



**Bid Number 50-00117848**

**SIX (6) MONTH CONTRACT FOR THE SUPPLY OF CALENDARS FOR ALL  
JEFFERSON PARISH DEPARTMENTS AND AGENCIES**

**BID DUE: OCTOBER 6, 2016 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

Ret 1,788

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Buyer Name: Misty A. Camardelle  
Buyer Email: mcamardelle@jeffparish.net  
Buyer Phone: 504-364-2683**

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. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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).

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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

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

**Please visit 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(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. 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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
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-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA – RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session – Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission: and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to 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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 5/1/2017

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 1-5 days ARO

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

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

FIRM NAME: MyOfficeProducts, LLC dba Unity Education Resources

ADDRESS: 22 Century Blvd, Suite 420

CITY, STATE: Nashville, TN ZIP: 37214

TELEPHONE: ( 877 ) 489-9201 FAX: ( 877 ) 489-9199

EMAIL ADDRESS: ken.ash@unityeducate.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.

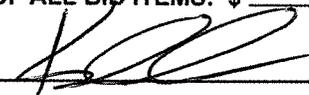
Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \$35,760.14

AUTHORIZED SIGNATURE: 

Kenneth Ash

Printed Name

TITLE: Vice President of Sales

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.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	100.00	EA	SIX (6) MONTH CONTRACT FOR THE SUPPLY OF CALENDARS FOR ALL JEFFERSON PARISH DEPARTMENTS AND AGENCIES  0001 MONTHLY APPOINTMENT BOOKS AAG70120P05 - 3/4" X 6 7/8" BLACK - 2017	20.25	\$2,025.00
2	100.00	EA	12 MONTHS (JANUARY - DECEMBER) MONTHLY CALENDAR APPOINTMENT SECTION PAST, CURRENT, AND FOUR FUTURE MONTHS TELEPHONE / ADDRESS PAGE PERFORATED MEMO SECTION  0002 DAILY DESK APPOINTMENT BOOK DAYMINDER AT-A-GLANCE NO. AAGG100H00  PAGE SIZE 4-7/8" X 8". QUARTER-HOURLY APPOINTMENTS, COLOR: BLACK. NON-REFILLABLE. YEAR 2017  12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENT, 7:00 A.M. - 7:45 P.M.: 1 DAY PER PAGE PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE CURRENT AND FUTURE MONTHS REFERENCE JULIAN DATES	17.3	\$1,730.00
3	135.00	EA	0003 WEEKLY CLASSIC PROFESSIONAL BOOK AT-A-GLANCE NO. AAG709500517. WEEKLY  APPOINTMENT BOOK SIZE 8-1/4" X 10-3/8" RULED FOR QUARTER-HOUR APPONTMENTS. ONE WEEK PER SPREAD. FLEXIBLE SIMULATED LEATHER, COLOR: BLACK - YEAR 2017  12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENTS, 7:00 A.M. - 8:45 P.M. MONDAY - FRIDAY AND 7:00 A.M. -5:30 P.M. SATURDAY; ONE WEEK PER TWO-PAGE SPREAD, PAST, CURRENT, AND TWO FUTURE MONTHS REFERENCE JULIAN DATES, PERFORATED CORNERS FOR EASY REFERENCE	18.25	\$2,463.75
4	75.00	EA	0004 WEEKLY PROFESSIONAL APPOINTMENT BOOK DAYMINDER NO. AAGG52000  SIZE 11" X 8-1/2" RULED ONE WEEK PER SPREAD, WITH 15 OR 30 MINUTE APPOINTMENT SCHEDULE. LEATHER LIKE , COLOR: BLACK YEAR 2017  12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENTS, 7:00 A.M. - 9:45 P.M. MONDAY - FRIDAY AND 7:00 A.M. - 6:45 P.M. SATURDAY: ONE	14.23	\$1,067.25

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	110.00	EA	<p>WEEK PER TWO-PAGE SPREAD PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE PAST, CURRET AND TWO FUTURE MONTHS REFERENCE. JULIAN DATES</p> <p>0005 WEEKLY PLANNER, RULED DAYMINDER NO AAGG53500</p> <p>SIZE 8-3/4" X 6-7/8", COLOR: BLACK YEAR 2017</p> <p>12 MONTHS (JANUARY - DECEMBER) RULED: ONE WEEK PER TWO-PAGE SPREAD INCLUDING WEEKENDS PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE 12-MONTHS CALENDAR REFERNCE JULIAN DATES</p>	12.47	\$1,317.70
6	18.00	EA	<p>0006 WEEKLY/MONTHLY EXECUTIVE PLANNER NO AAG7054505. PADDED COVER</p> <p>SIZE 8-3/4" X 6-7/8", REFILLABLE 12 MONTHS JANUARY - DECEMBER. ONE WEEK TWO-PAGE SPREAD, SPECIAL 16 PAGE INFORMATION SECTION. MONTHLY OVERVIEW; NOTES PAGES, REMOVABLE TELEPHONE/ADDRESS MONTHS REFERENCE. DELUXE SIMULATED LEATHER PADDED COVER. COLOR: BLACK YEAR 2017</p>	33.92	\$610.56
7	40.00	EA	<p>0007 MONTHLY PLANNER REFILLABLE DAYMINDER BOOKS NO. AAGG54500</p> <p>ADMINISTRATOR PADDED COVER PAGE SIZE: 8-3/4" X 6-7/8". REFILLABLE. YEAR 2017</p> <p>12 MONTHS (JANUARY - DECEMBER) ONE MONTH PER TWO-PAGE SPREAD PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE. PAST, CURRENT, AND FOUR FUTURE MONTHS REFERENCE MEMO SECTION WITH NOTES SPACE JULIAN DATES TELEPHONE/ADDRESS SECTION SPECIAL 16-PAGE INFORMATION SECTION PADDED COVER</p>	32.19	\$1,287.60
8	20.00	EA	<p>0008 MONTHLY APPOINTMENT BOOK KEITH CLARK, POCKET SIZE 6" X 3-1/2"</p> <p>AAG7006405</p>	17.50	\$350.00
9	100.00	EA	<p>0009 WEEKLY POCKET PLANNER DAYMINDER SIZE 3-3/4" X 6" RULED ONE WEEK PER</p>	11.22	\$1,122.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	1.00	EA	<p>SPREAD, WITH 15 OR 30 MINUTE APPOINTMENT SCHEDULE, LEATHER LIKE COLOR: BLACK YEAR 2017. NO. AAGG25000</p> <p>12 MONTHS (JANUARY - DECEMBER) HOURLY APPOINTMENTS, 8:00 A.M.-5:00 P.M. ONE WEEK PER TWO-PAGE SPREAD JULIAN DATES PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE CURRENT AND FUTURE MONTHS REFERENCE WIREBOUND WITH TABBED TELEPHONE/ADDRESS SECTION, PERFORATED CORNERS</p>	56.13	56.13
11	30.00	EA	<p>0010 DAILY JOURNAL RECYLCED STANDARD DIARY - AT-A-GLANCE,VINYL, PLAIN EDGES, NO. AAGSD37713 SIZE 12-1/8" X 7-11/16". YEAR 2017 EDITION</p> <p>12 MONTH (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYLCED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION JOURNAL RULED</p>	42.28	\$1,268.40
12	70.00	EA	<p>0011 DAILY BUSINESS DIARIES AT-A-GLANCE STANDARD DIARY RED LEATHER NO. AAGSD37413. YEAR 2017</p> <p>12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ ADDRESS SECTION FAINT LINE RULES</p>	18.99	\$1,329.30
			<p>0012 YEARLY LAMINATED WALL PLANNER SIZE 24 INCHES X 36 INCHES</p> <p>VERTICAL/HORIZONTAL FORMAT. YEAR 2017. NO. AAGPM2628</p> <p>12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: SIDE ONE - 1-1/4" X 1-3/8" SIDE TWO - HORIZONTAL YEARLY DATED NEW BOLDER AND LARGER PRINT TO SEE AND READ EASIER. BRIGHT WHITE BACKGROUND ALLOWS</p>		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	15.00	EA	<p>FOR EASIER VIEWING AND READING SANFORD -VIS-A-VIS WET-ERASE MARKER INCLUDED JULIAN DATES FEDERAL HOLIDAY DATES HIGHLIGHTED IN RED</p> <p>0013 TODAY IS WALL CALENDAR AT-A-GLANCE 9-3/8" X 12" NO. AAGK400</p> <p>YEAR 2017</p> <p>365 DAYS (JANUARY - DECEMBER) ONE WEEKDAY PER PAGE; SATURDAY &amp; SUNDAY COMBINED; EXTRA-LARGE NUMBERS ON DURABLE PAPER STOCK, BLACK RIGID VINYL BACKBOARD WITH EYELET JULIAN DATES REFILLABLE</p>	30.71	\$460.65
14	625.00	EA	<p>0014 MONTHLY AT-A-GLANCE WALL CALENDAR SIZE 15-1/2" x 22-3/4" NO. AAGPM328</p> <p>YEAR 2017</p> <p>12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: 2-1/6" X 3-5/16" ONE MONTH PER PAGE WITH 12-MONTH CALENDAR REFERENCE RULED DAILY BLOCKS HOLIDAYS HIGHLIGHTED IN RED FULL CHIPBOARD BACK CONTEMPORARY DESIGN WITH PLENTY OF WRITING SPACE PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER WASTE PRINTED IN BLUE AND RED INK WHITE WIREBOUND WITH HANGING LOOP JULIAN DATES</p>	13.51	\$8,443.75
15	5.00	EA	<p>0015 REFILL TODAY IS WALL CALENDAR FOR AAGK450 YEAR 2017</p> <p>365 DAYS (JANUARY - DECEMBER) ONE WEEKDAY PER PAGE; SATURDAY &amp; SUNDAY COMBINED; EXTRA-LARGE NUMBERS ON DURABLE PAPER STOCK JULIAN DATES</p>	27.79	\$138.95
16	5.00	EA	<p>0016 DOODLE PADS, VISUAL ORGANIZER SIZE: 22" X 17.50" SHEET PAD - HOD40003</p> <p>COLOR: WHITE</p> <p>PRINTED ON HEAVY WEIGHT RECYCLED PAPER 30 PERCENT POST CONSUMER MATERIAL</p>	17.01	\$85.05
17	1,250.00	EA	<p>0017 MONTHLY DESK PADS AT-A-GLANCE NO. AAGSK240017</p>	3.50	\$4,375.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
18	70.00	EA	<p>SIZE 17" X 22"; NON-REFILLABLE. JAN-DEC YEAR 2017</p> <p>12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: 2-7/8" X 2-3/8" ONE MONTH PER PAGE: FULL-YEAR CALENDAR RULED DAILY WRITING BLOCKS JULIAN IN BLACK ON WHITE PAPER BLACK PAPER HEADBAND AND VINYL CORNERS; EYELETS FOR HANGING</p>	11.26	\$788.20
19	100.00	EA	<p>0018 DESK PADS AT-A-GLANCE NO. AAGSK241600. SIZE 17" X 22"</p> <p>16 MONTH. SEPT - DEC. NON-REFILLABLE YEAR 2017</p> <p>16 MONTH (SEPTEMBER - DECEMBER) JULIAN DATES BLOCK SIZE: 2-1/2" X 2-5/8" BLACK PAPER HEADBAND WITH EYELETS FOR HANGING VINYL CORNERS</p>	16.60	\$1,660.00
20	15.00	EA	<p>0019 REFILLS EXECUTIVE WEEKLY PLANNER SIZE 6.87 IN X 8.75 IN, YEAR 2017</p> <p>NO. AAG7090810</p> <p>12 MONTHS (JANUARY - DECEMBER) ONE WEEK PER TWO-PAGE SPREAD; SPECIAL 16-PAGE INFORMATION SECTION MONTHLY OVERVIEW; NOTES PAGES PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE PAST, CURRENT AND TWO FUTURE MONTHS REFERENCE JULIAN DATES SEPERATE TELEPHONE/ADDRESS SECTION DELUXE SIMULATED LEATHER PADDED COVER</p>	15.32	\$229.80
21	30.00	EA	<p>0020 REFILLS FOR MONTHLY ADMINISTRATOR NO. AAGG54750. YEAR 2017</p>	10.16	\$304.80
22	500.00	EA	<p>0021 REFILL CALENDAR NO. AAGE21050 YEAR 2017 (FITS BASE E21)</p> <p>DAILY DESK CALENDAR REFILL. PAGE SIZE 4-1/2" X 7-7/8", 12 MONTHS JAN - DEC</p> <p>0022 REFILL CALENDAR NO. AAGE7175017 YEAR 2017 (FITS BASE E1700)</p> <p>DAILY DESK CALENDAR REFILL,</p>	2.10	\$1,050.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
23	15.00	EA	PAGE SIZE 3-1/2" X 6". 12 MONTHS JAN - DEC.  0023 REFILL CALENDAR NO. AAGE45850 YEAR 2017 (FITS BASE E58)	10.00	\$150.00
24	15.00	EA	PAGE SIZE 5" X 8", 12 MONTHS (JAN - DEC) FULL YEAR CALENDAR REFERENCE. ONE DAY PER PAGE: HALF-HOURLY APPOINTMENTS  0024 REFILL CALENDAR NO. AAGE91950 YEAR 2017 (FITS BASE E19)	7.95	\$119.25
25	10.00	EA	COMPACT DAILY DESK CALENDAR REFILL, PAGE SIZE 3" X 3-3/4", 12 MONTHS JANUARY - DECEMBER  0025 REFILL CALENDAR NO. SW705X50 YEAR 2017	8.70	\$87.00
26	30.00	EA	0026 BASES CALENDAR NO. AAGE1700 COLOR: BLACK FOR E717-50 CALENDAR	2.10	\$63.00
27	1.00	EA	0027 FLIP-A-WEEK NO. AAGSW700X00 DESK CALENDAR ALLOWS FOR FILING OF PAST  CALENDAR PAGES AND FINGERTIP ACCESS TO OTHER INFORMATION. PAGE SIZE 7-1/8" X 4-1/8". YEAR 2017	16.00	\$16.00
28	1.00	EA	0028 DIARY NO. AAGSD91013 YEAR 2017 HALF HOURLY APPOINTMENTS,  PAGE SIZE, 7-1/2" X 9-7/16" PRINTED IN RED AND BLACK INK.	46.00	\$46.00
29	50.00	EA	0029 DIARY DAILY NO. AAGSD38913 YEAR 2017  12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES	22.00	\$1,100.00
30	45.00	EA	0030 DIARY DAILY NO. AAGSD38713 SIZE 7-1/2" X 5", YEAR 2017	25.00	\$1,125.00

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
31	20.00	EA	12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES  0031 DIARY BUSINESS NO. AAGSD37613 YEAR 2017; 7.69 X 12.13	48.00	\$960.00
32	20.00	EA	12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATE PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES  0032 BURKHART ULTIMATE FINANCIAL CALENDAR REFILL, YEAR 2017	30.00	\$600.00
33	1.00	EA	ITEM: AAGE7125017  DAILY, MONTHLY - 4.50IN X 7.38IN -1 YEAR JANUARY TILL DECEMBER - 8:00AM TO 5:30PM DESK PAD  0033 CALENDAR, 3 MONTHS REFERENCE WALL CALENDAR; YEAR 2017	10.00	\$10.00
34	10.00	EA	ITEM: AAGPM1128  MONTHLY - 12.25IN X 27IN; 1.2 YEAR DECEMBER TILL JANUARY - 3 MONTH SINGLE PAGE LAYOUT - PAPER , CHIPBOARD - WHITE  0034 BUSINESS ORIENTED MONTHLY PLANNER AT-A-GLANCE NO. AAG7013005	14.00	\$140.00
35	5.00	EA	MONTHLY, 1 YEAR, JANUARY TILL DECEMBER 1 MONTH DOUBLE PAGE LAYOUT 8" X 10" WIRE BOUND, BLACK, SYNTHETIC LEATHER. ADDRESS DIRECTORY PHONE DIRECTORY, PERFORATED.  0035 RULED DAILY BLOCKS CALENDAR MONTHLY DAILY - 12" X 17"	9.50	\$47.50

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117848

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
36	5.00	EA	<p>JANUARY TILL DECEMBER - 1 MONTH PER PAGE                      CHIPBOARD                      AT-A-GLANCE AAGPM22817</p> <p>0036 WALL CALENDAR WITH HANGER                      JULIAN, MONTHLY, 1 YEAR, JANUARY TILL                      DECEMBER, 1 MONTH SINGLE PAGE LAYOUT                      8" X 11", WIRE BOUND, WALL MOUNTABLE,                      WHITE, CHIPBOARD PAPER, HANGING LOOP,                      REFERENCE CALENDAR                      AT-A-GLANCE NO. AAGPM128</p>	6.50	\$32.50

**Non-Public Works Bid**

**AFFIDAVIT**

STATE OF Louisiana

PARISH/COUNTY OF Bossier

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

Kenneth Ash, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized Vice President of My Office Products (Entity), the party who submitted a bid in response to Bid Number 50-00117848, 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**  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.



Signature of Affiant

Kenneth Ash

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 3rd DAY OF October, 2016.

  
Notary Public

JUDY CROWNER  
Printed Name of Notary

69169  
Notary/Bar Roll Number

My commission expires 8/31/17.

Print

Notary Search - Detail

**Name:** MS. JUDY CROWNOVER  
**Address:** 1619 JIMMY DAVIS HWY.  
BOSSIER CITY, LA 71112

**Phone:** (318) 746-0234  
**Phone 2:** (318) 746-5987

**Notary ID Number:** 69169  
**Parish:** BOSSIER with authority in the following parishes:  
BIENVILLE, CADDO, CLAIBORNE, DESOTO, WEBSTER  
**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active

**Commission Date:** 01/16/2004  
**Oath Date:** 01/12/2004  
**Surety Expiration Date:** 01/05/2019  
**Annual Report Current:** Yes

Notary Events

**Suspension** From: 01/06/2014 To: 03/10/2014

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](#)

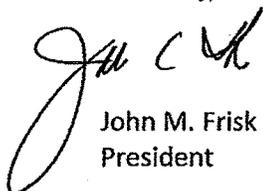
September 27, 2012

To whom it may concern:

Please allow this letter to serve as authorization that Ken Ash is empowered to sign for any bids under Unity Educational Resources or MyOfficeProducts. Ken Ash is our Vice President of Unity Educational Resources.

If you have any questions please feel free to contact me directly at 615-346-3150.

Sincerely,

A handwritten signature in black ink, appearing to read "John M. Frisk". The signature is stylized with a large, looping initial "J" and a cursive "M".

John M. Frisk  
President

22 Century Blvd.  
Suite 420  
Nashville, TN 37027  
615-507-3900

## 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.	<p><b>1</b> Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>MyOfficeProducts, LLC</b></p> <p><b>2</b> Business name/disregarded entity name, if different from above <b>dba Unity Education Resources</b></p> <p><b>3</b> Check appropriate box for federal tax classification; check only one of the following seven boxes:  <input type="checkbox"/> Individual/sole proprietor or single-member LLC  <input type="checkbox"/> C Corporation  <input type="checkbox"/> S Corporation  <input type="checkbox"/> Partnership  <input type="checkbox"/> Trust/estate  <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ <b>C</b>  <small>Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner.</small>  <input type="checkbox"/> Other (see instructions) ▶</p> <p><b>4</b> Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):                  Exempt payee code (if any) _____                  Exemption from FATCA reporting code (if any) _____  <small>(Applies to accounts maintained outside the U.S.)</small></p> <p><b>5</b> Address (number, street, and apt. or suite no.) <b>PO Box 306003</b></p> <p><b>6</b> City, state, and ZIP code <b>Nashville, TN 37230-6003</b></p> <p><b>7</b> List account number(s) here (optional)</p> <p style="text-align: right;">Requestor's name and address (optional)</p>
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<b>Part I Taxpayer Identification Number (TIN)</b>											
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 generally 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 instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.	<table border="1" style="width: 100%; border-collapse: collapse;"> <tr> <td colspan="2" style="text-align: center; font-size: x-small;">Social security number</td> </tr> <tr> <td style="width: 25%; text-align: center;">[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]</td> <td style="width: 75%;"></td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: x-small;">OR</td> </tr> <tr> <td colspan="2" style="text-align: center; font-size: x-small;">Employer identification number</td> </tr> <tr> <td style="width: 25%; text-align: center;">7 5 - 3 0 1 8 0 6 0</td> <td style="width: 75%;"></td> </tr> </table>	Social security number		[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]		OR		Employer identification number		7 5 - 3 0 1 8 0 6 0	
Social security number											
[ ] [ ] [ ] - [ ] [ ] - [ ] [ ] [ ] [ ]											
OR											
Employer identification number											
7 5 - 3 0 1 8 0 6 0											

<b>Part II Certification</b>	
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); and 4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.	
<b>Certification instructions.</b> 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 3.	
Sign Here	Signature of U.S. person ▶ <i>Bill Wayland</i> Date ▶ <i>4/13/15</i>

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted.

**Future developments.** Information about developments affecting Form W-9 (such as legislation enacted after we release it) is at [www.irs.gov/fw9](http://www.irs.gov/fw9).

**Purpose of Form**

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following:

- Form 1099-INT (interest earned or paid)
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

*If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding? on page 2.*

By signing the filled-out form, you:

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, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.