



Bid Number 50 - 124661

**TWO YEAR CONTRACT FOR OFFICE SUPPLIES , AS NEEDED, FOR ALL
JEFFERSON PARISH DEPARTMENTS, AGENCIES AND MUNICIPALITIES.**

November 29, 2018 AT 2:00 PM

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Donna Reamey
Dreamey@Jeffparish.net
504-364-2684**

Two year contract for Office Supplies as needed for all Jefferson Parish Departments.

Vendors **must** bid on all core items and percent off category items.

Core List: if the vendor is bidding on name brands other than specified within the line item descriptions, vendor **must** list their manufacturer and part number for each of the line items they are substituting and include specifications with bid submission. Failure to do so will result in bid rejection. Successful bidder during the life of contract may substitute items but only may do so with Purchasing's prior approval. Jefferson Parish requires that all brand names be listed on final contract. Bid evaluation will be based on this section of the bid solicitation.

Categories and Respective Discounts (Page 2 of these bid specs):

While bid evaluation will be based on the core list, vendors must submit bids on the Category Discounts table with corresponding discount percent off. Page 2 of these specs **must** be included with bid submission. Failure to do so will result in bid rejection.

Online Orders: Vendors must be able to accept online orders. The Purchasing Department reserves the right to supply the successful vendor with purchase order numbers in lieu of hard copies (or e-copies of purchase orders).

Delivery: This is a requirements contract, which means the contract can be used by Jefferson Parish Government departments and branches of government for which we coordinate purchases. Delivery is required to various locations on an as needed basis. Each purchase order will indicate the delivery address for that order. Delivery of each contract order will be required within one week after receipt of the order.

Invoices: The successful vendor must invoice individual departments. On all invoices for items ordered under the Category Discounts, the vendor must show list price, applied discount to equal the final price.

Freight: Freight charges should be included in the cost of items; if not then freight must be indicated that it will be added to each delivery/invoice. Freight charges should be estimated on your bid response for tabulation purposes, example freight is estimated as \$5.00 per order. If freight is not noted then your bid is tabulated and accepted as freight included in your line item bid price. Vendors are not allowed to add freight after the fact to the bid response or contract.

Reports: Upon contract expiration and at the request of Jefferson Parish the successful bidder shall provide usage reports which will include use/quantities ordered of each respective item listed on this contract, sorted by same, including those items purchased under the Category Discounts. Such reports shall also include data on those substituted products deemed as approved but functionally equivalent by the Purchasing Department.

SPECIFICATIONS FOR BID # 50-00124661

THE BELOW **MUST** BE SUBMITTED WITH BID SUBMISSION. FAILURE TO DO SO WILL RESULT IN REJECTION.

Category For: % Discounts:

CATEGORY	DISCOUNT %
Boards & Easels	21%
Consumables (ex: Pens, Post-Its, Flags, Tabs – Please note this category does not include any item for human consumption)	45%
Equipment (ex. Shredders, electric staplers, laminators, etc. – Please note this category does NOT include computer related items)	14%
Folders, Binders & Accessories	49%
Other (excluding paper)	25%

*Should the foregoing discount structure result in a price lower than Office Depot's cost, Office Depot reserves the right to price any such items at Office Depot's weighted average PO cost plus 20%.

DATE: 11/14/2018
BID NO.: 50-00124661

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: DREAMEY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETN, LA 70053 UNTIL 2:00 PM, 11/29/2018 AND PUBLICLY OPENED THEREAFTER.

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

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting www.jeffparishbids.net 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.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

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

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

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

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

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

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

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.

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

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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

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

PREFERENCE: Unless federal funding is directly spent by Jefferson Parish for this purchase, preference is hereby given to materials, supplies, and provisions produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside the state. "LSA - R.S. 38:2251-2261"

B. USE OF BRAND NAMES AND STOCK NUMBERS: Where brand names and stock numbers are specified, it is for the purpose of establishing certain minimum standards of quality. Bids may be submitted for products of equal quality, provided brand names and stock numbers are specified. Complete product data may be required prior to award.

C. CANCELLATION OF CONTRACT: JEFFERSON PARISH reserves the right to cancel all or any part if not shipped promptly. No charges will be allowed for parking or cartage unless specified in quotation. The order must not be filled at a higher price than quoted. JEFFERSON PARISH reserves the right to cancel any contract at anytime and for any reason by issuing a THIRTY (30) day written notice to the contractor.

For good cause and as consideration for executing a contract with Jefferson Parish, vendor conveys, sells, assigns and transfers to Jefferson Parish or its assigns all rights, title and interest in and to all causes of action it may now or hereafter acquire under the antitrust laws of the United States and the State of Louisiana, relating to the particular good or services purchased or acquired by Jefferson Parish.

D. PRICES: Jefferson Parish is exempt from paying sales tax under LSA-R.S. 47:301 (8)(c). All prices for purchases by Jefferson Parish of supplies and materials shall be quoted in the unit of measure specified and unless otherwise specified, shall be exclusive of state and Parish taxes. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit price shall prevail.

Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.

Bidders are not to exclude from participation in, deny the benefits of, or subject to discrimination under any program or activity, any person in the United States on the grounds of race, color, national origin, or sex; nor discriminate on the basis of age under the Age Discrimination Act of 1975, or with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, or on the basis of religion, except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Act of 1964, or Title VI and VII of the Act of April 11, 1968, shall also apply. This assurance includes compliance with the administrative requirements of the Revenue Sharing final handicapped discrimination provisions contained in Section 51.55 (c), (d), (e), and (k)(5) of the Regulations. New construction or renovation projects must comply with Section 504 of the 1973 Rehabilitation Act, as amended, in accordance with the American National Standard Institute's specifications (ANSI A17.1-1961).

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

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.

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 state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required; This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-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.
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.

See Page 1 for Conflicts of Interest Statement

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 XMAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 180 days from the effective date of the

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

Next business day for in-stock items. *

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

34334270F**THIS SECTION MUST BE COMPLETED BY BIDDER:**

*Please see attached clarification letter.

FIRM NAME: Office Depot, Inc.ADDRESS: 6600 North Military TrailCITY, STATE: Boca Raton, FLZIP: 33496TELEPHONE: (817) 851-4009 direct questions to Mark Matranga

FAX: ()

EMAIL ADDRESS: mark.matranga@officedepot.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: \$ _____

AUTHORIZED
SIGNATURE: _____TITLE: Sr Vice PresidentThomas Riccio

Printed Name

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.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	19.00	EA	TWO YEAR CONTRACT FOR OFFICE SUPPLIES, AS NEEDED, FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENCIES AND MUNICIPALITIES	Item 1 \$1.33	\$25.27
			0010 ID card holder, reel with Belt Clip Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68824 OD Descrip: REEL,F/ID CARD,BK OD SKU 164721 Manf: RMV(Quanzhou) Part no: XS006004	Item 2 \$1.89	\$83.16
2	44.00	EA	0020 ID card holder, reel, w/spring clip Plastic Supplied as 1 each Color: Black Manuf: Baumgartens Part no. BAU68844	Item 3 \$5.34	\$272.34
			0030 ID card holder, reel, w/clip, Plastic - 25/pack - Black Baumgartens Card Reel with Belt Clip BAU68424 OD Descrip: BDG, CARDREEL,BLK,12 PK OD SKU: 681223 Manf: RMV (Suanzhou) OD Part: XS005001A	Item 4 \$26.55	\$2017.80
4	76.00	EA	0031 BOARD, CORK, SIZE: 36"H X 48"W BROWN CORK SURFACE ALUMINUM FRAME WITH FACTORY MOUNTED HANGERS SUPPLIED: 1 EACH MANUF: SPARCO PART NO: SPR19765	Item 5 \$4.57	\$31.99
			0032 Waste Basket, Retangular, Fire-Safe, COLOR: STEEL - SAND SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616SA OD Descrip: WASTEBASKET,28QT,BLK OD SKU: 221481 Manf: Rubbermaid OD Part: FG295600BLA	Item 6 \$32.88	\$1117.92
6	34.00	EA	0033 Waste Basket, Retangular, Fire-Safe, COLOR: STEEL - BLACK SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616BL OD Descrip: WASTEBASKET,6.87 GAL,BLK OD SKU: 247380 Manf: SP Richard OD Part: SAF9616BL	Item 7 \$13.28	\$1992.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	150.00	PK	0040 CD-R, Media 80MIN/700MB 48x - 100/PK MAX648200 OD Descrip: CD-R, VERBATIM, SPINDLE,100PK OD SKU: 314264 Manf: VERBATIM AMERICAS LLC OD Part: 94554	Item 8 \$2.30	\$18.40
8	8.00	PK	0050 CD, SLEEVE,Slide Insert PVC Clear - Self-Adhesive, holds CD/DVD Size: 5 1/2" x 5 1/4" Manf: UNITED STATIONERS CO Supplied:10 in a pack OD SKU: 716497 Color: Clear Manuf: INNOVERA Part no: IVR39402	Item 9 \$6.31	\$239.78
9	38.00	BX	0060 CD, Sleeve, clear poly windows, stores CD/DVD Size: 4-7/8" x 5" Manf: LSC COMMUNICATIONS US Color: White LLC Supplied: 100 to a box OD SKU: 538923 Manuf: Quality Park Part no. QUA62903	Item 10 \$11.35	\$170.25
10	15.00	PK	0061 DVD+R, 4.7GB 16X RECORDING TIME: 2 HOURS STORAGE CAPACITY: 4.70GB SUPPLIED: 50 TO A PACK MANUF: VERBATIM PART NO: VER95037	Item 11 \$21.00	\$126.00
11	6.00	PK	0062 DVD+R, 4.7GB 16X RECORDING TIME: 2 HOURS STORAGE CAPACITY: 4.70GB SUPPLIED: 100 TO A PACK MANUF: VERBATIM PART NO: VER95102	Item 12 \$1.03	\$267.80
12	260.00	EA	0063 DISPENSER, TAPE, FOR 1/2" OR 3/4" TAPE ROLLS WITH 1" CORE COLOR: BLACK MANUF: BUSINESS SOURCE PART NO:BSN32954 OD Descrip: DISPENSER,DESK,1" CORE,BLACK OD SKU: 520328 Manf: 3M CO OD Part:41001-OD	Item 13 \$.72	\$434.88
13	604.00	ROLL	0064 TAPE, INVISIBLE, 3/4"W X 1296"L CORE: 1 INCH WRITABLE SURFACE CLEAR SUPPLIED: 1 ROLL MANUF: BUSINESS SOURCE PART NO: BSN32952 OD Descrip: TAPE,INVISIBLE,3/4"X36YD OD SKU: 910430 Manf: 3M Co OD Part: 6200-3/4X1296	Item 14 \$4.83	\$1429.68
14	296.00	PK	0065 TAPE, SEALING, GENERAL PURPOSE, CLEAR	Item 15 \$13.55	\$2886.15
				Item 16 \$.91	\$159.25

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
15	213.00	PK	SIZE: 1.88" W X 55 YD LENGTH, 3 INCH CORE PRESSURE-SENSITIVE POLY 1.60 ML ADHESIVE BACKING SUPPLIED: 6 TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN32951 OD Descrip: TAPE,PACKAGING,OD,6/PK OD SKU: 568419 Manf: 3M Co OD Part: OD-HM50-6	Item 17 \$.49	\$127.40
16	175.00	EA	0070 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS TO A PACK MANUF: COMPUCESSORY PART NO: CCS24306 OD Descrip: DUSTER,OD DEPOT,10 OZ,6PK OD SKU: 110284 Manf: AW DISTRIB INC OD Part: UDS10-MS-P6	Item 18 \$1.79	\$320.41
17	260.00	EA	0071 Glue Sticks, Permanent SIZE: 1.26 OZ SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788 OD Descrip: GLUESTICK,3PK,1.40OZ, WHITE OD SKU: 571111 Manf: JIANGSU XINGDA STATIONERY OD Part: 95505-OD	Item 19 \$1.79	\$602.87
18	179.00	PK	0072 Scissors, Plastic Handle,Stainless Steel blade, bent Size: 8 inches length Color: Black handle Manuf: Business Source Part no. BSN65647 OD Descrip: BENT,VALUE,8IN,ASST OD SKU: 837278 Manf: ACME UNITED CORP OD Part: 16467	Item 20 \$.88	\$366.96
19	167.00	EA	0073 RUBBER BANDS, ASSORTED COLORS, SIZE: 7 INCH X 1/8 INCH #117B SUPPLIED: 50 TO A PACK MANUF: ALLIANCE RUBBER CO. PART NO. ALL07800 OD Descrip: RUBBERBANDS,FILE, BRITES,50PK OD Part: 7806 Manf: Alliance Rubber Co	Item 21 \$.1.24	\$44.67
20	417.00	EA	0074 Correction fluid - 22ml bottles, White Supplied: 1 each Manuf: Integra Part no: ITA01539 OD Descrip: CORRECTION FLUID,OD,WHT,12PK OD SKU: 340840 Manf: SANFORD LP OD Part: 87268	Item 22 \$.56	\$29.68
21	36.00	EA	0075 Correction tape, in non-refillable dispenser .20"w x 19.69 ft length White tape Supplied: 1 each Manuf: Integra Part no:ITA60032 OD Descrip: CORR,TAPE,SLIDE,2PK OD SKU: 842957 Manf: PLUS CORP OF AMERICA OD Part: ODSLIDE2PK	Item 23 \$.70	\$47.60
			0076 Correction pen, all purpose, SIZE: .24 FL OZ		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	53.00	EA	SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115 OD Descrip: PEN,CORRECTION,WITE-OUT OD SKU: 162163 Manf: BIC Corp OD Part: WOSQP11EA	Item 24 \$3.79	\$200.87
			0077 Clipboard, Hardboard, Color: brown Size: letter - 9" x 12.50" Supplied: 1 each Manuf: Business Source Part no. BSN65637 OD Descrip : CLIPBOARD,LTR,9X12-1/2 OD SKU: 991992 Manf: OfficeMate INTL OD Part: 83140	Item 25 \$3.47	\$142.27
23	68.00	EA	0078 Clipboard, Hardboard, Color: Brown Size: Legal 9" x 15.50" Supplied: 1 each Manuf: Business Source Part no. BSN28554 OD DescripCLIPBOARD,LE GAL SIZE OD SKU: 174276 Manf: Office Mate INTL OD Part: 83141	Item 26 \$27.45	\$631.35
			0079 Money/Rent Receipt Book, Spiral bound,2-Part carbonless - 200 sets per book, 4 receipts per page Size: 11" x 5.25" Supplied: 1 each Manuf: Adams Part no: ABFSC1152 Manf: LSC COMM OD SKU: 223487 OD Part: SC1152	Item 27 \$4.81	\$1087.06
25	41.00	BK	0080 Message pads,spiral book, 4 message per page, 2 part carbonless, 200 sheets per book, sheet size: 11" x 8.50" Supplied: 1 Book Manuf: Adams Part no: ABFSC1184P Manf: SP Richard OD SKU: 519648	Item 28 \$10.56	\$1066.56
			0081 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING SUPPLIED: 1 EACH MANUF: BOORUM & PEASE PART NO. BOR6718300R Manf: LSC COMM OD SKU: 943175	Item 29 \$6.29	\$849.15
27	226.00	BX	0170 Envelopes, #55 clasp, 28 lb Size: 6" x 9"		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
28	101.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part: BSN 36660</p> <p>OD Descrip: ENVELOPE,CLASP,KRAFT,6X 9,100BX OD SKU: 330744 Manf: LSC COMM OD Part: ODP78955</p> <p>0180 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"</p>	Item 30 \$6.19	\$2011.75
29	135.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36662</p> <p>Manf: SP Richard OD SKU: 5661079</p> <p>0200 Envelopes, #90 clasp, 28 lb Size: 9" x 12"</p>	Item 31 \$14.56	\$815.36
30	325.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36663</p> <p>OD Descrip: ENVELOPE,CLSP,RCYCL, 9X12,100BX OD SKU: 330808 Manf: LSC COMM OD Part: ODP78990</p> <p>0210 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"</p>	Item 32 \$25.10	\$1154.60
31	56.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36664</p> <p>OD Descrip: ENVELOPE,CLASP 28lb #93 100BX OD SKU: 330840 Manf: LSC COMM OD Part: ODP77993</p> <p>0220 Envelopes, Inter-Departmental, two sided, 28 lb, string/button</p>	Item 33 \$6.27	\$2476.65
32	46.00	BX	<p>Size: 10" x 13" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN42255</p> <p>OD Descrip: ENVELOPE INTEROFFICE, 10X13,100 OD SKU: 844803 Manf: LSC COMM OD Part: ODP77880</p> <p>0221 Envelopes, Inter-department one sided, String/Button</p>	Item 34 \$12.59	\$1548.57
33	395.00	BX	<p>Size: 9" x 12" Supplied: 100 to a box Color: Brown Kraft Manuf: Quality Park Part no. QUA63462</p> <p>Manf: LSC COMM OD SKU: 254755</p> <p>0230 Envelopes, Clasp, 28lb, Size: 10" x 13"</p>	Item 35 \$44.36	\$88.72
34	123.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36665</p> <p>OD Descrip: ENVELOPE,CLASP,28LB,#97, 100BX OD SKU: 330888 Manf: LSC COMM OD Part: ODP78997</p> <p>0240 Envelopes, clasp, 28lb, Size: 10" x 15"</p>	Item 36 11.21	\$1591.82
				Item 37 \$10.70	\$749.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
35	2.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36666</p> <p>OD Descrip: ENVELOPE,CLASP,10X15, 100BX OD SKU: 330920 Manf: LSC COMM OD Part: ODP77998</p> <p>0250 Envelopes, gummed seal, 32lb Size: 10" x 15"</p>	Item 38 \$15.30	\$1239.30
36	142.00	BX	<p>Color: Cameo Supplied: 100 to a box Manuf: Quality Park Products Part no. QUA54416</p> <p>Manf: SP Richard OD SKU: 254748</p> <p>0260 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"</p>	Item 39 \$7.76	\$1311.44
37	70.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36667</p> <p>OD Descrip: ENVELOPE,CLASP,12X15.5, 100BX OD SKU: 330960 Manf: LSC COMM OD Part: ODP78910</p> <p>0270 Envelopes, #10 standard window,- 24 lb</p>	Item 40 \$31.62	\$1169.94
38	81.00	BX	<p>Size: 9 1/2" x 4 1/8" Supplied: 500 to a box Color: White Manuf: Business Source Part no. BSN42251</p> <p>OD Descrip: ENVELOPE,#10,WIN,24#, 500CT,WHT OD SKU: 634000 Manf: LSC COMM OD Part: ODP78170</p> <p>0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal</p>	Item 41 \$4.41	\$185.22
39	169.00	BX	<p>gummed, no window Size: 9.50" x 4.13" Color: White Supplied: 500 to a box Manuf: Business Source Part no. BSN36682</p> <p>OD Descrip: ENVELOPE,#10,C/S, 500BX OD SKU: 633904 Manf: LSC COMM OD Part: ODP77146</p> <p>0290 Envelopes, regular commercial, gummed, woven, no window</p>	Item 42 \$2.09	\$551.76
40	37.00	EA	<p>Size: 9.50" x 4.12" Color: White Supplied: 500 to a box Manuf: Business Source Part no. BSN42250</p> <p>OD Descrip: ENVELOPE,#10,PLN, 24#,500CT,WHT OD SKU: 633888 Manf: LSC COMM OD Part: ODP78125</p> <p>0320 Calculator, Printing Adapter Powered/battery (AA)</p>	Item43 \$8.58	\$274.56
			<p>Color: White Manuf: Sharp Part no. SHREL1750V</p> <p>OD Descrip: CALCULATOR,PRINTING,EL-1 750V OD SKU: 128337 Manf: Victor TECH ODPart: EL1750V</p>	Item 44 \$44.38	\$1597.68

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
41	42.00	PK	0321 Calculator, receipt paper single ply Size: 2.25" x 150ft Color: White Supplied: 12 rolls to a pack Manuf: Business Source Part no. BSN28650	Item 45 \$.21	\$43.05
			OD Descrip: PAPER ROLL,2-1/4X130,SNGL PLY OD SKU:108862 Manf: TST/IMPRESO INC OD Part: 108862	Item 46 \$1.25	\$46.25
42	264.00	EA	0410 Hole puncher, two-hole adjustable - Sheet Capacity: 30 Manuf: Business Source Part no. BSN65626		
			OD Descrip: PUNCH,PAPER,2- HOLE,20SHEET CAP OD SKU:825307 Manf: TUNG YUNG INTL LTD OD Part: 701N/ODU/ODP/50/1	Item 47 \$6.73	\$33.65
43	32.00	EA	0420 Hole puncher, two-hole heavy-duty Sheet capacity: 60 Manuf: Business Source Part no. BSN62896		
			OD Descrip: PUNCH,2HOLE, 50SHEETS,BLACK OD SKU:427281 Manf: Office Mate INTL OD Part: 10082	Item 48 \$1.84	\$296.24
44	36.00	EA	0430 Hole puncher, Heavy-duty 3 hole adjustable punch heads Sheet Capacity: 40 Manuf: Swingline Part no. SWI74357		
			Manf: ACCOBrands OD SKU: 777401	Item49 \$44.83	\$2734.63
45	205.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip Color: Black Manuf: Business Source Part no. BSN65650		
			OD Descrip: STAPLE REMOVER,BLACK OD SKU: 427111 Manf: NINGBO DELI IMP & EXP CO LTD OD Part: KK0494	Item 50 \$19.94	\$757.72
46	37.00	EA	0460 Staple Remover, magnetic push style Neoprene Color: Black Manuf: Bostitch Part no: BOS40000MBLK		
			Manf: AMAX OD SKU: 548701	Item 51 \$.37	\$65.86
47	5.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever Manuf: Swingline Part no: SWI37201		
			Manf: SP Richard OD SKU: 906067	Item 52 \$.90	\$25.20
48	161.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working body		
			OD Descrip: STAPLE HALF STRIP METAL OD SKU: 572058 Manf: MAPED HELIX USA INC OD Part: 7533ODI		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
49	61.00	EA	Sheet capacity: 20 Color: Black Manuf: Business Source Part no. BSN65648	Item 53 \$.91	\$4.55
			0490 Stapler, electric, Sheet Capacity: 45 Staple Capacity: 210 Staple Size 1/4" Full Strip Color: Black Manuf: Bostitch Part no. BOSB8EVALVE Manf: AMAX INC ODSKU: 163460	Item 54 \$1.30	\$9.10
50	38.00	EA	0500 Stapler, Heavy Duty, all metal construction		
			Sheet capacity: 130 Staple capacity: 210 full strip Staple sizes: 1/4", 3/8", 1/2", 5/8" Color: Black Manuf: Bostitch Part no: BOSB310HDS Manf: SP Richard OD SKU: 451815	Item 55 \$.90	\$13.50
51	178.00	BX	0501 Staples, standard, 210 per strip, 1/4" leg 1/2" crown, chisel point		
			Color: Silver Capacity of 30 sheets Supplied: 5000 to a box Manuf: Business Source Part no. BSN65649 OD Descrip: STAPLES, STANDARD, OD Manf: SHAOXING SHUNXING METL PRODTNG OD SKU: 766967 OD Part: OD766967	Item 56 \$.91	\$1.82
52	28.00	EA	0520 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"		
			SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: EXECUTIVE RED MANUF: ACCO PART NO. ACC25979	Item 57 \$.91	\$2.73
53	5.00	EA	0530 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"		
			SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: RED MANUF: ACCO PART NO. ACC25978	Item 58 \$3.19	\$15.95
54	7.00	EA	0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"		
			SUPPLIED: 1 EACH CAPACITY: 3 INCH	Item 59 \$6.28	\$671.96

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
55	15.00	EA	COLOR: DARK GREEN MANUF: ACCO PART NO. ACC25976	Item 60 \$2.42	\$62.92
			0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972	Item 61 \$3.46	\$159.16
56	2.00	EA	0560 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973	Item 62 \$5.98	\$173.42
			0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971	Item 63 \$6.15	\$202.95
58	5.00	EA	0580 REPORT COVER, PRESSGUARD WITH FASTNERS SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732	Item 64 \$1.05	\$43.05
			OD Descrip: COVER,PSBD,2.75"CC, 8.5X14,RED OD SKU: 934240 Manf: ACCO BRANDS USA LLC OD Part: 19028		
59	107.00	BX	0619 Sheet Protector, Top-loading nonglare, polypropylene, 3 holes, Size: 8 1/2" x 11" Supplied: 100 to a box Manuf: C-line Part no. CLI62048	Item 65 \$1.08	\$41.04
			Manf: SP Richard OD SKU: 459720		
60	26.00	EA	0620 BINDER, 1 INCH D-RING, 2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE	Item 66 \$1.55	\$55.80
			Manf: SP Richard OD SKU: 9367337		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
61	46.00	EA	PART NO. BSN33105	Item 67 \$1.72	\$127.78
			0630 BINDER, 2 INCH D-RING, 2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33109 Manf: SP Richard OD SKU: 5773469	Item 68 \$2.57	\$46.26
62	29.00	EA	0640 BINDER, 3 INCH D-RING, 2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33113 OD Descr: BINDER, D-RNG, 11X8.5, 3IN, BLK ODSKU: 786202 Manf: SP Richard OD Part: WLJ38349B	Item 69 \$132.49	\$794.94
			0650 BINDER, 4 INCH D-RING, 2 INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. BSN33117 Manf: SP Richard OD SKU: 9768076	Item 70 \$117.20	\$9727.60
64	41.00	EA	0660 Binder, 1/2 inch view, Round Ringer Fasteners with two internal pockets with two internal pockets Size: Letter 8 1/2" x 11" Sheet Capacity: 125 Color: White Supplied: 1 each Manuf: Buisness Source Part no: BSN09951 OD Descr: BBINDER, OD, VIEW, RR, 5", WHITE ODSKU: 396941 Manf: LSC COMMUNICATION OD Part: OD02772	Item 71 \$34.71	\$798.33
			0670 BINDER, 1 INCH VIEW, ROUND RING, TWO INTERNAL POCKETS SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN09953 OD Descr: BINDER, OD, VIEW, RR, 1", WHITE ODSKU: 396291 Manf: LSC COMMUNICATION OD Part: OD02765	Item 72 \$21.64	\$1969.24
66	36.00	EA	0680 Binder, 1 1/2 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source OD Descr: BBINDER, OD, VIEW, RR, 1.5", WHITE ODSKU: 396251 Manf: LSC COMMUNICATION OD Part: OD02769	Item 73 \$36.98	\$739.60

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
67	74.00	EA	Part no. BSN09955 0690 Binder, 2 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" OD Descrip: BBINDER,OD,VIEW, Color: White RR,,2",WHITE Supplied: 1 each ODSKU: 396241 Manuf: Business Source Manf: LSC COMMUNICATION Part no. BSN09957 OD Part: OD02774	Item 74 \$44.90	\$7722.80
68	18.00	EA	0700 Binder, 3 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" OD Descrip: BBINDER,OD,VIEW, Color: White RR,,3",WHITE Supplied: 1 each ODSKU: 396201 Manuf: Business Source Manf: LSC COMMUNICATION Part no. BSN09959 OD Part: OD02786	Item 75 \$21.64	\$1428.24
69	6.00	CTN	0730 BOX, BANKERS, STAXONSTEEL SIZE: 15"W 24"D 10.50" H INTERNAL EXTERNAL: 17"W 25.5"D 11.1" H MEDIA SUPPORT SIZE: LEGAL INTERLOCKING CLOSURE, HEAVY DUTY, STACKABLE COLOR: STEEL-CHARCOAL Manf:SP Richard SUPPLIED: 6 BOXES TO A CARTON OD SKU 343765 MANUF: FELLOWS PART NO: FEL00512	Item 76 \$7.12	\$2086.16
70	83.00	CTN	0731 BOX, BANKERS, STAXONSTEEL SIZE: 12"W 24"D 10.50" H INTERNAL EXTERNAL: 17"W 25.5"D 11.1" H MEDIA SUPPORT SIZE: LETTER INTERLOCKING CLOSURE, HEAVY DUTY, STACKABLE COLOR: STEEL-CHARCOAL SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00511	Item 77 \$11.94	\$2065.62
71	23.00	CTN	0732 BOX, BANKERS,R-KIVE MEDIA SIZE: LETTER/LEGAL 12" W 15"D 10"H INTERNAL 12.8"W 16.5"D 10.4"H EXTERNAL LIFT OFF CLOSURE HEAVY DUTY STACKABLE COLOR: WOODGRAIN SUPPLIED: 4 BOXES TO A CARTON MANUF: FELLOWS PART NO. FEL0072506	Item 78 \$16.23	\$4706.70
72	91.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL	Item 79 \$11.71	\$3489.58

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
73	20.00	CTN	12" W 15"D 10"H LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN26758 OD Descip: BOX,LTR/LGL,ECON, QCKSETUP,12PK OD SKU: 161488 Manf: FELLOWES MFG CO OD Part: 800303	Item 80 \$3.16	\$483.48
74	172.00	CTN	0740A BOX, FILE STORAGE, MEDIA SIZE: LETTER 12" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN26756 OD Descip: BOX,LTR,OD, 24",STRG/BTN,12/PK OD SKU: 481395 Manf: FELLOWES MFG CO OD Part: 800603	Item 81 \$3.64	\$2551.64
75	66.00	CTN	0750 BOX, FILE STORAGE, MEDIA SIZE: LEGAL 15" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN26757 Manf: SP Richard OD SKU: 6081152	Item 82 \$2.85	\$1028.85
76	293.00	BX	0770 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL 12" W 15"D 10"H LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. BSN32450 OD Descip: BOX,LTR/ LGL,ECON, QCKSETUP,12PK OD SKU: 161488 Manf: FELLOWES MFG CO OD Part: 800303	Item 83 \$6.91	\$393.87
77	173.00	BX	0910 POCKET, FILE, LEGAL SIZE 8 1/2" X 14" 5 1/4" EXPANSION COLOR: REDDROPE SUPPLIED: 10 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65795 OD Descip: POCKET,FILE,LGL, 5.25IN,STRT,RR OD SKU: 808584 Manf: SMEAD MFG CO OD Part: SMD74234	Item 84 \$10.64	\$372.40
			0920 POCKET, FILE, LETTER SIZE 8 1/2" X 11"		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
78	290.00	BX	0930 POCKET, FILE, LEGAL SIZE 8 1/2" X 14" 3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791 OD Descrip: POCKET,FILE,LTR,3.5 INXP,25/BX OD SKU: 295620 Manf: LSC COMMUNICATIONS OD Part: 1524E-OX	Item 85 \$5.01	\$786.57
79	298.00	BX	0950 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11" 3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65794 Manf: SP Ricahrd OD SKU: 5777294	Item 86 \$4.98	\$1389.42
80	153.00	EA	0990 WALLET, EXPANDING FOR FILES, FLAP WITH ELASTIC CORD CLOSURE SIZE: 10" X 15" SHEET SIZE EXPANSION: 3 1/2" AND HOLD UP TO 400 SHEETS COLOR: REDROPE (LEATHER LOOK) SUPPLIED: 1 EACH MANUF: SMEAD PART NO. SMD71456 OD Descrip: POCKET,FILE, LTR,FLAT,STRT,MAN. OD SKU:500553 Manf: SMEAD MFG CO OD Part: 75500	Item 87 \$14.37	\$4095.45
81	701.00	BX	1020 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LEGAL 8 1/2" X 14" COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN43570 Manf: SP Richard OD SKU: 992024	Item 88 \$13.62	\$599.28
82	361.00	BX	1021 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11" COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17533 OD Descrip: FOLDER,HNG, LGL,1/5CUT,25BX,GRN OD SKU: 811018 Manf: LSC COMMUNI OD Part: 811018OD	Item 89 \$25.47	\$815.04
83	57.00	BX	1030 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT., OD Descrip: FOLDER,HNG, LTR,1/5CUT,25BX,GRN OD SKU: 810994 Manf: LSC COMMUNI OD Part: 810994OD	Item 90 \$26.73	\$267.30

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
84	35.00	BX	COLOR: MANILA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17524 OD Descip: FOLDER,LTR,1/2 CUT,100BX,MNLA OD SKU: 316232 Manf: SMEAD OD Part: 152L	Item 91 \$12.24	\$61.20
			1031 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LEGAL 8 1/2" X 14" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN99718 Manf: SP Richard OD SKU: 8470003	Item 92 \$24.44	\$195.52
85	157.00	BX	1050 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILLA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17525 OD DESCRIP: FOLDER,LTR, 1/3CUT,100BX,MANILA OD SKU: 810838 Manf: LSC COMMUNUCATION OD PART: 810838OD	Item 93 \$24.95	\$2445.10
			1051 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB, LEGAL 8 1/2" X 14" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILLA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17526 OD DESCRIP: FOLDER,LGL 1/3CUT,100BX,MANILA OD SKU: 810846 Manf: LSC COMMUNUCATION OD PART: 810838OD	Item 94 \$21.43	\$878.63
87	285.00	BX	1070 FOLDER, FILE WITH 2 PRONG FASTENERS 1/3 TAB CUT VERTICAL IN ASSORTED POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO: SMD19537 OD DESCRIP: FOLDER,FSTR,LGL,1/3CT, 50BX,MNA OD SKU: 207464 Manf: SMEAD MFG CO OD PART: 2K2-153C-1&3	Item 95 \$25.72	\$617.28
			1080 FOLDER, FILE WITH 1 PRONG FASTENER 1/3 TAB CUT VERTICAL IN ASSORTED POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRSP17230 OD DESCRIP: FOLDER,LGL,W/ FASTENER,50/BX OD SKU: 998476 Manf: SMEAD MFG CO OD PART: 2K2-153C-1	Item 96 \$25.64	\$307.68
89	32.00	BX	1081 FOLDER, FILE, END TAB, LETTER SIZE 8 1/2" X 11" SHEET SIZE,		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
90	10.00	BX	2 INCH FASTENERS, 11 POINT COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO. SPRSP17262 OD DESCRIP: FOLDER, ENDTAP,LTR,100/BX,PINK OD SKU: 889568 Manf: SP RICHARD OD PART: SMD25610	Item 97 \$3.55	\$88.75
91	5.00	BX	1082 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED TAB SIZE: 3/4" FOLDER CAPACITY LEGAL 8 1/2" X 14" SHEET SIZE 11 POINT FOLDER THICKNESS COLOR: BLUE SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO. SMD28040 Manf: SP RICHARD OD SKU: 889337	Item 98 \$9.75	\$97.50
92	8.00	BX	1083 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED TAB SIZE: 3/4" FOLDER CAPACITY LEGAL 8 1/2" X 14" SHEET SIZE 11 POINT FOLDER THICKNESS COLOR: GREEN SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO. SMD28140 OD DESCRIP: COLOR FAST FLDR,1/3,LGL,GRE OD SKU: 543595 Manf: LSC COMM OD PART: OD27140	Item 99 \$2.28	\$11.40
93	98.00	BX	1084 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED TAB SIZE: 3/4" FOLDER CAPACITY LEGAL 8 1/2" X 14" SHEET SIZE 11 POINT FOLDER THICKNESS COLOR: RED SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO. SMD28740 OD DESCRIP: COLOR FAST FLDR,1/3, LGL,RED OD SKU: SMD28740 Manf: LSC COMM OD PART: OD27740	Item 100 \$5.28	\$26.40
94	41.00	BX	1110 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3 1/3 TAB CUT ASSORTED POSTION 2 INCH EXPANSION SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 25 TO A BOX MANUF: NATURE SAVER PART NO: NATSP17235 OD DESCRIP: FOLDER,MLA, TOPTAB,LGL,GN OD SKU: 467992 Manf: LSC COMM OD PART: 17185	Item 101 \$3.51	\$308.88

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
95	24.00	BX	1/3 TAB CUT ASSORTED POSTION 1 INCH EXPANSION SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 25 TO A BOX MANUF: NATURE SAVER PART NO: NATSP17234 OD DESCRIP: FOLDER,FILE,LTR,1/3,FST NR,50BX OD SKU: 478263 Manf: SMEAD MFG CO OD PART: 2K2-153LK-1&3	Item 102 \$2.97	\$831.60
			1120 FOLDER, FILE, PRESSBOARD CLASSIFICATION WITH SafeSHIELD FASTENERS, 2/5 TAB CUT, 1 DIVIDER, SIZE: LEGAL COLOR: RED SUPPLIED: 10 TO A BOX MANUF: SMEAD PART NO: SMD18775 Manf: SP Richard OD SKU: 760248	Item 103 \$5.63	\$5157.08
96	12.00	BX	1130 FOLDER, FILE, PRESSBOARD CLASSIFICATION WITH SafeSHIELD FASTENERS, 2/5 TAB CUT, 1 DIVIDER, SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 10 TO A BOX MANUF: SMEAD PART NO: SMD18776 Manf: SP Richard OD SKU: 290456	Item 104 \$4.13	\$3568.32
			1209 LABELS, RECTANGLE, FULL SHEET FOR LASER PRINTERS Size: 8.50" x 11" Color: White Supplied: 100 in a pack Manuf: Business Source Part no. BSN26119 OD DESCRIP: LABEL,FULL,OD,LSR,100CT, WHITE OD SKU: 612071 Manf: NAKAGAWA MFG USA OD PART:505-O004-0012	Item 105 \$2.02	\$1195.84
98	10.00	BX	1210 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 2.62" L 30 LABELS TO ONE SHEET/750 LABELS IN PK COLOR: YELLOW MANUF: AVERY PART NO: AVE5972	Item 106 \$6.49	\$2018.39
			1211 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 3" L SHEETS 4" X 6" 200 LABELS IN A PACK COLOR: NEON GREEN MANUF: AVERY PART NO: AVE05494 OD DESCRIP: LABELS,FLOUR RAINBOW,1X3,200/P OD SKU: 631812 Manf: AVERY OD PART:5481	Item 107 \$9.88	\$1195.48
100	5.00	BX	1212 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 3" L		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
101	88.00	PK	<p>SHEETS 4" X 6" - 200 LABELS TO A PACK COLOR: RED MANUF: AVERY PART NO: AVE05493</p> <p>OD DESCRIP: LABEL,MP,30UP,NEON,REMV OD SKU: 148894 Manf: AVERY OD PART: AVE6479</p>	Item 108 \$6.38	\$172.26
102	280.00	EA	<p>1230 LABELS, RECTANGLE MAILING, 1"W 2.63" L</p> <p>OD DESCRIP: LABEL,ADDR,OD, LSR,3000CT,WHITE OD SKU: 612011 Manf: NAKAGAWA MFG USA INC OD PART: 505-O004-0004</p> <p>COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: BSN21050</p>	Item 109 \$4.16	\$1248.00
103	916.00	EA	<p>1299 NOTEBOOK, ONE SUBJECT, COLLEGE RULED, WIRE BOUND, WHITE PAPER, DURABLE POLY FRONT COVER AND COMES IN ASSORTED COLORS, 100 SHEET COUNT, PERFORATED SHEETS, 2 POCKET DIVIDERS TO STORE LOOSE PAPERS SIZE: 8 1/2 X 11 SUPPLIED: 1 EACH MANUF: ACCO BRANDS CORP, MEAD PART NO: MEA06206</p>	Item 110 \$.86	\$67.08
104	864.00	EA	<p>1300 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED</p> <p>SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN26740</p> <p>OD DESCRIP: STENO, 70CT GREGG RULE, WHI OD SKU: 533400 Manf: LSC COMM OD PART: 99475</p>	Item 111 \$.13	\$70.33
105	592.00	DZ	<p>1301 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED</p> <p>SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN90650</p> <p>OD DESCRIP: SPAD, STENO 6X9, GREGG, DOZ, 70SHT OD SKU: 307389 Manf: LSC COMM OD PART: 99470</p>	Item 112 \$.31	\$157.48
106	311.00	DZ	<p>1320 PAD, LEGAL JR, WRITING, PEFORATED PAGES</p> <p>SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63110</p> <p>OD DESCRIP: PAD, PERF 5X8, LGL, WHT, RLD, 12PK OD SKU: 306902 Manf: LSC COMM OD PART: 99422</p>	Item 113 \$.94	\$230.30
			<p>1330 PAD, LEGAL RULED, WRITING, PEFORATED PAGES</p> <p>SIZE: 8 1/2" X 14" - 50 SHEETS</p>		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
107	121.00	DZ	COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63109 OD DESCRIP:PPAD,PERF 8.5X14,OD,WHT,LGL RLD OD SKU: 223291 Manf: LSC COMM OD PART: 99419	Item 114 \$1.27	\$190.50
108	27.00	DZ	1340 PAD, LEGAL RULED, WRITING, PERFORATED PAGES SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63106 OD DESCRIP:PAD,PERF, 8.5X14,CAN OD SKU: 223111 Manf: LSC COMM OD PART: 99420	Item 115 \$3.36	\$504.00
109	300.00	DZ	1350 PAD, LEGAL RULED, WRITING, PERFORATED PAGES SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63105 OD DESCRIP:PAD,PERF 8.5X11,OD,12PK,LGL RL OD SKU: 305706 Manf: LSC COMM OD PART: 99400	Item 116 \$2.44	\$153.72
110	78.00	BX	1360 PAD, LEGAL RULE, WRITING, PEFORATED PAGES SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63108 OD DESCRIP:PAD,PERF, 8.5X11,OD,LGL RLD,12P OD SKU: 305466 Manf: LSC COMM OD PART: 99401	Item 117 \$7.09	\$638.10
111	541.00	DZ	1369 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20 OD DESCRIP: FASTNER, PAPER,2IN SETS,50BX OD SKU: 825489 Manf: OFFICEMATE INTL OD PART: 10231	Item 118 \$2.45	\$71.05
112	508.00	DZ	1370 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36550 OD DESCRIP: CLIP, BINDER, SMALL,12/BOX OD SKU: 429415 Manf: AIVEN ON STATIONERY OD PART: 825182BX	Item 119 \$2.46	\$103.32
113	245.00	DZ	1380 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36551 OD DESCRIP: CLIP,BINDER, MEDIUM, OD SKU: 429431 Manf: AIVEN ON STATIONERY OD PART: 825190BX	Item 120 \$.62	\$146.32
			1390 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
114	150.00	PK	<p>Color: black/silver Manuf: Business Source Part no: BSN36552</p> <p>OD DESCRIP:CLIP,BINDER, LARGE,2IN,12BX OD SKU: 308957 Manf: AIVEN ON STATIONERY OD PART: RTP-001958-HD-087-07</p> <p>1400 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1</p>	Item 121 \$ 3.24	\$366.12
115	150.00	PK	<p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65638</p> <p>OD DESCRIP:CLIP,PAPER,#1 SMTH,OD,10PK OD SKU: 308478 Manf: OFFICEMATE INTL OD PART: 10001</p> <p>1410 CLIPS, PAPER, STEEL SIZE: JUMBO</p>	Item 122 \$2.13	\$411.09
116	63.00	PK	<p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639</p> <p>OD DESCRIP:CLIP,PAPER, JMB,SMTH,OD,10PK OD SKU:308239 Manf: OFFICEMATE INTL OD PART: 10004</p> <p>1550 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p>	Item 123 \$4.80	\$398.40
117	90.00	PK	<p>DIMENSIONS: 1.75"W X 1" L COLOR: GREEN SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK</p> <p>OD DESCRIP: FLAG,TAPE,IN DISP,2PK,GREEN OD SKU:452391 Manf: 3M CO OD PART: 680-GN2</p> <p>MANUF: SPARCO PART NO: SPR19262</p> <p>1560 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE</p>	Item 124 \$3.43	\$469.91
118	29.00	PK	<p>WITH PRINTED ARROWS "SIGN HERE" SUPPLIED: 50 FLAGS OF EACH RED, YELLOW, BLUE, GREEN PLUS 48 1/2" WIDE ARROW FLAGS FOR A TOTAL OF 248 IN A PACK DIMENSIONS: 1"W X 1.70" L</p> <p>OD DESCRIP: FLAGS,"SIGN HERE",4/PK OD SKU:576833 Manf: 3M CO OD PART: 680-SH4VA</p> <p>MANUF: 3M POST-IT PART NO: MMM680SH4VA</p> <p>1570 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p>	Item 125 \$2.58	\$301.86
119	42.00	PK	<p>DIMENSIONS: 1.75"W X 1" L COLOR: YELLOW SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK</p> <p>OD DESCRIP: FLAGS,TAPE,IN DISP,2PK,YELLOW OD SKU:452409 Manf: 3M CO OD PART: 680-YW2</p> <p>MANUF: SPARCO PART NO: SPR19259</p> <p>1580 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE</p>	Item 126 \$3.92	\$23.52

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
120	236.00	PK	COLOR: RED SUPPLIED: 2 POPUP DISPENSERS TO 1 PACK 100 PER PACK MANUF: SPARCO PART NO: SPR19260 OD DESCRI: FLAG,TAPE,IN DISP,2PK,RED OD SKU:452367 Manf: 3M CO OD PART: 680-RD2 1590 NOTES, SELF-ADHESIVE, REPOSITIONABLE	Item 127 \$ 3.26	\$123.88
121	113.00	PK	Color: Yellow Size: 1.5" x 2", rectangle Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36610 OD DESCRI: NOTE,OD, 1.5"X2",12PK,YELLOW OD SKU:442306 Manf: 3M CO OD PART: OD-152Y 1600 NOTES, SELF-ADHESIVE, REPOSITIONABLE	Item 128 \$3.56	\$42.72
122	193.00	PK	Color: Yellow Size: 3" x 5", rectangle Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: Business Source Part no. BSN36613 OD DESCRI: NOTE OD,3X5 YLW,12PK OD SKU:443296 Manf: 3M CO OD PART:OD-35Y 1610 NOTES, SELF-ADHESIVE, REPOSITIONABLE	Item 129 \$1.10	\$853.60
123	83.00	PK	Color: Yellow Size: 3" X 3" SQUARE Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36612 OD DESCRI: NOTE OD,3X3 YLW,18PK OD SKU:420994 Manf: 3M CO OD PART:OD-3318Y 1620 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	Item 130 \$1.10	\$845.90
124	137.00	PK	Color: YELLOW - RULED Size: 4" X 6" RECTANGLE Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36618 Manf: SP Richard OD SKU:8390127 1630 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	Item 131 \$15.26	\$2395.82
125	117.00	DZ	Color: PASTEL COLORS - RULED Size: 4" X 6" RECTANGLE Supplied: 5 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN16501 OD DESCRI: NOTES, OD,4X6,LINED,PASTEL PK8 OD SKU:723824 Manf: 3M CO OD PART:OD-468A 1720 Pencil, #2 Lead, wood, yellow barrel with eraser	Item 132 \$16.54	\$2299.06

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
126	6.00	BX	<p>Supplied: 12 each/dozen Manuf: Business Source Part no. BSN37507</p> <p>1730 Pencil, Golf, Wood, Lead, yellow barrel, pre-sharpened,</p> <p>Size: 3.5" L Supplied: 144 to a box</p> <p>MANUF: INTEGRA PART NO. ITA30980</p> <p>OD DESCRIP: PENCIL,WOODEN, YELLOW,72PK OD SKU:825488 Manf: VIETNAM FIRST STATIONERY CO OD PART:2016-V01</p>	Item 133 \$10.84	\$2395.64
127	38.00	DZ	<p>1740 Pencil, Mechanical, refillable, black and clear color, with metal clip,</p> <p>Lead Diameter: 0.7mm Supplied: 12 each/dozen Manuf: Zebra Part no. ZEB52410</p> <p>OD DESCRIP: PENCIL,GOLF, SHRPND,144PK,YLW OD SKU:212634 Manf: DIXON TICONDEROGA CO OD PART:14998</p>	Item 134 \$10.75	\$1795.25
128	12.00	DZ	<p>1760 Pencil, Mechanical, refillable, black and clear, with metal clip</p> <p>Lead Diameter: 0.5mm Supplied: 12 each/dozen Manuf: ZEBRA Part no. ZEB52310</p> <p>Manf: SP Richard OD SKU: 760499</p>	Item 135 \$11.49	\$436.62
129	776.00	DZ	<p>1770 PEN, MEDIUM POINT, FROST BARREL, BLUE INK, NO-SLIP COMFORTABLE RUBBER</p> <p>GRIP, INK: BLUE SUPPLIED: 12 EACH/DOZEN</p> <p>MANUF: BIC PART NO. BICGSMG11BE</p>	Item 136 \$9.20	\$892.40
130	769.00	DZ	<p>1780 PEN, MEDIUM POINT, FROST BARREL, BLACK INK, NO-SLIP COMFORTABLE RUBBER</p> <p>GRIP, INK: BLACK SUPPLIED: 12 EACH/DOZEN</p> <p>MANUF: BIC PART NO. BICGSMG11BK</p>	Item 137 \$8.75	\$2826.25
131	157.00	EA	<p>1830 PEN, GEL, ROLLERBALL, WITH POCKET CLIP, WITH RUBBER GRIP</p> <p>SIZE: 1MM POINT INK COLOR: BLUE GEL</p>	Item 138 \$5.49	\$356.85
				Item 139 \$7.73	\$332.39

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
132	139.00	EA	SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO: SAN65801	Item 140 \$10.03	\$1484.44
			1840 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO. SAN65871	Item 141 \$10.52	\$1062.52
133	221.00	EA	1850 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77A	Item 142 \$6.17	\$579.98
			1860 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C	Item 143 \$1.58	\$167.48
134	167.00	EA	1870 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B	Item 144 \$.59	\$61.36
			1880 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020	Item 145 \$1.96	\$421.40
135	38.00	EA	1881 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT	Item 146 \$4.72	\$1213.04
136	97.00	DZ			
137	323.00	DZ			

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
138	65.00	DZ	PART NO. PIL31021 1940 PEN, RETRACTABLE, RUBBER GRIP, SIZE: 0.7MM POINT INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL32211		
139	43.00	DZ	1950 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP POINT SIZE: 0.7MM COLOR: RED SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL30002		
140	148.00	DZ	1960 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP POINT SIZE: 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL30001		
141	101.00	DZ	1970 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP POINT SIZE: 0.7MM COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL30000		
142	94.00	DZ	1980 PEN, RUBBER GRIP, RETRACTABLE, POINT SIZE: 1 MM INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO: PIL32221		
143	106.00	DZ	2140 MARKER, PERMANENT, FINE POINT, COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA PART NO. ITA30016	OD DESCRIP: MARKERS, PRMNT,FN,RCYL,12PK,BLK OD SKU: 781242 Manf: NINGBO WUYUN PEN MFG CO LTD OD PART:P-2111BBK12	
144	104.00	EA	2150 MARKER, PERMANENT, FINE POINT, COLOR: BLACK		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
145	215.00	DZ	<p>SUPPLIED: 1 EACH MANUF: SANFORD, LP (SHARPIE) PART NO. SAN30051</p> <p>2180 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow</p> <p>Point: Chisel Style Supplied: 12 each/dozen Manuf: Integra Part No: ITA30006</p> <p>OD DESCIP: HIGHLIGHTERS, LIQUID,12/PK,YLW OD SKU: 508720 Manf: WENZHOU AIHAO PEN TRADE 402 OD PART:RTP-024934</p>		
146	257.00	DZ	<p>2190 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD, LP (SHARPIE) PART NO: SAN25005</p>		

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

*Please see attached Secretary Certificate

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 Florida

~~PARISH~~/COUNTY OF Palm Beach

BEFORE ME, the undersigned authority, personally came and appeared: Thomas Riccio
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Sr Vice President of Office Depot, Inc. (Entity),
the party who submitted a bid in response to Bid Number 50-124661, 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.

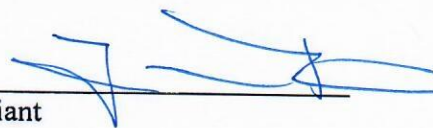
Choice B X _____ There are **NO** debts which would require disclosure under Choice A of this section.

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

Thomas Riccio
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 6th DAY OF December, 20 18.


Notary Public

Gerri Pinvidic
Printed Name of Notary

GG 263523
Notary/Bar Roll Number



My commission expires January 23, 2023.

STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES

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 **Invitation to 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.

Office Depot will provide one certificate naming Jefferson Parish. It will not be done per department.

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

*Office Depot, Inc. sets the levels of 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: N/A

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.



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

November 2018

CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES

- **As of November 13, 2018, for all advertised (2:00 pm) bids, the bid tabulation will be released to the vendors 14 days from the bid opening date.**

Other continued changes:

- Bid submissions can be delivered to the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123 or General Government Building, 200 Derbigny St., Suite 4400, Gretna, LA 70053. Bidders may submit bid submission to the East Bank 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.**
- For all advertised sealed bids, written evidence of signature authority must be included with bid submission.
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- **Proof of insurance in the form of a current certificate evidencing coverages is required with bid submission from all bidders.** Bidders must read the insurance requirement attachment included in each bid package for specific instructions. Upon contract execution, successful bidder must produce final insurance certificates in accordance with Jefferson Parish insurance requirements.

Bidders should reference the "Additional Requirements" section of the bid instructions and/or the "Important Notice to Bidders" included in the bid package for specific requirements to respond accordingly.

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

Joseph S. Yenni Building – 1221 Elmwood Park Blvd., Ste. 404, Jefferson, LA 70123
Office 504.364.2678
General Government Bldg. – 200 Derbigny St. – Suite 4400 - Gretna, LA 70053
Office 504.364.2678
Email: Purchasing@jeffparish.net Website: www.jeffparish.net



JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni
Parish President

Renny Simno
Director

November 19, 2018

ADDENDUM # 1

Bid No.: 50-00124661

Bid Opening Date: 11/29/2018
Extended Date: 12/06/2018

**For: Two year contract for Office Supplies, as needed for all Jefferson Parish Departments,
Agencies and Municipalities.**

BID OPENING HAS BEEN EXTENDED UNTIL DECEMBER 06, 2018.

Sincerely,

Donna Reamey

Donna Reamey, Buyer II
Jefferson Parish Purchasing Department

<p>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.</p>

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.

**CLARIFICATIONS DOCUMENT BY OFFICE DEPOT, INC. ("OFFICE DEPOT")
TO
State of Louisiana Jefferson Parish ("JEFFERSON PARRISH")
Bid Number 50-124661 Two Year Contract for Office Supplies ("Office Supplies Bid")**

OFFICE DEPOT believes that the below items present a very minor departure from the Janitorial Bid and are not cause for OFFICE DEPOT's bid response to be found non-responsive. If for any reason EACP finds any of the below to be a material departure from the Janitorial Bid, we are happy to enter into good faith negotiations with you to endeavor to find a reasonable solution to satisfy the requirement(s).

	<p><u>Categories and Respective Discount.</u> The discount from list price will contain a cost floor, should said discounts result in a price lower than OFFICE DEPOT's cost, OFFICE DEPOT reserves the right to price any such items at OFFICE DEPOT's weighted average purchase order cost plus 20%.</p> <p><u>Fixed Pricing.</u> OFFICE DEPOT agrees to hold pricing firm for 180 days from the effective date of the resulting written agreement. Thereafter, in the event of extenuating market conditions, OFFICE DEPOT reserves the right to adjust JEFFERSON PARISH'S prices.</p>
	<p><u>DELIVERY/MINIMUM ORDER VALUE.</u> Orders at or above \$50 will be shipped at no charge. Orders that are below \$50 will be subject to Office Depot's standard delivery fees. Additional freight charges may apply for items exceeding 70 lbs. in weight and/or 110" in length/width, furniture, bulk items, cases of bottled water and other beverages, Hawaii, Alaska and Puerto Rico orders, special orders and/or rush deliveries.</p> <p><u>Section C Cancellation of Contract.</u> The right to cancel the contract shall be mutual by issuing a thirty (30) day written notice to the non-cancelling party.</p>

OFFICE DEPOT, INC.


ASSISTANT SECRETARY'S CERTIFICATE

The undersigned, Joseph White, hereby certifies that he is the Assistant Secretary of Office Depot, Inc., a corporation incorporated under the General Corporation Law of the State of Delaware (the "Corporation"), and that, as such, he is authorized to execute this Certificate on behalf of the Corporation, and further certifies that:

1. The Corporation is a corporation duly incorporated and in good standing under the laws of the State of Delaware; and
2. Thomas Riccio serves as Senior Vice President, Strategic Partnerships, and as such, he is authorized to execute bids and contracts for the sale of office supplies on behalf of the Corporation.

IN WITNESS WHEREOF, the undersigned has hereunder set his hand as of this 11th day of July, 2017.

OFFICE DEPOT, INC.

By: 

Joseph White
Assistant Secretary



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

10/31/2018

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

IMPORTANT: If the certificate holder is an **ADDITIONAL INSURED**, the policy(ies) must have **ADDITIONAL INSURED** provisions or 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 San Francisco, CA - California Street HUB International Insurance Services Inc. 580 California Street, Suite 1300 San Francisco CA 94104	CONTACT NAME: PHONE (A/C, No, Ext): 877-728-2826 FAX (A/C, No): E-MAIL ADDRESS: dallascerts@hubinternational.com
INSURED Office Depot, Inc. & its Wholly Owned Subsidiaries Including CompuCom Systems, Inc. 6600 North Military Trail Boca Raton FL 33496	INSURER(S) AFFORDING COVERAGE INSURER A: National Union Fire Insurance Company of Pittsburg INSURER B: ACE Property & Casualty Insurance Company INSURER C: New Hampshire Insurance Company INSURER D: American Home Assurance Company INSURER E: Illinois National Insurance Company INSURER F:

COVERAGES**CERTIFICATE NUMBER:** 1422385809**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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> Self-Insured Ret (SIR) \$1,000,000 GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:			GL 6939089	11/1/2018	11/1/2019	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000 MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$2,000,000 GENERAL AGGREGATE \$15,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A A A	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY			CA 7093352 (AOS) CA 7093351 (VA) CA 7093350 (MA)	11/1/2018 11/1/2018 11/1/2018	11/1/2019 11/1/2019 11/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$2,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			XOO G27919431 004	11/1/2018	11/1/2019	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
C D E	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	WC 013778873 (AOS) WC 013778868 (CA) WC 013778869 (FL)	11/1/2018 11/1/2018 11/1/2018	11/1/2019 11/1/2019 11/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$2,000,000 E.L. DISEASE - EA EMPLOYEE \$2,000,000 E.L. DISEASE - POLICY LIMIT \$2,000,000
C C A	Work Comp (NA,WI,ND,WA,WY) WC - (AK,AZ,KY,NC,NJ,NH,PA,UT,VA) Excess Work Comp (IL, OH)			WC 01377871 WC 013778872 XWC 4595560	11/1/2018 11/1/2018 11/1/2018	11/1/2019 11/1/2019 11/1/2019	SIR - \$1,000,000 LIMITS AS ABOVE LIMITS AS ABOVE LIMITS AS ABOVE

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

Non-Subscription Policy (TX)
Carrier: Great American Excess & Surplus
Policy Number: ECA 3719287
Policy Period: 11/1/2018 - 11/1/2019
Limits: Self-Insured Retention (Per Occurrence): \$1,000,000 - Combined Single Limit (Per Covered Employee): \$5,000,000 - Combined Single Limit (Per Occurrence): \$25,000,000

CERTIFICATE HOLDER**CANCELLATION**

For Information Only

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

© 1988-2015 ACORD CORPORATION. All rights reserved.

Request for Taxpayer Identification Number and Certification

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

► Go to www.irs.gov/FormW9 for instructions and the latest information.

Print or type.
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank.

Office Depot, Inc.

2 Business name/disregarded entity name, if different from above

3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only **one** of the following seven boxes.

☐ Individual/sole proprietor or single-member LLC ☒ C Corporation ☐ S Corporation ☐ Partnership ☐ Trust/estate

☐ Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ►

Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is **not** disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.

☐ 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) _____

(Applies to accounts maintained outside the U.S.)

5 Address (number, street, and apt. or suite no.) See instructions.

6600 North Military Trail

6 City, state, and ZIP code

Boca Raton, FL 33496

Requester's name and address (optional)

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 instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

Note: If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

Social security number

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

or

Employer identification number

5	9	-	2	6	6	3	9	5	4
---	---	---	---	---	---	---	---	---	---

Part II Certification

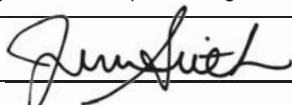
Under penalties of perjury, I certify that:

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 for Part II, later.

Sign
Here

Signature of
U.S. person ►



Date ► 01/01/2018

General Instructions

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

Future developments. For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to www.irs.gov/FormW9.

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, later.