

DATE: 11/13/2017

INVITATION TO BID  
THIS IS NOT AN ORDER

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BID NO.: 50-00121555

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DMEVANS

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

JEFFERSON PARISH reserves the right to cancel all or any part of an order 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 at any time and for any reason by issuing a THIRTY (30) day written notice to the contractor.

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

5-7 Days ARO

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

—

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

—

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: \_\_\_\_\_

N/A

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

**\*\*\* ALL BIDDERS MUST COMPLETE SECTION BELOW \*\*\***

FIRM NAME:

STS Worldwide, Inc

SIGNATURE:

(Must be signed here)

Carol Mares

TITLE:

Bid Analyst

PRINT OR TYPE NAME:

Carol Mares

ADDRESS:

75 Niell St.

CITY, STATE:

Bolchester CT

ZIP:

06415

TELEPHONE:

809 642 7354

FAX:

809 432-2842

EMAIL ADDRESS:

bids@ssww.com

TOTAL PRICE OF ALL BID ITEMS: \$ 7060.39

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	4.00	PK	ONE TIME PURCHASE OF VARIOUS ARTS AND CRAFTS  0001 Crayola Ultra-Clean Washable Marker Classpack.  Worry free ink washes from skin and most clothing. Sturdy, reusable lift-lid box contains 200 markers, 25 each of 8 colors: red, orange, green, yellow, blue violet, brown, black. Brand: Crayola Item: Not available. <b>SC 550</b> See photo attached.	62.40	249.60
2	8.00	PK	0002 Color Splash Liquid Tempera Paint, Top quality color splash liquid tempera  is in gallon sized 4-packs complete with 4 free paint pumps. One gallon of each color: orange, green, brown, black. Brand: Item: PT3267	39.80	318.40
3	8.00	PK	0003 Color Splash Liquid Tempera Paint, Top-quality color splash liquid tempera  is in gallon sized 4-packs complete with 4 free paint pumps. One gallon of each color: violet, turquoise, red, and magenta. Brand: Item: PT3451	39.80	318.40
4	14.00	PK	0004 Color Splash Fabric Paint Assort Non-toxic bright colors. 4 ounce bottles  with applicator tip and screw top allow for detailed raised designs on fabric, vinyl, wood, plaster, paper mache, etc. Pack of 12 includes: red, blue, yellow, green, orange, purple, magenta, white, turquoise, pink, and 2 black. Brand: Item: PT3315	10.50	147.00
5	16.00	GL	0005 Elmer's Glue All Gallon New stronger formula glue-all is great  for wood, paper, cloth and endless gluing projects. Sets fast and dries clear. Features a no-clog twist cap. Brand: Elmer's Item: No number available. <b>GL627</b>	11.65	186.40
6	4.00	EA	0006 DVD/CDG/MP3G Karaoke System with 7-inch TFT Color Screen and Record <b>19235</b>	156.00	624.00

**S&S WORLDWIDE**  
**75 MILL STREET**  
**COLCHESTER, CT 06415**

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00121555

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	15.00	EA	Function. Easily read song lyrics on 7inch TFT digital color screen. Includes 300 free MP3G songs on two discs. Accepts aux input to be used with most personal devices. Includes 2 microphones with volume control. 90 day warranty. Brand: Karaoke USA Item: GF844 See attached for full specs. 19235	24.00	360.00
8	50.00	PK	0007 Laminated Gigantic Wall Calendar Huge and highly readable, 48in by 72in  laminated calendar makes your schedule easy for everyone to see. Printed in black with gloss polyester laminate designed for dry-erase markers. Four grommets make hanging easy. daily activity spaces measure 9 1/8in by 6 1/4in and feature guide rules. Brand: Item: LR2154	14.12	706.00
9	24.00	PK	Individual or group activity for any season. White beach ball is .25mm thick, approximately 25 percent thicker than the average beach ball. 12Inch Pack of 12. Brand: Item: SL5149  0009 Bandana, Patriotic Colors Cotton bandanas in assorted patriotic  designs. 21 1/2inch square. 100 percent cotton. Pack of 12. Brand: Item: SL5560	9.30	223.20
10	10.00	EA	0010 Red and White Striped Table Skirt This striped table skirt will make any  plain table pop. Plastic, 14ft by 29in. Brand: Not available Item: Not available See attached for image. SL5470	4.60	46.00
11	5.00	ROLL	0011 Red and White striped tablecloth Easily create a festive carnival look  with this Red and White Striped Tablecloth. 40in by 100ft roll. P76-5  Solid colors available only Blue, Bright pink, green, orange, purple, red, white + yellow	12.80 ea select color	64.00

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

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ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	5.00	PK	<p>Brand: Not available Item: Not available</p> <p><i>deluxe floral Leis</i> 0012 Mahalo Patriotic Leis <i>pk/12</i> Say Aloha to Patriotic Pride with this <i>pk/12</i> <i>Assorted color silk flowers</i> Mahalo Leis. Red, white, and blue floral Leis. Polyester. 36in by 4in. Pack of 12. Brand: Not available <i>3"</i> <i>SL2660</i> Item: Not available</p>	4.15	20.75
13	2.00	PK	<p><i>Patriotic Novelty Pack</i> 0013 Mega Patriotic Assortment This 4th of July toy assortment is the  perfect start to your patriotic party. <i>SL5760</i> Assortment may vary. 250 pieces. Brand: Not available Item: Not available</p>	44.30	88.60
14	48.00	PK	<p>0014 Small Cloth American Flags on Stick Each <i>12"</i> flag is on a wooden stick.  Made in the USA, pack of 12. <i>SL5568</i> Brand: Not available Item: Not available</p>	7.35	352.80
15	10.00	EA	<p>0015 Standard Dual Temp Glue Guns Glue guns are fast, safe, and easy to  use for nearly every kind of project. Trigger fed. UL listed. Brand: Item: GL505</p>	8.75	87.50
16	15.00	PK	<p>0016 Standard Glue Sticks Standard size multi-temperature general  purpose glue sticks. Use in either high, low, or dual temp hot glue guns. Great for paper, cardboard, wood, craft projects and more. Working time range: 35 to 45 seconds. Pack of 30. brand: Item: GL618</p>	2.80	42.00
17	1.00	PK	<p>0017 Round Tip Brush Assortment Classroom sized value. Pack of 144  round-head brushes. 12 sizes, 12 brushes per size. Packed in a clear tub for easy identification and storage. Brand: Item: AB3752</p>	67.90	67.90
18	1.00	PK	<p>0018 Flat Tip Brush Assortment Classroom sized value. Pack of 144 flat <i>AB3753</i></p>	67.90	67.90

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

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SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
19	4.00	PK	head brushes. 12 sizes, 12 of each size. Packed in a clear tub for easy identification and storage. Brand: Item: AB3753	48.30	193.20
20	4.00	PK	0019 Crayola Classpack Markers & Crayons . Convenient classpack of 256 total pieces  includes 128 regular crayons and 128 broad line markers. includes 16 each of 8 classic crayon and marker colors: red orange, yellow, green, blue, violet, brown, and black. Brand: Crayola Item: 5233490000	48.30	193.20
21	50.00	PK	0021 <i>Color Me Visors</i> Patriotic Visors Kids decorate their own 4th of July visors. Add your own embellishments such as foam shapes, jewels, sequins, or paint. Adjust each foam visor to the size you need. <i>Assorted colors</i> . 24 inch Accessories not included. Pack of 12. Brand: Not available item: Not available	15.40	770.00
22	16.00	EA	0022 Color Me Banner White nylon banner is ready to color  with fabric markers, paint, and more. Features include grommets for hanging, ties, and a sleeve for holding a dowel. Decorating materials sold separately. Size: 3ft by 10ft. Brand: Item: FA3352	6.45	103.20
23	4.00	ROLL	0023 Double Ticket Rolls 2,000 consecutively numbered double roll tickets. One ticket has a space for name and address on back. Color: Any color Brand: Item: SL75	4.40	17.60

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ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
24	8.00	PK	0024 Tachikara 2-Ply Playground Balls These 8 1/2inch playground balls are  constructed of top-grage rubber cover of double thickness. Durable enough for any activity. Sold in a set of 6, one of each color: red, orange, yellow, purple, blue, green. Brand: Tachikara Item: Not available	22.20	177.60
25	14.00	PK	0025 Crayola Washable Dry-Erase Markers brightly hued dry erase markers wash  clean from hands and clothing and easily wipe off dry-erase surfaces. Fine line markers, 12 assorted bold colors. Conical tips, low odor ink. Non-toxic. Brand: Crayola item: Not available	6.10	85.40
26	2.00	PK	0026 Procion Cold Water Dye, Assortment When mixed with soda ash, cold water dye  is permanent, color fast, and washable. Great for tie-dye and dyeing fabrics. 8ounce, 8-color assortment of yellow, orange, red, fuchsia, turquoise, blue, green and black. Brand: Procion Item: Not available.	102.00	204.00
27	10.00	PK	0027 10-Color Kraft Tape, Assortment Includes a 10-color array of popular  crepe-finish decorative paper crafting tape (not masking tape). Each roll is 1 inch wide by 60 yards long. 600 total yards. 3 inch core. Brand: Item: AS654	26.40	264.00
28	3.00	EA	0028 Kraft Paper Rolls. heavyweight 50 pound smooth surface  paper, also called 'butcher paper', is perfect for large murals, backdrops, bulletin boards, large drawings, block prints or protecting work areas. White, 36 inch by 1,000 feet. Brand: Item: PE121	49.50	148.50
29	5.00	PK	0029 Pacon Super Value Poster Board Economy poster boards in a recloseable	9.50	47.50

PE1747  
Asst Colors - PE1754 \$16.20 pk/50  
White - PE1747 - \$9.50 PK/50

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

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ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			carton for easy storage. 50 sheets per carton. 22 inch by 28 inch. Recycled and Recyclable. Brand: Pacon Item: 76510		
30	2.00	EA	0030 Map Quest Game Use team work and build geography skills while playing a variety of games and activities like 'Team Map Maze', 'Name the State', 'Name the Capital' on the huge 7ft by 11ft map. Printed on two sections of PVC mat material with sewn perimeter and hook and loop connection down the middle. Includes activity guide Brand: Item: W11915	112.80	225.60
31	8.00	EA	0031 Hoop Storage Bag, 36 inch. Conveniently stores up to twelve 36inch, twelve 30 inch, and twelve 24 inch diameter hoops. Quality constructed bag features a 2-way zipper with a large opening for easy access, a handle and strap for carrying and a mesh front for instant visual check of contents. bag measures approx. 39 inch diameter and 10 inch wide. Brand: Item: W10346	10.00	80.00
32	4.00	PK	0032 Sport Sunglasses, Youth Size Sporty sunglasses in assorted styles and radical colors fit snugly for active fun. Youth sizes. Pack of 12. Brand: Item: SL1341	7.68	30.72
33	4.00	PK	0033 Black Nomad Sunglasses, Adult Sizes Classic styling with UV blocking lens, metal detailing, adult size. Pack of 12. Brand: Item: SL1302	11.00	44.00
34	2.00	EA	0034 Patriotic Parachute. Patriotic flag inspired parachute that features red, white, and blue panels and 50 stars representing the 50 states. 12ft diameter parachute is made with durable polyester fabric. Designs uses 1inch wide webbing for the 12 handles,	33.70	67.40
S&S WORLDWIDE 75 MILL STREET COLCHESTER, CT 06415					

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

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35	7.00	PK	<p>stitched around the perimeter for added strength and can be used to hold onto the parachute. Brand: Item: W12830</p> <p>0035 Tru-Ray Sulphite Construction Paper 9 Inch by 12 Inch, 10-color assortment,</p> <p>76 pound paper, high bulk and high strength, with long, strong, sulphite-dyed fibers that score, fold and curl evenly. Fade-resistant colors. 500 sheets per pack. Brand: Pacon Tru-Ray Item: 6588</p>	12.90	90.30
36	20.00	PK	<p>0036 Designer Canvas Board Set II Real artist stretched canvas pre-printed</p> <p>with ready to paint designs. Color with oils, acrylic paints, or markers. Two of each six broad appeal designs. Pack of 12. 6 1/2 Inch square. Brand: Item: PS1398</p>	9.40	188.00
37	2.00	PK	<p>0037 Hook and Loop Self-Adhesive Coins Self-adhesive hook and loop coins.</p> <p>100 sets in a handy dispenser box. 5/8 inch. brand: Item: <del>W10346</del></p>	9.30	18.60
38	4.00	PK	<p>0038 Color Splash Dough unscented, non-toxic modeling dough that packs extra color punch. Comes in 3 pound reusable tubs: 6 tubs of assorted colors in each set. Ideal for very young children. Dough can be painted or baked for more advanced projects. Water clean-up. Brand: Item: CL319</p>	35.28 PL6	141.12
					\$ 7060.39

S&S WORLDWIDE  
75 MILL STREET  
COLCHESTER, CT 06415



11/14  
website

10630421

11/17 REC  
CM



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

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**5000121555 ONE TIME PURCHASE OF VARIOUS ARTS AND CRAFTS**  
Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

14-Nov-2017 07:21:55 AM

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**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: DMEVANS@jeffparish.net

Bids will be received until 11:00 AM, 11/17/2017 via online at [www.jeffparishbids.net](http://www.jeffparishbids.net) or by hand delivery, USPS mail or other courier service to Purchasing Department, 200 Derbigny Street (General Government Building), Suite 4400, Gretna, LA 70053. For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only.

All bids 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. A copy of these resolutions 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 [purchasing.jeffparish.net](http://purchasing.jeffparish.net) and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Further, a current W-9 form and respective Tax Identification number must be supplied upon contract execution, should you be awarded a contract and/or issued purchase order. Failure to do so may result in delay of payment.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. JEFFERSON PARISH will accept one price for each item unless otherwise indicated. Two or more prices for one item will result in bid rejection. Bidders are required to complete, sign and return the bid form and/or complete and return the associated line item pricing forms as indicated. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

PROTESTS: Only those vendors that submitted a bid in response to this solicitation may submit a protest in writing to the Director of the Purchasing within 48 hours of bid opening. The Purchasing Director will review it in connection with the Parish Attorney's Office as appropriate and a written response will be provided as soon as possible.

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

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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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.

All formal Addenda require written acknowledgment 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.

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.

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

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

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

## INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

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



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.

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.