

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO

MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 6/28/2020

For the purposes of comparison of bids when an escalation provision is requested, Jefferson Parish will apply the maximum escalation percentage quoted by the bidder to the period to which it is applied in the bid. The initial price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison of prices only, that an equal amount of material or labor is purchased each month throughout the entire contract.

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

2 Days

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

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

FIRM NAME: Economical Janitorial AND Paper Supplies LLC

ADDRESS: P.O. Box 23607

CITY, STATE: NEW ORLEANS, LA ZIP: 70183-3607

TELEPHONE: (504) 464-7166 X3110 FAX: (504) 465-9563

EMAIL ADDRESS: Surie@economicaljanitorial.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: \$ 305,056.25

AUTHORIZED SIGNATURE: *Surie Migliore*

Surie Migliore  
Printed Name

TITLE: President

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123099

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	30.00	RM	TWO (2) YEAR CONTRACT FOR BOND PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS		
			0010 - Blue 8-1/2 X 11 ream Recycled, Bond  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS 053733RMBLUE HAM103309  THIS CONTRACT IS USED BY ALL PARISH DEPARTMENTS, THEREFORE MULTIPLE SHIP TO ADDRESSES WILL BE INVOLVED AND WILL BE ADDRESSED ON EACH CONTRACT PURCHASE ORDER.  ALL DELIVERIES ARE TO BE FOB- DELIVERED INSIDE DESTINATION  DELIVERIES SHALL BE WITHIN TWO (2) WORKING DAYS OF RECEIPT OF ORDER WITH THE EXCEPTION OF LARGE/BULK ORDERS, WHICH ARE DEFINED AS ANY ORDER IN THE EXCESS OF 40 CASES. ON LARGE ORDERS VENDOR IS EXPECTED TO PROVIDE A REASONABLE QUANTITY WITHIN 2 DAYS AND COMPLETION WITHIN 5 DAYS FROM RECEIPT OF ORDER.	5.10  Boise MP-2201-BE PK 500	153.00
2	50.00	CS	0020 - Blue 8-1/2 X 11 case Recycled, Bond	50.95	2547.50
			20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSBLUE HAM103309CS	Boise MP-2201-BE 10/500 case	
3	10.00	RM	0030 - Buff 8-1/2 X 11 ream Recycled, Bond	5.10	51.00
			20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMBUFF HAM103325	Boise MP-2201-BE PK 500	
4	10.00	CS	0040 - Buff 8-1/2 X 11 case Recycled, Bond	50.95	509.50
			20# Colors, No. 1 Grade, Xerographic (5,000/case)	Boise MP-2201-BE 10/500 case	

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123099

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	50.00	RM	BUFF 20-lb. Bond  CAS053733CSBUFF HAM103325CS	5.10	255.00
			0050 - Canary 8-1/2 X 11 ream Recycled, Bond  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMCAN HAM103341	Boise MP-2201-CY PK500	
6	50.00	CS	0060 - Canary 8-1/2 X 11 case Recycled, Bond  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSCAM HAM103341CS	50.95	2547.50
			0070 - Cherry 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMCHY HAM102210	Boise MP-2201-CY PK101500	
7	10.00	RM	0070 - Cherry 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMCHY HAM102210	5.10	51.00
			0080 - Cherry 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSCHY HAM102210CS	Boise MP-2201-CHE PK500	
8	10.00	CS	0080 - Cherry 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSCHY HAM102210CS	50.95	509.50
			0090 - Goldenrod 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMGLD HAM103168	Boise MP-2201-CHE PK101500	
9	20.00	RM	0090 - Goldenrod 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMGLD HAM103168	5.10	102.00
			0100 - Goldenrod 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSCHY HAM102210CS	Boise MP-2201-GRP PK500	
10	10.00	CS	0100 - Goldenrod 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSCHY HAM102210CS	50.95	509.50
			0110 - Goldenrod 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSCHY HAM102210CS	Boise MP-2201-GRP PK101500	

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123099

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
11	5.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSGLD HAM103168CS	5.10	25.50
			0110 - Gray 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  HAM102889	Boise MP-2201-6Y PK500	
12	15.00	CS	0120 - Gray 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  HAM102889CS	50.95	764.25
				Boise MP-2201-6Y PK101500	
13	50.00	RM	0130 - Green 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMGRN HAM103366	5.10	255.00
				Boise MP-2201-6N PK500	
14	60.00	CS	0140 - Green 8-1/2 X 11 case Recycled,  20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSGRN HAM103366CS	50.95	3057.00
				Boise MP-2201-6N PK101500	
15	20.00	RM	0150 - Ivory 8-1/2 X 11 ream Recycled,  20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMIVY HAM103176	5.10	102.00
				Boise MP-2201-IY PK500	
16	20.00	CS	0160 - Ivory 8-1/2 X 11 case Recycled,	50.95	1019.00
				Boise MP-2201-IY PK 101500	

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123099

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
17	20.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSIVY HAM103176CS  0170 - Orchid 8-1/2 X 11 ream Recycled,	5.10	102.00
18	20.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  HAM103770  0180 - Orchid 8-1/2 X 11 case Recycled,	Boise MP-2201-or PK500  50.95	1019.00
19	5.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  HAM103770CS  0190 - Pink 8-1/2 X 11 ream Recycled,	Boise MP-2201-or PK101500  5.10	25.50
20	5.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  CAS053733RMPNK HAM103382  0200 - Pink 8-1/2 X 11 case Recycled,	Boise MP-2201-PK PK500  50.95	254.75
21	20.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  CAS053733CSPNK HAM103382CS  0210 - Salmon 8-1/2 X 11 ream Recycled,	Boise MP-2201-PK PK101500  5.10	102.00
22	5.00	CS	20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond  HAM103119  0220 - Salmon 8-1/2 X 11 case Recycled,	Boise MP-2201-SN PK500  50.95	254.75

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123099

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
* 23	5,000.00	CS	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond  HAM103119CS  0230 - White 8-1/2 X 11 Premium Xerographic  White, Premium Bond, No. 1 Grade (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond  GEP999705 UNVWHITETOP	32.15 * Georgia PACIFIC GEP999705 PK10/500	160750.00
* 24	1,500.00	CS	0240 - White 8-1/2 X 11, Recycled- Case 20-lb. Bond  White, No. 1 Grade (5000/Case) Premium Laser Xerographic 500 sheets per ream. 10 Reams per case  GEP999916 CAS054901	35.90 * Georgia PACIFIC GEP999916 PK10/500	53850.00
* 25	800.00	CS	0250 - White 8-1/2 X 14, Premium Xerographic  20#, Number 1 Grade, Premium Bond, (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond  GEP999706 CAS0X9004	44.05 * Georgia PACIFIC GEP999706 PK10/500	35240.00
* 26	800.00	CS	0260 - White 8-1/2 X 14, Recycled Bond  White, No. 1 Grade (5000/case) Premium Laser Xerographic Or Equal 500 sheets per ream. 10 Reams per case 20-lb. Bond  GEP999918 CAS054904	48.85 * Georgia PACIFIC GEP999918 PK10/500	39080.00
* 27	50.00	CS	0270 - White 11 X 17 Recycled 20-lb. Bond white, No. 1 Grade, (2500/case) Premium Laser Xerographic Or Equal	38.40 * Georgia PACIFIC GEP999919 PK 5/500	1920.00

100% LOUISIANA  
 Preference MFG  
 PORT HUDSON, LA.

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00123099

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			GEP999919 CAS054907		

**CORPORATE RESOLUTION**

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Economical Janitorial AND Paper Supplies LLC  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Economical Janitorial AND Paper Supplies, LLC  
INCORPORATED, DULY NOTICED AND HELD ON 6/22/2018,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

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

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

Suzie Migliore  
SECRETARY-TREASURER

6/22/2018  
DATE

## **Non-Public Works Bid Affidavit Instructions**

- **Affidavit is supplied as a courtesy to Affiants, but it is the responsibility of the affiant to insure the affidavit they submit to Jefferson Parish complies, in both form and content, with federal, state and parish laws.**
- **Affidavit must be signed by an authorized representative of the entity or the affidavit will not be accepted.**
- **Affidavit must be notarized or the affidavit will not be accepted.**
- **Notary must sign name, print name, and include bar/notary number, or the affidavit will not be accepted.**
- **Affiant MUST select either A or B when required or the affidavit will not be accepted.**
- **Affiants who select choice A must include an attachment or the affidavit will not be accepted.**
- **If both choice A and B are selected, the affidavit will not be accepted.**
- **Affidavit marked N/A will not be accepted.**
- **It is the responsibility of the Affiant to submit a new affidavit if any additional campaign contributions are made after the affidavit is executed but prior to the time the council acts on the matter.**

*Instruction sheet may be omitted when submitting the affidavit*

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Suzie Migliore, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized President of Economical Janitorial AND Paper Supplies (Entity), the party who submitted a bid in response to Bid Number 50-00123009, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

*Suzie Migliore*  
Signature of Affiant

Suzie Migliore  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 25 DAY OF June, 2018.

*[Signature]*  
Notary Public

Donald P. Di Maggio  
Printed Name of Notary

33195  
Notary/Bar Roll Number

My commission expires on my death

Print

## Notary Search - Detail

**Name:** MR. DONALD P. DIMAGGIO  
**Address:** 5440 MOUNES ST. SUITE 108  
ELMWOOD, LA 70123

**Phone:** (504) 734-8100  
**Phone 2:** (504) 733-5143

**Notary ID Number:** 33195

**Parish:** JEFFERSON with authority in the following parishes:  
ORLEANS, PLAQUEMINES, ST. BERNARD

**Agency:** N/A  
**Notary Type:** Non Attorney  
**Status:** Active

**Commission Date:** 08/26/1991  
**Oath Date:** 08/02/1991  
**Surety Expiration Date:** None  
**Annual Report Current:** Yes

## Notary Events

**Suspension** From: 10/26/2017 To: 11/09/2017

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](#)

**STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS**

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

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

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**JEFFERSON PARISH REQUIRED STANDARD INSURANCE**

**WORKER'S COMPENSATION INSURANCE**

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

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

**COMMERCIAL GENERAL LIABILITY**

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

**COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

**DEDUCTIBLES**

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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

# ECONOMICAL JANITORIAL & PAPER SUPPLIES, INC.

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P.O. BOX 23607  
NEW ORLEANS, LA 70183  
(504) 464-7166  
FAX (504) 465-9563

June 22, 2018

Special Meeting of the Board of Directors of  
Economical Janitorial & Paper Supplies LLC

A special meeting of the Board of Directors was called on Friday, June 22, 2018 at the offices of Economical Janitorial & Paper Supplies, LLC located at:

1420 Sams Avenue  
Suite F  
Harahan, LA 70123

Suzie Migliore was appointed chairperson of the meeting and a waiver of notice and of the reading of the previous meeting minutes was approved by all present which included all directors.

The purpose of this meeting was to authorize Suzie Migliore, President of Economical Janitorial & Paper Supplies, LLC to bid Sealed Bid No.: 50-00123009 Two Year Contract for Bond Paper for All Jefferson Parish Departments.

All present voted to authorize the above and being no further business the chairperson adjourned the meeting.



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Suzie Migliore



hereby grants

# National Women's Business Enterprise Certification

to

## Economical Janitorial & Paper Supplies, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).  
This certification affirms the business is woman-owned, operated and controlled; and is valid through the date herein.

WBENC National WBE Certification was processed and validated by  
Women's Business Enterprise Council - South, a WBENC Regional Partner  
Organization.

Authorized by Phala Mire, President  
Women's Business Enterprise Council - South

Certification Granted: September 30, 1998  
Expiration Date: September 30, 2018  
WBENC National Certification Number: 2005108408



NAICS: 423850, 424130  
UNSPSC: 14000000, 47130000, 47131600



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

6/21/2018

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

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

<b>PRODUCER</b> J Smith Lanier & Co-Lexington Marsh & McLennan Agency, LLC P O Box 2030 Lexington, KY 40588	<b>CONTACT NAME:</b> Brenda Stickrod	
	<b>PHONE (A/C, No, Ext):</b> 800-796-3567 <b>FAX (A/C, No):</b> 859-254-8020 <b>E-MAIL ADDRESS:</b>	
<b>INSURED</b> Economical Janitorial & Paper Supplies P. O. Box 23607 New Orleans, LA 70183	<b>INSURER(S) AFFORDING COVERAGE</b>	<b>NAIC #</b>
	INSURER A : Zurich American Insurance Compa	16535
	INSURER B : Travelers Property Casualty Co.	25674
	INSURER C :	
	INSURER D :	
	INSURER E :	

COVERAGES      CERTIFICATE NUMBER:      REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GLO435382706	01/01/2018	01/01/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS			BAP435382806	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$10000			ZUP91M2462218NF	01/01/2018	01/01/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC435382606	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)  
**Bid #50-00123099 Jefferson Parish Purchasing Department**  
 The Jefferson Parish, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council are included as additional insured as per written contract but only with respects to the auto liability and general liability insurance and subject to the provisions and limitations of the policy.

<b>CERTIFICATE HOLDER</b> Jefferson Parish Purchasing Department 200 Derbigny Street, Suite 400 Gretna, LA 70053	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.  AUTHORIZED REPRESENTATIVE 
---	--

*New 6/28 @ 2pm*



Bid Number 50-00123099

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

**BID DUE: JUNE 28, 2018 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.**

**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](mailto:mcamardelle@jeffparish.net)  
Buyer Phone: 504-364-2683**



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Renny Simno**  
Director

### **CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES**

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

#### **Other Changes Continued:**

- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Proof of insurance is required with bid submission. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.
- Upon contract execution, successful bidder must produce final insurance certificates per standard Jefferson Parish insurance requirements. Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

For more information, please call Jefferson Parish Purchasing at 504-364-2678.

DATE: 6/13/2018  
BID NO.: 50-00123099

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

## JEFFERSON PARISH

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

BUYER: MCamardelle@jeffparish.net

**BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 6/28/2018 AND PUBLICLY OPENED THEREAFTER.**

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

### LATE BIDS WILL NOT BE ACCEPTED

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

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

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

#### THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS

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

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

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

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

Bidders should submit all questions in writing via email to the buyer's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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

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

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

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

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners 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.

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

**PREFERENCE:** Unless federal funding is directly spent by Jefferson Parish for this purchase, 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).

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

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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

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. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-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.

# BOISE® FIREWORX® PREMIUM COLORED PAPERS

## Attention Grabbing Printing and Copying



**Roman Candle Red™ (RY)**  
24 8½" x 11" MP-2241-RY



**Combustible Orange™ (TE)**  
24 8½" x 11" MP-2241-TE



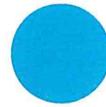
**Lemon Zest™ (LN)**  
24 8½" x 11" MP-2241-LN



**Lightning Lime™ (LE)**  
24 8½" x 11" MP-2241-LE



**Emerald Thunder™ (ED)**  
24 8½" x 11" MP-2241-ED

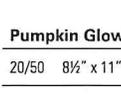


**Aerial Aqua™ (AA)**  
24 8½" x 11" MP-2241-AA



**Cherry Charge™ (CHE)**  
20/50 8½" x 11" MP-2201-CHE

#7  
#8

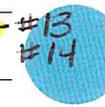


**Pumpkin Glow™ (PKN)**  
20/50 8½" x 11" MP-2201-PKN



**Popper-Mint Green™ (GN)**

8½" x 11" MP-2201-GN  
20/50 8½" x 14" MP-2204-GN  
11" x 17" MP-2207-GN\*



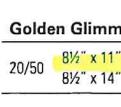
**Turbulent Turquoise™ (TT)**  
20/50 8½" x 11" MP-2201-TT

#13  
#14



**Jammin' Salmon™ (SN)**  
20/50 8½" x 11" MP-2201-SN

#21  
#22



**Golden Glimmer™ (GRP)**  
20/50 8½" x 11" MP-2201-GRP  
8½" x 14" MP-2204-GRP



**Garden Springs Green™ (GS)**  
20/50 8½" x 11" MP-2201-GS



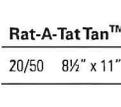
**Bottle Rocket Blue™ (BE)**  
8½" x 11" MP-2201-BE  
20/50 8½" x 14" MP-2204-BE  
11" x 17" MP-2207-BE\*  
24/60 8½" x 11" MP-2241-BE

#1  
#6



**Powder Pink™ (PK)**  
8½" x 11" MP-2201-PK  
20/50 8½" x 14" MP-2204-PK  
11" x 17" MP-2207-PK\*  
24/60 8½" x 11" MP-2241-PK

#19  
#20



**Rat-A-Tat Tan™ (TN)**  
20/50 8½" x 11" MP-2201-TN



**Crackling Canary™ (CY)**  
8½" x 11" MP-2201-CY  
20/50 8½" x 14" MP-2204-CY  
11" x 17" MP-2207-CY\*  
24/60 8½" x 11" MP-2241-CY



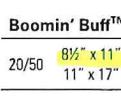
**Echo Orchid™ (OR)**  
20/50 8½" x 11" MP-2201-OR  
24/60 8½" x 11" MP-2241-OR

#1  
#18

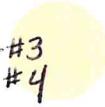


**Smoke Gray™ (GY)**  
20/50 8½" x 11" MP-2201-GY

#11  
#12



**Boomin' Buff™ (BF)**  
20/50 8½" x 11" MP-2201-BF  
11" x 17" MP-2207-BF\*



**Flashing Ivory™ (IY)**  
8½" x 11" MP-2201-IY  
20/50 8½" x 14" MP-2204-IY  
11" x 17" MP-2207-IY\*  
24/60 8½" x 11" MP-2241-IY



**Luminous Lavender™ (LV)**  
20/50 8½" x 11" MP-2201-LV

#15  
#16

**Pastel Popper™ Mix Assorted Pack (PK, CY, BE, LV, GS)**  
20/50 8½" x 11" FW-2001\*

**Bursting Pastel™ Mix Assorted Pack (PK, CY, BE, GN, IY)**  
24/60 8½" x 11" FW-2411\*

WEIGHT | SIZE | PRODUCT #

LEARN MORE ABOUT  
BOISE FIREWORX PREMIUM  
COLORED PAPERS



All sizes available in 10 sheets/carton unless noted with \*. These sizes available in 5 sheets/carton.  
All sizes contain 30% recycled content except for Combustible Orange™ (TE).  
Colors shown are representations of paper color sheets. Due to printer variability, duplications may not be exact. Refer to Boise FIREWORX chip chart and/or sample pack for color accuracy.

Boise Paper Education and associated words and designs are trademarks of General Mills, used under license. © 2015 General Mills FIREWORX, the FIREWORX color names, and Paper with Purpose are trademarks of Boise White Paper, L.L.C. or its affiliates. FIREWISE is a trademark of Boise Cascade Company or its affiliates.



# BOISE® FIREWORX® PREMIUM COLORED PAPERS

## Attention Grabbing Printing and Copying

### Paper that says all the right things

Boise® FIREWORX® Premium Colored Paper will make any message memorable. Boise Paper's line of Premium Colored Paper delivers exceptional performance when your documents need to get noticed.

FIREWORX is formulated for excellent runnability in all office equipment, so putting your ideas in color is only limited by your imagination.

**Ideal for:** Color coding, announcements, bulletins, invitations, signs, forms and manuals - at work, home, or school.

### Features & Benefits

- 22 popular colors get any communication noticed
- Laser guaranteed
- Box Tops for Education™ clips on every ream
- Contains 30% post-consumer recycled content<sup>1</sup>
- FSC® chain-of-custody certified
- Compatible with all office equipment and printers



LASER  
GUARANTEE



**BOISE**®  
Paper with Purpose®

www.BoisePaper.com |





PERFORMANCE  
AT WORK™

GP Pro  
1-866-HELLO GP (435-5647)  
www.gppro.com

#23

## Spectrum® Standard 92 Multipurpose Paper 20 lb. 92 Bright

Everyday performance for most needs



### Description:

This versatile paper comes with no frills or fuss – just dependable quality you can trust for those daily tasks around the home or office.



### Features & Benefits:

- » \*Elemental chlorine free, \*Acid free for archivability, \*SFI® Chain of Custody, \*Buyers Laboratory Certified
- » RECOMMENDED USES: Copies, Faxes, Drafts, Email Printouts
- » TYPES of PRINTING Best Results: Black and White, One-Sided\* (\*printing results are best with black & white and one-sided prints, but these papers can also be used for color and two-sided prints)
- » EQUIPMENT COMPATIBILITY: Laser, Copier, Ink Jet, Multi Function
- » WEIGHT: 20 lb. | BRIGHT: 92 | WHITENESS: 145
- » OPACITY: 87 | SMOOTHNESS: 150 | CALIPER 4.0

### Product Details

Brand Owner	Georgia-Pacific Paper
Brand	Spectrum®
MFG Part#	999705
Color	White
UP - UPC	036500099145
Each Per Ship Unit	10 Paper/Poly Reams Per Carton
Items Per Each	500 Sheets Per Ream
Case Total	5000 Sheets Per Carton
Sheet Size (WxL)	8.5" x 11"
UNSPSC	14111500
Country of Origin	US
Min. Recycled %	No
Buy Multiple	40 CA

### Case Shipping Info

Case GTIN	00036500099145
Case Gross Wgt	52.059 LBS
Case Net Wgt	50.0 LBS
Case Dimensions (LxWxH)	17.94" x 11.81" x 10.13"
Case Volume	1.24 CFT

### Unit Shipping Info

TI-Qty/Layer	8
HI-Layers/Unit	5
Unit Qty	40
Unit Dimensions (LxWxH)	48.0" x 40.0" x 56.21"

Manufactured in Port Hudson, LA



printed:6/26/2018

#24



PERFORMANCE AT WORK™

GP Pro  
1-866-HELLO GP (435-5647)  
www.gppro.com

### Spectrum® Standard 92 Recycled 30% Multipurpose Paper 20 lb. 92 Bright

Contains 30% post-consumer recycled fiber



#### Description:

Perfect for everyday tasks around the office. Just as high-performing and reliable as our non-recycled products.



#### Features & Benefits:

- » \*30% Post-consumer recycled fiber, \*Process chlorine free, \*Acid free for archivability, \*SFI® Chain of Custody, Buyers Laboratory Certified
- » RECOMMENDED USES: Copies, Faxes, Drafts, Email Printouts
- » TYPES of PRINTING: TYPES of PRINTING: Best Results: Black and White, One-Sided\* (\*printing results are best with black & white and one-sided prints, but these papers can also be used for color and two-sided prints.)
- » EQUIPMENT COMPATIBILITY: Laser, Copier, Ink Jet, Multi Function
- » WEIGHT: 20 lb. | BRIGHT: 92 | WHITENESS: 145
- » OPACITY: 87 | SMOOTHNESS: 150 | CALIPER 4.0

#### Product Details

Brand Owner	Georgia-Pacific Paper
Brand	Spectrum®
MFG Part#	999916
Color	White
UP - UPC	036500099848
Each Per Ship Unit	10 Paper/Poly Reams Per Carton
Items Per Each	500 Sheets Per Ream
Case Total	5000 Sheets Per Carton
Sheet Size (WxL)	8.5" x 11"
UNSPSC	14111500
Country of Origin	US
EPA CPG Compliant	Yes
Min. PCW %	30%
Min. Recycled %	30%
Buy Multiple	40 CA

#### Case Shipping Info

Case GTIN	00036500099848
Case Gross Wgt	52.059 LBS
Case Net Wgt	50.0 LBS
Case Dimensions (LxWxH)	17.94" x 11.81" x 10.13"
Case Volume	1.242 CFT

#### Unit Shipping Info

TI-Qty/Layer	8
HI-Layers/Unit	5
Unit Qty	40
Unit Dimensions (LxWxH)	48.0" x 40.0" x 56.21"

Manufactured in Port Hudson, LA



printed:6/26/2018



PERFORMANCE  
AT WORK™

GP Pro  
1-866-HELLO GP (435-5647)  
www.gppro.com

#25

## Spectrum® Standard 92 Multipurpose Paper 20 lb. 92 Bright

Everyday performance for most needs



### Description:

This versatile paper comes with no frills or fuss – just dependable quality you can trust for those daily tasks around the home or office.



### Features & Benefits:

- » \*Elemental chlorine free, \*Acid free for archivability, \*SFI® Chain of Custody, \*Buyers Laboratory Certified
- » RECOMMENDED USES: Copies, Faxes, Drafts, Email Printouts
- » TYPES of PRINTING Best Results: Black and White, One-Sided\* (\*printing results are best with black & white and one-sided prints, but these papers can also be used for color and two-sided prints)
- » EQUIPMENT COMPATIBILITY: Laser, Copier, Ink Jet, Multi Function
- » WEIGHT: 20 lb. | BRIGHT: 92 | WHITENESS: 145
- » OPACITY: 87 | SMOOTHNESS: 150 | CALIPER 4.0

### Product Details

Brand Owner	Georgia-Pacific Paper
Brand	Spectrum®
MFG Part#	999706
Color	White
UP - UPC	036500099169
Each Per Ship Unit	10 Paper/Poly Reams Per Carton
Items Per Each	500 Sheets Per Ream
Case Total	5000 Sheets Per Carton
Sheet Size (WxL)	8.5" x 14"
UNSPSC	14111500
Country of Origin	US
Min. PCW %	0%
Min. Recycled %	No
Buy Multiple	30 CA

### Case Shipping Info

Case GTIN	00036500099169
Case Gross Wgt	66.056 LBS
Case Net Wgt	63.65 LBS
Case Dimensions (LxWxH)	17.94" x 14.69" x 10.13"
Case Volume	1.54 CFT

### Unit Shipping Info

TI-Qty/Layer	6
HI-Layers/Unit	5
Unit Qty	30
Unit Dimensions (LxWxH)	48.0" x 40.0" x 56.21"

Manufactured in Port Hudson, LA



printed:6/26/2018

#24



PERFORMANCE AT WORK™

GP Pro  
1-866-HELLO GP (435-5647)  
www.gppro.com

### Spectrum® Standard 92 Recycled 30% Multipurpose Paper 20 lb. 92 Bright

Contains 30% post-consumer recycled fiber



#### Description:

Perfect for everyday tasks around the office. Just as high-performing and reliable as our non-recycled products.



#### Features & Benefits:

- » \*30% Post-consumer recycled fiber, \*Process chlorine free, \*Acid free for archivability, \*SFI® Chain of Custody
- » RECOMMENDED USES: Copies, Faxes, Drafts, Email Printouts
- » TYPES of PRINTING: Best Results: Black and White, One-Sided\* (\*printing results are best with black & white and one-sided prints, but these papers can also be used for color and two-sided prints.)
- » EQUIPMENT COMPATIBILITY: Laser, Copier, Ink Jet, Multi Function
- » WEIGHT: 20 lb. | BRIGHT: 92 | WHITENESS: 145
- » OPACITY: 87 | SMOOTHNESS: 150 | CALIPER 4.0

#### Product Details

Brand Owner	Georgia-Pacific Paper
Brand	Spectrum®
MFG Part#	999918
Color	White
UP - UPC	036500099886
Each Per Ship Unit	10 Paper/Poly Reams Per Carton
Items Per Each	500 Sheets Per Ream
Case Total	5000 Sheets Per Carton
Sheet Size (WxL)	8.5" x 14"
UNSPSC	14111500
Country of Origin	US
Min. PCW %	30%
Min. Recycled %	30%
Buy Multiple	30 CA

#### Case Shipping Info

Case GTIN	00036500099886
Case Gross Wgt	67.156 LBS
Case Net Wgt	63.65 LBS
Case Dimensions (LxWxH)	17.94" x 14.69" x 10.13"
Case Volume	1.54 CFT

#### Unit Shipping Info

TI-Qty/Layer	6
HI-Layers/Unit	5
Unit Qty	30
Unit Dimensions (LxWxH)	47.0" x 35.5" x 55.53"

Manufactured in Port Hudson, LA



printed:6/26/2018



PERFORMANCE  
AT WORK™

GP Pro  
1-866-HELLO GP (435-5647)  
www.gppro.com

#27

## Spectrum® Standard 92 Recycled 30% Multipurpose Paper 20 lb. 92 Bright

Contains 30% post-consumer recycled fiber



### Description:

Perfect for those everyday tasks around the home or office, this eco-friendly paper is just as high-performing and reliable as our non-recycled products.



### Features & Benefits:

- » \*30% Post-consumer recycled fiber, \*Process chlorine free, \*Acid free for archivability, \*SFI® Chain of Custody
- » RECOMMENDED USES: Copies, Faxes, Drafts, Email Printouts
- » TYPES of PRINTING: Best Results: Black and White, One-Sided\* (\*printing results are best with black & white and one-sided prints, but these papers can also be used for color and two-sided prints.)
- » EQUIPMENT COMPATIBILITY: Laser, Copier, Ink Jet, Multi Function
- » WEIGHT: 20 lb. | BRIGHT: 92 | WHITENESS: 145
- » OPACITY: 87 | SMOOTHNESS: 150 | CALIPER 4.0

### Product Details

Brand Owner	Georgia-Pacific Paper
Brand	Spectrum®
MFG Part#	999919
Color	White
UP - UPC	036500099909
Each Per Ship Unit	5 Paper/Poly Reams Per Carton
Items Per Each	500 Sheets Per Ream
Case Total	2500 Sheets Per Carton
Sheet Size (WxL)	11.0" x 17"
UNSPSC	14111500
Country of Origin	US
Min. PCW %	30%
Buy Multiple	40 CA

### Case Shipping Info

Case GTIN	00036500099909
Case Gross Wgt	52.753 LBS
Case Net Wgt	50.0 LBS
Case Dimensions (LxWxH)	17.94" x 11.81" x 10.13"
Case Volume	1.240 CFT

### Unit Shipping Info

TI-Qty/Layer	8
HI-Layers/Unit	5
Unit Qty	40
Unit Dimensions (LxWxH)	47.0" x 35.5" x 55.53"

Manufactured in Port Hudson, LA



printed:6/26/2018



133 Peachtree Street, NE  
Atlanta, GA 30303  
(678) 516-6436 Telephone  
Frank Walton  
National Distribution Manager

---

June 26, 2018

Suzie Migliore  
Economical Janitorial

Dear Suzie:

This letter is to certify that the following Georgia-Pacific cuts size paper items used in support of the Jefferson Parish Services contract are:

1. All made at our Port Hudson, LA mill facility USA.
2. Product include these skus:

999705  
999916  
999706  
999918  
999919

Please let me know if you have any additional questions.

*Frank Walton*

Frank Walton  
National Distribution Manager  
Communication Papers  
Georgia-Pacific Consumer Products LP



# Business Imaging PAPERS

Solutions to Help Make Your Business Grow



*Georgia-Pacific knows that choosing a foundation paper that you can depend on for a wide variety of projects means better productivity for your business*



# Simple Solutions You Can Trust

Quality. Versatility. Performance.

Colorful Impact

Maximum Versatility

Productivity Power

Productivity Power

30% Post-Consumer Fiber

**PREMIUM**  
ALL-IN-ONE  
**Printing** PAPER

Spectrum® Premium All-In-One Printing – 24 lb. paper helps important documents come to life. Its bright white shade provides for a high level of contrast, making images more brilliant and messages even stronger. With its special surface treatment, you'll get consistently impactful results from both ink jet and laser printers. Ideal for marketing materials and top-level printed pieces that need to drive results, Spectrum Premium All-In-One Printing paper is a must-have performer.



WEIGHT **24 lb.**  
BRIGHTNESS **96** White  
WHITENESS **157** CIE



**PREMIUM**  
**Multi-Use** PAPER

Spectrum® Premium Multi-Use – 20 lb. paper is superb for business environments that require top versatility, productivity and image quality in a variety of printing devices. Its clean, bright appearance gives documents more influence, making it perfect for external communications such as presentations and proposals. Spectrum Premium Multi-Use is designed for copiers, laser and multi-function devices, as well as inkjet printers. When you need to make an important business impression, choose Spectrum Premium Multi-Use.



WEIGHT **20 lb.**  
BRIGHTNESS **96** White  
WHITENESS **157** CIE



**Multi-Use** PAPER

Spectrum® Multi-Use – 20 lb. paper is designed for copying and printing in a wide variety of imaging devices. This bright white paper is a great all-around performer – ideal for everyday communications that include black & white text and graphics. You can expect virtually jam-free performance in copiers, laser and multi-function printers, as well as high-volume printing equipment. For quality, consistency and reliable day-to-day run performance, Spectrum Multi-Use is a solid choice.



WEIGHT **20 lb.**  
BRIGHTNESS **92** White  
WHITENESS **145** CIE



**Multi-Use** PAPER

Spectrum® Multi-Use – 24 lb. paper is a great choice when you need a flexible and reliable option for your printed documents. Its heavier weight provides a base of substance for those jobs with more intensive text and creative images, giving you a finished product that conveys a stronger, more professional message. Especially designed for strong impact results from both inkjet and laser printers, it also works well in copiers and multi-function devices. Spectrum Multi-Use – 24 lb. paper is a solid pick for getting high quality results at an exceptional value, day in and day out.



WEIGHT **24 lb.**  
BRIGHTNESS **92** White  
WHITENESS **145** CIE



**RECYCLED**  
**Multi-Use** PAPER

Spectrum® Recycled Multi-Use – 20 lb. paper contains 30% post-consumer fiber, making it an excellent solution for those who choose recycled products for their business needs. Engineered to the same high quality standards as non-recycled papers, this performer is suited for copiers, laser printers and high volume imaging machines. Spectrum Recycled Multi-Use is an ideal option for general business printing when the benefit of using a recycled product is important.



WEIGHT **20 lb.**  
BRIGHTNESS **92** White  
WHITENESS **145** CIE



Georgia-Pacific is committed to helping ensure the future of plentiful and healthy forests in North America. We promote sustainable forestry in many ways through programs that support family forest landowners, protect threatened and endangered species, promote reforestation and protect water quality. Fiber used to produce GP's Spectrum papers meets the sourcing requirements of the Sustainable Forestry Initiative®.



For consistent, high quality documents from all your office printers and copiers, rely on papers with ColorLok®. With inkjet printers, ColorLok papers provide more vivid colors, bolder blacks and faster drying time. And with all other printers and copiers, you'll get consistent, high-quality results.



#23 through #27



Spectrum papers offer simple solutions to help improve your business efficiency

**Applications:**  
 Everyday business documents, Letters, Drafts, Memos, Copies, E-mails, Faxes, Manuals

#23

#25

## Multi-Use PAPER

SKU	BRIGHTNESS/ WHITENESS	BASIS WEIGHT (lb.)	M WEIGHT	SIZE (in.)	REAMS/ CARTON
999705	92/145	20	10	8.5 x 11	10
999813	92/145	20	10	8.5 x 11 3HD	10
999706	92/145	20	12.72	8.5 x 14	10
999812	92/145	20	20	11 x 17	5
999707	92/145	24	12	8.5 x 11	10
999834	92/145	24	12	8.5 x 11 3HD	10
999841	92/145	24	12.72	8.5 x 14	10
999835	92/145	24	24	11 x 17	5

**Applications:**  
 Internal Documents, Letters, Drafts, Memos, Copies, E-mails, Faxes, Manuals

#24

#26

#27

## Recycled Multi-Use PAPER 30% Post-Consumer Fiber

SKU	BRIGHTNESS/ WHITENESS	BASIS WEIGHT (lb.)	M WEIGHT	SIZE (in.)	REAMS/ CARTON
999916	92/145	20	10	8.5 x 11	10
999917	92/145	20	10	8.5 x 11 3HD	10
999918	92/145	20	12.72	8.5 x 14	10
999919	92/145	20	20	11 x 17	5

**Applications:**  
 External Communications, Letters, Proposals, Presentations

## Premium Multi-Use PAPER

SKU	BRIGHTNESS/ WHITENESS	BASIS WEIGHT (lb.)	M WEIGHT	SIZE (in.)	REAMS/ CARTON
999851	96/157	20	10	8.5 x 11	10
999853	96/157	20	12.72	8.5 x 14	10

**Applications:**  
 Flyers, Newsletters, Presentations, Marketing Materials

## Premium All-In-One Printing PAPER

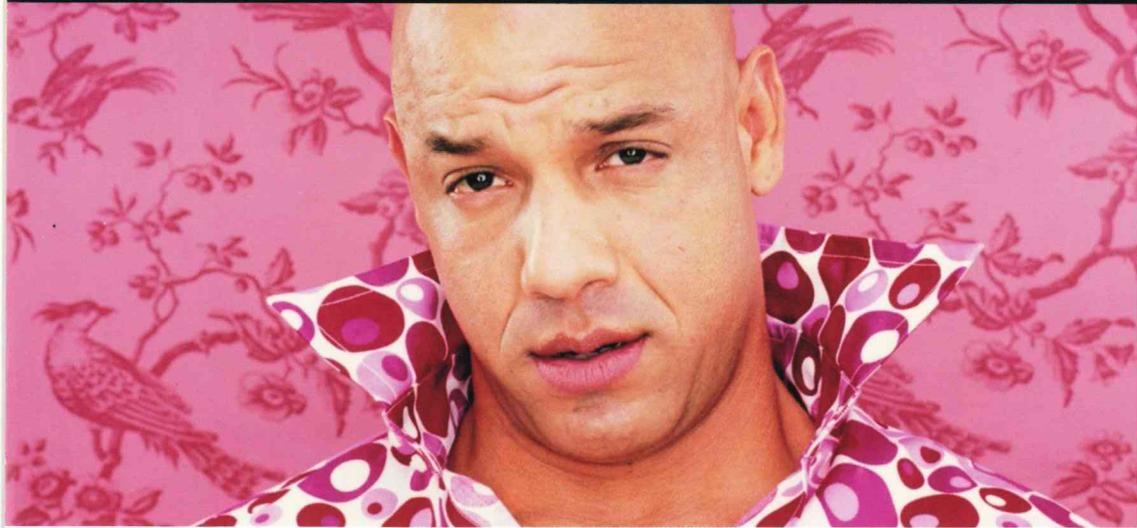
SKU	BRIGHTNESS/ WHITENESS	BASIS WEIGHT (lb.)	M WEIGHT	SIZE (in.)	REAMS/ CARTON
998909	96/157	24	12	8.5 x 11	10



For further information about Georgia-Pacific and our paper products, please visit our website at [www.gp.com](http://www.gp.com).

# Subtle & Smooth

Easy-on-the-eye shades for a soft approach.



Powder Pink™ (PK)



Golden Glimmer™ (GRP)



Crackling Canary™ (CY)



Bottle Rocket Blue™ (BE)



Echo Orchid™ (OR)



Cherry Charge™ (CHE)



Boomin' Buff™ (BF)



Garden Springs Green™ (GS)



Turbulent Turquoise™ (TT)



Smoke Gray™ (GY)



Jammin' Salmon™ (SN)



Flashing Ivory™ (IY)



Popper-mint Green™ (GN)



Luminous Lavender™ (LV)



Dynamite White™ (BW/DW)



Pumpkin Glow™ (PKN)



Rat-a-Tat Tan™ (TN)

**Boise® FIREWORX® Colored Papers are perfect for:**

- Color Coding
- Playbills
- Contracts
- Menus



The mark of responsible forestry

## To us, green is more than just a shade.

At Boise®, we are committed to providing our customers with the highest-quality paper that goes beyond what they expect. For us, "green" is more than one of our shades. Boise FIREWORX products are engineered for environmental sustainability. All Boise FIREWORX colored papers are FSC® chain-of-custody certified. This means you can be assured that the fiber used is sourced from responsibly managed forests.

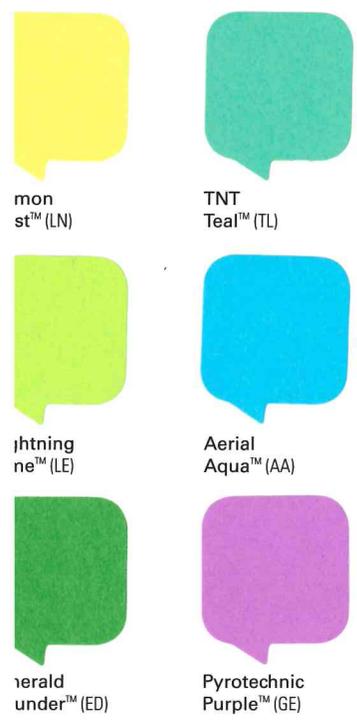
Boise FIREWORX paper is packaged in paper ream wrap, and nearly all papers in the Boise FIREWORX line contain 30% recycled fiber. With Boise FIREWORX colored papers, Environmental Sustainability is our commitment to you.

Weight	Product Number	Size	Sheets/ Ream	Reams/ Carton	Colors
20/50	MP-2201-xx	8½" x 11"	500	10	BE, BF, CHE, CY, GN, GRP, GS, GY, IY, LV, OR, PK, PKN, SN, TN, TT
	MP-2201P-xx	8½" x 11" 3HP	500	10	BE, CY, GN, PK
	MP-2204-xx	8½" x 14"	500	10	BE, CY, GRP, GN, IY, PK
	MP-2207-xx	11" x 17"	500	5	BE, BF, CY, GN, IY, LV, PK, SN
	FW-2201	8½" x 11"	500	5	Assorted Pack, PK, CY, GS, BE, LV
24/60	MP-2241-xx	8½" x 11"	500	10	AA, BA, BE, CY, ED, FA, GE, GD, GN, HP, IY, LE, LN, OR, PK, RY, TE, TL
	FW-2401	8½" x 11"	500	5	Assorted Pack, AA, BA, ED, RY, TE
	FW-24SB-PX	8½" x 11"	500	5	Assorted Pack, AA, ED, GE, LE, TL
	FW-24SM-PX	8½" x 11"	500	5	Assorted Pack, BA, CC, GD, RY, TE
Cover 65	MP-2651-xx	8½" x 11"	250	10	AA, BA, BE, BW, CY, GN, HP, IY, LE, PK, RY, TE
	FW-6501	8½" x 11"	250	5	Assorted Pack, BE, CY, GN, PK, IY
Bristol 67*	MP-6711-xx	8½" x 11"	250	5	BE, CY, DW, GN, IY, PK
Index 90*	235249	8½" x 11"	250	10	DW
Index 110*	235162	8½" x 11"	250	8	DW
	MP-1101-xx	8½" x 11"	250	5	BE, CY, GN, IY

\* Does not contain post-consumer content (Hot Pink Mimi™, Firecracker Fuchsia™, Combustible Orange™, Pyrotechnic Purple™, 67 lb. Bristol, 90 lb. Index, and 110 lb. Index). All others contain 30% post-consumer fiber content.



ors that make their point loud & clear.



mon st™ (LN)

TNT Teal™ (TL)

ghtning ne™ (LE)

Aerial Aqua™ (AA)

erald under™ (ED)

Pyrotechnic Purple™ (GE)

9? We'd love to know.  
t Boise FIREWORX Colored Papers



FIREW<sup>OR</sup>RX<sup>®</sup>

**COMMUNICATE IN COLOR**

With Paper Shades That Say All The Right Things



Boise<sup>®</sup> FIREWORX<sup>®</sup>  
Colored Papers  
on Facebook

**BOISE<sup>®</sup>**

Beyond What's Expected.<sup>®</sup>

and PAPER WITH POP are trademarks of Boise Paper Holdings, L.L.C., or its  
ated words and designs are trademarks of General Mills, used under license.

FWChipChart13



BUY



CLIP



SEND



EARN

## About Box Tops for Education®

Started by General Mills in 1996, the Box Tops for Education program has provided needed funding as more and more of America's schools struggle to make ends meet. Many schools are undersupplied and in need of supplementary financial support; through Box Tops for Education these schools are seeing great improvements. More than 2,000 products feature the Box Tops logo—and Boise® is proud to offer office paper products among this group. As Box Tops coupons are collected and submitted, K-8 schools earn money for supplies, recreational equipment, new technology, and much more.



Boise's customers know that we are committed to providing consistent, high-quality papers that satisfy their many needs. With Box Tops, customers will continue to see that same commitment to quality, but in a whole new and rewarding way—quality in their children's education.

[www.BoiseInc.com/btfe](http://www.BoiseInc.com/btfe)



**Request for Taxpayer  
Identification Number and Certification**

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

Print or type  
See Specific Instructions on page 2.

Name (as shown on your income tax return)  
**ECONOMICAL JANITORIAL SUPPLIES, INC**

Business name, if different from above  
**ECONOMICAL JANITORIAL & PAPER SUPPLIES, INC**

Check appropriate box:  Individual/Sole proprietor  Corporation  Partnership  Other  Exempt from backup withholding

Address (number, street, and apt. or suite no.)  
**1420 SAMS AVENUE SUITE F**

City, state, and ZIP code  
**HARAHAN, LA 70123**

Requester's name and address (optional)

List account number(s) here (optional)

**Part I Taxpayer Identification Number (TIN)**

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

Social security number

--	--	--	--	--	--	--	--	--	--

OR

Employer identification number

7	2	0	9	9	1	1	2	8
---	---	---	---	---	---	---	---	---

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

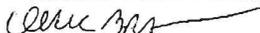
**Part II Certification**

Under penalties of perjury, I certify that:

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

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

Sign Here

Signature of U.S. person 

Date

**Purpose of Form**

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

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

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

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

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

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

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

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

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

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