

DATE: 3/03/2015  
BID NO.: 50-00112546

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALLE

Bids will be received until 11:00 AM, 3/11/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES 7-30 days

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: \_\_\_\_\_

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

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: School Specialty, Inc.	
SIGNATURE: (Must be signed here)	TITLE: Assistant Secretary
PRINT OR TYPE NAME: Amy Fuss	
ADDRESS: W6316 Design Drive	
CITY, STATE: Greenville, WI	ZIP: 54942
TELEPHONE: (888)388-3224	FAX: (800)675-1775
EMAIL ADDRESS: <a href="mailto:bidwestnotices@schoolspecialty.com">bidwestnotices@schoolspecialty.com</a>	

TOTAL PRICE OF ALL BID ITEMS: \$ 2,124.09

DATE: 3/03/2015

Page: 5

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112546

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			A ONE TIME PURCHASE OF SCHOOL SUPPLIES FOR JEFFERSON PARISH HEAD START PROGRAM.		
1	2.00	EA	2001CAU WASHABLE PAINT GALLON CRAYOLA YELLOW SSI # 008295 BIN212834 Crayola Mfg # 54-2128-034	15.76	31.52
2	2.00	EA	2002CAU WASHABLE PAINT GALLON CRAYOLA ORANGE SSI # 008277 BIN212836 Crayola Mfg # 54-2128-036	15.76	31.52
3	2.00	EA	2003CAU WASHABLE PAINT GALLON CRAYOLA VIOLET SSI # 008289 BIN212840 Crayola Mfg # 54-2128-040	15.76	31.52
4	2.00	EA	2004CAU WASHABLE PAINT GALLON CRAYOLA GREEN SSI # 008271 BIN212844 Crayola Mfg # 54-2128-044	15.76	31.52
5	2.00	EA	2005CAU WASHABLE PAINT, 1 GALLON BROWN SSI # 008268 CYO542128007 Crayola Mfg # 54-2128-007	15.76	31.52
6	2.00	EA	2006CAU WASHABLE PAINT 1 GALLON RED SSI # 008283 CYO542128038 Crayola Mfg # 54-2128-038	15.76	31.52
7	2.00	EA	2007CAU WASHABLE PAINT, 1 GALLON BLUE SSI # 008265 CYO542128042 Crayola Mfg # 54-2128-042	15.76	31.52
8	2.00	EA	2008CAU WASHABLE PAINT, 1 GALLON BLACK SSI # 008262 CYO542128051 Crayola Mfg # 54-2128-051	15.76	31.52
9	2.00	EA	2009CAU WASHABLE PAINT, 1 GALLON WHITE SSI # 008292 CYO542128053 Crayola Mfg # 54-2128-053	15.76	31.52
10	1.00	EA	2010CAU MARKERS CLASSPACK WASHABLE BROAD TIP, 16 COLORS 200 BX AST 8 SSI # 1334628 CYO588200 Crayola Mfg # 58-8200	64.60	64.60

DATE: 3/03/2015

Page: 6

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112546

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1.00	EA	2011ACU MARKERS CLASSPACK ORIGINAL BROAD TIP 16 COLORS 256 BOX CYO588201 SSI # 207192 Crayola Mfg # 58-8201	61.63	61.63
12	3.00	EA	2012CAU SCHOOL GLUE WASABLE NONTOXIC 1 GALLON DRIES CLEAR EPIE340 SSI # 1353894 School Smart	5.30	15.90
13	<del>40.00</del> 8	<del>EA</del> pk/5	2013CAU CREATIVE COLORS STACKING COT STANDARD SSI # 204877 blue MMC5800TA Early Learning Resources sold/priced pk/5 Mfg # ELR-16111-BL	130.13	1041.04
14	5.00	EA	2014CAU CONSTRUCTION PAPER SMOOTH TEXTURED 9 IN X 12 IN SSI # 201183 50 PACK BLACK Sunworks Mfg # 6303 PAC6303	.66	3.30
15	5.00	EA	2015CAU CONSTRUCTION PAPER MAGENTA 9X12 SSI # 201229 PACON CORPORATION Sunworks Mfg # 6403 PAC6403	.68	3.40
16	5.00	EA	2016CAU CONSTRUCTION PAPER SMOOTH TEXTURED 9 IN X 12 IN SSI # 201181 ORANGE Sunworks Mfg # 6603 PACON PAC6603	.73	3.65
17	5.00	EA	2017CAU CONSTRUCTION PAPER BROWN 9X12 PAC6703 SSI # 201207 Sunworks Mfg # 6703	.68	3.40
18	1.00	EA	2018CAU ART PAPER ROLL DISPENSER HOLD 8 36 IN. W X 9 IN. DIA, GY PAC67780 SSI # 438845 PACON Bulman Products Mfg # R371-DKD W/METAL	507.11	507.11
19	5.00	EA	2019CAU CONSTRUCTION PAPER 9 IN X 12 IN 50 PACK SSI # 201208 PINK Sunworks Mfg # 7003 PAC7003	.61	3.05
20	5.00	EA	2020CAU CONSTRUCTION PAPER LILAC SSI # 201231 Sunworks Mfg # 7103	.61	3.05

DATE: 3/03/2015

Page: 7

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112546

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	5.00	EA	PAC7103 2021CAU CONSTRUCTION PAPER SMOOTH VIOLET SSI # 201189 PAC7203 Sunworks Mfg # 7203	.61	3.05
22	5.00	EA	2022CAU CONSTRUCTION PAPER BLUE PAC7403 SSI # 201234 Sunworks Mfg # 7403	.61	3.05
23	5.00	EA	2023CAU SUNWORKS 9X12 BRIGHT BLUE 50 SHEETS SSI # 1506446 PAC7503 Sunworks Mfg # 7503	.61	3.05
24	5.00	EA	2024CAU CONSTRUCTION PAPER TURQUOISE PAC7703 SSI # 201232 Sunworks Mfg # 7703	.61	3.05
25	5.00	EA	2025CAU CONSTRUCTION PAPER YELLOW SSI # 201192 PAC8403 Sunworks Mfg # 8403	.61	3.05
26	5.00	EA	2026CAU CONSTRUCTION PAPER SMOOTH TEXTURED SSI # 201225 PAC8803 Sunworks Mfg # 8803 GRAY	.61	3.05
27	5.00	EA	2027CAU CONSTRUCTION PAPER HOT PINK SSI # 200047 PAC9103 Sunworks Mfg # 9103	.68	3.40
28	1.00	EA	2028CAU GLITTER 4 OZ SILVER PACON CORPORATION SSI # 1451277 PAC91610 School Smart	.69	.69
29	1.00	EA	2029CAU SPECTRA GLITTER PURPLE PAC91630 SSI # 1451278 School Smart	.71	.71
30	1.00	EA	2030CAU GLITTER 4 OZ RED PAC91640 SSI # 1451276 School Smart	.71	.71
31	1.00	EA	2031CAU GLITTER 4 OZ BLUE PAC91650 SSI # 1451279 School Smart	.69	.69

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112546

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	1.00	EA	2032CAU GLITTER 4 OZ GREEN PAC91660 SSI # 1451282 School Smart	.69	.69
33	1.00	EA	2033CAU GLITTER 4 OZ GOLD PAC91680 SSI # 1451280 School Smart	.69	.69
34	10.00	EA	2034CAU SMART START K-1 WRITING PAPER 360 TEACHER CREATED RESOURCES TCR76503 SSI # 1290460 Teacher Created Resources Mfg # TCR76503	10.44	104.40

] doc04990920150310152624

3/10/2015 3:30 PM

Adobe Acrobat D...

404 K



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**5000112546 - A one time purchase of school supplies for Jefferson  
Parish Head Start Program.  
Jefferson Parish Government**

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

05-Mar-2015 10:45:41 AM

DATE: 3/03/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00112546

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALLE

Bids will be received until 11:00 AM, 3/11/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 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 [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

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 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

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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 A117.1-1991).



## 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.

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

## ADDITIONAL REQUIREMENTS FOR THIS BID

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

13

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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 indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. 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 or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

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

DATE: 3/03/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

BID NO.: 50-00112646

**JEFFERSON PARISH**  
PURCHASING DEPARTMENT  
P.O. BOX 8  
GRETN, LA. 70054-0008  
504-364-2678

Page: 4

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALE

Bids will be received until 11:00 AM, 3/11/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

2-5 Days from  
when order  
is received

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidders 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: \_\_\_\_\_

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

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

FIRM NAME: <u>Unity Education Resources</u>	
SIGNATURE: <u>Laure Stoma</u> (Must be signed here)	TITLE: <u>Regional Sales Mgr</u>
PRINT OR TYPE NAME: <u>Laure Stoma</u>	
ADDRESS: <u>1110 Boardwalk Dr. #8</u>	
CITY, STATE: <u>Baton Rouge, LA</u>	ZIP: <u>70816</u>
TELEPHONE: <u>225 2610-8113</u>	FAX: <u>225 663-6398</u>
EMAIL ADDRESS: <u>Laure.Stoma@unityeducate.com</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 2,794.99

03/04/2015

1725 JEFFERSON PARISH PUBLIC SCHOOLS

V. J. JEFFERSON

DATE: 3/03/2016

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 60-00112546

Page 5

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<b>A ONE TIME PURCHASE OF SCHOOL SUPPLIES FOR JEFFERSON PARISH HEAD START PROGRAM.</b>		
1	2.00	EA	2001CAU WASHABLE PAINT GALLON CRAYOLA YELLOW BIN212634	18.00	36.00
2	2.00	EA	2002CAU WASHABLE PAINT GALLON CRAYOLA ORANGE BIN212636	18.00	36.00
3	2.00	EA	2003CAU WASHABLE PAINT GALLON CRAYOLA VIOLET BIN212640	18.00	36.00
4	2.00	EA	2004CAU WASHABLE PAINT GALLON CRAYOLA GREEN BIN212644	18.00	36.00
5	2.00	EA	2005CAU WASHABLE PAINT, 1 GALLON BROWN CYO542128007	18.00	36.00
6	2.00	EA	2006CAU WASHABLE PAINT 1 GALLON RED CYO542128038	18.00	36.00
7	2.00	EA	2007CAU WASHABLE PAINT, 1 GALLON BLUE CYO542128042	18.00	36.00
8	2.00	EA	2008CAU WASHABLE PAINT, 1 GALLON BLACK CYO542128051	18.00	36.00
9	2.00	EA	2009CAU WASHABLE PAINT, 1 GALLON WHITE CYO542128053	18.00	36.00
10	1.00	EA	2010CAU MARKERS CLASSPACK WASHABLE BROAD TIP, 16 COLORS 200 BX AST CYO685206	76.00	76.00

03/04/2015

17:23 JEFFERSON PARISH PUBLIC CHOICE

17:23 JEFFERSON PARISH PUBLIC CHOICE

DATE: 3/03/2016

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 60-00112646

Page: 8

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1.00	EA	2011CAU MARKERS CLASSPACK ORIGINAL BROAD TIP 18 COLORS 256 BOX CYO586201	72.00	72.00
12	3.00	EA	2012CAU SCHOOL GLUE WASABLE NONTOXIC 1 GALLON DRIES CLEAR EPIE340	19.00	57.00
13	40.00	EA	2013CAU CREATIVE COLORS STACKING COT STANDARD MMCS800TA	33.00	1320.00
14	5.00	EA	2014CAU CONSTRUCTION PAPER SMOOTH TEXTURED 9 IN X 12 IN 50 PACK BLACK PAC6303	1.69	8.45
15	5.00	EA	2015CAU CONSTRUCTION PAPER MAGENTA 9X12 PACON CORPORATION PAC6403	1.69	8.45
16	5.00	EA	2016CAU CONSTRUCTION PAPER SMOOTH TEXTURED 9 IN X 12 IN ORANGE PACON PAC6803	1.69	8.45
17	5.00	EA	2017CAU CONSTRUCTION PAPER BROWN 9X12 PAC6703	1.69	8.45
18	1.00	EA	2018CAU ART PAPER ROLL DISPENSER HOLD 8 3/8 IN. W X 9 IN. DIA, GY PAC67780 PACON	1085.00	1085.00
19	5.00	EA	2019CAU CONSTRUCTION PAPER 9 IN X 12 IN 50 PACK PINK PAC7003	1.69	8.45
20	5.00	EA	2020CAU CONSTRUCTION PAPER LILAC	1.69	8.45

03/09/2015

17.23 JEFFERSON PARISH FOR CLERGY

www.louisiana.gov

DATE: 3/03/2016

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112548

PAGE

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PAC7103		
21	5.00	EA	2021CAU CONSTRUCTION PAPER SMOOTH VIOLET	1.69	8.45
			PAC7203		
22	5.00	EA	2022CAU CONSTRUCTION PAPER BLUE PAC7403	1.69	8.45
			PAC7503		
23	5.00	EA	2023CAU SUNWORKS 9X12 BRIGHT BLUE 60 SHEETS	1.69	8.45
			PAC7603		
24	5.00	EA	2024CAU CONSTRUCTION PAPER TURQUOISE PAC7703	1.69	8.45
			PAC7803		
25	5.00	EA	2025CAU CONSTRUCTION PAPER YELLOW	1.69	8.45
			PAC8403		
26	5.00	EA	2026CAU CONSTRUCTION PAPER SMOOTH TEXTURED	1.69	8.45
			PAC8803 GRAY		
27	5.00	EA	2027CAU CONSTRUCTION PAPER HOT PINK	1.69	8.45
			PAC9103		
28	1.00	EA	2028CAU GLITTER 4 OZ SILVER PACON CORPORATION	2.169	2.169
			PAC91610		
29	1.00	EA	2029CAU SPECTRA GLITTER PURPLE PAC91630	2.169	2.169
			PAC91640		
30	1.00	EA	2030CAU GLITTER 4 OZ RED PAC91650	2.169	2.169
			PAC91650		
31	1.00	EA	2031CAU GLITTER 4 OZ BLUE PAC91650	2.169	2.169

DATE: 3/03/2015

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 60-00112548

Page 3

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	1.00	EA	2032CAU GLITTER 4 OZ GREEN PAC91660	2.109	2.109
33	1.00	EA	2033CAU GLITTER 4 OZ GOLD PAC91680	2.109	2.109
34	10.00	EA	2034CAU SMART START K-1 WRITING PAPER 380 TEACHER CREATED RESOURCES TCR78503	13.50	135.00

11110 Boardwalk Dr. Unit 8  
Baton Rouge, LA 70816  
Fax. 225-663-6398  
Cell 225-266-8113  
[laure.stoma@unityeducation.com](mailto:laure.stoma@unityeducation.com)

## Unity Education Resources and Equipment

# Fax

**To:** Jefferson Parish Purchasing Dept.  
Melissa Ovalle

**From:** Laure Stoma

**Fax:** 504-364-2693

**Pages:** 9, including cover sheet

**Phone:** 504-364-2684

**Date:** 3/9/2015

**Re:** BID NO. 50-00110749

**CC:** [Click here and type name]

☐ **Urgent**    ☐ **For Review**    ☐ **Please Comment**    ☐ **Please Reply**    ☐ **Please Recycle**

• **Comments:** Per Bid specifications I am faxing our Bid for your review. Thank you for this opportunity.

Laure Stoma

Regional Sales Mgr.



**JEFFERSON PARISH  
PURCHASING DEPARTMENT**

Suite 4400, 200 Derbigny Street  
Gretna, LA 70053

504-364-2678

**FAX 504-364-2693**

*fax*

**TO:** Unity School Supplies / Laurie Stoma

**FROM:** Melissa Ovalle

**FAX:** ~~877-896-7329~~ 225-663-6398

**DATE:** 3/3/2015 3/4/15

**RE:** BID 50-00112546

**PHONE #:** 504-364-2687

**NUMBER OF PAGES: (INCLUDING THIS PAGE): 9**

**BID INVITATION TO  
FOLLOW:**

**Please respond according to the bid instructions.**

**Thank you for bidding with Jefferson Parish.**

03/04/2015 17:24 JEFFERSON PARISH PURCHASING

DATE: 3/03/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00112548

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALE

Bids will be received until 11:00 AM, 3/11/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113846 and/or Resolution No. 113847. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 5700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretn, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

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 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 some 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.

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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 Standards Institute's specifications (ANSI A117.1-1981).

DATE: 3/03/2015

BID NO.: 60-00112546

Page: 2

### 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.

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

### ADDITIONAL REQUIREMENTS FOR THIS BID

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

13

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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. 37-215D 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.

DATE: 3/03/2015

BID NO.: 50-00112548

Page: 3

### 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 sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. 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 or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required:** Non-Corruption Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project. Including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required:** Non-Corruption Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

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

DATE: 3/03/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00112546

**JEFFERSON PARISH**

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALLE

Bids will be received until 11:00 AM, 3/11/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES \_\_\_\_\_

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: \_\_\_\_\_

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

<b>*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***</b>	
FIRM NAME: <i>LOUISIANA OFFICE PRODUCTS</i>	
SIGNATURE: (Must be signed here)	TITLE: <i>SALES</i>
PRINT OR TYPE NAME: <i>TERRY GRAVES</i>	
ADDRESS: <i>621 EDWARDS AVE.</i>	
CITY, STATE: <i>HARRAHAN, LA</i>	ZIP: <i>70123</i>
TELEPHONE: <i>( ) 734-2380</i>	FAX: <i>( ) 933-3375</i>
EMAIL ADDRESS: <i>TERRY@LAOP.COM</i>	

TOTAL PRICE OF ALL BID ITEMS: \$ 1311.42

DATE: 3/03/2015

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112548

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			A ONE TIME PURCHASE OF SCHOOL SUPPLIES FOR JEFFERSON PARISH HEAD START PROGRAM.		
1	2.00	EA	2001CAU WASHABLE PAINT GALLON CRAYOLA YELLOW BIN212834	N/A	
2	2.00	EA	2002CAU WASHABLE PAINT GALLON CRAYOLA ORANGE BIN212835	N/A	
3	2.00	EA	2003CAU WASHABLE PAINT GALLON CRAYOLA VIOLET BIN212840	N/A	
4	2.00	EA	2004CAU WASHABLE PAINT GALLON CRAYOLA GREEN BIN212844	N/A	
5	2.00	EA	2005CAU WASHABLE PAINT, 1 GALLON BROWN CYO542128007	25.70 ea	51.40
6	2.00	EA	2006CAU WASHABLE PAINT 1 GALLON RED CYO542128038	25.70 ea	51.40
7	2.00	EA	2007CAU WASHABLE PAINT, 1 GALLON BLUE CYO542128042	25.70 ea	51.40
8	2.00	EA	2008CAU WASHABLE PAINT, 1 GALLON BLACK CYO542128051	25.70 ea	51.40
9	2.00	EA	2009CAU WASHABLE PAINT, 1 GALLON WHITE CYO542128053	25.70 ea	51.40
10	1.00	EA	2010CAU MARKERS GLASSPACK WASHABLE BROAD TIP, 16 COLORS 200 BX AST CYO588200	100.55	100.55

LOUISIANA OFFICE PRODUCTS  
621 EDWARDS AVE.  
HARRAHAN, LA 70123  
PH 734-2380 FAX 733-3375

DATE: 3/03/2015

Page: 6

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112546

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	1.00	EA	2011CAU MARKERS CLASSPACK ORIGINAL BROAD TIP 18 COLORS 256 BOX  CYO588201	83.80	83.80
12	3.00	EA	2012CAU SCHOOL GLUE WASABLE NONTXIC 1 GALLON DRIES CLEAR  EPIE340	18.24	54.72
13	40.00	EA	2013CAU CREATIVE COLORS STACKING COT STANDARD  MMC5800TA	N/A	
14	5.00	EA	2014CAU CONSTRUCTION PAPER SMOOTH TEXTURED 9 IN X 12 IN  50 PACK BLACK PAC8303	1.39PK	6.95
15	5.00	EA	2015CAU CONSTRUCTION PAPER MAGENTA 9X12  PACON CORPORATION PAC6403	1.39PK	6.95
16	5.00	EA	2016CAU CONSTRUCTION PAPER SMOOTH TEXTURED 9 IN X 12 IN  ORANGE PACON PAC6603	1.39PK	6.95
17	5.00	EA	2017CAU CONSTRUCTION PAPER BROWN 9X12 PAC6703	1.39PK	6.95
18	1.00	EA	2018CAU ART PAPER ROLL DISPENSER HOLD 8 3/8 IN. W X 9 IN. DIA, GY  PAC67780 PACON	725.00	725.00
19	5.00	EA	2019CAU CONSTRUCTION PAPER 9 IN X 12 IN 50 PACK  PINK PAC7003	1.39PK	6.95
20	5.00	EA	2020CAU CONSTRUCTION PAPER LILAC	1.39PK	6.95

LOUISIANA OFFICE PRODUCTS  
621 EDWARDS AVE.  
HARRAHAN, LA 70123  
PH 734-2380 FAX 733-3375

DATE: 3/03/2015

Page: 7

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112548

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	5.00	EA	PAC7103 2021CAU CONSTRUCTION PAPER SMOOTH VIOLET	1.39PK	6.95
22	5.00	EA	PAC7203 2022CAU CONSTRUCTION PAPER BLUE PAC7403	1.39PK	6.95
23	5.00	EA	2023CAU SUNWORKS 9X12 BRIGHT BLUE 60 SHEETS	1.39PK	6.95
24	5.00	EA	PAC7503 2024CAU CONSTRUCTION PAPER TURQUOISE PAC7703	1.39PK.	6.95
25	5.00	EA	2025CAU CONSTRUCTION PAPER YELLOW	1.39PK.	6.95
26	5.00	EA	PAC8403 2026CAU CONSTRUCTION PAPER SMOOTH TEXTURED	1.39PK.	6.95
27	5.00	EA	PAC8803 GRAY 2027CAU CONSTRUCTION PAPER HOT PINK	1.39PK	6.95
28	1.00	EA	PAC9103 2028CAU GLITTER 4 OZ SILVER PACON CORPORATION	N/A	
29	1.00	EA	PAC91810 2029CAU SPECTRA GLITTER PURPLE PAC91830	N/A	
30	1.00	EA	2030CAU GLITTER 4 OZ RED PAC91840	N/A	
31	1.00	EA	2031CAU GLITTER 4 OZ BLUE PAC91850	N/A	

LOUISIANA OFFICE PRODUCTS  
621 EDWARDS AVE.  
HARRAHAN, LA 70123  
PH 734-2380 FAX 733-3375



DATE: 3/03/2015

Page: 8

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00112546

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
32	1.00	EA	2032CAU GLITTER 4 OZ GREEN PAC91660	N/A	
33	1.00	EA	2033CAU GLITTER 4 OZ GOLD PAC91680	N/A	
34	10.00	EA	2034CAU SMART START K-1 WRITING PAPER 380 TEACHER CREATED RESOURCES TCR76503	N/A	
LOUISIANA OFFICE PRODUCTS 621 EDWARDS AVE. HARAHAN, LA 70123 PH 734-2380 FAX 733-3375					

**JEFFERSON PARISH  
PURCHASING DEPARTMENT**

Suite 4400, 200 Derbigny Street  
Gretna, LA 70053

*fax*

504-364-2678  
FAX 504-364-2693

*From:* Louisiana Office Products / Terry Gravois

*To:* : Melissa Ovalle

FAX: 504-733-3375

DATE: 3/3/2015

RE: BID 50-00112546

PHONE #: 504-364-2687

NUMBER OF PAGES: (INCLUDING THIS PAGE): 9

~~~~~  
**BID INVITATION TO  
FOLLOW:**  
~~~~~

Please respond according to the bid instructions.

Thank you for bidding with Jefferson Parish.

JEFFERSON PARISH  
PURCHASING

2015 MAR - 3 PM 2:24

RECEIVED

DATE: 3/03/2015

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00112548

**JEFFERSON PARISH**

PURCHASING DEPARTMENT  
P.O. BOX 9  
GRETN, LA. 70064-0009  
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MOVALLE

Bids will be received until 11:00 AM, 3/11/2015 via fax: 504-364-2693 or via online at [www.jeffparish.net](http://www.jeffparish.net)

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 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. 113847. 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 [www.purchasing.jeffparish.net](http://www.purchasing.jeffparish.net) and clicking on On-line forms.

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 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

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 alterations from the specifications must be indicated and/or supporting documentation supplied with bid submission.

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 A117.1-1991).

DATE: 3/03/2015

Page: 2

BID NO.: 50-00112546

### 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.

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

### ADDITIONAL REQUIREMENTS FOR THIS BID

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

13

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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.

DATE: 3/03/2015

BID NO.: 50-00112545

Page: 3

### 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 stated 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 sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. 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 or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format for the bid to be considered responsive.

It shall be the duty of every parish officer, employee, department, agency, special district, board, and commission; and the duty of every contractor, subcontractor, and licensee of the parish, and the duty of every applicant for certification of eligibility for a parish contract or program, to cooperate with the Inspector General in any investigation, audit, inspection, performance review, or hearing pursuant to Jefferson Parish Code of Ordinances Section 2-156.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.