



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

Toggle navigation

- [Home](#)
- [Central Bidding](#)
- [My CP](#)
- [Create New](#)
 - [Create New Standard Envelope](#)
- [Logout \(MCAMARD\)](#)

Central Bidding Time: Mon September 26, 2016 3:54:21 PM GMT-6

Location: **New Orleans > Louisiana > USA**

Name: **Bobby Wright**

Email: **bobby@ivesnola.com**

Address: **5701 Crawford St**

Zip code: **70123**

Contact number: **+5045618811**

Official

Company/Business Name:

Are you registered with
the State of Louisiana as a
Disadvantaged Business
Enterprise (DBE)?: **Yes**

Is your company owned
by a female?: **Yes**

Is your company owned
by a minority?: **Yes**

Louisiana Contractor ID#:

NIGP Codes: (Commodity code **60503** - Bells, Call

categories)

60510 - Copyholders, Mechanical, Adjustable

60514 - Copyholders, Nonmechanical, Non-
Adjustable

60530 - Embossing Machines and Labeling
Machines and Tapes

60536 - Footrests

60542 - Magnifying Glasses and Magnifiers

60546 - Moisteners, Sanitary; and Rubber
Finger Tips (Incl. Sheet Lifters)

60550 - Numbering Machines and Supplies:
Ink, Pads, etc.

60555 - Paper Trimmers, Hand, Blade Type

60560 - Pencil Sharpeners, Electric and
Battery Operated

60563 - Pencil Sharpeners, Manual; and Parts

60565 - Punches, Paper, Electric

60567 - Punches, Paper, Manual

60569 - Scissors and Shears, Office

60575 - Sealing and Tape Machines, Mail
Room

60582 - Staple Removers

60585 - Stapling Machines, Electric; and
Parts

60588 - Stapling Machines and Parts, Manual

61007 - Carbon Paper, One-Time

61014 - Carbon Paper, Pencil

61021 - Carbon Paper, Typewriter

61028 - Carbon Paper, Solvent Carbon Type

61035 - Ribbons, Adding Machine and
Calculator, All Types

61042 - Ribbons, Addressing Machine, All
Types

61049 - Ribbons, Bookkeeping and Posting
Machine, All Types

61052 - Ribbons, Cash Register

61063 - Ribbons, Teleprinter and Teletype,
All Types

61070 - Ribbons: Check Machine, Time
Clock, Time Machine, and Recorder

61073 - Ribbons, Tab

61096 - Tape, Correcting (For Use with
Correctable Typewriters)

61503 - Adding Machine and Calculator
Paper (Rolls)

61505 - Adhesives and Applicators: Glue,
Mucilage, Paste, etc.

61509 - Binders: Chain, Post, Prong, Ring,
etc.

61511 - Binder Sheets: Accounting,
Columnar, Index, Journal, Ledger, etc.

- 61513** - Blotters and Pads, Desk
- 61514** - Boards: Calendar, Schedule, Dispatch, Manning, etc.
- 61515** - Books, Office: Accounting, Address, Columnar, Composition, Memo, Minute, Receipt, Steno, Time, etc.
- 61517** - Box Files
- 61519** - Calendars, Calendar Pads and Stands
- 61520** - Cash Register Paper
- 61523** - Chair Mats (Carpet Protectors), All Types
- 61524** - Cleaners, Hand (Pre-moistened Towelettes, etc.)
- 61525** - Clipboards, Arch Boards, etc.
- 61527** - Coin Wrappers, Bill Straps, Bank Deposit Bags, etc.
- 61529** - Correction Fluid, Sheets and Tape, Including Thinners (For Typewriter Correction Tape See 610-96)
- 61531** - Covers: Brief, Manuscript, Pressboard, Report, etc.
- 61532** - Covers, Sleeve (Cuffettes)
- 61533** - Desk Accessories: Alphabetizers, Cash Boxes, Desk Files, File Card Cabinets, Letter Sorters, Message Racks, etc. (See 620-10 for Desk Sets)
- 61535** - File Cards, Blank and Ruled
- 61537** - File Cases: Jackets, Binder, Storage, Transfer, etc.
- 61539** - File Dividers, Labels, Tabs, etc.
- 61543** - File Folders, Hanging Type; and Accessories
- 61545** - File Folders, Regular, Legal and Letter Sizes
- 61547** - File Guides
- 61548** - Holders, Form and Memo (Including Spindles)
- 61549** - Index Tabs: Celluloid, Cloth, etc.
- 61551** - Labels, Reinforcements, Seals, etc. (Not Printed); and Sealing Wax
- 61553** - Letter Folders and Openers

- 61555** - Letter and Card Trays, All Types
- 61557** - List Finders, Rolodex, Telephone Strips, and Accessories
- 61562** - Pads and Tablets: Analysis, Columnar, Figure, Memo, Note, Ruled, Post-It Notes, Telephone Message, etc.
- 61565** - Pads and Covers, Office Machine, All Types
- 61567** - Paper Clips, Ball Bearing
- 61569** - Paper Clips, Clamps, Fasteners (Round and Flat Head), Dispensers, etc.
- 61571** - Paper Fasteners, Prong Type
- 61575** - Rubber Bands, All Sizes
- 61577** - Rubber Stamps, Stamp Pads, Stamp Pad Ink and Stamp Racks
- 61579** - Rulers, All Types (For Drafting See Class 305-35)
- 61580** - Sheet Protectors, All Types
- 61581** - Staples
- 61582** - Stock Forms and Labels: Copy Sets, Receiving Forms, Speed Letters, etc.
- 61584** - Tacks (Office Use): Map, Thumb, etc. (Incl. Push and T Pins)
- 61586** - Tags, Marking and Shipping, Stock
- 61588** - Tape and Dispensers, Office Type
- 61589** - Tape, Velcro Type (See 590-69 for Clothing Type)
- 61595** - Wastebaskets, Office, All Types
- 62010** - Desk Sets, Inkstands, Penholders, Pen Points, etc. (See 615-33 for Desk Accessories)
- 62020** - Erasers: Pencil Types, etc., (See 785-57 for Blackboard and Dry Erase Types)
- 62030** - Ink: Drawing, Marking, and Writing
- 62040** - Ink Eradicators
- 62050** - Ink Refills (Not Ballpoint), Drawing and Writing
- 62055** - Lumber Marking Crayons
- 62060** - Pencils, Lead; Pencil Leads; Pencil Lengtheners; etc.

62070 - Pencils, Marking (Including Mechanical Types and Refills): "Grease" or "China" Types, etc.

62071 - Pencils, Marking (Not Grease or China Types)

62079 - Pens, Fountain

62081 - Pen Refills (General Writing Types): Ball Point, Nylon Tip, Plastic Tip, Roller Ball, etc.

62086 - Pens, Erasable Markers (For Porcelain Boards, etc.)

62090 - Pens, Marker Type (Including Highlighter Types)

Where To?



[Main Menu](#)

[Home](#) - [Central Bidding](#) - [Register](#) - [Contact Us](#) - [Terms](#)

[Renew/Upgrade Membership](#)



Central Auction House, LTD



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

Toggle navigation

- [Home](#)
- [Central Bidding](#)
- [My CP](#)
- [Create New](#)
 - [Create New Standard Envelope](#)
- [Logout \(MCAMARD\)](#)

Central Bidding Time: Mon September 26, 2016 3:54:37 PM GMT-6

Place a Bid for 5000117829 - QUANTITY OF DRY ERASE BOARD

Please enter your best bid proposal for this project

Louisiana Contractor ID#

Enter all information required on the outside of the sealed envelope in the box below

<input type="text"/>	<input type="text"/>

Bid Bond #

Jefferson Parish Vendor #:

28186

Upload Attachment(s)

While this site accepts various file types, sizes and quantities, the preferred method for delivering all of the appropriate and required bid documents is one single scanned PDF file. Vendors submitting bids with multiple uploaded images/photos of bid

responses are solely responsible for clarity. If uploaded images/documents are not legible, the bidder's submission will be rejected. Please note all requirements in this bid package for electronic bid submission.

Upload a file

Click the Upload button in order to upload bid related documents

[Home](#) - [Central Bidding](#) - [Register](#) - [Contact Us](#) -
[Terms](#)

[Renew/Upgrade Membership](#)



Central Auction House, LTD



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

5000117829 - QUANTITY OF DRY ERASE BOARD
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

20-Sep-2016 10:36:50 AM



Bid Number 50-00117829

QUANTITY OF DRY ERASE BOARD

BID DUE: SEPTEMBER 23, 2016 AT 11:00 AM

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
Buyer Phone: 504-364-2683
FAX: 504-364-2693**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

Bidders should carefully read and must respond accordingly per the requirements of the bid packages. 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.

Effective August 1, 2016, please be advised:

- Affidavits (Non-Public Works Affidavit or Public Works Affidavit) – as you are aware, bidders are required to submit affidavits pursuant to LA public bid law and Jefferson Parish Code of Ordinances. Bidders must read each bid package to ensure compliance. Effective August 1st, ***affidavits are required with bid submission***. While copies are acceptable to include with bid submission, original affidavits are required upon contract execution. Original affidavits are encouraged 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.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

These changes are pursuant Louisiana Public Bid Law more specifically, Act 406 of the 2016 Louisiana Legislative Regular Session. For the purposes of this communication, this change applies to Jefferson Parish Government bid solicitations only. For more information, please call Jefferson Parish Purchasing at 504-364-2678.

DATE: 9/16/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00117829

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MCamardell

Bids will be received until 11:00 AM, 9/23/2016 via fax: 504-364-2693 or via online at 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 be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647. A copy of these resolutions may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at www.purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from www.purchasing.jeffparish.net and by clicking on Vendor Information. While Jefferson Parish may have these on file, all bidders should furnish their current W-9 Form and respective Tax Identification Numbers with bid submission; records on file may be invalid or expired. The successful bidder must submit a W-9 Form and respective Tax Identification Number upon contract execution. Failure to do so may result in delay of payment.

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

JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE

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. 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.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

DATE: 9/16/2016

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00117829

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MCamardell

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

1 Day ARO

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: Ives Business Forms, Inc.	
SIGNATURE: (Must be signed here)	TITLE: Bidder
PRINT OR TYPE NAME: Bobby Wright	
ADDRESS: 5701 Crawford St.	
CITY, STATE: New Orleans, La	ZIP: 70123
TELEPHONE: (504) 561-8811	FAX: (504) 581-4837
EMAIL ADDRESS: bobby@ivesnola.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 1787.58

DATE: 9/16/2016

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00117829

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	9.00	EA	QUANTITY OF DRY ERASE BOARD 0001 BI-SILQUE S.A. MASTERVISION TILE WHITEBOARD, 58.3" (4.9 FT) WIDTH X 38.6" (3.2 FT) HEIGHT, WHITE SURFACE, DRY ERASE, RECTANGLE. ITEM NO. BVCDT8125397 SHIP TO: 834 S. CLEARVIEW PKWY. JEFFERSON, LA 70123	198.62	1787.58

**Request for Taxpayer
Identification Number and Certification**

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

28186 update

Print or type See Specific Instructions on page 2.	Name	IVES BUSINESS FORMS, INC.	
	Business name, if different from above		
	Check appropriate box: <input type="checkbox"/> Individual/ Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other	<input type="checkbox"/> Exempt from backup withholding	
	Address (number, street, and apt. or suite no.)	1009 CAMP ST	
	City, state, and ZIP code	NEW ORLEANS, LA 70130	
	List account number(s) here (optional)	Requester's name and address (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. 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.

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

Social security number
or
Employer identification number
7205391849

Part II Certification

Under penalties of perjury, I certify that:

1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and
2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and
3. I am a U.S. 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
	Dorothy D. Quinn	8/10/08

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:

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

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.

Foreign person. If you are a foreign person, use the appropriate Form W-8 (see Pub. 515, Withholding of Tax on Nonresident Aliens and Foreign Entities).

Nonresident alien who becomes a resident alien.

Generally, only a nonresident alien individual may use the terms of a tax treaty to reduce or eliminate U.S. tax on certain types of income. However, most tax treaties contain a provision known as a "saving clause." Exceptions specified in the saving clause may permit an exemption from tax to continue for certain types of income even after the recipient has otherwise become a U.S. resident alien for tax purposes.

If you are a U.S. resident alien who is relying on an exception contained in the saving clause of a tax treaty to claim an exemption from U.S. tax on certain types of income, you must attach a statement that specifies the following five items:

1. The treaty country. Generally, this must be the same treaty under which you claimed exemption from tax as a nonresident alien.
2. The treaty article addressing the income.
3. The article number (or location) in the tax treaty that contains the saving clause and its exceptions.
4. The type and amount of income that qualifies for the exemption from tax.
5. Sufficient facts to justify the exemption from tax under the terms of the treaty article.