

DATE: 4/26/2023

BID NO.: 50-00141897

INVITATION TO BID
THIS IS NOT AN ORDER

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JEFFERSON PARISH

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

VENDOR: ~~27418 BLANK BID COPY VENDOR~~ 322547

BUYER: BBELLOW

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Agency warehouse or jobsite, anywhere within the Parish as designated by the Purchasing Department.

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

JEFFERSON PARISH is expecting all products to be new and all work to be done in workman-like manner, according to standard practices. Any deviations or alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

N/A

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: DeVille Training Connection	
SIGNATURE: (Must be signed here) <i>Tobin DeVille</i>	TITLE: President
PRINT OR TYPE NAME: Tobin DeVille	
ADDRESS: 712 W Magnolia	
CITY, STATE: Ville Platte LA	ZIP: 70586
TELEPHONE: (337) 459-4270	FAX: ()
EMAIL ADDRESS: Tobin@DeVilleTraining.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 10,800.00

DATE: 4/26/2023

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00141897

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			FURNISH LABOR, MATERIALS AND EQUIPMENT OF COMPUTER TRAINING FOR JEFFERSON PARISH LIBRARY		
1	18.00	EA	0010 - Computer Tutor Day Training, Including a Minimum of Two (2) Two-Hour Workshops per Day	\$ 500.00	\$ 9,000.00
2	18.00	EA	0020 - Daily Trip Charge	\$ 100.00	\$ 1,800.00
3	18.00	EA	0030 - Use of mobile computer lab of 13 laptops running Windows 10 and Microsoft Office Suite. **AS PER BID SPECIFICATIONS**	\$ 0	\$ 0

We extend this proposal to cover all labor, materials and equipment necessary to provide a twelve (18) day Computer Tutor Workshops Training, to Include a minimum of two (2) Two-Hour Workshops per day (See Workshops) for the library's patrons and staff

Bidders should be Microsoft Office Certified in Excel, Word, Outlook, PowerPoint, and Access.

The (2) hour workshop sessions are necessary to encourage and allow participants to grow in each topic through multiple levels with hands-on activities, time to grasp solid concepts and apply newly discovered skills.

Workshop Training Dates: To be determined.

Workshops:

<i>WORKSHOP TITLE:</i>	<i>TOPICS COVERED:</i>	
Computer Basics:	<ul style="list-style-type: none"> *Computer Terms *Storage Devices *Software vs Hardware 	<ul style="list-style-type: none"> *Mouse and Keyboard Operations *Navigating the desl. "top and Windows *What is an operating system?
Computer Security:	<ul style="list-style-type: none"> *Passwords *Email Security *Anti-vims protection 	<ul style="list-style-type: none"> *Windows user settings *Windows Security with updates *File Security with Backups
Computer Tutor':	<ul style="list-style-type: none"> *Microsoft Office Certified Instructor available to ans\ver questions in Word, PowerPoint, Excel, Outlook, Windows, Email. Internet usage and tablets <i>*Very, effective personalized workshop in which participants can bring their own devices</i> 	
Email 101:	<ul style="list-style-type: none"> *Creating email *Sending, receiving & replying to messages *Email Providers 	<ul style="list-style-type: none"> *Adding attachments *Email Etiquette *Email Security
Excel Step 1:	<ul style="list-style-type: none"> *Intro. to spreadsheets and terminology 	<ul style="list-style-type: none"> *Inputting data
Excel Step 2:	<ul style="list-style-type: none"> *Formatting a worksheet *Editing data *Introducing functions 	<ul style="list-style-type: none"> *Inserting objects *Project creation
Internet Step 1:	<ul style="list-style-type: none"> *What is the Internet and how do We use it: *Introducing Browsers 	<ul style="list-style-type: none"> *Search Engines and how to use them *Internet security *Final Project
Internet Step 2:	<ul style="list-style-type: none"> *Browser Tools *Bookmarks/favorites 	<ul style="list-style-type: none"> *Tab browsing *Setting a home page

	<ul style="list-style-type: none"> *Search history *Security settings 	<ul style="list-style-type: none"> *Capturing data from the internet
PowerPoint Step 1:	<ul style="list-style-type: none"> *Getting around PowerPoint *Creating slides *Inserting objects 	<ul style="list-style-type: none"> *Running a presentation *Creating a photo album slide show *Final project
PowerPoint Step 2:	<ul style="list-style-type: none"> *Formatting slides *Formatting objects 	<ul style="list-style-type: none"> *Introducing animation *Final project
Publisher Step 1:	<ul style="list-style-type: none"> *Intro. to desktop publishing *Getting around Publisher *Creating a publication 	<ul style="list-style-type: none"> *Adding content *Adjusting the layout *Final project
Publisher Step 2:	<ul style="list-style-type: none"> *Formatting Text *Working with objects *Working with pictures 	<ul style="list-style-type: none"> *saving a publication *Final project
Tablets Step 1:	<ul style="list-style-type: none"> *What are tablets and how do we use them? *Navigating a hand-held device *Powering off as opposed to putting to sleep 	<ul style="list-style-type: none"> *Connecting to Wi-Fi/Broadband What are apps and how do I get them? *Participants bring personal devices *Workshop runs
Tablets Step 2:	<ul style="list-style-type: none"> *Browser apps *Search history *Tab browsing *Bookmarking *Closing apps 	<ul style="list-style-type: none"> *Capturing and saving images eBooks *participants bring personal devices *workshop runs slowly due to multiple devices
Windows Step 1:	<ul style="list-style-type: none"> *The desktop *Working with application windows *Files and folders *Moving and copying files 	<ul style="list-style-type: none"> *Flash drives *Control panel options *Final project *applicable to all Windows versions
Windows Step 2:	<ul style="list-style-type: none"> *Searching *Files and folders *Moving files *Using flash drives (provided for workshop use) 	<ul style="list-style-type: none"> *Customizing Windows *Power options *applicable to all Windows versions
Word Step 1:	<ul style="list-style-type: none"> *Getting around Word *Creating a new document *Entering and editing text 	<ul style="list-style-type: none"> *Proofing a document *saving and printing a document *Final project
Word Step 2	<ul style="list-style-type: none"> *Formatting text 	<ul style="list-style-type: none"> *Formatting objects and pictures *Final project

Locations for Training/Workshop Sessions:

East Bank Regional Library
4747 W. Napoleon Avenue
Metairie, Louisiana 70001

Hours of Operation:
Monday - Thursday 9am - 9pm
Friday/Saturday 9am - 5pm
Sunday 1pm - 5pm

West Bank Regional Library
2751 Manhattan Blvd.
Harvey, Louisiana 70058

Hours of Operation:
Monday - Thursday 9am - 9pm
Friday/Saturday 9am - 5pm
Sunday 1pm - 5pm

The Bid does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the Contract, in accordance with the written specifications without any additional cost to the Owner.

The person to contact concerning this bid is:

Ricardo Messa
IT Network Administrator
Jefferson Parish Library
4747 West Napoleon Avenue
Metairie, LA 70001
Fax: (504)838-1118
Email: rmesa.@jefferson.lib.la.us

Or

Leah Wilmore
Library Business Office
Jefferson Parish Library
(504) 838-1134
Email: lwilmore@jefferson.lib.la.us

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.

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 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 - The Parish Attorney with concurrence of the Director of Risk Management have waived the deductible section of the Terms and Conditions for all Invitations to Bid, until further notice.

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

The following are required if selected below. Such insurance is due upon contract execution.

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **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.



THE HARTFORD
BUSINESS SERVICE CENTER
3600 WISEMAN BLVD
SAN ANTONIO TX 78251

April 30, 2023

JeffersonParishItsLibrariesDistricts
Departments&AgenciesUnderDirectionOf
ParishPresident&Council Bid#50-00141897
4747 W NAPOLEON AVE
METAIRIE LA 70001-2310

Account Information:

Policy Holder Details :	DEVILLE TRAINING CONNECTION
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Contact Us

Need Help?

Chat online or call us at

(866) 467-8730.

We're here Monday - Friday.

Enclosed please find a Certificate Of Insurance for the above referenced Policyholder. Please contact us if you have any questions or concerns.

Sincerely,

Your Hartford Service Team



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
04/30/2023

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

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

PRODUCER NUTMEG INSURANCE AGENCY INC/PHS 02025657 The Hartford Business Service Center 3600 Wiseman Blvd San Antonio, TX 78251		CONTACT NAME: PHONE (866) 467-8730 (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:	
INSURED DEVILLE TRAINING CONNECTION 712 W MAGNOLIA ST VILLE PLATTE LA 70586-4320		INSURER(S) AFFORDING COVERAGE INSURER A: Sentinel Insurance Company Ltd. NAIC# 11000 INSURER B: Hartford Casualty Insurance Company 29424 INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:****REVISION NUMBER:**

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

INSR LTR	TYPE OF INSURANCE	ADDL INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/Y YYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR <input checked="" type="checkbox"/> General Liability			02 SBM TU4813	06/22/2022	06/22/2023	EACH OCCURRENCE \$1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input checked="" type="checkbox"/> LOC <input type="checkbox"/> OTHER:						DAMAGE TO RENTED PREMISES (Ea occurrence) \$1,000,000
							MED EXP (Any one person) \$10,000
							PERSONAL & ADV INJURY \$1,000,000
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS			02 SBM TU4813	06/22/2022	06/22/2023	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000
							BODILY INJURY (Per person)
							BODILY INJURY (Per accident)
							PROPERTY DAMAGE (Per accident)
	UMBRELLA LIAB EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE
							AGGREGATE
B	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input type="checkbox"/>	N/A	02 WEC CT5366	06/22/2022	06/22/2023	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
							E.L. EACH ACCIDENT \$500,000
							E.L. DISEASE - EA EMPLOYEE \$500,000
							E.L. DISEASE - POLICY LIMIT \$500,000

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

Those usual to the Insured's Operations.

CERTIFICATE HOLDERJefferson Parish Libraries Districts
Departments & Agencies Under Direction Of
Parish President & Council Bid #50-00141897
4747 W NAPOLEON AVE
METAIRIE LA 70001-2310**CANCELLATION**

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

Susan L. Castaneda