



**Bid Number 50-00150105**

**Two (2) Year Contract for Office Supplies for all Jefferson Parish  
Departments**

**BID DUE: May 28, 2026 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 on the Purchasing Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist II: Stacey Champagne  
Email: [stacey.champagne@jeffparish.gov](mailto:stacey.champagne@jeffparish.gov)  
Phone: 504-364-2688**



# JEFFERSON PARISH

## OFFICE OF THE PARISH PRESIDENT



CYNTHIA LEE SHENG  
PARISH PRESIDENT

April 22, 2026

### **Re: Action Required from our Vendor Community – Jefferson Parish Transition to New Financial Management System**

Dear Jefferson Parish Vendor,

Jefferson Parish is pleased to announce that we are transitioning to a new Financial Management System — an Enterprise Resource Planning (ERP) solution by Infor Public Sector— which will replace our current financial system. The new system is scheduled to go live on July 1, 2026, and represents a significant step forward in improving efficiency, transparency, and service across our financial and procurement operations.

As part of this transition, Jefferson Parish will soon begin a phased migration from our legacy Financial Management System to our new ERP. During this time, certain financial and procurement activities will be limited or temporarily paused to shift workflows and data to the new system. Specifically, this includes the issuance of new Purchase Orders, the awarding of new contracts, and the processing of invoices for payment. We strongly encourage vendors to plan accordingly to minimize any disruption to your operations.

Additionally, ALL VENDORS will be REQUIRED to register in the new Infor Supplier Portal to interact with the Parish's Purchasing Department to ensure continued eligibility for payments and contract opportunities with the Parish. Through the new Infor self-service Supplier Portal, our vendors will be able to better manage their profiles, respond to solicitations, track Purchase Orders, and upload invoices, certifications, insurance documents, and licenses.

Registering in the Infor Supplier Portal is MANDATORY. To assist our vendor community, the Parish Purchasing Department will host two Infor Supplier Portal training sessions—details are below and in the attached flyer.

The following are noteworthy dates to prepare you for our transition to the new Infor ERP:

- May 8<sup>th</sup> – Supplier Portal Training at East Bank Regional Library (first of two training opportunities)
- May 15<sup>th</sup> – Supplier Portal Training at General Government Building, Gretna (final training opportunity)
- May 22<sup>nd</sup> – Final day for issuance of new Purchase Orders
- June 5<sup>th</sup> – Final day to submit invoices for payment
- June 13<sup>th</sup> – June 30<sup>th</sup> – full stop of accounting processes



# JEFFERSON PARISH

## OFFICE OF THE PARISH PRESIDENT



CYNTHIA LEE SHENG  
PARISH PRESIDENT

We strongly encourage all vendors to submit invoices, payment requests, and any outstanding documentation as early as possible, no later than June 5<sup>th</sup>, to help minimize potential delays. Please be assured that every effort is being made to complete this transition as efficiently as possible. We expect normal accounting operations to resume in early July as our Finance team and Infor are committed to minimizing any disruption to our valued vendor partners.

If you have any questions or require assistance during this time, please contact our Purchasing Department at 504-364-2690 or email [My.Ngo@jeffparish.gov](mailto:My.Ngo@jeffparish.gov).

We appreciate your continued partnership and cooperation during this important transition.

Sincerely,

Cynthia Lee Sheng  
Jefferson Parish President

# TWO YEAR CONTRACT FOR OFFICE SUPPLIES AS NEEDED FOR ALL JEFFERSON PARISH DEPARTMENTS

## BID #50-0015105

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 84 (0840), 85 (0850), 86 (0860), & 87 (0870) , 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.

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

DATE: 5/13/2026

BID NO: 50-00150105

**JEFFERSON PARISH**

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

PURCHASING SPECIALIST:  
stacey.champagne@jeffparish.gov

**BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 5/28/2026 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to submit their bid via Jefferson Parish's electronic procurement page. Additional instructions are included in the text box highlighting electronic procurement.**

**LATE BIDS WILL NOT BE ACCEPTED**

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES FOR SIGNATURES SHALL RESULT IN BID REJECTION. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN La. R.S. 9:2602(8) ARE ACCEPTABLE. IN ACCORDANCE WITH La. R.S. 9:2602(8), JEFFERSON PARISH REQUIRES A SECURED DIGITAL SIGNATURE AND BIDDERS MUST PROVIDE PROOF OF THE SECURED SIGNATURE WITH BID SUBMISSION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

- A. All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, and in the terms and conditions of Resolution No. 136353 and/or Resolution No. 141125, all of which are made part of this bid proposal and ensuing contract by 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 ("JPCO"), Louisiana Code of Ethics, and applicable Jefferson Parish ethical standards.
- B. The General Conditions for construction projects (141125) and the General Conditions for the purchase of materials, services and/or supplies (136353) are those adopted by the Jefferson Parish Council by Resolution No. 136353 and Resolution No. 141125, respectively. The General Conditions adopted by these resolutions shall be considered as much a part of this document and the ensuing contract or P.O. as if they were written wholly herein. A copy of each 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 of each by visiting the Purchasing Department webpage at <http://www.jeffparish.gov/464/Purchasing> and clicking on Online Forms.
- C. Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in La. 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.
- D. All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://www.jeffparish.gov/464/Purchasing> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.
- E. All quotations shall be based on F.O.B. Agency warehouse or job site (see Additional Requirements section), anywhere within the Parish as designated by the Purchasing Department. This provision does not apply to Public Works projects.
- F. 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 on the bid form with bid submission. Supporting documentation may be required upon request.

**Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)**

DATE: 5/13/2026

BID NO: 50-00150105

- G. Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than five (5) working days prior to the bid opening. Bid numbers must 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. 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.
- H. All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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.
- I. 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.
- J. 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.
- K. Written evidence of the authority of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. Acceptable written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer or a manager. 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. A sample corporate resolution can be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://www.jeffparish.gov/464/Purchasing> or you may provide your own document.
- L. 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.
- a. 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 day increments.
  - b. 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.)
  - c. 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"
- M. 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.
- N. 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 any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.
- a. 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.
- O. PRICES: Jefferson Parish is exempt from paying sales tax under La. R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and, unless otherwise specified, shall be exclusive of state and local taxes. The price quoted for work shall be stated in figures no more than four (4) decimal points. In the event there is a difference in unit prices and totals, the unit price shall prevail.
- a. Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

**Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

- P. **ANTI- DISCRIMINATION:** 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).
- a. In accordance with La. R.S. 38:2216.1, Jefferson Parish is prohibited from entering into a contract with a value of \$100,000 or more with a company for the purchase of goods or services unless the contract contains a written verification from the company of both of the following: 1) The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association. 2) The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association. As a result, the awarded bidder will be required to verify the above in the ensuing contract.
- Q. **INSPECTOR GENERAL:** 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.
- R. **Proof of Cyber Security Training** may be required for the successful bidder. Pursuant to La. R.S. 42:1267, any contractor who has access to state or local government information technology assets is required to complete cybersecurity training during the term of the contract and during any renewal period. As a Parish contractor, you are responsible for taking the cyber training, whether from the State or another source. After completion of said training please forward proof to your contract monitor/Parish contact.

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

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal.

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder after nine (9) working days.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS****IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS**

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

Please visit our E-Procurement Page at [www.jeffparishbids.net](http://www.jeffparishbids.net) to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://www.jeffparish.gov/464/Purchasing>.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW. IF THE NUMBER IS NOT SPECIFIED IN THIS BOX, IT IS NOT APPLICABLE FOR THIS BID.

**10,12,13,14**

1. **MANDATORY PRE-BID** - 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 LA.R.S. 38:2212(l), all prospective bidders shall be present at the beginning of the **MANDATORY** pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. **NON-MANDATORY PRE-BID** - 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. **JP LICENSE** - Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Building Permits. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Building Permits. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable municipality, Federal and/or State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. **LSCB LICENSE** - A LA State Contractor's License will be required in accordance with LA.R.S. 37:2150 et. seq. and such 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. **SITE VISIT** - It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. **JOB SITE CLEANLINESS** - 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.

**Visit our website at [HTTP://JEFFPARISH.GOV/464/PURCHASING](http://JEFFPARISH.GOV/464/PURCHASING)**

**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. INSURANCE - All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Any deviation from the Standard Insurance Requirements must be requested in writing prior to bid opening. Proof of coverage will be required prior to award. Failure to comply with this instruction will result in bid rejection.
11. BID BOND - 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. 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. AS-NEEDED WORK - This is a requirements-based 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 - 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. AFFIDAVIT - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations in conformity with the provisions contained in LA.R.S. 38:2212.9, LA.R.S. 38:2212.10, LA.R.S. 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 GENERIC 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. FEDERAL FUNDING - 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 and ensuing contract. All applicable certifications must be duly completed, signed and submitted as per the appendix instructions. Failure to submit applicable certifications per the appendix instruction will result in bid rejection.
16. TAX EXEMPT - For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which is permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owed on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish to contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment, and report to Owner the amount of taxes not incurred.
17. TECH AFFIDAVIT - The Technology Affidavit is required for this solicitation and shall be submitted with the bid submission. Failure to do so will result in your bid being rejected. Pursuant to La. R.S. 38:2237.1, prior to the procurement of telecommunications or video surveillance equipment or services, the vendor shall provide documentation by affidavit that the equipment or services to be procured are not prohibited telecommunications or video surveillance equipment or services as defined in R.S. 39:1753.1(A). This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. No procurement shall be made from a vendor or other entity who fails to provide the documentation; any procurement in contravention to this requirement shall be null and void by law.

DATE: 5/13/2026

BID NO: 50-00150105

**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 throughout the entirety of the contract. However, bidders may request that an escalation provision be added to their contract by selecting "yes" below. The escalation provision in the contract will state that only one escalation will be allowed during the term of the contract, and the escalation shall take effect only after the initial 12 month period of the contract. A vendor with an escalation provision in their contract must submit a request in writing to activate the provision, but should not do so any sooner than the first day of the 13th month of their contract. The escalation percentage shall be limited to the most recently published CPI figure issued at the time an adjustment is requested by bidder based on the U.S. Bureau of Labor Statistics National Index for all Urban Consumers, unadjusted 12 month figure.

Are you requesting an escalation provision?

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

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: (     ) \_\_\_\_\_

E-MAIL: \_\_\_\_\_

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

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	200.00	EA	<p>Two (2) Year Contract for Office Supplies for all Jefferson Parish Departments</p> <p>0010 DISPENSER, TAPE, FOR 1/2" OR 3/4" TAPE ROLLS WITH 1" CORE</p> <p>COLOR: BLACK MANUF: BUSINESS SOURCE PART NO: BSN32954</p>	\$	\$
2	4,000.00	RL	<p>TWO (2) YEAR CONTRACT FOR OFFICE SUPPLIES FOR ALL JEFFERSON PARISH DEPARTMENTS</p> <p>0020 TAPE, INVISIBLE, 3/4"W X 1296"L CORE: 1 INCH</p> <p>WRITABLE SURFACE CLEAR SUPPLIED: EACH ROLL MANUF: BUSINESS SOURCE PART NO: BSN32952</p>	\$	\$
3	200.00	PK	<p>0030 TAPE, SEALING, GENERAL PURPOSE, CLEAR</p> <p>SIZE: 1.88" W X 55 YD LENGTH, 3 INCH CORE PRESSURE-SENSITIVE POLY 1.60 ML ADHESIVE BACKING SUPPLIED: 6/PK MANUF: BUSINESS SOURCE PART NO. BSN32951</p>	\$	\$
4	150.00	PK	<p>0040 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS PER PK</p> <p>MANUF: BUSINESS SOURCE PART NO: BSN24306</p>	\$	\$
5	250.00	EA	<p>0050 GLUE STICKS, PERMANENT SIZE: 1.26 OZ</p> <p>SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788</p>	\$	\$
6	400.00	EA	<p>0060 SCISSORS, PLASTIC HANDLE, STAINLESS STEEL BLADE, BENT</p> <p>Size: 8 INCHES IN LENGTH Color: BLACK HANDLE Manuf: BUSINESS SOURCE</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	250.00	PK	Part no. BSN65647  0070 RUBBER BANDS, ASSORTED COLORS, SIZE: 7 INCH X 1/8 INCH #117B  SUPPLIED: 50 IN A PK MANUF: ALLIANCE RUBBER CO PART NO. ALL07800	\$	\$
8	150.00	EA	0080 WITE-OUT EZ CORRECT CORRECTION TAPE ITEM #BICWOTAP10	\$	\$
9	150.00	EA	0090 CORRECTION FLUID - 22ML BOTTLES, WHITE  Supplied: 1 EACH Manuf: INTEGRA Part no: ITA01539	\$	\$
10	800.00	EA	0100 CORRECTION TAPE, IN NON-REFILLABLE DISPENSER  .20"W x 19.69 FT LENGTH WHITE TAPE Supplied: 1 EACH Manuf: INTEGRA Part no: ITA60032	\$	\$
11	400.00	EA	0110 CLIPBOARD, HARDBOARD, COLOR: BROWN  SIZE: LETTER - 9" x 12.50" SUPPLIED: 1 EACH Manuf: BUSINESS SOURCE Part no. BSN65637	\$	\$
12	200.00	EA	0120 CLIPBOARD, HARDBOARD, COLOR: BROWN  SIZE: LEGAL 9" x 15.50" SUPPLIED: 1 EACH Manuf: BUSINESS SOURCE Part no. BSN28554	\$	\$
13	250.00	BX	0130 ENVELOPES, CLASP, 28LB, SIZE: 10" x 15"  SUPPLIED: 100 TO A BOX COLOR: BROWN KRAFT MANUF: BUSINESS SOURCE PART NO. BSN36666	\$	\$
14	50.00	BX	0140 ENVELOPES, #55 CLASP, 28 LB SIZE: 6" x 9"	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	50.00	BX	<p>SUPPLIED: 100 TO A BOX                      COLOR: BROWN KRAFT                      Manuf: BUSINESS SOURCE                      Part: BSN36660</p> <p>0150 ENVELOPES, #75 CLASP, 28 LB,                      SIZE: 7 1/2" x 10 1/2"</p>	\$	\$
16	100.00	BX	<p>SUPPLIED: 100 TO A BOX                      COLOR: BROWN KRAFT                      MANUF: BUSINESS SOURCE                      PART NO. BSN36662</p> <p>0160 ENVELOPES, #90 CLASP, 28 LB                      SIZE: 9" x 12"</p>	\$	\$
17	50.00	BX	<p>SUPPLIED: 100 TO A BOX                      COLOR: BROWN KRAFT                      MANUF: BUSINESS SOURCE                      PART NO. BSN36663</p> <p>0170 ENVELOPES, #93 CLASP, 28 LB                      SIZE: 9 1/2" x 12 1/2"</p>	\$	\$
18	50.00	BX	<p>SUPPLIED: 100 TO A BOX                      COLOR: BROWN KRAFT                      MANUF: BUSINESS SOURCE                      PART NO. BSN36664</p> <p>0180 ENVELOPES, CLASP, 28LB,                      SIZE: 10" x 13"</p>	\$	\$
19	250.00	BX	<p>SUPPLIED: 100 TO A BOX                      COLOR: BROWN KRAFT                      MANUF: BUSINESS SOURCE                      PART NO. BSN36665</p> <p>0190 ENVELOPES, CLASP, 28 LB,                      SIZE: 10" X 15"</p>	\$	\$
20	50.00	BX	<p>SUPPLIED: 100 TO A BOX                      COLOR: BROWN KRAFT                      MANUF: BUSINESS SOURCE                      PART NO. BSN36666</p> <p>0200 ENVELOPES, CLASP #110, 28LB,                      SIZE: 12"x 15 1/2"</p>	\$	\$
21	150.00	BX	<p>SUPPLIED: 100 TO A BOX                      COLOR: BROWN KRAFT                      MANUF: BUSINESS SOURCE                      PART NO. BSN36667</p> <p>0210 ENVELOPES, REGULAR COMMERCIAL,                      GUMMED, WOVEN, NO WINDOW</p>	\$	\$



INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
29	200.00	EA	SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33113  0290 BINDER, 1/2 INCH VIEW, ROUND RINGER FASTENERS WITH TWO INTERNAL POCKETS	\$	\$
30	350.00	EA	SIZE: LETTER 8 1/2" x 11" SHEET CAPACITY: 125 COLOR: WHITE SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO: BSN09951  0300 BINDER, 1 INCH VIEW, ROUND RING, TWO INTERNAL POCKETS	\$	\$
31	250.00	EA	SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN09953  0310 BINDER, 1 1/2 INCH VIEW, ROUND RING WITH TWO INTERNAL POCKETS	\$	\$
32	200.00	EA	SIZE: LETTER 8 1/2" x 11" COLOR: WHITE SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN09955  0320 BINDER, 2 INCH VIEW, ROUND RING WITH TWO INTERNAL POCKETS	\$	\$
33	100.00	EA	SIZE: LETTER 8 1/2" x 11" COLOR: WHITE SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN09957  0330 BINDER, 3 INCH VIEW, ROUND RING WITH TWO INTERNAL POCKETS	\$	\$
34	150.00	CTN	SIZE: LETTER 8 1/2" x 11" COLOR: WHITE SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN09959  0340 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL  12" W 15"D 10"H	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	50.00	CTN	LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN26758  0350 BOX, FILE STORAGE, MEDIA SIZE: LETTER	\$	\$
36	150.00	CTN	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  0360 BOX, FILE STORAGE, MEDIA SIZE: LEGAL	\$	\$
37	150.00	BX	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  0370 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	\$	\$
38	150.00	BX	5 1/4" EXPANSION COLOR: REDROPE SUPPLIED: 10 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65795  0380 POCKET, FILE, LETTER SIZE 8 1/2" X 11"	\$	\$
39	150.00	BX	3 1/2" EXPANSION COLOR: REDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791  0390 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
40	200.00	BX	<p>PART NO: BSN65794</p> <p>0400 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11"</p> <p>SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: 100 TO A BOX PART NO. BSN65796</p>	\$	\$
41	100.00	BX	<p>0410 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11"</p> <p>COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17533</p>	\$	\$
42	100.00	EA	<p>0420 SMEAD STRAIGHT TAB CUT LETTER RECYCLED END TAB FILE FOLDER</p> <p>ITEM #SMD24100</p>	\$	\$
43	100.00	EA	<p>0430 SMEAD SEAL AND VIEW LABEL PROTECTORS</p> <p>ITEM #SMD67600</p>	\$	\$
44	100.00	EA	<p>0440 SMEAD ETS COLOR-CODED YEAR LABELS ITEM #SMD67926</p>	\$	\$
45	100.00	BX	<p>0450 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB,</p> <p>LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17524</p>	\$	\$
46	200.00	BX	<p>0460 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,</p> <p>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</p>	\$	\$
47	250.00	BX	<p>0470 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
48	150.00	BX	<p>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</p> <p>0480 FOLDER, FILE WITH 2 PRONG FASTENERS                      1/3 TAB CUT VERTICAL IN ASSORTED</p>	<p>\$ _____</p>	<p>\$ _____</p>
49	50.00	BX	<p>POSITION                      SIZE: LEGAL                      COLOR: MANILA                      SUPPLIED: 50 TO A BOX                      MANUF: SMEAD                      PART NO: SMD19537</p> <p>0490 FOLDER, FILE, PRESSBOARD WITH 2                      PRONG FASTNERS IN POSITIONS 1 AND 3</p>	<p>\$ _____</p>	<p>\$ _____</p>
50	250.00	EA	<p>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</p> <p>0500 NOTEBOOK, ONE SUBJECT, COLLEGE                      RULED, WIRE BOUND, WHITE PAPER,</p>	<p>\$ _____</p>	<p>\$ _____</p>
51	850.00	EA	<p>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: MEAD                      PART NO: MEA06206</p> <p>0510 NOTEBOOK, STENO, WIRE BOUND,                      GREGG RULED</p>	<p>\$ _____</p>	<p>\$ _____</p>
52	450.00	EA	<p>SIZE: 6" X 9" - 60 SHEETS                      COLOR: White sheets                      SUPPLIED: 1 EACH                      MANUF: BUSINESS SOURCE                      PART NO. BSN26740</p> <p>0520 NOTEBOOK, STENO, WIRE BOUND,                      GREGG RULED</p>	<p>\$ _____</p>	<p>\$ _____</p>

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
53	200.00	DZ	PART NO. BSN90650  0530 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	\$	\$
54	150.00	DZ	0540 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	\$	\$
55	100.00	BX	0550 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL  SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSNR20	\$	\$
56	700.00	DZ	0560 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen  Color: black/silver Manuf: BUSINESS SOURCE Part no: BSN36550	\$	\$
57	600.00	DZ	0570 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen  Color: black/silver Manuf: BUSINESS SOURCE Part no: BSN36551	\$	\$
58	250.00	DZ	0580 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen  Color: black/silver Manuf: BUSINESS SOURCE Part no: BSN36552	\$	\$
59	200.00	PK	0590 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1  SUPPLIED: 10 BOXES OF 1000 IN A BOX PER PACK	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
60	200.00	PK	<p>MANUF: BUSINESS SOURCE PART NO. BSN65638</p> <p>0600 CLIPS, PAPER, STEEL SIZE: JUMBO</p>	\$	\$
			<p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639</p>		
61	200.00	EA	<p>0610 POST-IT STICKY DISPENSER NOTES - SUPERNOVA NEONS COLOR COLLECTION</p> <p>ITEM #MMR33018SSMIAC</p>	\$	\$
62	200.00	PK	<p>0620 NOTES, SELF-ADHESIVE, REPOSITIONABLE</p> <p>Color: Yellow Size: 1.5" x 2", rectangle Supplied: 12 PADS TO 1 PACK, 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Part no. BSN36610</p>	\$	\$
63	100.00	PK	<p>0630 NOTES, SELF-ADHESIVE, REPOSITIONABLE</p> <p>Color: Yellow Size: 3" x 5", rectangle Supplied: 12 PADS TO 1 PACK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Part no. BSN36613</p>	\$	\$
64	300.00	PK	<p>0640 NOTES, SELF-ADHESIVE, REPOSITIONABLE</p> <p>Color: Yellow Size: 3" X 3" SQUARE Supplied: 12 PADS TO 1 PQCK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Part no. BSN36612</p>	\$	\$
65	50.00	PK	<p>0650 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED</p> <p>Color: YELLOW - RULED Size: 4" X 6" RECTANGLE Supplied: 12 PADS TO 1 PACK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Part no. BSN36618</p>	\$	\$
66	150.00	PK	<p>0660 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED</p>	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			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		
67	150.00	DZ	0670 PENCIL, #2 LEAD, WOOD, YELLOW BARREL WITH ERASER	\$	\$
			SUPPLIED: 12 EACH/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN37507		
68	100.00	DZ	0680 ENERGEL RTX LIQUID GEL PENS ITEM #PENBL77BDZ	\$	\$
69	750.00	DZ	0690 PEN, MEDIUM POINT, FROST BARREL, BLUE INK, NO-SLIP COMFORTABLE RUBBER	\$	\$
			GRIP, INK: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: BIC PART NO. BICGSMG11BE		
70	350.00	DZ	0700 PEN, MEDIUM POINT, FROST BARREL, BLACK INK, NO-SLIP COMFORTABLE RUBBER	\$	\$
			GRIP, INK: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: BIC PART NO. BICGSMG11BK		
71	200.00	EA	0710 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP	\$	\$
			SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: UNI-BALL PART NO. UBC65871		
72	750.00	EA	0720 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		
73	450.00	EA	0730 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
74	150.00	EA	SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C  0740 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP	\$	\$
75	200.00	DZ	SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B  0750 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP	\$	\$
76	300.00	DZ	SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020  0760 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP	\$	\$
77	150.00	DZ	FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31021  0770 PEN, RUBBER GRIP, RETRACTABLE, POINT SIZE: 1 MM	\$	\$
78	100.00	EA	INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO: PIL32221  0780 INTEGRA PERMANENT FINE POINT MARKERS  ITEM #ITA30016	\$	\$
79	100.00	EA	0790 SHARPIE PERMANENT MARKER - BLACK INK - 1 DOZEN  ITEM #SAN30001B	\$	\$
80	350.00	DZ	0800 MARKER, PERMANENT, FINE POINT, COLOR: BLACK	\$	\$

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00150105

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>SUPPLIED: 1 EACH                      MANUF: SANFORD                      PART NO. SAN30051</p>		
81	100.00	DZ	<p>0810 SHARPIE SMEAR GUARD RETRACTABLE HIGHLIGHTERS</p>	\$	\$
			<p>ITEM #SAN28025</p>		
82	200.00	DZ	<p>0820 HIGHLIGHTER, LIQUID,                      Color: Fluorescent Yellow</p>	\$	\$
			<p>Point: Chisel Style                      Supplied: 12 each/dozen                      Manuf: INTEGRA                      Part No: ITA30006</p>		
83	150.00	DZ	<p>0830 HIGHLIGHTER, BROAD POINT TYPE,                      CHISEL POINT STYLE</p>	\$	\$
			<p>COLOR: YELLOW                      SUPPLIED: 12 EACH/DOZEN                      MANUF: SANFORD                      PART NO: SAN25005</p>		
84	1.00	EA	<p>0840 FOLDERS, BINDERS &amp; ACCESSORIES</p>	\$	\$
			<p>% DISCOUNT</p>		
85	1.00	EA	<p>0850 BOARDS AND EASELS</p>	\$	\$
			<p>% DISCOUNT</p>		
86	1.00	EA	<p>0860 CONUMABLES (EX: PENS, POST-ITS,                      FLAGS, TABS - PLEASE NOTE THIS CATEGORY</p>	\$	\$
			<p>DOES NOT INCLUDE ANY ITEM FOR HUMAN CONSUMPTION, JANITORIAL SUPPLIES OR OFFICE FURNITURE)</p>		
			<p>% DISCOUNT</p>		
87	1.00	EA	<p>0870 EQUIPMENT (EX: SHREDDERS, ELECTRIC STAPLERS, LAMINATORS, ETC. - PLEASE NOTE THIS CATEGORY DOES NOT INCLUDE COMPUTER RELATED ITEMS)</p>	\$	\$
			<p>% DISCOUNT</p>		

## **Evidence of Authority Instructions**

**Only an authorized Agent shall sign this proposal. Each Proposer is required to provide satisfactory evidence of the authority of the person signing for the agency, corporation, partnership or other legal entity, which shall be attached to the proposal.**

**The following page is a sample Corporate Resolution. This sample is supplied as a courtesy to Proposers, but it is the responsibility of the Proposer to ensure the evidence of authority they submit to Jefferson Parish complies, in both form and content, with federal, state and Parish laws. Additionally, a sample Sole Proprietorship Certification may be found at <https://www.jeffparish.gov/466/Document-Library>.**

*Instruction sheet may be omitted when submitting.*

## **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.

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**Secretary-Treasurer**

---

**Date**

## **Bid Affidavit Instructions**

This affidavit is supplied as a courtesy to Affiant. It is the responsibility of the affiant to insure the affidavit submitted to Jefferson Parish complies, in both form and content, with federal, state and parish laws. 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.

### **The Affidavit MUST comply with the following requirements to be accepted.**

- Must be signed by an authorized representative of the entity.
- Must be notarized by a notary with proper jurisdiction who must sign and print name, and include bar/notary number.
- Location where the notarization is taking place should be filled in at the top of the affidavit – not the location of the contract services.
- MUST select either Choice A or B when required.
- If choice A is selected, it must include an attachment.

### **Affidavits with the following WILL NOT be accepted.**

- If both choice A and B are selected, the affidavit will not be accepted.
- An affidavit marked N/A will not be accepted.
- An affidavit missing attachment(s) when required will not be accepted.
- An affidavit that is notarized by a notary who does not have jurisdiction in the place where notarized or is not active will not be accepted.
- Affidavits that are older than six (6) months will not be accepted.

*Instruction sheet may be omitted when submitting the affidavit.*

**BID AFFIDAVIT**

STATE OF \_\_\_\_\_

PARISH/COUNTY OF \_\_\_\_\_

BEFORE ME, the undersigned authority, personally came and appeared:

\_\_\_\_\_ (Affiant) who after being duly sworn by me, deposed and

said that he/she is the fully authorized \_\_\_\_\_ (Title) of

\_\_\_\_\_ (Entity), who submitted a bid to the Parish of Jefferson, and who attested as follows:

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. 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.

Affiant further said:

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 of Jefferson to the Affiant.

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

Affiant further said:

**LA. R.S. 38:2227 PAST CRIMINAL CONVICTIONS OF BIDDERS**

A. No sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes:

- (a) Public bribery (R.S. 14:118)
- (b) Corrupt influencing (R.S. 14:120)
- (c) Extortion (R.S. 14:66)
- (d) Money laundering (R.S. 14:230)

B. Within the past five years from the project bid date, no sole proprietor or individual partner, incorporator, director, manager, officer, organizer, or member who has a minimum of a ten percent (10%) ownership in the bidding entity named below has been convicted of, or has entered a plea of guilty or nolo contendere to any of the following state crimes or equivalent federal crimes, during the solicitation or execution of a contract or bid awarded pursuant to the provisions of Chapter 10 of Title 38 of the Louisiana Revised Statutes:

- (a) Theft (R.S. 14:67)
- (b) Identity Theft (R.S. 14:67.16)
- (c) Theft of a business record (R.S.14:67.20)
- (d) False accounting (R.S. 14:70)
- (e) Issuing worthless checks (R.S. 14:71)
- (f) Bank fraud (R.S. 14:71.1)
- (g) Forgery (R.S. 14:72)
- (h) Contractors; misapplication of payments (R.S. 14:202)
- (i) Malfeasance in office (R.S. 14:134)

Affiant further said:

**LA. R.S. 38:2212.10 VERIFICATION OF EMPLOYEES**

- A. At the time of bidding, Appearer is registered and participates in a status verification system to verify that all new hires in the state of Louisiana are legal citizens of the United States or are legal aliens.
- B. If awarded the contract, Appearer shall continue, during the term of the contract, to utilize a status verification system to verify the legal status of all new employees in the state of Louisiana.
- C. If awarded the contract, Appearer shall require all subcontractors to submit to it a sworn affidavit verifying compliance with Paragraphs (A) and (B) of this Subsection.

Affiant further said:

**LA. R.S. 23:1726(B) CERTIFICATION REGARDING UNPAID WORKERS  
COMPENSATION INSURANCE**

- A. R.S. 23:1726 prohibits any entity against whom an assessment under Part X of Chapter 11 of Title 23 of the Louisiana Revised Statutes of 1950 (Alternative Collection Procedures & Assessments) is in effect, and whose right to appeal that assessment is exhausted, from submitting a bid or proposal for or obtaining any contract pursuant to Chapter 10 of Title 38 of the Louisiana Revised Statutes of 1950 and Chapters 16 and 17 of Title 39 of the Louisiana Revised Statutes of 1950.
  
- B. By signing this Affidavit, Affiant certifies that no such assessment is in effect against the bidding /proposing entity.

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

\_\_\_\_\_  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME,  
NOTARY PUBLIC 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. 136353 or No. 141125, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the **Specifications**. Except as where otherwise precluded by law, the Parish Attorney or her designee, with the concurrence of the Director of Risk Management or her designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. **Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date.** Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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**Within ten (10) calendar days of bid opening, the apparent low bidder will be required to provide final insurance certificates that fully comply with these requirements and any additional requirements set forth in the specifications to the Parish. Failure to provide final insurance certificates within the ten (10) calendar days of bid opening shall result in the Parish rejecting your bid and moving on to the next lowest bidder.** The Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council shall be named as additional insured on the Commercial General Liability, and the Comprehensive Automobile Liability policies to protect against negligence by the contractor as provided by contract.

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### **JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

#### **WORKER'S COMPENSATION INSURANCE**

As required by Worker's Compensation Law of the State of the Contractor's headquarters. Employer's Liability is included, with minimum limits of \$500,000 per occurrence, except it shall be \$1,000,000 per occurrence when Work is to be overwater and involves maritime exposures to cover all employees not covered under the State Worker's Compensation Act.

Waiver of Subrogation endorsement in favor of **the Parish of Jefferson, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.**

**Note: If your company is not required by law to carry worker's compensation insurance, i.e. sole employee of the company, then bidders must request a**

worker's compensation insurance declaration affidavit prior to the bid opening date. This insurance declaration affidavit must be fully completed, signed, properly notarized within ten (10) calendar days of the bid opening. A scanned copy may be submitted initially; 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**

Commercial General Liability Form CG 00 01, or pre-approved equivalent; Minimal acceptable limits: \$1,000,000 per occurrence; \$1,000,000 personal & advertising injury; \$2,000,000 general aggregate; and \$2,000,000 products/completed operations aggregate.

Waiver of Transfer of Rights of Recovery Against Others endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**BUSINESS AUTOMOBILE LIABILITY**

Minimal acceptable limit for bodily injury and property damage liability: \$1,000,000 Combined Single Limit.

Liability coverage to be provided for Any Auto OR for ALL Owned Autos and Hired and Non-owned Autos. **If contractor owns no vehicles, then a Hired and Non-owned Auto Liability policy is required.**

Waiver of Transfer of Rights of Recovery Against Others to Us endorsement in favor of the Parish of Jefferson, its Districts, Departments, Agencies and Employees under the direction of the Parish President and the Parish Council.

**Note: This category may be omitted if bidders do not/will not utilize vehicles for the project AS DETERMINED BY Risk Management and Parish Attorney's Office after properly requesting a deviation as discussed above. Bidder must request a deviation prior to bid opening and may be given an automobile insurance declaration affidavit to execute. This insurance declaration affidavit must be fully completed, signed, properly notarized and submitted within ten (10) calendar days of the bid opening. A scanned copy of the completed, signed and properly notarized affidavit may be submitted initially; 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. If you are purporting to use an umbrella policy or excess to meet minimum requirements, then you must provide the Umbrella Schedule of Underlying Policies with the Certificate of Insurance evidencing which policies the Umbrella sits over.

**FOR CONSTRUCTION AND RENOVATION PROJECTS:** The following are required if selected below. Such insurance is due upon contract execution.

**OWNER'S PROTECTIVE LIABILITY**

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

**BUILDER'S RISK INSURANCE**

The contractor shall maintain Builder's Risk Insurance at his own expense to insure both the owner (Parish of Jefferson) and contractor as their interest may appear.