.00	EA	0630 BINDER, 2 INCH D-RING,2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33109		
62	7.00	EA	0640 BINDER, 3 INCH D-RING,2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33113		
63	13.00	EA	0650 BINDER, 4 INCH D-RING,2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33117		
64	18.00	EA	0660 Binder, 1/2 inch view, Round Ringer Fasteners with two internal pockets with two internal pockets Size:Letter 8 1/2" x 11" Sheet Capacity: 125 Color: White Supplied: 1 each Manuf: Buisness Source Part no: BSN09951		
65	69.00	EA	0670 BINDER, 1 INCH VIEW, ROUND RING, TWO INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN09953		
66	44.00	EA	0680 Binder, 1 1/2 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Part no. BSN09955		
67	85.00	EA	0690 Binder, 2 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09957		
68	20.00	EA	0700 Binder, 3 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09959		
69	4.00	CTN	0730 BOX, BANKERS, STAXONSTEEL SIZE: 15"W 24"D 10.50" H INTERNAL EXTERNAL: 17"W 25.5"D 11.1" H MEDIA SUPPORT SIZE: LEGAL INTERLOCKING CLOSURE, HEAVY DUTY, STACKABLE COLOR: STEEL-CHARCOAL SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00512		
70	6.00	CTN	0731 BOX, BANKERS, STAXONSTEEL SIZE: 12"W 24"D 10.50" H INTERNAL EXTERNAL: 17"W 25.5"D 11.1" H MEDIA SUPPORT SIZE: LETTER INTERLOCKING CLOSURE, HEAVY DUTY, STACKABLE COLOR: STEEL-CHARCOAL SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00511		
71	32.00	CTN	0732 BOX, BANKERS,R-KIVE MEDIA SIZE: LETTER/LEGAL 12" W 15"D 10"H INTERNAL 12.8"W 16.5"D 10.4"H EXTERNAL LIFT OFF CLOSURE HEAVY DUTY STACKABLE COLOR: WOODGRAIN SUPPLIED: 4 BOXES TO A CARTON MANUF: FELLOWS PART NO. FEL0072506		
72	78.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			12" W 15"D 10"H LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN26758		
73	5.00	CTN	0741 BOX, FILE STORAGE, MEDIA SIZE: LETTER 12" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN26756		
74	86.00	CTN	0750 BOX, FILE STORAGE, MEDIA SIZE: LEGAL 15" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN26757		
75	25.00	CTN	0770 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL 12" W 15"D 10"H LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN32450		
76	90.00	BX	0910 POCKET, FILE, LEGAL SIZE 8 1/2" X 14" 5 1/4" EXPANSION COLOR: REDDROPE SUPPLIED: 10 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65795		
77	58.00	BX	0920 POCKET, FILE, LETTER SIZE 8 1/2" X 11"		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791		
78	17.00	BX	0930 POCKET, FILE, LEGAL SIZE 8 1/2" X 14" 3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65794		
79	45.00	BX	0950 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11" SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: BUSINESS SOURCE PART NO. BSN65796		
80	97.00	EA	0990 WALLET, EXPANDING FOR FILES, FLAP WITH ELASTIC CORD CLOSURE SIZE: 10" X 15" SHEET SIZE EXPANSION: 3 1/2" AND HOLD UP TO 400 SHEETS COLOR: REDROPE (LEATHER LOOK) SUPPLIED: 1 EACH MANUF: SMEAD PART NO. SMD71456		
81	32.00	BX	1020 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LEGAL 8 1/2" X 14" COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN43570		
82	5.00	BX	1021 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11" COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17533		
83	62.00	BX	1030 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT.,		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			COLOR: MANILA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17524		
84	21.00	BX	1031 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LEGAL 8 1/2" X 14" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN99718		
85	115.00	BX	1050 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILLA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17525		
86	109.00	BX	1051 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB, LEGAL 8 1/2" X 14" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILLA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17526		
87	53.00	BX	1070 FOLDER, FILE WITH 2 PRONG FASTENERS 1/3 TAB CUT VERTICAL IN ASSORTED POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO: SMD19537		
88	16.00	BX	1080 FOLDER, FILE WITH 1 PRONG FASTENER 1/3 TAB CUT VERTICAL IN ASSORTED POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRSP17230		
89	18.00	BX	1081 FOLDER, FILE, END TAB, LETTER SIZE 8 1/2" X 11" SHEET SIZE,		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			2 INCH FASTENERS, 11 POINT COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO. SPRSP17262		
90	14.00	BX	1082 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED TAB SIZE: 3/4" FOLDER CAPACITY LEGAL 8 1/2" X 14" SHEET SIZE 11 POINT FOLDER THICKNESS COLOR: BLUE SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO. SMD28040		
91	2.00	BX	1083 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED TAB SIZE: 3/4" FOLDER CAPACITY LEGAL 8 1/2" X 14" SHEET SIZE 11 POINT FOLDER THICKNESS COLOR: GREEN SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO. SMD28140		
92	4.00	BX	1084 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED TAB SIZE: 3/4" FOLDER CAPACITY LEGAL 8 1/2" X 14" SHEET SIZE 11 POINT FOLDER THICKNESS COLOR: RED SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO. SMD28740		
93	22.00	BX	1110 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3 1/3 TAB CUT ASSORTED POSTION 2 INCH EXPANSION SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 25 TO A BOX MANUF: NATURE SAVER PART NO: NATSP17235		
94	5.00	BX	1111 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			1/3 TAB CUT ASSORTED POSTION 1 INCH EXPANSION SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 25 TO A BOX MANUF: NATURE SAVER PART NO: NATSP17234		
95	5.00	BX	1120 FOLDER, FILE, PRESSBOARD CLASSIFICATION WITH SafeSHIELD FASTENERS, 2/5 TAB CUT, 1 DIVIDER, SIZE: LEGAL COLOR: RED SUPPLIED: 10 TO A BOX MANUF: SMEAD PART NO: SMD18775		
96	5.00	BX	1130 FOLDER, FILE, PRESSBOARD CLASSIFICATION WITH SafeSHIELD FASTENERS, 2/5 TAB CUT, 1 DIVIDER, SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 10 TO A BOX MANUF: SMEAD PART NO: SMD18776		
97	7.00	PK	1209 LABELS, RECTANGLE, FULL SHEET FOR LASER PRINTERS Size: 8.50" x 11" Color: White Supplied: 100 in a pack Manuf: Business Source Part no. BSN26119		
98	5.00	BX	1210 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 2.62" L 30 LABELS TO ONE SHEET/750 LABELS IN PK COLOR: YELLOW MANUF: AVERY PART NO: AVE5972		
99	5.00	BX	1211 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 3" L SHEETS 4" X 6" 200 LABELS IN A PACK COLOR: NEON GREEN MANUF: AVERY PART NO: AVE05494		
100	5.00	BX	1212 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 3" L		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SHEETS 4" X 6" - 200 LABELS TO A PACK COLOR: RED MANUF: AVERY PART NO: AVE05493		
101	42.00	PK	1230 LABELS, RECTANGLE MAILING, 1"W 2.63" L COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: BSN21050		
102	36.00	EA	1299 NOTEBOOK, ONE SUBJECT, COLLEGE RULED, WIRE BOUND, WHITE PAPER, DURABLE POLY FRONT COVER AND COMES IN ASSORTED COLORS, 100 SHEET COUNT, PERFORATED SHEETS, 2 POCKET DIVIDERS TO STORE LOOSE PAPERS SIZE: 8 1/2 X 11 SUPPLIED: 1 EACH MANUF: ACCO BRANDS CORP, MEAD PART NO: MEA06206		
103	322.00	EA	1300 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN26740		
104	557.00	EA	1301 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN90650		
105	56.00	DZ	1320 PAD, LEGAL JR, WRITING, PEFORATED PAGES SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63110		
106	24.00	DZ	1330 PAD, LEGAL RULED,WRITING, PEFORATED PAGES SIZE: 8 1/2" X 14" - 50 SHEETS		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63109		
107	39.00	DZ	1340 PAD, LEGAL RULED, WRITING, PERFORATED PAGES SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63106		
108	20.00	DZ	1350 PAD, LEGAL RULED, WRITING, PERFORATED PAGES SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63105		
109	105.00	DZ	1360 PAD, LEGAL RULE, WRITING, PEFORATED PAGES SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63108		
110	41.00	BX	1369 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20		
111	352.00	DZ	1370 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36550		
112	340.00	DZ	1380 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36551		
113	108.00	DZ	1390 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Color: black/silver Manuf: Business Source Part no: BSN36552		
114	105.00	PK	1400 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1 SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65638		
115	91.00	PK	1410 CLIPS, PAPER, STEEL SIZE: JUMBO SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639		
116	22.00	PK	1550 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE, DIMENSIONS: 1.75"W X 1" L COLOR: GREEN SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK MANUF: SPARCO PART NO: SPR19262		
117	36.00	PK	1560 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE WITH PRINTED ARROWS "SIGN HERE" SUPPLIED: 50 FLAGS OF EACH RED, YELLOW, BLUE, GREEN PLUS 48 1/2" WIDE ARROW FLAGS FOR A TOTAL OF 248 IN A PACK DIMENSIONS: 1"W X 1.70" L MANUF: 3M POST-IT PART NO: MMM680SH4VA		
118	32.00	PK	1570 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE, DIMENSIONS: 1.75"W X 1" L COLOR: YELLOW SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK MANUF: SPARCO PART NO: SPR19259		
119	21.00	PK	1580 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			COLOR: RED SUPPLIED: 2 POPUP DISPENSERS TO 1 PACK 100 PER PACK MANUF: SPARCO PART NO: SPR19260		
120	190.00	PK	1590 NOTES, SELF-ADHESIVE, REPOSITIONABLE Color: Yellow Size: 1.5" x 2", rectangle Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36610		
121	24.00	PK	1600 NOTES, SELF-ADHESIVE, REPOSITIONABLE Color: Yellow Size: 3" x 5", rectangle Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: Business Source Part no. BSN36613		
122	235.00	PK	1610 NOTES, SELF-ADHESIVE, REPOSITIONABLE Color: Yellow Size: 3" X 3" SQUARE Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36612		
123	26.00	PK	1620 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED Color: YELLOW - RULED Size: 4" X 6" RECTANGLE Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36618		
124	64.00	PK	1630 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED Color: PASTEL COLORS - RULED Size: 4" X 6" RECTANGLE Supplied: 5 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN16501		
125	214.00	DZ	1720 Pencil, #2 Lead, wood, yellow barrel with eraser		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			Supplied: 12 each/dozen Manuf: Business Source Part no. BSN37507		
126	14.00	BX	1730 Pencil, Golf, Wood, Lead, yellow barrel, pre-sharpened, Size: 3.5" L Supplied: 144 to a box MANUF: INTEGRA PART NO. ITA30980		
127	7.00	DZ	1740 Pencil, Mechanical, refillable, black and clear color, with metal clip, Lead Diameter: 0.7mm Supplied: 12 each/dozen Manuf: Zebra Part no. ZEB52410		
128	2.00	DZ	1760 Pencil, Mechanical, refillable, black and clear, with metal clip Lead Diameter: 0.5mm Supplied: 12 each/dozen Manuf: ZEBRA Part no. ZEB52310		
129	227.00	DZ	1770 PEN, MEDIUM POINT, FROST BARREL, BLUE INK, NO-SLIP COMFORTABLE RUBBER GRIP, INK: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: BIC PART NO. BICGSMG11BE		
130	277.00	DZ	1780 PEN, MEDIUM POINT, FROST BARREL, BLACK INK, NO-SLIP COMFORTABLE RUBBER GRIP, INK: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: BIC PART NO. BICGSMG11BK		
131	11.00	EA	1830 PEN, GEL, ROLLERBALL, WITH POCKET CLIP, WITH RUBBER GRIP SIZE: 1MM POINT INK COLOR: BLUE GEL		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO: SAN65801		
132	148.00	EA	1840 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO. SAN65871		
133	198.00	EA	1850 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77A		
134	418.00	EA	1860 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C		
135	250.00	EA	1870 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B		
136	92.00	DZ	1880 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020		
137	132.00	DZ	1881 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PART NO. PIL31021		
138	50.00	DZ	1940 PEN, RETRACTABLE, RUBBER GRIP, SIZE: 0.7MM POINT INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL32211		
139	64.00	DZ	1950 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP POINT SIZE: 0.7MM COLOR: RED SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL30002		
140	34.00	DZ	1960 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP POINT SIZE: 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL30001		
141	15.00	DZ	1970 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP POINT SIZE: 0.7MM COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL30000		
142	39.00	DZ	1980 PEN, RUBBER GRIP, RETRACTABLE, POINT SIZE: 1 MM INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO: PIL32221		
143	67.00	DZ	2140 MARKER, PERMANENT, FINE POINT, COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA PART NO. ITA30016		
144	192.00	EA	2150 MARKER, PERMANENT, FINE POINT, COLOR: BLACK		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00130704

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SUPPLIED: 1 EACH MANUF: SANFORD, LP (SHARPIE) PART NO. SAN30051		
145	66.00	DZ	2180 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow Point: Chisel Style Supplied: 12 each/dozen Manuf: Integra Part No: ITA30006		
146	44.00	DZ	2190 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD, LP (SHARPIE) PART NO: SAN25005		
147	1.00	EA	2200 BOARDS AND EASELS		
148	1.00	EA	2210 CONUMABLES (EX: PENS, POST-ITS, FLAGS, TABS - PLEASE NOTE THIS CATEGORY DOES NOT INCLUDE ANY ITEM FOR HUMAN CONSUMPTION)		
149	1.00	EA	2220 EQUIPMENT (EX: SHREDDERS, ELECTRIC STAPLERS, LAMINATORS, ETC. - PLEASE NOTE THIS CATEGORY DOES NOT INCLUDE COMPUTER RELATED ITEMS)		
150	1.00	EA	2230 FOLDERS, BINDERS & ACCESSORIES		

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 <u>or</u> 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 **<u>NO</u>** 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 FOR BIDDING PURPOSES

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 **Invitation to 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 causebid 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 - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

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.

JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: All bidders must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

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

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

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