

DATE: 2/18/2020

BID NO.: 50-00129279

**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  Per Region 4 contract

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  N/A

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

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME:  Office Depot, Inc

ADDRESS:  6600 Military Trail

CITY, STATE:  Boca Rotan, FL  ZIP:  33496

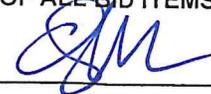
TELEPHONE:  ( 855 ) 337-6811 ext 16034  FAX:  ( 561 ) 438-8712

EMAIL ADDRESS:  amanda.scruggs@officedepot.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: \$  \$347,724.73

AUTHORIZED SIGNATURE:  

Chris Edler   
Printed Name

TITLE:  Vice 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.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	30.00	RM	<p>TWO (2) YEAR CONTRACT FOR THE SUPPLY OF BOND PAPER ON AN AS NEEDED BASIS FOR ALL JEFFERSON PARISH DEPARTMENTS</p> <p>0010 - Blue 8-1/2 X 11 ream Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond</p> <p>CAS 053733RMBLUE HAM103309</p> <p>TWO (2) YEAR CONTRACT FOR BOND PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS</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>	\$5.00	\$150.00
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) 20-lb. Bond</p> <p>CAS053733CSBLUE HAM103309CS</p>	\$40.96	\$2048.00
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 HAM103325</p>	\$5.01	\$50.10
4	10.00	CS	<p>0040 - Buff 8-1/2 X 11 case Recycled, Bond</p>	\$50.10	\$501.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	50.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) BUFF 20-lb. Bond  CAS053733CSBUFF HAM103325CS  0050 - Canary 8-1/2 X 11 ream Recycled, Bond		
			20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMCAN HAM103341	\$5.22	\$261.00
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  CAS053733CSCAM HAM103341CS	\$40.96	\$2048.00
7	10.00	RM	0070 - Cherry 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMCHY HAM102210	\$5.01	\$50.10
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  CAS053733CSCHY HAM102210CS	\$50.10	\$501.00
9	20.00	RM	0090 - Goldenrod 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMGLD	\$5.01	\$100.20

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	10.00	CS	HAM103168 0100 - Goldenrod 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSGLD HAM103168CS	\$5.01	\$50.10
11	5.00	RM	0110 - Gray 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond HAM102889	\$5.01	\$25.05
12	15.00	CS	0120 - Gray 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond HAM102889CS	\$50.00	\$750.00
13	50.00	RM	0130 - Green 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMGRN HAM103366	\$5.22	\$261.00
14	60.00	CS	0140 - Green 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSGRN HAM103366CS	\$40.96	\$2,457.60
15	20.00	RM	0150 - Ivory 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	\$5.01	\$100.21

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	20.00	CS	CAS053733RMIVY HAM103176  0160 - Ivory 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	\$5.01	\$100.21
17	20.00	RM	CAS053733CSIVY HAM103176CS  0170 - Orchid 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	\$5.51	\$110.27
18	20.00	CS	HAM103770  0180 - Orchid 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	\$55.13	\$1,102.27
19	20.00	RM	HAM103770CS  0190 - Pink 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	\$5.01	\$100.20
20	5.00	CS	CAS053733RMPNK HAM103382  0200 - Pink 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	\$40.96	\$204.80
21	20.00	RM	CAS053733CSPNK HAM103382CS  0210 - Salmon 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic	\$5.01	\$100.20

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	10.00	CS	(500/ream) 20-lb. Bond  HAM103119		
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  HAM103119CS	\$50.10	\$501.00
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  GEP999705 UNVWHITETOP	\$29.99	\$149,950.00
25	1,500.00	CS	0240 - White 8-1/2 X 11, Recycled- Case 20-lb. Bond  White, No. 1 Grade (5000/Case) Premium Laser Xerographic 500 sheets per ream. 10 Reams per case  GEP999916 CAS054901	\$38.99	\$58,485.00
26	200.00	CS	0250 - White 8-1/2 X 14, Premium Xerographic  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 CAS0X9004	\$75.74	\$113,602.50
			0260 - White 8-1/2 X 14, Recycled Bond  White, No. 1 Grade (5000/case) Premium Laser Xerographic Or Equal 500 sheets per ream. 10 Reams per case 20-lb. Bond  GEP999918	\$62.24	\$12,448.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	50.00	CS	CAS054904  0270 - White 11 X 17 Recycled 20-lb. Bond white, No. 1 Grade, (2500/case) Premium Laser Xerographic Or Equal  GEP999919 CAS054907	\$43.35	\$2,167.55

## **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*

Office Depot's response is contingent upon Jefferson Parish's acceptance of the pricing, and terms and conditions as set forth in the OMNIA Partners/Region 4 ESC Office Supplies and School Supplies Master Agreement.

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Texas

PARISH/COUNTY OF Travis

BEFORE ME, the undersigned authority, personally came and appeared: \_\_\_\_\_  
Chris Edler, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Vice President of Office Depot, Inc. (Entity), the party who submitted a bid in response to Bid Number 50-00129279, 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 X 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   X   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.

*[Handwritten Signature]*

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

Chris Edler

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

SWORN AND SUBSCRIBED TO BEFORE ME  
ON THE 9 DAY OF March, 2020

*Kristy Kahler*

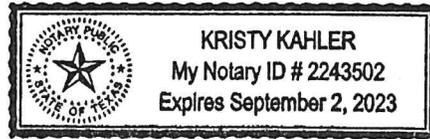
\_\_\_\_\_  
Notary Public

*Kristy Kahler*

\_\_\_\_\_  
Printed Name of Notary

*2243502*

\_\_\_\_\_  
Notary/Bar Roll Number



My commission expires 9/2/2023

## STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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

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

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

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

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
\_\_\_\_\_  
INCORPORATED.

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

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

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

\_\_\_\_\_  
SECRETARY-TREASURER

\_\_\_\_\_  
DATE



**SECRETARY'S CERTIFICATE**

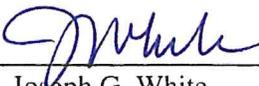
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The undersigned, Joseph G. White, hereby certifies that he is Assistant Secretary of Office Depot, Inc., a corporation incorporated under the General Corporation Law of the State of Delaware, United States of America (the "Corporation"), and that, as such, he is authorized to execute this Certificate on behalf of the Corporation, and further certifies that:

- 1. The Corporation is a corporation duly incorporated and in good standing under the laws of the State of Delaware; and
- 2. Christopher M. Edler serves as Vice President, Inside Sales, and as such, he is authorized to execute bids and contracts for the sale of office supplies and other related office products and services, on behalf of the Corporation.

IN WITNESS WHEREOF, the undersigned has hereunder set his hand and the seal as of the Corporation as of this 15<sup>th</sup> day of May 2019.

OFFICE DEPOT, INC.

By   
Joseph G. White  
Assistant Secretary

SEAL





# CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/30/2019

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 have ADDITIONAL INSURED provisions or 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).

<b>PRODUCER</b> License # 4682 Dallas, TX-HUB International Insurance Services 700 N. Pearl Street, Suite N1700 Dallas TX 75201	<b>CONTACT NAME:</b> PHONE (A/C, No., Ext): 877-728-2826	FAX (A/C, No):
	E-MAIL ADDRESS: dallascerts@hubinternational.com	
<b>INSURED</b> OFFIDEP-02 Office Depot, Inc. & its Wholly Owned Subsidiaries Including CompuCom Systems, Inc. 6600 North Military Trail Boca Raton FL 33496		<b>INSURER(S) AFFORDING COVERAGE</b>
		<b>NAIC #</b>
		<b>INSURER A:</b> National Union Fire Insurance Company of Pittsburg 19445
		<b>INSURER B:</b> ACE Property & Casualty Insurance Company 20699
		<b>INSURER C:</b> New Hampshire Insurance Company 23841
		<b>INSURER D:</b> American Home Assurance Company 19380
		<b>INSURER E:</b> Illinois National Insurance Company 23817
		<b>INSURER F:</b>

**COVERAGES** **CERTIFICATE NUMBER: 232450788** **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	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Self-Insured Ret (SIR) \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 6939089	11/1/2019	11/1/2020	EACH OCCURRENCE	\$ 1,000,000
							DAMAGE TO RENTED PREMISES (Ea occurrence)	\$ 1,000,000
							MED EXP (Any one person)	\$
							PERSONAL & ADV INJURY	\$ 1,000,000
							GENERAL AGGREGATE	\$ 15,000,000
							PRODUCTS - COMP/OP AGG	\$ 2,000,000
								\$
A A A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 7093352 (AOS) CA 7093351 (VA) CA 7093350 (MA)	11/1/2019 11/1/2019 11/1/2019	11/1/2020 11/1/2020 11/1/2020	COMBINED SINGLE LIMIT (Ea accident)	\$ 5,000,000
							BODILY INJURY (Per person)	\$
							BODILY INJURY (Per accident)	\$
							PROPERTY DAMAGE (Per accident)	\$
								\$
B	<input type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			XOO G27919431 005	11/1/2019	11/1/2020	EACH OCCURRENCE	\$ 5,000,000
							AGGREGATE	\$ 5,000,000
								\$
C D E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		Y/N N	N/A	WC 013778873 (AOS) WC 013778868 (CA) WC 013778869 (FL)	11/1/2019 11/1/2019 11/1/2019	11/1/2020 11/1/2020 11/1/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 2,000,000 E.L. DISEASE - EA EMPLOYEE \$ 2,000,000 E.L. DISEASE - POLICY LIMIT \$ 2,000,000
C C A	Work Comp (NA, WI, ND, VA, WY) WC - (AK, AZ, KY, NC, NJ, NH, PA, UT, VA) Excess Work Comp (IL, OH)			WC 01377871 WC 013778872 XWC 4595560	11/1/2019 11/1/2019 11/1/2019	11/1/2020 11/1/2020 11/1/2020	SIR - \$1,000,000	LIMITS AS ABOVE LIMITS AS ABOVE LIMITS AS ABOVE

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
 Non-Subscription Policy (TX)  
 Carrier: Great American Excess & Surplus  
 Policy Number: ECA 3719287  
 Policy Period: 11/1/2019 - 11/1/2020  
 Limits: Self-Insured Retention (Per Occurrence): \$1,000,000 - Combined Single Limit (Per Covered Employee): \$5,000,000 - Combined Single Limit (Per Occurrence): \$25,000,000

**CERTIFICATE HOLDER****CANCELLATION**

For Information Only

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

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March 10, 2019

Jefferson Parish  
Attn: Donna Ramey  
West Bank Purchasing Dept, Suite 4400  
General Government Building  
200 Derbigny Street  
Gretna, LA 70053

RE: Bid/RFP # 50-00129279

Dear Ms. Ramey:

Office Depot, Inc. ("Office Depot") respectfully requests an opportunity to provide an alternate proposal to the Bid/RFP referenced above.

It is Office Depot's intention to provide Jefferson Parish with a formal proposal to consider the use of the Region 4 ESC / OMNIA Partners, Public cooperative contract program in response to the referenced Bid/RFP. The pricing and other terms and conditions of the Region 4 ESC / OMNIA Partners, Public program – Office Supplies – Contract Number R190303 & School Supplies Contract R190502 – shall take precedence over any other terms and conditions if Office Depot is selected.

Upon reviewing the original request, we found the following conditions within the Region 4 ESC program to exceed your requirements as set forth in the Bid/RFP. Specifically, the Region 4 ESC program offers the following:

1. **National Bid – Lead Agency – Region 4 Education Service Center (Houston, TX)**
  - Reduces administrative burden
  - Inter-local contract that allows piggy-backing
  - Cooperative Partner – OMNIA Partners, Public
2. **Market Competitive Pricing:**

- Core List: More than 1300 high-use Office Supply and 1300 high-use School Supply items with market competitive pricing will be designated as Core List items. The Core List includes certain paper, ink and toner items.
- Additional Optional Core List: Available for eligible participants
- Discount from Web Pricing for BSD Catalog: Office Depot will offer Discount from Web by Product Category pricing for items listed in the primary printed catalog in use for account customers (also known as “contract” customers) of the Business Solutions Division that is in circulation at the time of the order (“BSD Catalog”), subject to pricing updates. Pricing for items within the BSD Catalog will be as set forth on Office Depot’s Business Solutions Division website located at <https://business.officedepot.com>.

Product Category	Discount from Web
Printers, Telephones, Mobility, Memory, Drives, Custom Business Essentials, Audio and Video, Monitors & Projectors, Marketing/Visual Services	Web Match
PC Accessories, Ink Jet Cartridges, Blank Media, Electronic Labeling	15%
Furniture, Binding Machines, Laminating Supplies, Dated Books/Refills, Calendars, Seating, Labels, Breakroom, Currency, Security, Chests, Paper Trimmers, Cash Registers, Time Clocks, Presentation	20%
Binders, Report Covers, Indexes, Dividers, Sheet Protectors, Paper, School Supplies, Office Accessories, Office Essentials, Clean/Personal Care, Specialty Paper, Stationery & Cards	25%
Business Notetaking, Contact Management, Forms, Mailroom/Shipping, Writing, Filing, General Office Paper	30%

- Pricing Updates:
  - Core List pricing may be updated quarterly, in January, April, July and October of each year. Items such as paper, ink, toner and janitorial papers, tissues and trash bag liners, and janitorial chemicals may update more frequently when extreme market conditions are present.
  - Non-Core List Items that are identified in the BSD Catalog will be updated on a quarterly basis, in January, April, July and October of each year. Non-core list items will be updated based on a quarterly snap-shot of web-based market competitive pricing, with agreed upon additional discounts from the web price by product categories.
  - Paper, Ink, Toner, and Janitorial Papers, Tissues and Trash Bag Liners: Pricing for any of these items (on either the Core List or as part of the Non-Core List Items) will be based upon market conditions. Office Depot will provide Region 4 ESC with thirty (30) days’ notice, for the Lead Agency’s approval prior to being passed through to Participating Agencies.

- Non-Core List Items that are not identified in the BSD Catalog: Non-Core List Items that are not identified in the BSD Catalog, but which are identified on [www.officedepot.com](http://www.officedepot.com) at the time of the order will be priced at the regular sales price (promotions excluded) as set forth on [www.officedepot.com](http://www.officedepot.com) at the time of order. Please note that there are some exceptions to this Non-Core, Non-BSD Catalog pricing which can be found in the Region 4 ESC / OMNIA Partner, public Agreement. Non-Core Items that are not identified in the BSD Catalog and/or not on [www.officedepot.com](http://www.officedepot.com) at the time of the order shall not be subject to this pricing methodology. Rather, prices for these items, will be established by Office Depot and will be presented to the Participating Agency at time of order placement.
3. **Copy and Print and Custom Printing Services:** Office Depot offers aggressive fixed pricing on over 800 frequently purchased printing formats. Such pricing shall be based upon market conditions and will be reviewed on a quarterly basis. Office Depot will provide Region 4 ESC with thirty (30) days' notice of any price updates. Custom printing services, including custom imprinting services and large format prints, may be custom priced at a discount off of the local retail price at the time of the order.
  4. **Rebates:** In addition to receiving competitive pricing through the Region 4 ESC / OMNIA Partners, public contract, Jefferson Parish may also qualify for volume and copy & print category rebate incentives.

We understand that Jefferson Parish has followed a very specific process with respect to this solicitation, and we understand that Jefferson Parish is willing to consider alternative cooperative purchasing arrangements after the review of the submitted proposals are completed.

In the event of an award, your account manager Amanda Scruggs will be your primary point of contact for all your needs, including implementation, ship to and user setups, and any questions you may have regarding your account.

We are sincerely interested in continuing to develop a beneficial partnership with Jefferson Parish.

Thank you for your consideration of this request.

Sincerely,



Chris Edler  
Vice President