

DATE: 3/23/2016

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BID NO.: 50-00115911

BID FORM
Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

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

1-2 DAYS ARO

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: IVES BUSINESS FORMS, INC.

ADDRESS: 5701 CRAWFORD STREET, SUITE H

CITY, STATE: NEW ORLEANS, LA ZIP: 70123

TELEPHONE: 504 561-8811 FAX: 504 581-4839

EMAIL ADDRESS: phdupuy@ivesnola.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form 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: \$ 283,670.20

AUTHORIZED
SIGNATURE: Peter H Dupuy

TITLE: PRESIDENT / SECRETARY

PETER H. DUPUY
Printed Name

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.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>TWO (2) YEAR CONTRACT FOR BOND PAPER AND VELLUM BRISTOL PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS.</p> <p>*****</p> <p>THIS CONTRACT IS USED BY ALL PARISH DEPARTMENTS, THEREFORE MULTIPLE SHIP TO ADDRESSES WILL BE INVOLVED AND WILL BE ADDRESSED ON EACH CONTRACT PURCHASE ORDER.</p> <p>ALL DELIVERIES ARE TO BE FOB- DELIVERED INSIDE DESTINATION</p> <p>DELIVERIES SHALL BE WITHIN TWO (2) WORKING DAYS OF RECEIPT OF ORDER WITH THE EXCEPTION OF LARGE/BULK ORDERS, WHICH ARE DEFINED AS ANY ORDER IN THE EXCESS OF 40 CASES. ON LARGE ORDERS VENDOR IS EXPECTED TO PROVIDE A REASONABLE QUANTITY WITHIN 2 DAYS AND COMPLETION WITHIN 5 DAYS FROM RECEIPT OF ORDER.</p> <p>*****</p>		
1	30.00	RM	<p>0010 - Blue 8-1/2 X 11 ream Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103309 20-lb. Bond</p> <p>CAS 053733RMBLUE</p>	4.70	141.00
2	50.00	CS	<p>0020 - Blue 8-1/2 X 11 case Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103309CS 20-lb. Bond</p> <p>CAS053733CSBLUE</p>	47.00	2350.00
3	10.00	RM	<p>0030 - Buff 8-1/2 X 11 ream Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103325 20-lb. Bond</p> <p>CAS053733RMBUFF</p>	4.70	47.00
4	10.00	CS	<p>0040 - Buff 8-1/2 X 11 case Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103325CS</p>	47.00	470.00

DATE: 3/23/2016

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	50.00	RM	BUFF 20-lb. Bond CAS053733CSBUFF	4.70	235.00
			0050 - Canary 8-1/2 X 11 ream Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103341 20-lb. Bond CAS053733RMCAN		
6	50.00	CS	0060 - Canary 8-1/2 X 11 case Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103341CS 20-lb. Bond CAS053733CSCAM	47.00	2350.00
			0070 - Cherry 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) HAM102210 20-lb. Bond CAS053733RMCHY	4.70	47.00
8	10.00	CS	0080 - Cherry 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM102210CS 20-lb. Bond CAS053733CSCHY	47.00	470.00
			0090 - Goldenrod 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103168 20-lb. Bond CAS053733RMGLD	4.70	94.00
10	10.00	CS	0100 - Goldenrod 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103168CS 20-lb. Bond	47.00	470.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	5.00	RM	CAS053733CSGLD		
			0110 - Gray 8-1/2 X 11 ream Recycled,	4.70	23.50
12	15.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) HAM102889 20-lb. Bond		
			0120 - Gray 8-1/2 X 11 case Recycled,	47.00	705.00
13	50.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM102889CS 20-lb. Bond		
			0130 - Green 8-1/2 X 11 ream Recycled,	4.70	235.00
14	60.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103366 20-lb. Bond		
			CAS053733RMGRN	47.00	2820.00
15	20.00	RM	0140 - Green 8-1/2 X 11 case Recycled,		
			20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103366CS 20-lb. Bond	4.70	94.00
16	20.00	CS	CAS053733CSGRN		
			0150 - Ivory 8-1/2 X 11 ream Recycled,	47.00	940.00
17	20.00	RM	20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103176 20-lb. Bond		
			CAS053733RMIVY	4.70	94.00
			0160 - Ivory 8-1/2 X 11 case Recycled,		
			20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103176CS 20-lb. Bond		
			CAS053733CSIVY		
			0170 - Orchid 8-1/2 X 11 ream Recycled, HAM103770		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	20.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond 0180 - Orchid 8-1/2 X 11 case Recycled,	47.00	940.00
19	5.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103770CS 20-lb. Bond 0190 - Pink 8-1/2 X 11 ream Recycled,	4.70	23.50
20	5.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103382 20-lb. Bond CAS053733RMPNK 0200 - Pink 8-1/2 X 11 case Recycled,	47.00	235.00
21	20.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103382CS 20-lb. Bond CAS053733CSPNK 0210 - Salmon 8-1/2 X 11 ream Recycled,	4.70	94.00
22	5.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) HAM103119 20-lb. Bond 0220 - Salmon 8-1/2 X 11 case Recycled,	47.00	235.00
23	5,000.00	CS	20# Colors, No. 1 Grade, Xerographic (5,000/case) HAM103119CS 20-lb. Bond 0230 - White 8-1/2 X 11 Premium Xerographic White, Premium Bond, No. 1 Grade (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond UNVWHITETOP GEP999705 (SEE FOOTNOTE)	28.75	143750.00
24	1,500.00	CS	0240 - White 8-1/2 X 11, Recycled- Case 20-lb. Bond CAS054901	32.75	49125.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	800.00	CS	White, No. 1 Grade (5000/Case) Premium Laser Xerographic 500 sheets per ream. 10 Reams per case GEP999916 (SEE FOOTNOTE)		
			0250 - White 8-1/2 X 14, Premium Xerographic	39.15	31320.00
26	800.00	CS	20#, Number 1 Grade, Premium Bond, (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond CASOX9004 GEP999706 (SEE FOOTNOTE)		
			0260 - White 8-1/2 X 14, Recycled Bond	46.00	36800.00
27	50.00	CS	White, No. 1 Grade (5000/case) Premium Laser Xerographic Or Equal 500 sheets per ream. 10 Reams per case 20-lb. Bond CAS054904 GEP999918 (SEE FOOTNOTE)		
			0270 - White 11 X 17 Recycled 20-lb. Bond	37.00	1850.00
28	10.00	CS	white, No. 1 Grade, (2500/case) Premium Laser Xerographic Or Equal CAS054907 GEP999919 (SEE FOOTNOTE)		
			0280 - White, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	79.12	791.20
29	10.00	CS			
			0290 - Blue, 8 1/2 x 11; 67# Vellum Bristol (2,000/case)	83.10	831.00
30	10.00	CS			
			0300 - Canary, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	83.10	831.00
31	10.00	CS			
			0310 - Gold, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	83.10	831.00
32	10.00	CS			
			0320 - Ivory, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	83.10	831.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
33	10.00	CS	0330 - Green, 8 1/2 x 11, #67 Vellum Bristol (2,000/case)	83.10	831.00
34	10.00	CS	0340 - Pink, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	83.10	831.00
35	10.00	CS	0350 - Orchid, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	83.10	831.00
36	10.00	CS	0360 - Tan, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	83.10	831.00
37	30.00	RM	0370 - White, 8 1/2 x 11, 65#, Cover, Smooth Finish, 96 Brightness Rating (250/ream)	9.10	273.00
<p>*FOOTNOTE*</p> <p>Georgia Pacific (GEP) cited an exclusive relationship when asked to quote for this business. See email reply from GEP enclosed. This creates a bid process that is not fair and equal.</p> <p>We respectfully request that you do not extend the preference for materials manufactured in Louisiana to GEP Products.</p>					

FOOTNOTE

Peter H Dupuy

From: Harding, John E. <JHARDING@GAPAC.com>
Sent: Wednesday, March 30, 2016 4:40 PM
To: PaperRap
Subject: RE: RUSH! Jefferson Parish Paper bid for Ive's - Acct # 120649

GEORGIA PACIFIC
← THE ONLY PAPER
MILLED IN
LOUISIANA.

Categories: Jesi

Hi Jesi- we have a long standing exclusive relationship with another supplier on LA business.

Will have to no quote.

John

Sent with Good (www.good.com)

IVES WAS LOCKED OUT OF
THE OPPORTUNITY TO SELL
GEORGIA PACIFIC PAPER.
THIS IS NOT AN EQUAL OPPORTUNITY

-----Original Message-----

From: PaperRap [Paperrap@essendant.com] TO BID.
Sent: Wednesday, March 30, 2016 02:38 PM Central Standard Time
To: Harding, John E.
Subject: RUSH! Jefferson Parish Paper bid for Ive's - Acct # 120649

Peter H. Dupuy
PRESIDENT
IVES BUSINESS FORMS, INC.

Sent by an external sender

Hi John,

Would GP be able to help us with special pricing for the attached bid? They have requested quote on the GP white papers that have been specified on the bid sheets. The customer has confirmed they will be ordering in full truckload volumes to distribute for the parish. This is due pretty quickly so if you can rush it for me that would be great.

Thank you,

ESSENDANT
BEYOND ESSENTIAL

Jesi Lewis

Paper Specialist, PaperRap
Business & Facility Essentials
jesilewis@essendant.com O 888 727 3760 M 618 384 0491

2000 Wolf Business Park
Greenville, IL 62246
essendant.com



**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 LOUISIANA

PARISH/~~COUNTY~~ OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: PETER H. DUPUX
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/~~she~~ is the fully authorized PRESIDENT, SECRETARY of IVES BUSINESS FORMS, INC. (Entity),
the party who submitted a bid in response to Bid Number 50-00115911, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Peter H. Dupuy
Signature of Affiant

PETER H. DUPUY
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 6th DAY OF April, 2016.

Christina P. Fay
Notary Public

Christina P. Fay
Printed Name of Notary

01869
Notary/Bar Roll Number

My commission expires for Life.

MY COMMISSION IS FOR LIFE

[Print](#)

Notary Search - Detail

Name: MS. CHRISTINA P. FAY
Address: 2929 PRYTANIA ST.
NEW ORLEANS, LA 70115
Phone: (504) 891-9108
Notary ID Number: 2414
Parish: ORLEANS with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 1869
Status: Active
Commission Date: 03/04/1985
Oath Date: 03/04/1985
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

[Back to Search Results](#)[New Search](#)

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
IVES BUSINESS FORMS, INC.
INCORPORATED.

AT THE MEETING OF DIRECTORS OF IVES BUSINESS FORMS, INC.
INCORPORATED, DULY NOTICED AND HELD ON MARCH 25, 2016,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT PETER H. DUPUY, 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.

Peter H. Dupuy
~~SECRETARY-TREASURER~~

MARCH 25, 2016
DATE

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. 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.

2. 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.

3. 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.

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. 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.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

**Request for Taxpayer
Identification Number and Certification**

Give form to the
requester. Do not
send to the IRS.

#28186 update

Print or type
See Specific Instructions on page 2.

Name IVES BUSINESS FORMS, INC.	
Business name, if different from above	
Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶	
<input type="checkbox"/> Exempt from backup withholding	
Address (number, street, and apt. or suite no.) 1009 CAMP ST	
City, state, and ZIP code NEW ORLEANS, LA 70130	
List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see **How to get a TIN** on page 3.

Note: If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								
1	1	1	1	1	1	1	1	1
or								
Employer identification number								
7	2	0	5	3	9	1	6	4

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. person (including a U.S. resident alien).

Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶ Dorothy D. Quinn	Date ▶ 8/11/08
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
 2. Certify that you are not subject to backup withholding,
- or
3. Claim exemption from backup withholding if you are a U.S. exempt payee.

Note: If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.



Bid Number 50 – 00115911

**TWO (2) YEAR CONTRACT FOR BOND PAPER AND VELLUM BRISTOL
PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS**

BID DUE DATE: April 7, 2016 / 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
Melissa Ovalle
movalle@jeffparish.net
504-364-2687**

DATE: 3/23/2016

INVITATION TO BID
THIS IS NOT AN ORDER

BID NO.: 50-00115911

JEFFERSON PARISH
PURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

Page: 1

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 4/07/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

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

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

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

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

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

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

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

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

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

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

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

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

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

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

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

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

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

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

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

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

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

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: LOUISIANA OFFICE PRODUCTS INCADDRESS: 210 EDWARDS AVECITY, STATE: HARRAHAN, LA ZIP: 70123TELEPHONE: () 504-733-9650 FAX: () 1734-2387EMAIL ADDRESS: FRANK@LAOP.COM

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form 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: \$ 287,716.25AUTHORIZED
SIGNATURE: Frank B. GiovengoFRANK A. GIOVINGO

Printed Name

TITLE: President

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>TWO (2) YEAR CONTRACT FOR BOND PAPER AND VELLUM BRISTOL PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS.</p> <p>*****</p> <p>THIS CONTRACT IS USED BY ALL PARISH DEPARTMENTS, THEREFORE MULTIPLE SHIP TO ADDRESSES WILL BE INVOLVED AND WILL BE ADDRESSED ON EACH CONTRACT PURCHASE ORDER.</p> <p>ALL DELIVERIES ARE TO BE FOB- DELIVERED INSIDE DESTINATION</p> <p>DELIVERIES SHALL BE WITHIN TWO (2) WORKING DAYS OF RECEIPT OF ORDER WITH THE EXCEPTION OF LARGE/BULK ORDERS, WHICH ARE DEFINED AS ANY ORDER IN THE EXCESS OF 40 CASES. ON LARGE ORDERS VENDOR IS EXPECTED TO PROVIDE A REASONABLE QUANTITY WITHIN 2 DAYS AND COMPLETION WITHIN 5 DAYS FROM RECEIPT OF ORDER.</p> <p>*****</p>		
1	30.00	RM	<p>0010 - Blue 8-1/2 X 11 ream Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond</p> <p>CAS 053733RMBLUE <i>SPR-05121</i></p>	4.41	132.30
2	50.00	CS	<p>0020 - Blue 8-1/2 X 11 case Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond</p> <p>CAS053733CSBLUE <i>SPR-05121 10RM/CS</i></p>	44.10	2,205.00
3	10.00	RM	<p>0030 - Buff 8-1/2 X 11 ream Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond</p> <p>CAS053733RMBUFF <i>HAM-103325</i></p>	4.60	46.00
4	10.00	CS	<p>0040 - Buff 8-1/2 X 11 case Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (5,000/case)</p> <p><i>HAM-103325CT</i></p>	46.00	460.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	50.00	RM	BUFF 20-lb. Bond CAS053733CSBUFF 0050 - Canary 8-1/2 X 11 ream Recycled, Bond	4.41	220.50
6	50.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMCAN SPR - 05122 0060 - Canary 8-1/2 X 11 case Recycled, Bond	44.10	2,205.00
7	10.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSCAM SPR - 05122CT 0070 - Cherry 8-1/2 X 11 ream Recycled,	4.60	46.00
8	10.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMCHY HAM - 102210 0080 - Cherry 8-1/2 X 11 case Recycled,	46.00	460.00
9	20.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSCHY HAM - 102210CT 0090 - Goldenrod 8-1/2 X 11 ream Recycled,	4.41	88.20
10	10.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMGLD SPR - 05125 0100 - Goldenrod 8-1/2 X 11 case Recycled,	44.10	441.00
			20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	5.00	RM	CAS053733CSGLD <i>SPR - 05125 CT</i> 0110 - Gray 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	4.41	22.05
12	15.00	CS	<i>SPR - 05126</i> 0120 - Gray 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	44.10	661.50
13	50.00	RM	<i>SPR - 05126 CT</i> 0130 - Green 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	4.41	220.50
14	60.00	CS	CAS053733RMGRN <i>SPR - 05123</i> 0140 - Green 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	44.10	2,646.00
15	20.00	RM	CAS053733CSGRN <i>SPR - 05123 CT</i> 0150 - Ivory 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	4.41	88.20
16	20.00	CS	CAS053733RMIVY <i>SPR - 05127</i> 0160 - Ivory 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	44.10	882.00
17	20.00	RM	CAS053733CSIVY <i>SPR - 05127 CT</i> 0170 - Orchid 8-1/2 X 11 ream Recycled,	4.60	92.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	20.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond <i>HAM - 103770</i> 0180 - Orchid 8-1/2 X 11 case Recycled,	46.00	920.00
19	5.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond <i>HAM - 103770CT</i> 0190 - Pink 8-1/2 X 11 ream Recycled,	4.41	22.05
20	5.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMPNK <i>SPR - 05124</i> 0200 - Pink 8-1/2 X 11 case Recycled,	44.10	220.50
21	20.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSPNK <i>SPR - 05124CT</i> 0210 - Salmon 8-1/2 X 11 ream Recycled,	4.60	92.00
22	5.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond <i>HAM - 103119</i> 0220 - Salmon 8-1/2 X 11 case Recycled,	46.00	230.00
23	5,000.00	CS	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond <i>HAM - 103119CT</i> 0230 - White 8-1/2 X 11 Premium Xerographic	29.18	145,900.00
24	1,500.00	CS	White, Premium Bond, No. 1 Grade (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond GEP999705 <i>LOP - 08511</i> 0240 - White 8-1/2 X 11, Recycled- Case 20-lb. Bond	33.30	49,950.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
25	800.00	CS	White, No. 1 Grade (5000/Case) Premium Laser Xerographic 500 sheets per ream. 10 Reams per case GEP999916 <i>HAM 86700</i> 0250 - White 8-1/2 X 14, Premium Xerographic	42.93	34,344.00
26	800.00	CS	20#, Number 1 Grade, Premium Bond, (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond GEP999706 0260 - White 8-1/2 X 14, Recycled Bond	43.80	35,040.00
27	50.00	CS	White, No. 1 Grade (5000/case) Premium Laser Xerographic Or Equal 500 sheets per ream. 10 Reams per case 20-lb. Bond GEP999918 <i>HAM - 86704</i> 0270 - White 11 X 17 Recycled 20-lb. Bond	34.40	1,720.00
28	10.00	CS	white, No. 1 Grade, (2500/case) Premium Laser Xerographic Or Equal GEP999919 <i>HAM - H 162016</i> 0280 - White, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	65.70	657.00
29	10.00	CS	0290 - Blue, 8 1/2 x 11; 67# Vellum Bristol (2,000/case)	65.70	657.00
30	10.00	CS	0300 - Canary, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	65.70	657.00
31	10.00	CS	0310 - Gold, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	65.70	657.00
32	10.00	CS	0320 - Ivory, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	65.70	657.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
33	10.00	CS	0330 - Green, 8 1/2 x 11, #67 Vellum Bristol (2,000/case)	65.70	657.00
34	10.00	CS	0340 - Pink, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	65.70	657.00
35	10.00	CS	0350 - Orchid, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	65.70	657.00
36	10.00	CS	0360 - Tan, 8 1/2 x 11, 67# Vellum Bristol (2,000/case)	65.70	657.00
37	30.00	RM	0370 - White, 8 1/2 x 11, 65#, Cover, Smooth Finish, 96 Brightness Rating (250/ream)	8.85	265.50

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
LOUISIANA OFFICE PRODUCTS INC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF LOUISIANA OFFICE PRODUCTS
INCORPORATED, DULY NOTICED AND HELD ON APRIL 6th,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT FRANK B. GIOVINGO, 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.

Lydia Giovino

SECRETARY-TREASURER

4-5-16

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 LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: FRANK
B. GIOVINGO, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized PRESIDENT of OFFICE PRODUCTS (Entity),
the party who submitted a bid in response to Bid Number 50-00115911, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Frank A. Giovino
Signature of Affiant

FRANK A. GIOVINO
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 6 DAY OF April, 2016.

[Signature]
Notary Public

Donald P. Di Maggio
Printed Name of Notary

33195
Notary/Bar Roll Number

My commission expires AF Death.

[Print](#)

Notary Search - Detail

Name: MR. DONALD P. DIMAGGIO
Address: 5440 MOUNES ST. SUITE 108
ELMWOOD, LA 70123
Phone: (504) 734-8100
Phone 2: (504) 733-5143
Notary ID Number: 33195
Parish: JEFFERSON with authority in the following parishes:
ORLEANS, PLAQUEMINES, ST. BERNARD
Agency: N/A
Notary Type: Non Attorney
Status: Active
Commission Date: 08/26/1991
Oath Date: 08/02/1991
Surety Expiration Date: None
Annual Report Current: Yes

[Back to Search Results](#)[New Search](#)

INSURANCE REQUIREMENTS - BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. 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.

2. 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.

3. 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.

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. 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.

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

#29511

Form (Rev. November 2005) Department of the Treasury Internal Revenue Service	W-9		Request for Taxpayer Identification Number and Certification		Give form to the requester. Do not send to the IRS.
	Name (as shown on your income tax return) LOUISIANA OFFICE PRODUCTS INC.				
	Business name, if different from above				
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other ▶				
	Address (number, street, and apt. or suite no.) 210 EDWARDS AVE.				
Print or type See Specific Instructions on page 2.	City, state, and ZIP code HARRAHAN, LA. 70123		Requester's name and address (optional)		Exempt from backup withholding <input type="checkbox"/>
	List account number(s) here (optional)				

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 2.

Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number								

or

Employer identification number								
7	2	0	7	6	3	4	1	9

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
- I am a U.S. person (including a U.S. resident alien).

Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the instructions on page 4.)

Sign Here	Signature of U.S. person ▶ <i>Paul G. L. Blane</i>	Date ▶ <i>9/30/10</i>
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Purpose of Form

A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.

U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued).
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee.

In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.

For federal tax purposes, you are considered a person if you are:

- An individual who is a citizen or resident of the United States,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or
- Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information.

Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.

The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:

- The U.S. owner of a disregarded entity and not the entity.



Bid Number 50 – 00115911

**TWO (2) YEAR CONTRACT FOR BOND PAPER AND VELLUM BRISTOL
PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS**

BID DUE DATE: April 7, 2016 / 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
Melissa Ovalle
movalle@jeffparish.net
504-364-2687**

DATE: 3/23/2016

BID NO.: 50-00115911

INVITATION TO BID
THIS IS NOT AN ORDER

JEFFERSON PARISH

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

Page: 1

BUYER: MOVALLE@jeffparish.net

BIDS WILL BE RECEIVED IN THE PURCHASING DEPARTMENT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 4/07/2016 AND PUBLICLY OPENED THEREAFTER.

LATE BIDS WILL NOT BE ACCEPTED

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

NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

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

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

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

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

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

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

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

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

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212(B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. Sole proprietors submitting bids for public works projects shall within 10 days after bid opening submit sole proprietorship certification.

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. IN THE EVENT OF SPLIT AWARD, THE PURCHASING DEPARTMENT MAY CONTACT VENDORS TO REQUEST REQUIRED AFFIDAVITS. THOSE VENDORS WILL HAVE 10 DAYS FROM THE DATE OF NOTICE TO SUBMIT COMPLETE, SIGNED AND NOTARIZED AFFIDAVITS IN ORIGINAL FORMATS.

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

Preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA-R.S.38:2251-2261"

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

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

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

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

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

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

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

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

This Electronic Procurement System allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Please note requirements contained in this bid package for electronic bid submission.

Please visit the Purchasing Department webpage at <http://purchasing.jeffparish.net> to register and review Jefferson Parish solicitations.

The general specifications for construction projects and the purchase of materials, services and/or supplies are those adopted by the JEFFERSON PARISH Council by Resolution No. 113646 or 113647 dated 12/09/09. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10,12,13,15

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.
7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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 (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-155.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 3/23/2016

Page: 5

BID NO.: 50-00115911

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 Contract completion.

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

2-5 days ARO

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

N/A

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Mule-Durel, Inc.

ADDRESS: 5813 Plauche St.

CITY, STATE: New Orleans, LA ZIP: 70123

TELEPHONE: (504) 733-5707 FAX: (504) 734-7398

EMAIL ADDRESS: rob@muledurel.com

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form 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: \$ 303,027.80

AUTHORIZED SIGNATURE: [Signature]

Rob Ennis

Printed Name

TITLE: Owner

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.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>TWO (2) YEAR CONTRACT FOR BOND PAPER AND VELLUM BRISTOL PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS.</p> <p>*****</p> <p>THIS CONTRACT IS USED BY ALL PARISH DEPARTMENTS, THEREFORE MULTIPLE SHIP TO ADDRESSES WILL BE INVOLVED AND WILL BE ADDRESSED ON EACH CONTRACT PURCHASE ORDER.</p> <p>ALL DELIVERIES ARE TO BE FOB- DELIVERED INSIDE DESTINATION</p> <p>DELIVERIES SHALL BE WITHIN TWO (2) WORKING DAYS OF RECEIPT OF ORDER WITH THE EXCEPTION OF LARGE/BULK ORDERS, WHICH ARE DEFINED AS ANY ORDER IN THE EXCESS OF 40 CASES. ON LARGE ORDERS VENDOR IS EXPECTED TO PROVIDE A REASONABLE QUANTITY WITHIN 2 DAYS AND COMPLETION WITHIN 5 DAYS FROM RECEIPT OF ORDER.</p> <p>*****</p>		
1	30.00	RM	<p>0010 - Blue 8-1/2 X 11 ream Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CASMP2201BE</p> <p>CAS 053733RMBLUE</p>	\$ 4.75	\$142.50
2	50.00	CS	<p>0020 - Blue 8-1/2 X 11 case Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CASMP2201BECs</p> <p>CAS053733CSBLUE</p>	\$ 47.50	\$2375.00
3	10.00	RM	<p>0030 - Buff 8-1/2 X 11 ream Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond</p> <p>CAS053733RMBUFF CASMP2201BF</p>	\$ 4.75	\$47.50
4	10.00	CS	<p>0040 - Buff 8-1/2 X 11 case Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (5,000/case) CASMP2201BFCS</p>	\$ 47.50	\$475.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	50.00	RM	BUFF 20-lb. Bond CAS053733GGBUFF 0050 - Canary 8-1/2 X 11 ream Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMCAN CASMP2201CY	\$4.75	\$237.50
6	50.00	CS	0060 - Canary 8-1/2 X 11 case Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CASMP2201CYCS CAS053733GSCAM	\$47.50	\$2375.00
7	10.00	RM	0070 - Cherry 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CASMP2201CHE CAS053733RMCHY	\$4.75	\$47.50
8	10.00	CS	0080 - Cherry 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CASMP2201CHECS CAS053733GCHY	\$47.50	\$475.00
9	20.00	RM	0090 - Goldenrod 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CASMP2201GRP CAS053733RMGLB	\$4.75	\$95.00
10	10.00	CS	0100 - Goldenrod 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CASMP2201GRPCS	\$47.50	\$475.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	5.00	RM	CAS05373966GLD 0110 - Gray 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) CASMP2201GY 20-lb. Bond	\$4.75	\$23.75
12	15.00	CS	0120 - Gray 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) CASMP2201GYCS 20-lb. Bond	\$47.50	\$712.50
13	50.00	RM	0130 - Green 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) CASMP2201GN 20-lb. Bond	\$4.75	\$237.50
14	60.00	CS	CAS053733RMGRN 0140 - Green 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) CASMP2201GNCS 20-lb. Bond	\$47.50	\$2850.00
15	20.00	RM	CAS053733CSGRN 0150 - Ivory 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) CASMP2201IY 20-lb. Bond	\$4.75	\$95.00
16	20.00	CS	CAS053733RMIVY 0160 - Ivory 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) CASMP2201IYCS 20-lb. Bond	\$47.50	\$950.00
17	20.00	RM	CAS05373366IVY 0170 - Orchid 8-1/2 X 11 ream Recycled,	\$4.75	\$95.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	20.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CASMP2201OR	\$47.50	\$950.00
19	5.00	RM	0180 - Orchid 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CASMP2201ORCS	\$4.75	\$23.75
20	5.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CASMP2201PK CAS053733RMPNK	\$47.50	\$237.50
21	20.00	RM	0200 - Pink 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CASMP2201PKCS CAS053733CSPNK	\$4.75	\$95.00
22	5.00	CS	0210 - Salmon 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CASMP2201SN	\$47.50	\$237.50
23	5,000.00	CS	0220 - Salmon 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CASMP2201SNCS	\$30.80	\$154,000.00
24	1,500.00	CS	0230 - White 8-1/2 X 11 Premium Xerographic White, Premium Bond, No. 1 Grade (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond * <u>GEP999705</u> We claim LA state preference	\$35.10	\$52,650.00
			* <u>GEP999916</u> We claim LA State Preference.		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

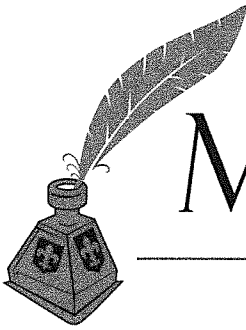
ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			White, No. 1 Grade (5000/Case) Premium Laser Xerographic 500 sheets per ream. 10 Reams per case <u>GEP999916</u> * We claim LA State Preference.		
25	800.00	CS	0250 - White 8-1/2 X 14, Premium Xerographic	\$ 44.48	\$35,584.00
			20#, Number 1 Grade, Premium Bond, (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond <u>GEP999706</u> * We claim LA State Preference.		
26	800.00	CS	0260 - White 8-1/2 X 14, Recycled Bond	\$ 49.48	\$39,584.00
			White, No. 1 Grade (5000/case) Premium Laser Xerographic Or Equal 500 sheets per ream. 10 Reams per case 20-lb. Bond <u>GEP999918</u> * We claim LA State Preference.		
27	50.00	CS	0270 - White 11 X 17-Recycled 20-lb. Bond	\$ 37.91	\$1895.50
			white, No. 1 Grade, (2500/case) Premium Laser Xerographic Or Equal <u>GEP999919</u> * We claim LA State Preference.		
28	10.00	CS	0280 - White, 8 1/2 x 11, 67# Vellum Bristol (2,000/case) WAU80211	\$ 54.50	\$545.00
29	10.00	CS	0290 - Blue, 8 1/2 x 11; 67# Vellum Bristol (2,000/case) WAU82321	\$ 64.43	\$644.30
30	10.00	CS	0300 - Canary, 8 1/2 x 11, 67# Vellum Bristol (2,000/case) WAU82331	\$ 64.43	\$644.30
31	10.00	CS	0310 - Gold, 8 1/2 x 11, 67# Vellum Bristol (2,000/case) WAU82431	\$ 64.43	\$644.30
32	10.00	CS	0320 - Ivory, 8 1/2 x 11, 67# Vellum Bristol (2,000/case) WAU82361	\$ 64.43	\$644.30

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00115911

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
33	10.00	CS	0330 - Green, 8 1/2 x 11, #67 Vellum Bristol (2,000/case) WAU82351	\$64.43	\$644.30
34	10.00	CS	0340 - Pink, 8 1/2 x 11, 67# Vellum Bristol (2,000/case) WAU82441	\$64.43	\$644.30
35	10.00	CS	0350 - Orchid, 8 1/2 x 11, 67# Vellum Bristol (2,000/case) WAU82421	\$64.43	\$644.30
36	10.00	CS	0360 - Tan, 8 1/2 x 11, 67# Vellum Bristol (2,000/case) WAU82381	\$64.43	\$644.30
37	30.00	RM	0370 - White, 8 1/2 x 11, 65#, Cover, Smooth Finish, 96 Brightness Rating (250/ream) WAU91904	\$12.08	\$362.40
<p>*** We claim Louisiana Preference on the following line items: 23, 24, 25, 26, 27.</p> <p>*** These products are manufactured by Georgia-Pacific Corp. at Port Hudson, Louisiana.</p>					



MULÉ-DUREL INC

— SUPPLYING BUSINESS PRODUCTS SINCE 1950 —

April 6, 2016

Ms. Melissa Ovalle
Jefferson Parish Purchasing Department
General Government Building
Suite 4400
Gretna, LA 70053

Re: Jefferson Parish Bid No. 50-00115911

Dear Ms. Ovalle,

This letter provides notice that we have submitted the requested support documents for items designated Louisiana Preference on Jefferson Parish Bid No. 50-00115911. Mule-Durel, Inc. will purchase Georgia-Pacific's Spectrum Multi-Use paper to fill this bid. These products are manufactured at Georgia-Pacific's Port Hudson mill in Zachary, Louisiana and are labeled as such directly on the products.

You will find that supporting documentation from Georgia-Pacific Corporation.

Please call if you have any questions.

Best Regards,

A handwritten signature in dark ink, appearing to read 'RE' followed by a stylized flourish or '70'.

Rob Ennis
Owner



Frank D. Walton
Georgia-Pacific Communication Papers

March 31, 2016

To whom it may concern:

All Georgia-Pacific Spectrum® brands papers are manufactured at the Port Hudson, Louisiana Mill in Zachary, Louisiana.

Feel free to contact me with any questions or concerns.

Thanks

Frank Walton

National Distribution Manager
Georgia-Pacific Consumer Products LP
678-516-6436

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Rob
Ennis, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Owner of Mule-Durel, Inc. (Entity),
the party who submitted a bid in response to Bid Number 50-00115911 to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

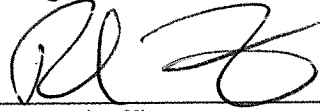
Choice B ☒ There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

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

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

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



Signature of Affiant

Rob Ennis

Printed Name of Affiant

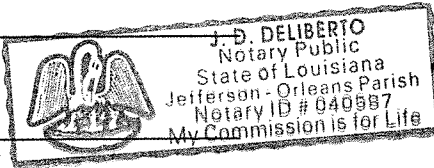
SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 6 DAY OF April, 2016

Notary Public

Printed Name of Notary

Notary Bar Roll Number



My commission expires _____.

[Print](#)

Notary Search - Detail

Name: MR. JOHN DAVID DELIBERTO JR.
Address: 316 CLEARVIEW PKWY.
METAIRIE, LA 70001

Phone: (504) 888-0849
Phone 2: (504) 888-0849

Notary ID Number: 40587
Parish: JEFFERSON with authority in the following parishes:
ORLEANS, PLAQUEMINES, ST. BERNARD
Agency: N/A
Notary Type: Non Attorney
Status: Active

Commission Date: 12/28/2004
Oath Date: 10/04/2004
Surety Expiration Date: 09/30/2019
Annual Report Current: Yes

Notary Events

Suspension	From: 02/27/2015	To: 03/06/2015
Suspension	From: 10/03/2014	To: 10/20/2014
Suspension	From: 02/27/2013	To: 05/08/2013
Parish Change	Previous Parish: ORLEANS	Previous Commission Date: 03/12/2001
Parish Change	Previous Parish: LIVINGSTON	Previous Commission Date: 08/27/1993

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)[New Search](#)

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Mule-Durel
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Mule-Durel
INCORPORATED, DULY NOTICED AND HELD ON 2-4-16,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Rob Ennis, 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

3/23/16

DATE



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/23/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Kennedy, Lewis, Renton & Assoc. Inc. 401 Whitney Ave, Suite 411 Gretna LA 70056		CONTACT NAME: Cheri Hebert PHONE (A/C, No, Ext): (504) 362-7700 FAX (A/C, No): (504) 362-7857 E-MAIL ADDRESS: chebert@kennedylewis.com	
INSURED Mule-Durel, Inc. 5813 Plauche St. Harahan LA 70123		INSURER(S) AFFORDING COVERAGE INSURER A: Starr Indemnity & Liability NAIC # 38318 INSURER B: Allstate Insurance Company INSURER C: Travelers Indemnity 25652 INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** CL1631403583**REVISION NUMBER:**

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC OTHER:			1000050471161	4/3/2016	4/3/2017	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			648730185	10/30/2015	10/30/2016	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ Uninsured motorist combined \$ 100,000
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N	N/A	IEUB-6B74635-8-16	3/29/2016	3/29/2017	PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Bid No: 50-00115911

CERTIFICATE HOLDER**CANCELLATION**

SEE NOTES FOR CERTIFICATE HOLDER NAME
Purchasing Department
200 Derbigny Street
Suite 4400
Gretna, LA 70053

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

Chad Renton/CHAD

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COMMENTS/REMARKS

THE PARISH OF JEFFERSON, ITS DISTRICTS, DEPARTMENTS AND AGENCIES UNDER THE DIRECTION OF
THE PARISH PRESIDENT AND THE PARISH COUNCIL

Form W-9 (Rev. October 2007) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.								
Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) Mule-Durel, Inc.									
	Business name, if different from above									
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶									
	Address (number, street, and apt. or suite no.) 5813 Plaque St. City, state, and ZIP code New Orleans, LA 70123	Requester's name and address (optional)								
	List account number(s) here (optional)									
Part I Taxpayer Identification Number (TIN)										
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I Instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see <i>How to get a TIN</i> on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.										
<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td style="width: 60%;">Social security number</td> <td style="width: 40%;"></td> </tr> <tr> <td colspan="2" style="text-align: center;">OR</td> </tr> <tr> <td>Employer identification number</td> <td></td> </tr> <tr> <td>72</td> <td>0403604</td> </tr> </table>			Social security number		OR		Employer identification number		72	0403604
Social security number										
OR										
Employer identification number										
72	0403604									
Part II Certification										
Under penalties of perjury, I certify that:										
1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. citizen or other U.S. person (defined below).										
Certification instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. See the instructions on page 4.										
Sign Here	Signature of U.S. person ▶ <i>Sylvia Single</i>	Date ▶ 09-27-10								
General Instructions										
Section references are to the Internal Revenue Code unless otherwise noted.										
Purpose of Form										
A person who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA.										
Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to:										
1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.										
Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9.										
Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:										
<ul style="list-style-type: none"> • An individual who is a U.S. citizen or U.S. resident alien, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, • An estate (other than a foreign estate), or • A domestic trust (as defined in Regulations section 301.7701-7). 										
Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income.										
The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:										
<ul style="list-style-type: none"> • The U.S. owner of a disregarded entity and not the entity. 										