



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

May 16, 2017

Mr. C. Gibson, Director
Parks and Recreation Department

Re: Bid No. 50-00119320 for a two (2) year contract for a supply of Award Plaques to be ordered on an as-needed basis and used by all Jefferson Parish Departments and Agencies.

The above referenced bid opened on May 9, 2017. The deadline for award is June 23, 2017, which is the 45th day from bid opening. Please find attached copies of bids submitted and the bid tabulation for your review and recommendation. Once you have made a recommendation for award, please forward a copy of the blank resolution routed for placement on the Council agenda to sduffy@jeffparish.net or you may fax it 504-364-2693.

Pursuant to LA R.S. 38:2215 and more specifically, Jefferson Parish regulations:

All bids must be awarded or rejected within 45 calendar days from the date of bid opening. Therefore, if award (or rejection) will be made outside of the 45th day, then both low bidder and Jefferson Parish may mutually consent in writing to extend the deadline for award.

You must forward a copy of this written extension to Purchasing to the email address or fax number provided above. A sample of the extension letter has been posted on the Parish Intranet – Purchasing– Purchasing Bid Forms or you may also access it in the Purchasing Public Folder in Outlook.

Council approval is required; once the Council awards the bid by adopting the resolution,

- a) You will be responsible to route for a contract placing all necessary paperwork (e.g. bid documents submitted by awarded vendor(s), bid tabulation, blank resolution, contract, affidavits and if any: insurance, bonds in Hummingbird.



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Please be advised that the successful bidder(s) should submit the below upon contract execution. Please ensure that this documentation along with other required documentation are routed for contract execution.

- Final Insurance Certificate with all required coverages.

Sincerely,

Sidney Duffy

Sidney Duffy
Buyer II

**RESPONDING VENDOR LIST FOR BID #50-00119320
TWO (2) YEAR CONTRACT FOR A SUPPLY OF AWARD
PLAQUES TO BE ORDERED ON AN AS-NEEDED BASIS AND
USED BY ALL JEFFERSON PARISH DEPARTMENTS AND
AGENCIES, PARKS AND RECREATION**

LYNETTE L COX dba
TRI PARISH TROPHIES
1200 HIGHWAY 44
RESERVE, LA 70084

AWARDS BY GULF COAST TROPHIES
ATTN: MARK DILLARD
115 S. SHAVER STREET
PASADENA, TX 77506

MARBLEIZED MEMORIES, LLC
ATTN: LEE WM. DEIBEL
450 HICKORY AVENUE
HARAHAN, LA 70123

AWARDS dba TROPHY WORLD
ATTN: LARRY CRAVEZ
6400 NW 77 STREET
MIAMI, FL 33166

RICHARD REAMS TROPHY COMPANY LLC
ATTN: RICHARD REAMES
1210 VETERANS MEMORIAL BLVD., STE. 4
KENNER, LA 70062

AWARDS BY MARK, LLC
ATTN: LENI SUMICH
3422 CLEARY AVENUE A
PO BOX 6901
METAIRIE, LA 70009-6901

AAA TROPHIES
ATTN: JOHNIE L. SULLIVAN
3813 FLORIDA AVE
KENNER, LA 70065

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR			
=====							
0010 - Plaque 5 inch by 7 inch	7,000.0000	EA	2/22/2017	DBWILLIA			
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON	
AAA TROPHIES & AWARDS LLC	BID REJECTED	INSURANCE NOT COMPLETE	3.3500	23,450.0000	NO	BidReject	
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **						
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **						
RICHARD REAMES TROPHY	BID REJECTED	NO PROOF OF INSURANCE	3.4500	24,150.0000	NO	BidReject	
AWARDS INC	BID REJECTED	DID NOT ACK ADDENDUM	3.4000	23,800.0000	NO	BidReject	
HASTY AWARDS	** NON-RESPONDING VENDOR **						
MARBLEIZED MEMORIES LLC	BID REJECTED	NO PROOF OF INSURANCE	3.2000	22,400.0000	NO	BidReject	
	NO PROOF OF INSURANCE AND NO CORPORATE RESOLUTION						
LYNETTE L COX			4.2500	29,750.0000	NO		
AWARDS BY GULF COAST TROPHIES	BID REJECTED	AFFIDAVIT INCOMPLETE	5.0000	35,000.0000	NO	BidReject	
	AFFIDAVIT IS INCOMPLETE - STAMPED TEXAS BUT INDICATED LOUISIANA AND JEFFERSON PARISH PAGE ONE						
AWARDS BY MARK LLC	BID REJECTED	NO PROOF OF INSURANCE	3.1800	22,260.0000	NO	BidReject	
HIGH BID . . :	5.0000	LOW BID . . :	3.1800	AVERAGE BID:	3.6900		
0020 Plaque 7 inch by 9 inch	200.0000	EA	2/22/2017	DBWILLIA			
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON	
AAA TROPHIES & AWARDS LLC			6.3800	1,276.0000	NO	BidReject	
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **						
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **						
RICHARD REAMES TROPHY			6.4500	1,290.0000	NO	BidReject	
AWARDS INC			6.4500	1,290.0000	NO	BidReject	
HASTY AWARDS	** NON-RESPONDING VENDOR **						
MARBLEIZED MEMORIES LLC			5.5000	1,100.0000	NO	BidReject	
LYNETTE L COX			8.7100	1,742.0000	NO		
AWARDS BY GULF COAST TROPHIES			7.5000	1,500.0000	NO	BidReject	
AWARDS BY MARK LLC			6.3000	1,260.0000	NO	BidReject	
HIGH BID . . :	8.7100	LOW BID . . :	5.5000	AVERAGE BID:	6.7557		
0030 Plaque 8 inch by 10 inch	800.0000	EA	2/22/2017	DBWILLIA			
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON	
AAA TROPHIES & AWARDS LLC			6.3800	5,104.0000	NO	BidReject	
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **						
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **						
RICHARD REAMES TROPHY			6.4500	5,160.0000	NO	BidReject	
AWARDS INC			6.4500	5,160.0000	NO	BidReject	
HASTY AWARDS	** NON-RESPONDING VENDOR **						
MARBLEIZED MEMORIES LLC			6.2500	5,000.0000	NO	BidReject	
LYNETTE L COX			11.9000	9,520.0000	NO		
AWARDS BY GULF COAST TROPHIES			10.5000	8,400.0000	NO	BidReject	
AWARDS BY MARK LLC			6.3500	5,080.0000	NO	BidReject	
HIGH BID . . :	11.9000	LOW BID . . :	6.2500	AVERAGE BID:	7.7543		
0040 Plaque 9 inch by 12 inch	10.0000	EA	2/22/2017	DBWILLIA			
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON	
AAA TROPHIES & AWARDS LLC			6.3800	63.8000	NO	BidReject	
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **						

BID: 50-00119320 AWARD PLAQUES, TWO YEAR CONTRACT FOR

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
=====								
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **							
RICHARD REAMES TROPHY					6.4500	64.5000	NO	BidReject
AWARDS INC					6.4500	64.5000	NO	BidReject
HASTY AWARDS	** NON-RESPONDING VENDOR **							
MARBLEIZED MEMORIES LLC					7.5000	75.0000	NO	BidReject
LYNETTE L COX					12.7900	127.9000	NO	
AWARDS BY GULF COAST TROPHIES					12.5000	125.0000	NO	BidReject
AWARDS BY MARK LLC					6.4000	64.0000	NO	BidReject
HIGH BID . :	12.7900	LOW BID . :	6.3800	AVERAGE BID:	8.3529			
0050 Plaque 10 inch by 14 inch	10.0000	EA	2/22/2017	DBWILLIA				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
AAA TROPHIES & AWARDS LLC			6.3800	63.8000	NO	BidReject		
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **							
RICHARD REAMES TROPHY			6.4500	64.5000	NO	BidReject		
AWARDS INC			6.4500	64.5000	NO	BidReject		
HASTY AWARDS	** NON-RESPONDING VENDOR **							
MARBLEIZED MEMORIES LLC			9.5000	95.0000	NO	BidReject		
LYNETTE L COX			17.9500	179.5000	NO			
AWARDS BY GULF COAST TROPHIES			16.0000	160.0000	NO	BidReject		
AWARDS BY MARK LLC			6.4000	64.0000	NO	BidReject		
HIGH BID . :	17.9500	LOW BID . :	6.3800	AVERAGE BID:	9.8757			
0060 Plaque- Cost of each additional	175.0000	EA	2/22/2017	DBWILLIA				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
AAA TROPHIES & AWARDS LLC			.0000	.0000	NO	BidReject		
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **							
RICHARD REAMES TROPHY			.0000	.0000	NO	BidReject		
AWARDS INC			.0000	.0000	NO	BidReject		
HASTY AWARDS	** NON-RESPONDING VENDOR **							
MARBLEIZED MEMORIES LLC			.0000	.0000	NO	BidReject		
LYNETTE L COX			.0000	.0000	NO			
AWARDS BY GULF COAST TROPHIES		NO CHARGE	.0000	.0000	NO	BidReject		
AWARDS BY MARK LLC			.0000	.0000	NO	BidReject		
HIGH BID . :	.0000	LOW BID . :	.0000	AVERAGE BID:	.0000			
0070 Plaque 5 inch by 7 inch	400.0000	EA	2/22/2017	DBWILLIA				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
AAA TROPHIES & AWARDS LLC			3.3500	1,340.0000	NO	BidReject		
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **							
RICHARD REAMES TROPHY			3.4500	1,380.0000	NO	BidReject		
AWARDS INC			3.4000	1,360.0000	NO	BidReject		
HASTY AWARDS	** NON-RESPONDING VENDOR **							
MARBLEIZED MEMORIES LLC			3.2000	1,280.0000	NO	BidReject		
LYNETTE L COX			4.2500	1,700.0000	NO			

BID: 50-00119320 AWARD PLAQUES. TWO YEAR CONTRACT FOR

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR				
AWARDS BY GULF COAST TROPHIES	5.0000				2.000.0000	NO	BidReject	
AWARDS BY MARK LLC	3.1800				1.272.0000	NO	BidReject	
HIGH BID . :	5.0000	LOW BID . :	3.1800	AVERAGE BID:	3.6900			
0080 Plaque 8 inch by 10 inch	150.0000	EA	2/22/2017	DBWILLIA				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
AAA TROPHIES & AWARDS LLC			6.3800	957.0000	NO	BidReject		
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **							
RICHARD REAMES TROPHY			6.4500	967.5000	NO	BidReject		
AWARDS INC			6.4500	967.5000	NO	BidReject		
HASTY AWARDS	** NON-RESPONDING VENDOR **							
MARBLEIZED MEMORIES LLC			6.2500	937.5000	NO	BidReject		
LYNETTE L COX			11.9000	1.785.0000	NO			
AWARDS BY GULF COAST TROPHIES			10.5000	1.575.0000	NO	BidReject		
AWARDS BY MARK LLC			6.3500	952.5000	NO	BidReject		
HIGH BID . :	11.9000	LOW BID . :	6.2500	AVERAGE BID:	7.7543			
0090 Plaque 9 inch by 12 inch	10.0000	EA	2/22/2017	DBWILLIA				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
AAA TROPHIES & AWARDS LLC			6.3800	63.8000	NO	BidReject		
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **							
RICHARD REAMES TROPHY			6.4500	64.5000	NO	BidReject		
AWARDS INC			6.4500	64.5000	NO	BidReject		
HASTY AWARDS	** NON-RESPONDING VENDOR **							
MARBLEIZED MEMORIES LLC			7.5000	75.0000	NO	BidReject		
LYNETTE L COX			12.7900	127.9000	NO			
AWARDS BY GULF COAST TROPHIES			12.5000	125.0000	NO	BidReject		
AWARDS BY MARK LLC			6.4000	64.0000	NO	BidReject		
HIGH BID . :	12.7900	LOW BID . :	6.3800	AVERAGE BID:	8.3529			
0100 Plaque 10 inch by 14 inch	10.0000	EA	2/22/2017	DBWILLIA				
VENDOR	MODEL	BRAND/COMMENT	COMPARISON AMT	EXTENSION	SEL	REASON		
AAA TROPHIES & AWARDS LLC			3.3800	33.8000	NO	BidReject		
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **							
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **							
RICHARD REAMES TROPHY			6.4500	64.5000	NO	BidReject		
AWARDS INC			6.4500	64.5000	NO	BidReject		
HASTY AWARDS	** NON-RESPONDING VENDOR **							
MARBLEIZED MEMORIES LLC			9.5000	95.0000	NO	BidReject		
LYNETTE L COX			17.9500	179.5000	NO			
AWARDS BY GULF COAST TROPHIES			16.0000	160.0000	NO	BidReject		
AWARDS BY MARK LLC			6.4000	64.0000	NO	BidReject		
HIGH BID . :	17.9500	LOW BID . :	3.3800	AVERAGE BID:	9.4471			
0110 Plaque- Cost of additional letter	175.0000	EA	2/22/2017	DBWILLIA				

Jefferson Parish FMS
DATE 5/16/17
TIME 9:00:33

F I N A N C I A L M A N A G E M E N T
BID ANALYSIS LISTING

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BQ0190
SDUFFY

BID: 50-00119320 AWARD PLAQUES. TWO YEAR CONTRACT FOR

(** = ESCALATION APPLIED)

ITEM DESCRIPTION	QUANTITY	U/M	REQUEST BY	REQUESTOR			
=====							
VENDOR	MODEL	BRAND/COMMENT		COMPARISON AMT	EXTENSION	SEL	REASON
AAA TROPHIES & AWARDS LLC				.0000	.0000	NO	BidReject
BLANK BID COPY VENDOR	** NON-RESPONDING VENDOR **						
JEFFERSON TROPHIES & AWARDS	** NON-RESPONDING VENDOR **						
RICHARD REAMES TROPHY	BID REJECTED	NO PROOF OF INSURANCE		.0000	.0000	NO	BidReject
AWARDS INC				.0000	.0000	NO	BidReject
HASTY AWARDS	** NON-RESPONDING VENDOR **						
MARBLEIZED MEMORIES LLC	BID REJECTED	NO PROOF OF INSURANCE		.0000	.0000	NO	BidReject
	NO PROOF OF INSURANCE AND NO CORPORATE RESOLUTION						
LYNETTE L COX				.0000	.0000	NO	
AWARDS BY GULF COAST TROPHIES		NO CHARGE		.0000	.0000	NO	BidReject
AWARDS BY MARK LLC	BID REJECTED	NO PROOF OF INSURANCE		.0000	.0000	NO	BidReject
HIGH BID . :	.0000	LOW BID . :	.0000	AVERAGE BID:	.0000		

VENDOR TOTALS FOR BID:

VENDOR	BID AMOUNT	
AAA TROPHIES & AWARDS LLC	32,352.2000	BidReject
RICHARD REAMES TROPHY	33,205.5000	BidReject
AWARDS INC	32,835.5000	BidReject
MARBLEIZED MEMORIES LLC	31,057.5000	BidReject
LYNETTE L COX	45,111.8000	
AWARDS BY GULF COAST TROPHIES	49,045.0000	BidReject
AWARDS BY MARK LLC	31,080.5000	BidReject

TOTAL ITEMS ON BID : 11

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.	1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. LYNETTE L COX	
	2 Business name/disregarded entity name, if different from above TRI PARISH TROPHIES	
	3 Check appropriate box for federal tax classification; check only one of the following seven boxes: <input checked="" type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____ Note. For a single-member LLC that is disregarded, do not check LLC; check the appropriate box in the line above for the tax classification of the single-member owner. <input type="checkbox"/> Other (see instructions) ▶ _____	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <i>(Applies to accounts maintained outside the U.S.)</i>	
	5 Address (number, street, and apt. or suite no.) 1200 HIGHWAY 44	Requester's name and address (optional)
	6 City, state, and ZIP code RESERVE, LA 70084	
	7 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 generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.

Note. If the account is in more than one name, see the instructions for line 1 and the chart on page 4 for guidelines on whose number to enter.

Social security number								
			-					
or								
Employer identification number								
7	2		-	1	2	8	6	2 2 5

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. citizen or other U.S. person (defined below); and
4. The FATCA code(s) entered on this form (if any) indicating that I am exempt from FATCA reporting is correct.

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 3.

Sign Here	Signature of U.S. person ▶ <i>Lynette L Cox</i>	Date ▶ <i>5/5/2017</i>
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General Instructions

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

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

Purpose of Form

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

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

- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
 - Form 1099-C (canceled debt)
 - Form 1099-A (acquisition or abandonment of secured property)
- Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

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

By signing the filled-out form, you:

1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
2. Certify that you are not subject to backup withholding, or
3. Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income, and
4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct. See *What is FATCA reporting?* on page 2 for further information.

DATE: 4/05/2017

Page: 5

BID NO.: 50-00119320

BID FORM
Non Public Works

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 _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____.

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 _____

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: TRI PARISH TROPHIES

ADDRESS: 1200 HIGHWAY 44

CITY, STATE: RESERVE, LOUISIANA ZIP: 70084

TELEPHONE: (985) 536-3229 FAX: (985) 536-7390

EMAIL ADDRESS: TPT733@AOL.COM OR TPT733@RTCONLINE.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: #1

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ \$45111.80 FOB DELIVERED

AUTHORIZED
SIGNATURE: 

LYNETTE L COX

Printed Name

TITLE: OWNER

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.: 50-00119320

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			TWO (2) YEAR CONTRACT FOR A SUPPLY OF AWARD PLAQUES FOR THE JEFFERSON PARISH DEPARTMENT OF PARKS AND RECREATION		
1	7,000.00	EA	0010 - Plaque 5 inch by 7 inch	\$ 4.25	\$29750.00
2	200.00	EA	0020 Plaque 7 inch by 9 inch	\$ 8.71	\$ 1742.00
3	800.00	EA	0030 Plaque 8 inch by 10 inch	\$11.90	\$ 9520.00
4	10.00	EA	0040 Plaque 9 inch by 12 inch	\$12.79	\$ 127.90
5	10.00	EA	0050 Plaque 10 inch by 14 inch	\$17.95	\$ 179.50
6	175.00	EA	0060 Plaque- Cost of each additional letter and or number above 50 letters	\$ 0.00	\$ 0.00
			included on each plaque for item numbers 0010 through 0050.		
7	400.00	EA	0070 Plaque 5 inch by 7 inch	\$ 4.25	\$ 1700.00
8	150.00	EA	0080 Plaque 8 inch by 10 inch	\$11.90	\$ 1785.00
9	10.00	EA	0090 Plaque 9 inch by 12 inch	\$12.79	\$ 127.90
10	10.00	EA	0100 Plaque 10 inch by 14 inch	\$17.95	\$ 179.50
11	175.00	EA	0110 Plaque- Cost of additional letter and or number above 50 letters included on each plaque for item numbers 0070 through 0100.	\$ 0.00	\$ 0.00
			FOB DELIVERED		\$ 0.00

SOLE PROPRIETORSHIP CERTIFICATION

I, Lynette L Cox (Sole Proprietor Name) hereby confirm and certify that I am engaged in business under the assumed name and style of the company, and the location listed below:

Tri Parish Trophies
1200 Highway 44 Reserve, LA 70084

I also certify that I am the sole owner of said entity and the business so conducted which is not operated as corporation, limited liability, company, partnership or trust and no other person, partnership, firm or corporation has any right, title or ownership interest therein. I certify that both I and my entity named below are considered a single entity for tax and liability purposes, and all securities, commodity futures and other property in the name of Sole Proprietorship belong to me and are owned solely by me.

Lynette L Cox
Signature

Date: 5-5-2017

Lynette L Cox
Printed Name



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

JEFFERSON PARISH VENDOR APPLICATION

All vendors interested in submitting bids, or proposals to provide equipment, materials, supplies, services or performing major repairs/construction for Jefferson Parish must complete this form and indicate commodity codes applicable to their business. This application **MUST** be accompanied with vendor's signed W-9 Form (or W-8IMY Form if an international vendor) and a listing of applicable commodity codes. This application will not be processed otherwise. In order to receive payments within 1 day of payment processing, please complete Vendor Direct Deposit Form available online at <http://purchasing.jeffparish.net> and email to Purchasing@jeffparish.net. If a direct deposit form is not received then you will received a paper check via the mail. Please note that it may delay payment by up to 5 days due to handling and mail time.

Name of Business: TRI PARISH TROPHIES		
Physical Address: 1200 HIGHWAY44		Remittance Address: 1200 HIGHWAY 44
City: RESERVE	State: LA	Zip: 70084
Phone Number () 985-536-3229	Fax Number: () 985-536-7390	
Email Address (REQUIRED): TPT733@AOL.COM or TPT733 @RTCONLINE.COM	Federal Identification Number (REQUIRED): 72-1286225	
Nature of Business: Trophies,Plaques, Signs, Banners, Promotional Items		
Trade, Specialty, or Professional Licenses:		

Please check one:

Corporation: ☐ Individual: ☒ Partnership: ☐ Other : ☐ _____

Authorized to do Business in Louisiana: Yes: ☒ No: ☐

PAGE 1 of 3



JEFFERSON PARISH

Department of Purchasing

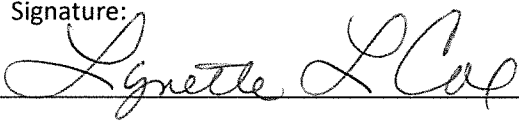
Michael S. Yenni
Parish President

Brenda J. Campos
Director

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. Please indicate below as applicable:

DBE: ☐ MBE: ☐ WBE: ☐ SBE: ☐

Vendors registering to conduct business with Jefferson Parish hereby acknowledge that upon bid/proposal submission, vendors agree to comply with all provisions of Louisiana Law as well compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics as well as applicable Jefferson Parish ethical standards and Jefferson Parish standard terms and conditions. Further, it shall be the duty of every applicant for certification of eligibility for a parish contractor 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.

Vendor Contact Name: LYNETTE L COX	Title: OWNER
Signature: 	Date: 5/5/2017

Prospective bidders are strongly encouraged to register for our e-procurement web portal. All bids are uploaded onto this portal for review and response. There is no cost to register, view, download and submit bids. For more information on this and other bid information, please visit the Jefferson Parish Purchasing Department webpage located at <http://purchasing.jeffparish.net> or you can directly go to our e-procurement portal at www.jeffparishbids.net. Vendors will be automatically notified of solicitations for which they have registered to receive.

Jefferson Parish uses the National Institute for Governmental Procurement Commodity Codes to notify prospective bidders of solicitations to which they would be interested in. By selecting the appropriate commodity codes and listing them on Page 3 of this application, prospective bidders may be notified of current solicitations. Please go to at <http://purchasing.jeffparish.net> for a complete list of commodity codes and enter in the form below.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
Director

COMMODITY CODE ENROLLMENT

COMMODITY	COMMODITY DESCRIPTION
80 10	Badges, Buttons, Emblems, and ID Cards
80 25	Card Holders
80 35	Convention Badges & Name Tags, Adhesive Back
80 38	Convention Badges & Name Tags, Nonadhesive Back
80 44	Fasteners (For Badges, etc) Metal, Plastic, etc
80 45	Folders, Presentation
80 50	Nameplates, Metal, Adhesive Back
80 53	Nameplates, Metal, Nonadhesive
80 55	Nameplates, Plastic
80 56	Nameplates, Specialty
80 57	Ribbons and Rosettes
80 65	Service Awards, Specialty Type
80 70	Tags, Metal, Adhesive Back
80 73	Tags, Metal, Nonadhesive Back
80 75	Tags, Pet Identification
80 78	Trophies, Plaques, Awards, Certificates, etc

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

AT THE MEETING OF DIRECTORS OF _____
INCORPORATED, DULY NOTICED AND HELD ON _____,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT _____, 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.

SECRETARY-TREASURER

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 St. John the Baptist

BEFORE ME, the undersigned authority, personally came and appeared: Lynette L Cox, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized owner of Tri Parish Trophies (Entity), the party who submitted a bid in response to Bid Number 50-0019320 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 X there are **NO** campaign contributions made which would require disclosure under Choice A of this section.

Debt Disclosures

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

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

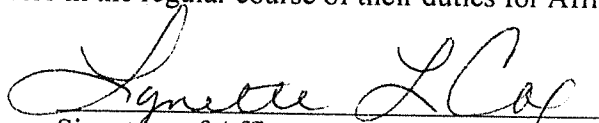
Choice B X There are **NO** debts which would require disclosure under Choice A of this section.

Affiant further said:

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

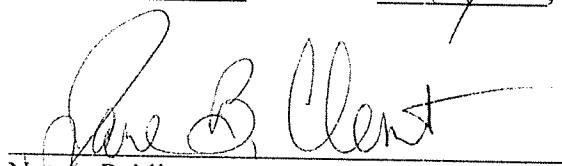
[The remainder of this page is intentionally left blank.]

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


Signature of Affiant

Lynette L Cox
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 5th DAY OF May, 2017.


Notary Public

Jane B. Clement
Printed Name of Notary

Jane B. Clement
Notary Public #050840
St. John Parish, Louisiana
Commissioned for Life

Notary/Bar Roll Number

My commission expires _____.

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.

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.

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.

**Insurance Declaration Affidavit
Worker's Compensation**

AFFIDAVIT

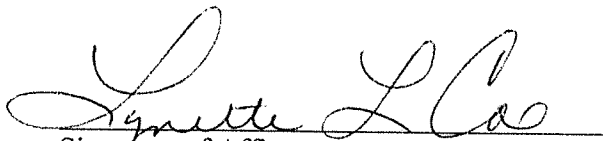
STATE OF Louisiana

PARISH/COUNTY OF St. John the Baptist

BEFORE ME, the undersigned authority, personally came and appeared,
Lynette L Cox, (Affiant) who after being duly sworn, deposed and said that he/she
is the fully authorized owner of Tri Parish Trophies (Entity), the
party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00119320, to Jefferson Parish.

Affiant further said:


- (1) That affiant has no employees in which Worker's Compensation Insurance is required pursuant to state law.
- (2) That if affiant hires employees such that they would be required under state law to obtain Worker's Compensation Insurance, affiant will notify Jefferson Parish and obtain the proper coverage.


Signature of Affiant

Lynette L Cox
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 5th DAY OF May, 2017.


Notary Public

Jane B. Clement
Notary Public #050840
St. John Parish, Louisiana
Commissioned for Life

Printed Name of Notary

Notary/Bar Roll Number

My commission expires



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

5/4/2017

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).

PRODUCER Eagan Insurance Agency, LLC Attn: Wayne Roussel or Sherry K or Angel Duffaut P. O. Box 8590 Metairie LA 70002	CONTACT NAME: Sherry Kellahan LaPlace LA Office PHONE (A/C, No, Ext): (504) 836-9600 FAX (A/C, No): (985) 652-1548 E-MAIL: kellahans@eaganins.com ADDRESS:
INSURED Tri-Parish Trophies, DBA: Lynette Cox 1200 Highway 44 Reserve LA 70084	INSURER(S) AFFORDING COVERAGE INSURER A: Guard Insurance Cos-Berkshire INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:

COVERAGES

CERTIFICATE NUMBER: 17-18 GL renew

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 SUBR INSD 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 checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		LYBP882021	1/1/2017	1/1/2018	EACH OCCURRENCE \$ 2,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 4,000,000 PRODUCTS - COMP/OP AGG \$ 4,000,000
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS					COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$
	UMBRELLA LIAB EXCESS LIAB DED RETENTION \$	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE				EACH OCCURRENCE \$ AGGREGATE \$
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y/N N/A				PER STATUTE OTH-ER E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Trophy Shop: trophies, signs, embroidery & screen printed items.

CERTIFICATE HOLDER

CANCELLATION

Proof of Coverage

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

Wayne Roussel/SHERRY

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**Insurance Declaration Affidavit
Automotive**

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF St John the Baptist

BEFORE ME, the undersigned authority, personally came and appeared, Lynette L Cox, (Affiant) who after being duly sworn, deposed and said that he/she is the fully authorized owner of Tri Parish Trophies (Entity), the party who submitted a Proposal/Contract/Bid/RFP/SOQ No. 50-00119320, to Jefferson Parish.

Affiant further said:

- (1) That entity does not own automobiles or use automobiles in the furtherance of the services provided under the contract.
- (2) That if the entity obtains automobiles or begins to use automobiles in the furtherance of the services provided under the contract, affiant will notify Jefferson Parish and obtain the proper coverage.

Lynette L Cox
Signature of Affiant

Lynette L Cox
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 5th DAY OF May, 2017.

Jane B. Clement
Notary Public

Jane B. Clement
Notary Public #958940
St. John Parish, Louisiana
Commissioned for Life

Printed Name of Notary

Notary/Bar Roll Number _____

My commission expires _____



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

April 19, 2017

ADDENDUM # 1

Bid No.: 50-00119320

Bid Opening Date: May 9, 2017

For: TWO (2) YEAR CONTRACT FOR A SUPPLY OF AWARD PLAQUES TO BE ORDERED ON AN AS-NEEDED BASIS AND USED BY ALL JEFFERSON PARISH DEPARTMENTS AND AGENCIES, PARKS AND RECREATION.

CLARIFICATIONS:

QUESTIONS:

1. Under award specifications, I noticed that the plaques must be 3/4" thick. We have been in business for over 20 years and the industry standard for imitation wood plaques is only 5/8" thickness. Most of our vendors only offer 3/4" plaques for real wood and upon inspection of products supplied in past years under this contract, 5/8" plaques have been used. So, I just wanted to make sure that 5/8" plaques will again be sufficient to meet the requirements of this contract.

Answer: Upon review; 5/8" will suffice.

2. Since we are a new vendor to this particular contract (we have just recently supplied JPRD west with plaques for a Bidy Basketball tournament), we would like to provide the requested sample of the product to be offered. However, we do not have a digital file of the Jefferson Parish logo to be used and the image on the bid document is too crude to modify. If you could please provide this digital file, it would be greatly appreciated.

Answer: Please see digital logo attached.

Sincerely,

Sidney Duffy

Sidney Duffy, Buyer II
Jefferson Parish Purchasing Department



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda C. Patel
Director

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form as indicated. Failure to do so will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.



DATE: 4/05/2017

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00119320

JEFFERSON PARISH

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

BUYER: SDUFFY@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, 5/09/2017 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 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 and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. 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.

If the bid exceeds \$30,000.00 and the company is duly authorized to do business in the state of Louisiana, a corporate resolution must be submitted with the bid or the person signing the bid documents must be listed on the Louisiana Secretary of State's website as an officer of the corporation, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). If the bid is in excess of \$30,000 and bidder is registered out of the state of Louisiana, a corporate resolution must be submitted with the bid, unless bidder has otherwise complied with LSA-R.S. 38:2212 (B)(5). Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. Bids submitted by Owner or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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 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(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 or warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits 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.



Bid Number 50 - 00119320

TWO (2) YEAR SUPPLY OF AWARD PLAQUES TO BE ORDERED ON AN AS-NEEDED BASIS AND USED BY ALL JEFFERSON PARISH DEPARTMENTS AND AGENCIES

Due Date: May 9, 2017 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: Ms. Sidney Duffy, Buyer II
Buyer Email: sduffy@jeffparish.net
Buyer Phone: 504-364-2682**



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Brenda J. Campos
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:

- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at www.jeffparishbids.net. For more information, please contact the Purchasing Department or visit jeffparish.net.
- 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 1, 2016, ***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.

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.

East Bank

TWO YEAR CONTRACT FOR SUPPLY OF
AWARD PLAQUES FOR THE JEFFERSON PARISH
DEPARTMENT OF PARKS AND RECREATION

The following specifications are applicable to Items 0010 through 0060 listed within this bid.

GENERAL SPECIFICATIONS:

The vendor shall supply all tools materials, and equipment to provide awards as per specifications listed below.

Vendor shall provide delivery service of all awards and or plaques to an appropriate site as designated by the Department of Parks and Recreation, 6921 Saints Drive, Metairie, LA 70003 or 7437 Lapalco Blvd., Marrero, LA 70072.

Vendor will box all awards by teams for easy access, and to avoid problems of sorting.

Delivery will be made within two weeks of issuance of order. Orders are to be in written form only and from the Main Business Office of the Department of Parks and Recreation.

AWARDS SPECIFICATIONS:

All awards will be on plaques made of legen wood, or equal. Legen Wood is imitation wood with cherry wood finish. Plaques shall be completely finished, front, back, and sides with wood grain finish. Plaque size will vary. All plaques must be three fourths inch thick.

METAL MATERIALS:

Vendor shall supply aluminum plating adjusted according to size of the individual plaque as ordered, to be no less than one half inch smaller than the wood grain base. Two different colors of metal plates shall be supplied. One shall be silver aluminum, and the other shall be gold aluminum. Plates will be attached via appropriate decorative type fasteners, either nail and or screw. No glue shall be acceptable as a fastening device. All corners on metal plate shall be crimped for appearance purposes.

The Department of Parks and Recreation will provide different types of logos. Each will be black on white for vendors use. It shall be the responsibility of the vendor at his expense to expand and/or reduce the logo based on the size of the plaque as indicated in the order by the Department of Parks and Recreation.

Logo and lettering shall be applied by one of the following processes. Electric heat press system, engraving or photo lathe engraving. Lettering shall be at the discretion of the Department of Parks and Recreation corresponding to the size of the plaque. All lettering shall be provided as per the request. No abbreviations will be allowed for any reason.

Lettering shall be of the highest clarity. Hazy or fuzzy lettering is not acceptable.

Each award shall be composed of a minimum of approximately 50 letters which shall be included in the base bid. Each additional letter and/or number shall be bid independently with a flat cost established for each letter and or number in excess of 50 as mentioned above.

Each award shall be wrapped with a clear plastic material to prevent scratching and other damage prior to delivery.

Within ten (10) days from notification after bid opening date all proposed vendors may be required to submit a sample of a five inch by seven inch size plaque showing the designated logo along with the following information for inspection purposes:

DIXIE YOUTH RUNNER UP

This shall be at the expense of the vendor. Failure to submit sample shall be cause to reject bid.

Sample Logo Design is included.

Estimated value of contract is
\$35,000.00.



West Bank

TWO YEAR CONTRACT FOR SUPPLY OF
AWARD PLAQUES FOR THE JEFFERSON PARISH
DEPARTMENT OF PARKS AND RECREATION

The following specifications are applicable to Items 0070 through 0110 listed within this bid.

GENERAL SPECIFICATIONS:

The vendor shall supply all tools materials, and equipment to provide awards as per specifications listed below.

Vendor shall provide delivery service of all awards and or plaques to an appropriate site as designated by the Department of Parks and Recreation, 6921 Saints Drive, Metairie, LA 70003 or 7437 Lapalco Blvd., Marrero, LA 70072.

Vendor will box all awards by teams for easy access, and to avoid problems of sorting.

Delivery will be made within two weeks of issuance of order. Orders are to be in written form only and from the Main Business Office of the Department of Parks and Recreation.

AWARDS SPECIFICATIONS:

All awards will be on plaques made of legen wood, or equal. Legen Wood is imitation wood with cherry wood finish. Plaques shall be completely finished, front, back, and sides with wood grain finish. Plaque size will vary. All plaques must be three fourths inch thick.

METAL MATERIALS:

Vendor shall supply aluminum plating adjusted according to size of the individual plaque as ordered, to be no less than one half inch smaller than the wood grain base. Five different colors of metal plates shall be supplied. They shall be silver aluminum, gold aluminum, blue aluminum, red aluminum, and black aluminum. Plates will be attached via appropriate decorative type fasteners, either nail and or screw. No glue shall be acceptable as a fastening device. All corners on metal plate shall be crimped for appearance purposes.

The Department of Parks and Recreation will provide different types of logos. Each will be black on white for vendors use. It shall be the responsibility of the vendor at his expense to expand and/or reduce the logo based on the size of the plaque as indicated in the order by the Department of Parks and Recreation.

Logo and lettering shall be applied by one of the following processes. Electric heat press system, engraving or photo lathe engraving. Lettering shall be at the discretion of the Department of Parks and Recreation corresponding to the size of the plaque. All lettering shall be provided upon request colors coordinating with the silver aluminum plating, gold aluminum plating, blue aluminum plating, red aluminum plating, and black aluminum plating. No abbreviations will be allowed for any reason.

Lettering shall be of the highest clarity. Hazy or fuzzy lettering is not acceptable.

Each award shall be composed of a minimum of approximately 50 letters which shall be included in the base bid. Each additional letter and/or number shall be bid independently with a flat cost established for each letter and or number in excess of 50 as mentioned above.

Each award shall be wrapped with a clear plastic material to prevent scratching and other damage prior to delivery.

Within ten (10) days from notification after bid opening date all proposed vendors may be required to submit a sample of a five inch by seven inch size plaque showing the designated logo along with the following information for inspection purposes:

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Sample Logo Design is included.

Estimated value of contract is
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