



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**

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

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	23%
Consumables (ex: Pens, Post-Its, Flags, Tabs – Please note this category does not include any item for human consumption)	47%
Equipment (ex. Shredders, electric staplers, laminators, etc. – Please note this category does NOT include computer related items)	16%
Folders, Binders & Accessories	40%

DATE: 11/14/2018

Page: 5

BID NO.: 50-00124661

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 X NO _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED 4 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF December 31, 2019

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

1-5 days ARO

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: HiTouch Business Services, LLC

ADDRESS: 320 Tech Park Dr. Suite 100

CITY, STATE: LaVergne, TN

ZIP: 37086

TELEPHONE: (877) 696-7266

FAX: (877) 489 9199

EMAIL ADDRESS: customerservice@myofficeproducts.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 JF

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 127,931.80

AUTHORIZED
SIGNATURE: _____

John Frisk

Printed Name

TITLE: President

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

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	\$1.31	\$24.89
			0010 ID card holder, reel with Belt Clip Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68824		
2	44.00	EA	0020 ID card holder, reel, w/spring clip Plastic Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68844	\$1.45	\$63.80
3	51.00	PK	0030 ID card holder, reel, w/clip, Plastic - 25/pack - Black Baumgartens Card Reel with Belt Clip BAU68424	\$28.35	\$1,445.85
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	\$21.79	\$1,656.04
5	7.00	EA	0032 Waste Basket, Rectangular, 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	\$32.17	\$225.19
6	34.00	EA	0033 Waste Basket, Rectangular, 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	\$29.34	\$997.56

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	\$17.83	\$2,674.50
8	8.00	PK	0050 CD, SLEEVE, Slide Insert PVC Clear - Self-Adhesive, holds CD/DVD Size: 5 1/2" x 5 1/4" Supplied: 10 in a pack Color: Clear Manuf: INNOVERA Part no: IVR39402	\$2.60	\$20.80
9	38.00	BX	0060 CD, Sleeve, clear poly windows, stores CD/DVD Size: 4-7/8" x 5" Color: White Supplied: 100 to a box Manuf: Quality Park Part no. QUA62903	\$9.05	\$343.90
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	\$11.24	\$168.60
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	\$21.65	\$129.90
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	\$1.08	\$280.80
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	\$0.60	\$362.40
14	296.00	PK	0065 TAPE, SEALING, GENERAL PURPOSE, CLEAR	\$3.46	\$1,024.16

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
			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		
15	213.00	PK	0070 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS TO A PACK MANUF: COMPUCESSORY PART NO: CCS24306	\$17.63	\$3,755.19
16	175.00	EA	0071 Glue Sticks, Permanent SIZE: 1.26 OZ SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788	\$0.39	\$68.25
17	260.00	EA	0072 Scissors, Plastic Handle,Stainless Steel blade, bent Size: 8 inches length Color: Black handle Manuf: Business Source Part no. BSN65647	\$0.64	\$166.40
18	179.00	PK	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	\$1.98	\$354.42
19	167.00	EA	0074 Correction fluid - 22ml bottles, White Supplied: 1 each Manuf: Integra Part no: ITA01539	\$0.56	\$93.52
20	417.00	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	\$0.52	\$216.84
21	36.00	EA	0076 Correction pen, all purpose, SIZE: .24 FL OZ	\$1.53	\$55.08

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	<p>SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115</p> <p>0077 Clipboard, Hardboard, Color: brown</p> <p>Size: letter - 9" x 12.50" Supplied: 1 each Manuf: Business Source Part no. BSN65637</p>	\$0.35	\$18.55
23	68.00	EA	<p>0078 Clipboard, Hardboard, Color: Brown</p> <p>Size: Legal 9" x 15.50" Supplied: 1 each Manuf: Business Source Part no. BSN28554</p>	\$0.75	\$51.00
24	53.00	EA	<p>0079 Money/Rent Receipt Book, Spiral bound, 2-Part carbonless - 200</p> <p>sets per book, 4 receipts per page</p> <p>Size: 11" x 5.25" Supplied: 1 each Manuf: Adams Part no: ABFSC1152</p>	\$4.09	\$216.77
25	41.00	BK	<p>0080 Message pads, spiral book, 4 message per page, 2 part carbonless, 200 sheets</p> <p>per book, sheet size: 11" x 8.50" Supplied: 1 Book Manuf: Adams Part no: ABFSC1184P</p>	\$3.75	\$153.75
26	23.00	EA	<p>0081 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W</p> <p>WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING</p> <p>SUPPLIED: 1 EACH MANUF: BOORUM & PEASE PART NO. BOR6718300R</p>	\$35.35	\$813.05
27	226.00	BX	<p>0170 Envelopes, #55 clasp, 28 lb Size: 6" x 9"</p>	\$5.95	\$1,344.70

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	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part: BSN 36660 0180 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"	\$7.65	\$772.65
29	135.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36662 0200 Envelopes, #90 clasp, 28 lb Size: 9" x 12"	\$6.62	\$893.70
30	325.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36663 0210 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"	\$8.95	\$2,908.75
31	56.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36664 0220 Envelopes, Inter-Departmental, two sided, 28 lb, string/button Size: 10" x 13"	\$15.05	\$842.80
32	46.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN42255 0221 Envelopes, Inter-department one sided, String/Button Size: 9" x 12"	\$27.35	\$1,258.10
33	395.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Quality Park Part no. QUA63462 0230 Envelopes, Clasp, 28lb, Size: 10" x 13"	\$7.85	\$3,100.75
34	123.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36665 0240 Envelopes, clasp, 28lb, Size: 10" x 15"	\$11.05	\$1,359.15

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>0250 Envelopes, gummed seal, 32lb Size: 10" x 15"</p>	\$40.32	\$80.64
36	142.00	BX	<p>Color: Cameo Supplied: 100 to a box Manuf: Quality Park Products Part no. QUA54416</p> <p>0260 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"</p>	\$12.75	\$1,810.50
37	70.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36667</p> <p>0270 Envelopes, #10 standard window,- 24 lb</p>	\$14.35	\$1,004.50
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>0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal</p>	\$23.14	\$1,874.34
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>0290 Envelopes, regular commercial, gummed, woven, no window</p>	\$8.43	\$1,424.67
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>0320 Calculator, Printing Adapter Powered/battery (AA)</p>	\$27.33	\$1,011.21
			<p>Color: White Manuf: Sharp Part no. SHREL1750V</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
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	\$4.59	\$192.78
42	264.00	EA	0410 Hole puncher, two-hole adjustable - Sheet Capacity: 30 Manuf: Business Source Part no. BSN65626	\$2.68	\$707.52
43	32.00	EA	0420 Hole puncher, two-hole heavy-duty Sheet capacity: 60 Manuf: Business Source Part no. BSN62896	\$11.75	\$376.00
44	36.00	EA	0430 Hole puncher, Heavy-duty 3 hole adjustable punch heads Sheet Capacity: 40 Manuf: Swingline Part no. SWI74357	\$47.57	\$1,712.52
45	205.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip Color: Black Manuf: Business Source Part no. BSN65650	\$0.21	\$43.05
46	37.00	EA	0460 Staple Remover, magnetic push style Neoprene Color: Black Manuf: Bostitch Part no: BOS40000MBLK	\$1.99	\$73.63
47	5.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever Manuf: Swingline Part no: SWI37201	\$6.93	\$34.65
48	161.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working body	\$1.69	\$272.09

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 0490 Stapler, electric, Sheet Capacity: 45	\$51.57	\$3,145.77
50	38.00	EA	Staple Capacity: 210 Staple Size 1/4" Full Strip Color: Black Manuf: Bostitch Part no. BOSB8EVALVE 0500 Stapler, Heavy Duty, all metal construction	\$20.76	\$788.88
51	178.00	BX	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 0501 Staples, standard, 210 per strip, 1/4" leg 1/2" crown, chisel point	\$0.45	\$80.10
52	28.00	EA	Color: Silver Capacity of 30 sheets Supplied: 5000 to a box Manuf: Business Source Part no. BSN65649 0520 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$1.22	\$34.16
53	5.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: EXECUTIVE RED MANUF: ACCO PART NO. ACC25979 0530 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$1.22	\$6.10
54	7.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: RED MANUF: ACCO PART NO. ACC25978 0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$1.22	\$8.54
			SUPPLIED: 1 EACH CAPACITY: 3 INCH		

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 0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$1.22	\$18.30
56	2.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972 0560 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$1.22	\$2.44
57	3.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973 0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$1.22	\$3.66
58	5.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971 0580 REPORT COVER, PRESSGUARD WITH FASTNERS	\$2.40	\$12.00
59	107.00	BX	SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732 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	\$6.39	\$683.73
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	\$2.09	\$54.34

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 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	\$3.00	\$138.00
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	\$3.95	\$114.55
63	33.00	EA	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	\$5.54	\$182.82
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	\$1.11	\$45.51
65	38.00	EA	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	\$1.11	\$42.18
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	\$1.65	\$59.40

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" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09957	\$1.91	\$141.34
68	18.00	EA	0700 Binder, 3 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09959	\$2.77	\$49.86
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 SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00512	\$98.00	\$588.00
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	\$60.00	\$4,980.00
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	\$22.00	\$506.00
72	91.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL	\$24.00	\$2,184.00

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
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	\$37.64	\$752.80
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	\$42.17	\$7,253.24
75	66.00	CTN	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	\$21.84	\$1,441.44
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	\$7.52	\$2,203.36
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	\$13.57	\$2,347.61

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	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791 0930 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	\$15.79	\$4,579.10
79	298.00	BX	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65794 0950 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11"	\$13.50	\$4,023.00
80	153.00	EA	SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: BUSINESS SOURCE PART NO. BSN65796 0990 WALLET, EXPANDING FOR FILES, FLAP WITH ELASTIC CORD CLOSURE	\$3.83	\$585.99
81	701.00	BX	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 1020 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LEGAL 8 1/2" X 14"	\$6.51	\$4,563.51
82	361.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN43570 1021 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11"	\$4.83	\$1,743.63
83	57.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17533 1030 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT.,	\$6.26	\$356.82

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 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	\$9.15	\$320.25
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	\$5.20	\$816.40
86	279.00	BX	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	\$7.62	\$2,125.98
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	\$21.00	\$5,985.00
88	44.00	BX	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	\$14.58	\$641.52
89	32.00	BX	1081 FOLDER, FILE, END TAB, LETTER SIZE 8 1/2" X 11" SHEET SIZE,	\$19.59	\$626.88

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
90	10.00	BX	2 INCH FASTENERS, 11 POINT COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO. SPRSP17262 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	\$26.02	\$260.20
91	5.00	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	\$26.02	\$130.10
92	8.00	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	\$26.02	\$208.16
93	98.00	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	\$31.42	\$3,079.16
94	41.00	BX	1111 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3	\$28.40	\$1,164.40

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	\$21.48	\$515.52
96	12.00	BX	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	\$21.48	\$257.76
97	25.00	PK	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	\$4.84	\$121.00
98	10.00	BX	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	\$7.92	\$79.20
99	5.00	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	\$2.91	\$14.55
100	5.00	BX	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	\$3.47	\$17.35
			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>1230 LABELS, RECTANGLE MAILING, 1"W 2.63" L</p>	\$4.78	\$420.64
102	280.00	EA	<p>COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: BSN21050</p> <p>1299 NOTEBOOK, ONE SUBJECT, COLLEGE RULED, WIRE BOUND, WHITE PAPER,</p>	\$3.38	\$946.40
103	916.00	EA	<p>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> <p>1300 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED</p>	\$0.87	\$796.92
104	864.00	EA	<p>SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN26740</p> <p>1301 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED</p>	\$0.81	\$699.84
105	592.00	DZ	<p>SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN90650</p> <p>1320 PAD, LEGAL JR, WRITING, PEFORATED PAGES</p>	\$4.82	\$2,853.44
106	311.00	DZ	<p>SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63110</p> <p>1330 PAD, LEGAL RULED, WRITING, PEFORATED PAGES</p>	\$9.88	\$3,072.68
			<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 1340 PAD, LEGAL RULED, WRITING, PERFORATED PAGES	\$9.88	\$1,195.48
108	27.00	DZ	SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63106 1350 PAD, LEGAL RULED, WRITING, PERFORATED PAGES	\$6.74	\$181.98
109	300.00	DZ	SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63105 1360 PAD, LEGAL RULE, WRITING, PEFORATED PAGES	\$6.95	\$2,085.00
110	78.00	BX	SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63108 1369 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL	\$1.04	\$81.12
111	541.00	DZ	SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20 1370 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen	\$0.16	\$86.56
112	508.00	DZ	Color: black/silver Manuf: Business Source Part no: BSN36550 1380 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen	\$0.41	\$208.28
113	245.00	DZ	Color: black/silver Manuf: Business Source Part no: BSN36551 1390 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen	\$1.08	\$264.60

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
114	150.00	PK	<p>Color: black/silver Manuf: Business Source Part no: BSN36552</p> <p>1400 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1</p>	\$1.29	\$193.50
115	150.00	PK	<p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65638</p> <p>1410 CLIPS, PAPER, STEEL SIZE: JUMBO</p>	\$3.87	\$580.50
116	63.00	PK	<p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639</p> <p>1550 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p>	\$1.60	\$100.80
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>MANUF: SPARCO PART NO: SPR19262</p> <p>1560 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE</p>	\$7.24	\$651.60
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>MANUF: 3M POST-IT PART NO: MMM680SH4VA</p> <p>1570 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p>	\$1.60	\$46.40
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>MANUF: SPARCO PART NO: SPR19259</p> <p>1580 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE</p>	\$1.60	\$67.20

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 1590 NOTES, SELF-ADHESIVE, REPOSITIONABLE	\$0.91	\$214.76
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 1600 NOTES, SELF-ADHESIVE, REPOSITIONABLE	\$3.24	\$366.12
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 1610 NOTES, SELF-ADHESIVE, REPOSITIONABLE	\$1.82	\$351.26
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 1620 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	\$4.37	\$362.71
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 1630 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	\$2.85	\$390.45
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 1720 Pencil, #2 Lead, wood, yellow barrel with eraser	\$0.75	\$87.75

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>	\$5.20	\$31.20
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>	\$3.75	\$142.50
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</p> <p>Manuf: ZEBRA Part no. ZEB52310</p>	\$3.75	\$45.00
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>	\$0.89	\$690.64
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>	\$0.89	\$684.41
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>	\$1.43	\$224.51

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	<p>SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO: SAN65801</p> <p>1840 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP</p>	\$1.60	\$222.40
133	221.00	EA	<p>SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO. SAN65871</p> <p>1850 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP</p>	\$1.32	\$291.72
134	167.00	EA	<p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77A</p> <p>1860 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP</p>	\$1.32	\$220.40
135	38.00	EA	<p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C</p> <p>1870 PEN,GEL LIQUID, RETRACTABLE, RUBBER GRIP</p>	\$1.51	\$57.38
136	97.00	DZ	<p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B</p> <p>1880 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP</p>	\$10.00	\$970.00
137	323.00	DZ	<p>SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020</p> <p>1881 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP</p>	\$10.00	\$3,230.00
			<p>FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT</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
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	\$5.25	\$341.25
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	\$10.84	\$466.12
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	\$10.84	\$1,604.32
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	\$10.64	\$1,074.64
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	\$6.28	\$590.32
143	106.00	DZ	2140 MARKER, PERMANENT, FINE POINT, COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA PART NO. ITA30016	\$2.39	\$253.34
144	104.00	EA	2150 MARKER, PERMANENT, FINE POINT, COLOR: BLACK	\$0.68	\$70.72

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>	\$2.79	\$599.85
146	257.00	DZ	<p>Point: Chisel Style Supplied: 12 each/dozen Manuf: Integra Part No: ITA30006</p> <p>2190 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD, LP (SHARPIE) PART NO: SAN25005</p>	\$4.87	\$1,251.59

CORPORATE RESOLUTION

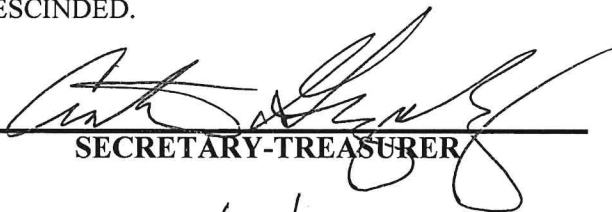
EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
HiTouch Business Services LLC

INCORPORATED.

AT THE MEETING OF DIRECTORS OF HiTouch Business Services LLC
INCORPORATED, DULY NOTICED AND HELD ON July 12, 2018,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT John Frisk, 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

11/21/18

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF TN

PARISH/COUNTY OF Robinson

BEFORE ME, the undersigned authority, personally came and appeared: John Frisk
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized President of HiTouch (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.

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

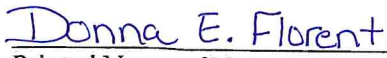
John Frisk

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 3rd DAY OF December, 2018.



Notary Public



Printed Name of Notary

Notary/Bar Roll Number

My commission expires 3.23.22.



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, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ **WORKER'S COMPENSATION INSURANCE**

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) OWNER'S PROTECTIVE LIABILITY

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

2) BUILDER'S RISK INSURANCE

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



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



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
12/05/2018

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 Willis of New York, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME:	
	PHONE (A/C, No, Ext): 1-877-945-7378	FAX (A/C, No): 1-888-467-2378
INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702	E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	NAIC # 22667
	INSURER B: XL Specialty Insurance Company	37885
	INSURER C: Indemnity Insurance Company of North Ameri	43575
	INSURER D: ACE Fire Underwriters Insurance Company	20702
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** W9078721**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	Y	Y	XSL G71209970	09/12/2018	09/12/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 975,000
	<input checked="" type="checkbox"/> SIR applies per policy						MED EXP (Any one person) \$
	GEN'L AGGREGATE LIMIT APPLIES PER:						PERSONAL & ADV INJURY \$ 1,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY	Y	Y	ISA H25272596	09/12/2018	09/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000
	<input checked="" type="checkbox"/> ANY AUTO						BODILY INJURY (Per person) \$
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per accident) \$
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						PROPERTY DAMAGE (Per accident) \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> EXCESS LIAB	Y		US00086459LI18A	09/12/2018	09/12/2019	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 10,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 25,000						
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY	N/A	Y	WLR C65436589 (AOS)	09/12/2018	09/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Workers Compensation and Employers Liability	Y		WCU C65436747 (OE)	09/12/2018	09/12/2019	EL-Each Accident \$1,000,000
	Work Comp: Per Statute						EL-Disease-Pol. Limit \$1,000,000
							EL-Disease Each Emp. \$1,000,000

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

Certificate Holder is included as an Additional Insured in accordance with the policy provisions of the General Liability, Automobile Liability and Umbrella Liability policies. General and Automobile Liability insurance evidenced herein are Primary and Non-contributory to other insurance maintained by Additional Insured. Waiver of Subrogation is granted in accordance with policy provisions of the General Liability, Automobile Liability and Workers' Compensation policies as permitted by law.

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**

Jefferson Parish Government Parish of Jefferson P.O. Box 9 Gretna, LA 70054	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 

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ACORD 25 (2016/03)

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SR ID: 17146303

BATCH: 977254



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis of New York, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702
POLICY NUMBER See Page 1		
CARRIER See Page 1	NAIC CODE See Page 1	EFFECTIVE DATE: See Page 1

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667
 POLICY NUMBER: WLR C65436668(AZ CA MA) EFF DATE: 09/12/2018 EXP DATE: 09/12/2019

SUBROGATION WAIVED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and	EL-Each Accident	\$1,000,000
Employers Liability	EL-Disease-Pol. Limit	\$1,000,000
Work Comp: Per Statue	EL-Disease Each Emp.	\$1,000,000

INSURER AFFORDING COVERAGE: ACE Fire Underwriters Insurance Company NAIC#: 20702
 POLICY NUMBER: SCF C6543670A(WI) EFF DATE: 09/12/2018 EXP DATE: 09/12/2019

SUBROGATION WAIVED: Y

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and	EL-Each Accident	\$1,000,000
Employers Liability	EL-Disease-Pol. Limit	\$1,000,000
Work Comp: Per Statue	EL-Disease Each Emp.	\$1,000,000

AGENCY CUSTOMER ID: _____
LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 3 of 3

AGENCY Willis of New York, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702
POLICY NUMBER See Page 1		
CARRIER See Page 1	NAIC CODE	EFFECTIVE DATE

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

Additional Named Insureds:

Arch Parent Inc.
Capital Office Products of Volusia County, Inc.
Happy Studio LLC
In Designs Global LLC
Lebanon Mill, L.P.
Quill LLC
Quill Lincolnshire, Inc.
Staples Brands Inc.
Staples Brands Sales LLC
Staples Contract & Commercial LLC
Staples Global Markets, Inc.
Staples GP, LLC
Staples Project 2017 LLC
Staples Shared Service Center, LLC
Staples Ventures, LLC
STIC Corp
The Staples Group, Inc.
HiTouch Business Services LLC
MyOfficeProducts, LLC
Computata Products Inc. dba CPI One Point
NAD Technology LLC

**Request for Taxpayer
Identification Number and Certification**

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

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

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. HiTouch Business Services, LLC	
	2 Business name/disregarded entity name, if different from above dba MyOfficeProducts, LLC	
	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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input checked="" type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ► P 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. <input type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ <small>(Applies to accounts maintained outside the U.S.)</small>	
	5 Address (number, street, and apt. or suite no.) See instructions. PO BOX 32192	Requester's name and address (optional)
	6 City, state, and ZIP code NEW YORK, NY 10087-2192	
	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								
2	7	-	2	3	1	3	9	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► 1/3/18

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)

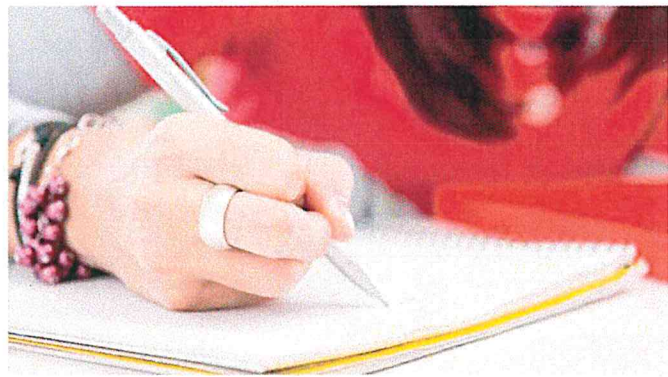
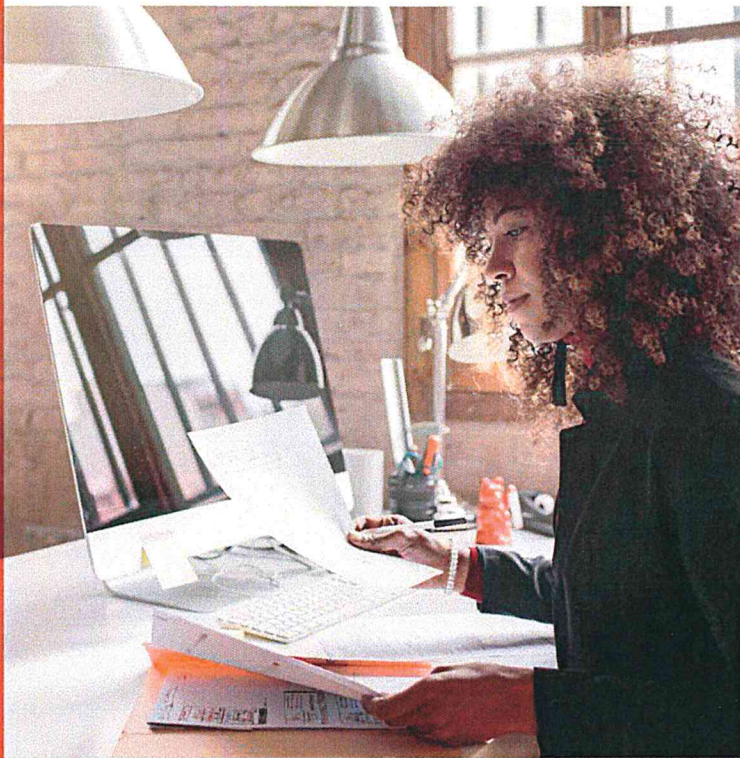
- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (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.

STAPLES

Business Advantage®



Jefferson Parish

Office Supplies Bid Number 50-124661

December 6, 2018

Presented by:

Nick Tartaglia
Business Development Executive
(504) 400-4999
Nick.Tartaglia@Staples.com

Kaki Ethridge
Field Sales Director, Business Development
(901) 461-7588
Kathryn.Ethridge@Staples.com

Cover Letter

December 6, 2018

Donna Reamey
Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building
Suite 4400
Gretna, LA 70053

Dear Ms. Reamey,

Jefferson Parish is looking for an office supply partner to fulfill a two-year contract for all government departments, agencies and municipalities. Staples Business Advantage® (Staples) offers Jefferson Parish (the Parish) a solution that will help you achieve your goals while delivering expertise, service and value. The highlights of our solution include:

- Deeply discounted pricing on your core item list
- An aggressive category discount structure for all items not on your core item list
- A dedicated team of industry experts that understand your complex business requirements and will recommend efficiencies and savings in every area of your workplace
- A flexible e-commerce solution with features to help you save time and maintain program compliance
- A one-source solution for all things you need to succeed, including office supplies, facilities cleaning, breakroom snacks and beverages, safety products, shipping and packing services, technology, print and marketing services, promotional products and furniture and interior design services
- A tightly integrated supply chain that mirrors your organizational footprint and provides you with accurate, next-business-day delivery

As you will see from our proposal, we have customized a program that meets your expectations for product selection, process efficiency and competitive pricing. This tailored program will provide you both quality service and continued value.

Our pricing offer is valid for 45 days from December 6, 2018. Should a contract not be executed in that time, we reserve the right to adjust pricing based on any incurred manufacturer price increases. Staples reserves the right to adjust pricing due to the impact of tariffs, customs or duties imposed on the products.

We welcome the opportunity for further discussion.

Sincerely,

Nick Tartaglia
Business Development Executive
(504) 400-4999
Nick.Tartaglia@Staples.com

Kaki Ethridge
Field Sales Director, Business Development
(901) 461-7588
Kathryn.Ethridge@Staples.com

Table of Contents

RFP Specifications 1

Required Forms 7

Pricing 16

RFP Specifications

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

Staples understands and has prepared our pricing accordingly.

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.

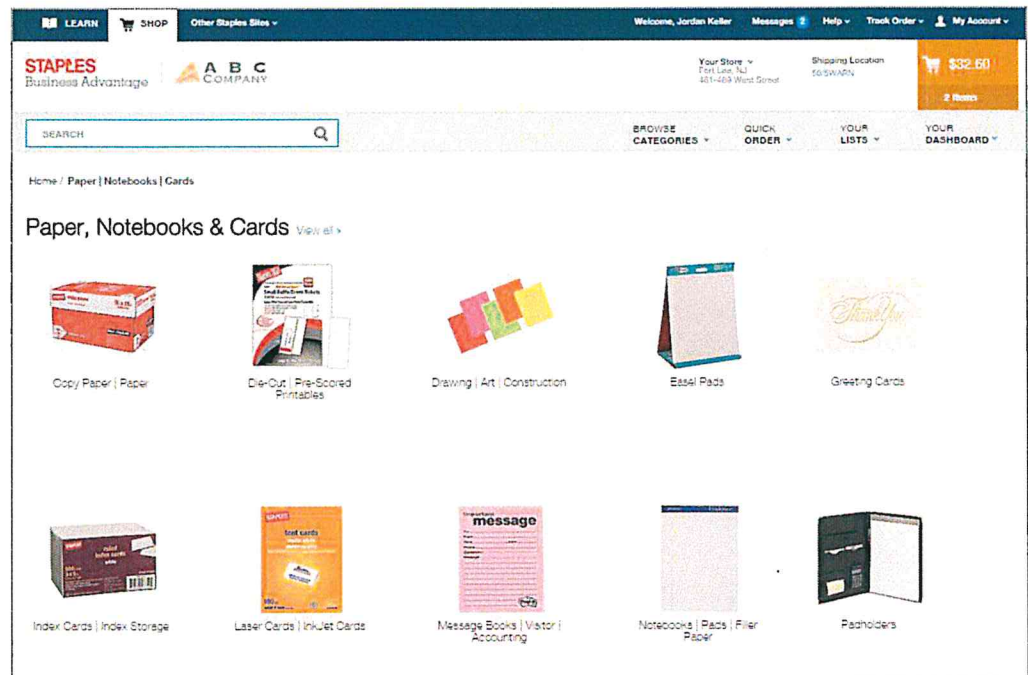
Staples understands and has prepared our pricing accordingly.

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.

Staples agrees. Please reference the attached **Categories and Respective Discounts** form for details.

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-copies of purchase orders).

Yes, Staples accepts online orders. At Staples, we give our customers an advantage with our world-class, user-friendly website, StaplesAdvantage.com. Our site is fully customizable to your unique needs. We use our financial strength and capital resources to continually enhance and invest in our technology. StaplesAdvantage.com provides features and functionalities to streamline your ordering process while minimizing time spent on purchasing the items your organization needs to succeed.



Easy Ordering Tools

StaplesAdvantage.com offers a simple ordering experience and provides instant access to your organization's customized product assortment.

Key features include:

- Easy Search and Navigation
- Shopping Lists
- Order Tracking
- Live Chat
- Call Me Back customer service
- Ink & Toner Finder
- My Deals
- Customizable Print Products
- Digital Print & Marketing Services Ordering
- Online Returns
- Auto Restock

Online Procurement Controls

Achieve greater control over your purchasing with StaplesAdvantage.com, whether integrated with your existing e-procurement systems or on its own.

We offer:

- **User and Location Management** – Easily add new users, supervisors and account administrators and remove or add shipping locations.
- **Approval Controls** – Establish spending limits and approval routing to track account expenditures by user and department.
- **Small Order Controls** – To maximize efficiencies, implement order controls that prevent users from placing orders under a minimum amount.
- **Customization Features** – Customize your platform with special instructions and messages to keep users in program compliance.

Mobile Capabilities

Each user can order products, track shipments and access their accounts on their tablets or smartphones using our mobile app. Available for Android and Apple devices, features of the Staples mobile app include:

- Full account information, including recent orders, orders pending approval and custom deals
- Scan-to-order functionality
- Search, browse and order on the go
- One-touch order approvals
- Shopping lists for quick replenishment
- Ink & Toner Finder
- Quick Order entry
- Filterable search results
- Order status and package tracking
- Integration with StaplesAdvantage.com
- Secure Remember Me feature for login convenience

Online Reporting

Administrators on the account can easily access on-demand reports for your e-commerce ordering site.

- User reports provide pertinent information including approval hierarchy, ordering limits and assigned ship-to or budget center information.
- Spending reports provide a summary of purchases by budget center, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size.

Scalability

If you have a surge in new hires, your Staples team is ready for it. StaplesAdvantage.com is fully scalable to match your changing business needs. We have the infrastructure in place to handle the ordering needs of additional users without risking website performance. We analyze site capacity levels and plan for additional volume months in advance. We conduct stress tests regularly to ensure optimum site performance and site speeds.

Staples acknowledges that the Purchasing Department reserves the right to supply the successful vendor with purchase order numbers in lieu of hard copies.

Avoid the Cost of Change

Staples currently leverages the State of Louisiana contract, so all ship-to locations and hundreds of users are already set up in our system. Transitioning to another vendor can result in various unknowns associated with new e-commerce technical integrations, end user compliance and logistics planning. In terms of dollars, every hour your IT department must devote to re-stabilizing e-commerce integration is tax dollars spent. By choosing to expand your relationship with Staples, Jefferson Parish will avoid the time and costs associated with implementing a program with a new vendor.

Staples will conduct a reintroduction of the program to your end users with the goal of further streamlining and improving your current program performance. We will leverage a full-scale communication campaign to reintroduce the program. Through a combination of customized communications and potential onsite trainings, we can reinforce behaviors that will result in a more cost-efficient program. Depending on your needs, our focus can include:

- Increasing online ordering rates
- Consistent core pricing
- Pre-established discounts and pricing on five key categories based on our full line catalog
- Driving greater compliance for the Parish's program
- Encouraging employees to consolidate orders to reduce small order inefficiencies
- Directing employees to purchase products from your preferred product list

Your Strategic Account Leader receives support from every level of our organization to complete all required implementation tasks. The established timeline and tasks will be managed to guarantee implementation for any new ship-tos and will be completed quickly and according to your exact requirements.

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.

Staples agrees. Staples is committed to filling at least 99% of the items on the Parish's core list for delivery by the next business day.

Our national next-business-day fill rate for in-stock items is 97.6%. Our high fill rate means you'll get the products you need when you order them.

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.

Staples complies with these requirements. Processing invoices can be time consuming, so we make it easy. Staples offers a variety of ways to customize your invoice to fit your needs.

- **Easy-to-Read Format** – Find all the information you need quickly and easily.
- **Flexible Sorting Options** – Have your invoice presorted by purchase order, budget center or ship-to — whatever works best for you.
- **Variety of Delivery Schedules** – Choose to receive your invoice daily, weekly, monthly, bi-monthly or specify the day of the week or month you want it sent.
- **Multiple Format Options** – Receive your invoice in the mail or be eco-conscious and have a PDF or Excel invoice emailed to you.

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.

Staples does not apply additional charges or fees for standard delivery. However, there are some special exceptions where a delivery or special handling fee may apply. These fees will be displayed in your shopping cart on StaplesAdvantage.com upon ordering.

Common delivery exceptions that require a surcharge include:

- Furniture unpacking or assembly
- Expedited deliveries
- Deliveries outside Staples' standard distribution area (Alaska and Hawaii)
- Bulky or heavy items such as cases of water, soda, ice melt and chemicals

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.

Staples agrees and will provide the required reporting data. With Staples, you have access to a comprehensive suite of reports, including activity, online and environmental reports. We offer these robust reporting capabilities as well as a dedicated Strategic Account Leader and a support team that is committed to your ongoing savings.

With these tools and resources, you can identify procurement trends, isolate savings opportunities and make informed purchasing decisions. Our extensive reporting is one of our market differentiators, both in terms of its scope and in the detail of the information we provide. Our ordering, invoicing and reporting systems operate on one national platform, so you can be sure the reports you access are accurate and consistent for all the Parish's locations, giving you total transparency and visibility into your spend.

Staples' reporting capabilities ensure you always have:

- **Easy Access** – From online to email, Excel to PowerPoint, our reports are accessible through a variety of methods and formats.
- **Timely Information** – Reports delivered on demand or at pre-determined intervals.
- **Comprehensive Results** – Measure everything from product usage to service levels with our robust reporting systems.
- **Detailed Insight** – Our reports allow you to gain a complete view of all spend — from individual purchasers across all your departments, budget centers and locations to overall spend.

Online Reports

Designated employees can easily access several reports on StaplesAdvantage.com

- **User Reports** – Provides user information, including approval hierarchy, ordering limits and assigned ship-to or budget center.
- **Spending Reports** – View purchase summaries by budget center, bill-to, ship-to or individual for up to 24 months, including details on ordering method, order totals, number of orders and average order size.
- **Budget Reports** – Monitor the variances between spend versus budget.

Activity Reports

Staples' activity reports allow you to track your product usage as well as Staples' service levels.

- **Usage Reports** – Track product usage organization-wide and drill down by location, department, office or individual, so you can find area-specific opportunities for increased savings and efficiency.
- **Service Level Reports** – Provide information on Staples' performance and service levels, including fill rate, on-time delivery rate, order accuracy, returns and backorder reports.

Environmental Reports

Our Environmental Purchases Summary report provides deeper insights into your environmental spend.

- Reveal what percentage of your total spend comes from products that contain environmental features and certifications.
- Provide a breakdown of the categories where you spend the most and pinpoint how much of that spend is on environmental items.
- Easily identify where you have the most opportunity to increase your green spend.

Required Forms

Bid Form

Affidavit

Corporate Resolution

Insurance Certificate

DATE: 11/14/2018

Page: 5

BID NO.: 50-00124661

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 X _____

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

We strive to deliver in-stock items ordered by 4:00 p.m. local time on the next business day

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Staples Contract & Commercial LLC operating as Staples Business Advantage

ADDRESS: 500 Staples Drive

CITY, STATE: Framingham, MA ZIP: 01702

Please contact Nick Tartaglia:

TELEPHONE: (504) 400-4999 FAX: (508) 253-8989

Please contact Nick Tartaglia:

EMAIL ADDRESS: Nick.Tartaglia@Staples.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 on 11/19/18

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 163,938.86

AUTHORIZED
SIGNATURE: 

Robert Dean

Printed Name

TITLE: Regional Vice President, Staples Business Advantage Sales

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.

Non-Public Works Bid

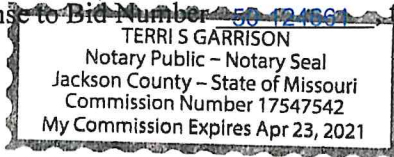
AFFIDAVIT

STATE OF Missouri

PARISH/COUNTY OF Jackson

BEFORE ME, the undersigned authority, personally came and appeared: Robert Dean

_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Regional Vice President,
Staples Business Advantage Sales of Staples Contract & Commercial LLC
operating as Staples Business Advantage (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

Robert Dean
Regional Vice President, Staples Business Advantage Sales

Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 19th DAY OF November 2018

Joan S. Garrison

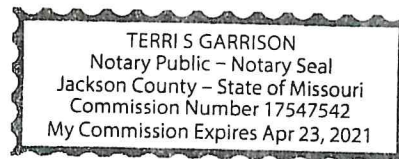
Notary Public

Terris S. Garrison

Printed Name of Notary

17547542

Notary/Bar Roll Number



My commission expires 4-23-21

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Staples Contract & Commercial LLC

INCORPORATED.

AT THE MEETING OF DIRECTORS OF Staples Contract & Commercial LLC
INCORPORATED, DULY NOTICED AND HELD ON February 4, 2018,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Robert Dean, 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

11 / 20 / 18

DATE



CERTIFICATE OF LIABILITY INSURANCE

Page 1 of 2

DATE (MM/DD/YYYY)
09/11/2018

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 Willis of New York, Inc. c/o 26 Century Blvd P.O. Box 305191 Nashville, TN 372305191 USA	CONTACT NAME:	
	PHONE (A/C, No, Ext): 1-877-945-7378	FAX (A/C, No): 1-888-467-2378
INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702	E-MAIL ADDRESS: certificates@willis.com	
	INSURER(S) AFFORDING COVERAGE	
	INSURER A: ACE American Insurance Company	
	INSURER B: XL Specialty Insurance Company	
	INSURER C: Indemnity Insurance Company of North America	
	INSURER D: ACE Fire Underwriters Insurance Company	
INSURER E:		
INSURER F:		

COVERAGES**CERTIFICATE NUMBER:** W7453973**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			XSL G71209970	09/12/2018	09/12/2019	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 975,000				
	<input checked="" type="checkbox"/> SIR applies per policy		MED EXP (Any one person) \$				
	GEN'L AGGREGATE LIMIT APPLIES PER:		PERSONAL & ADV INJURY \$ 1,000,000				
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						GENERAL AGGREGATE \$ 2,000,000
	OTHER:						PRODUCTS - COMP/OP AGG \$ 2,000,000
A	AUTOMOBILE LIABILITY			ISA H25272596	09/12/2018	09/12/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 3,000,000
	<input checked="" type="checkbox"/> ANY AUTO		BODILY INJURY (Per person) \$				
	<input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per accident) \$				
	<input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY		PROPERTY DAMAGE (Per accident) \$				
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			US00086459LI18A	09/12/2018	09/12/2019	EACH OCCURRENCE \$ 10,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE		AGGREGATE \$ 10,000,000				
	DED <input checked="" type="checkbox"/> RETENTION \$ 25,000		\$				
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			WLR C65436589 (AOS)	09/12/2018	09/12/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input checked="" type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
A	Workers Compensation and Employers Liability			WCU C65436747 (OH)	09/12/2018	09/12/2019	EL-Each Accident \$1,000,000
	Work Comp: Per Statute						EL-Disease-Pol. Limit \$1,000,000
							EL-Disease Each Emp. \$1,000,000

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

Evidence of Coverage

SEE ATTACHED

CERTIFICATE HOLDER**CANCELLATION**

Staples Inc. 500 Staples Drive Framingham, MA 01702	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

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AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 2 of 2

AGENCY Willis of New York, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702	
POLICY NUMBER See Page 1		EFFECTIVE DATE: See Page 1	
CARRIER See Page 1	NAIC CODE See Page 1		

ADDITIONAL REMARKS

THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,

FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance

INSURER AFFORDING COVERAGE: ACE American Insurance Company NAIC#: 22667
 POLICY NUMBER: WLR C65436668 (AZ CA MA) EFF DATE: 09/12/2018 EXP DATE: 09/12/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and	EL-Each Accident	\$1,000,000
Employers Liability	EL-Disease-Pol. Limit	\$1,000,000
Work Comp: Per Statue	EL-Disease Each Emp.	\$1,000,000

INSURER AFFORDING COVERAGE: ACE Fire Underwriters Insurance Company NAIC#: 20702
 POLICY NUMBER: SCF C6543670A (WI) EFF DATE: 09/12/2018 EXP DATE: 09/12/2019

TYPE OF INSURANCE:	LIMIT DESCRIPTION:	LIMIT AMOUNT:
Workers Compensation and	EL-Each Accident	\$1,000,000
Employers Liability	EL-Disease-Pol. Limit	\$1,000,000
Work Comp: Per Statue	EL-Disease Each Emp.	\$1,000,000

AGENCY CUSTOMER ID: _____

LOC #: _____



ADDITIONAL REMARKS SCHEDULE

Page 3 of 3

AGENCY Willis of New York, Inc.		NAMED INSURED Staples Inc. 500 Staples Drive Framingham, MA 01702
POLICY NUMBER See Page 1		
CARRIER See Page 1	NAIC CODE	EFFECTIVE DATE

ADDITIONAL REMARKS**THIS ADDITIONAL REMARKS FORM IS A SCHEDULE TO ACORD FORM,****FORM NUMBER: 25 FORM TITLE: Certificate of Liability Insurance****Additional Named Insureds:**

Arch Parent Inc.
Capital Office Products of Volusia County, Inc.
Happy Studio LLC
In Designs Global LLC
Lebanon Mill, L.P.
Quill LLC
Quill Lincolnshire, Inc.
Staples Brands Inc.
Staples Brands Sales LLC
Staples Contract & Commercial LLC
Staples Global Markets, Inc.
Staples GP, LLC
Staples Project 2017 LLC
Staples Shared Service Center, LLC
Staples Ventures, LLC
STIC Corp
The Staples Group, Inc.
HiTouch Business Services LLC
MyOfficeProducts, LLC
Computata Products Inc. dba CPI One Point

Pricing

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	30%
Consumables (ex: Pens, Post-Its, Flags, Tabs – Please note this category does not include any item for human consumption)	65%
Equipment (ex. Shredders, electric staplers, laminators, etc. – Please note this category does NOT include computer related items)	57%
Folders, Binders & Accessories	50%

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
			TWO YEAR CONTRACT FOR OFFICE SUPPLIES, AS NEEDED, FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENCIES AND MUNICIPALITIES		
1	19.00	EA	0010 ID card holder, reel with Belt Clip Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68824	\$1.49	\$28.31
2	44.00	EA	0020 ID card holder, reel, w/spring clip Plastic Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68844	\$1.63	\$71.72
3	51.00	PK	0030 ID card holder, reel, w/clip, Plastic - 25/pack - Black Baumgartens Card Reel with Belt Clip BAU68424	\$53.03	\$2,704.53
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	\$39.45	\$2,998.20
5	7.00	EA	0032 Waste Basket, Rectangular, 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	\$33.84	\$236.88
6	34.00	EA	0033 Waste Basket, Rectangular, 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	44.99	\$1,529.66

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	\$22.55	\$3,382.50
8	8.00	PK	0050 CD, SLEEVE, Slide Insert PVC Clear - Self-Adhesive, holds CD/DVD Size: 5 1/2" x 5 1/4" Supplied: 10 in a pack Color: Clear Manuf: INNOVERA Part no: IVR39402	\$2.62	\$20.96
9	38.00	BX	0060 CD, Sleeve, clear poly windows, stores CD/DVD Size: 4-7/8" x 5" Color: White Supplied: 100 to a box Manuf: Quality Park Part no. QUA62903	\$8.44	\$320.72
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	\$8.99	\$134.85
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	\$24.92	\$149.52
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	\$0.97	\$252.20
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	\$0.52	\$314.08
14	296.00	PK	0065 TAPE, SEALING, GENERAL PURPOSE, CLEAR	\$3.77	\$1,115.92

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 0070 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS TO A PACK MANUF: COMPUCESSORY PART NO: CCS24306	\$12.23	\$2,604.99
16	175.00	EA	0071 Glue Sticks, Permanent SIZE: 1.26 OZ SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788	\$0.85	\$148.75
17	260.00	EA	0072 Scissors, Plastic Handle,Stainless Steel blade, bent Size: 8 inches length Color: Black handle Manuf: Business Source Part no. BSN65647	\$0.72	\$187.20
18	179.00	PK	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	\$2.46	\$440.34
19	167.00	EA	0074 Correction fluid - 22ml bottles, White Supplied: 1 each Manuf: Integra Part no: ITA01539	\$0.39	\$65.13
20	417.00	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	\$1.13	\$471.21
21	36.00	EA	0076 Correction pen, all purpose, SIZE: .24 FL OZ	\$1.55	\$55.80

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	<p>SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115</p> <p>0077 Clipboard, Hardboard, Color: brown</p> <p>Size: letter - 9" x 12.50" Supplied: 1 each Manuf: Business Source Part no. BSN65637</p>	\$0.69	\$36.57
23	68.00	EA	<p>0078 Clipboard, Hardboard, Color: Brown</p> <p>Size: Legal 9" x 15.50" Supplied: 1 each Manuf: Business Source Part no. BSN28554</p>	\$0.81	\$55.08
24	53.00	EA	<p>0079 Money/Rent Receipt Book, Spiral bound, 2-Part carbonless - 200</p> <p>sets per book, 4 receipts per page</p> <p>Size: 11" x 5.25" Supplied: 1 each Manuf: Adams Part no: ABFSC1152</p>	\$4.52	\$239.56
25	41.00	BK	<p>0080 Message pads, spiral book, 4 message per page, 2 part carbonless, 200 sheets</p> <p>per book, sheet size: 11" x 8.50" Supplied: 1 Book Manuf: Adams Part no: ABFSC1184P</p>	\$3.19	\$130.79
26	23.00	EA	<p>0081 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W</p> <p>WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING</p> <p>SUPPLIED: 1 EACH MANUF: BOORUM & PEASE PART NO. BOR6718300R</p>	\$48.62	\$1,118.26
27	226.00	BX	<p>0170 Envelopes, #55 clasp, 28 lb Size: 6" x 9"</p>	\$5.40	\$1,220.40

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	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part: BSN 36660 0180 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"	\$9.58	\$967.58
29	135.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36662 0200 Envelopes, #90 clasp, 28 lb Size: 9" x 12"	\$6.56	\$885.60
30	325.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36663 0210 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"	\$11.47	\$3,727.75
31	56.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36664 0220 Envelopes, Inter-Departmental, two sided, 28 lb, string/button Size: 10" x 13"	\$23.24	\$1,301.44
32	46.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN42255 0221 Envelopes, Inter-department one sided, String/Button Size: 9" x 12"	\$30.21	\$1,389.66
33	395.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Quality Park Part no. QUA63462 0230 Envelopes, Clasp, 28lb, Size: 10" x 13"	\$12.16	\$4,803.20
34	123.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36665 0240 Envelopes, clasp, 28lb, Size: 10" x 15"	\$18.13	\$2,229.99

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>0250 Envelopes, gummed seal, 32lb Size: 10" x 15"</p>	\$72.81	\$145.62
36	142.00	BX	<p>Color: Cameo Supplied: 100 to a box Manuf: Quality Park Products Part no. QUA54416</p> <p>0260 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"</p>	\$17.56	\$2,493.52
37	70.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36667</p> <p>0270 Envelopes, #10 standard window,- 24 lb</p>	\$14.93	\$1,045.10
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>0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal</p>	\$15.70	\$1,271.70
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>0290 Envelopes, regular commercial, gummed, woven, no window</p>	\$6.59	\$1,113.71
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>0320 Calculator, Printing Adapter Powered/battery (AA)</p>	\$41.93	\$1,551.41
			<p>Color: White Manuf: Sharp Part no. SHREL1750V</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
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	\$3.05	\$128.10
42	264.00	EA	0410 Hole puncher, two-hole adjustable - Sheet Capacity: 30 Manuf: Business Source Part no. BSN65626	\$3.14	\$828.96
43	32.00	EA	0420 Hole puncher, two-hole heavy-duty Sheet capacity: 60 Manuf: Business Source Part no. BSN62896	\$6.29	\$201.28
44	36.00	EA	0430 Hole puncher, Heavy-duty 3 hole adjustable punch heads Sheet Capacity: 40 Manuf: Swingline Part no. SWI74357	\$45.31	\$1,631.16
45	205.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip Color: Black Manuf: Business Source Part no. BSN65650	\$0.33	\$67.65
46	37.00	EA	0460 Staple Remover, magnetic push style Neoprene Color: Black Manuf: Bostitch Part no: BOS40000MBLK	\$1.91	\$70.67
47	5.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever Manuf: Swingline Part no: SWI37201	\$5.39	\$26.95
48	161.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working body	\$1.44	\$231.84

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	<p>Sheet capacity: 20 Color: Black Manuf: Business Source Part no. BSN65648</p> <p>0490 Stapler, electric, Sheet Capacity: 45</p> <p>Staple Capacity: 210 Staple Size 1/4" Full Strip Color: Black Manuf: Bostitch Part no. BOSB8EVALVE</p>	\$22.78	\$1,389.58
50	38.00	EA	<p>0500 Stapler, Heavy Duty, all metal construction</p> <p>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</p>	\$20.26	\$769.88
51	178.00	BX	<p>0501 Staples, standard, 210 per strip, 1/4" leg 1/2" crown, chisel point</p> <p>Color: Silver Capacity of 30 sheets Supplied: 5000 to a box Manuf: Business Source Part no. BSN65649</p>	\$0.41	\$72.98
52	28.00	EA	<p>0520 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: EXECUTIVE RED MANUF: ACCO PART NO. ACC25979</p>	\$1.20	\$33.60
53	5.00	EA	<p>0530 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: RED MANUF: ACCO PART NO. ACC25978</p>	\$1.20	\$6.00
54	7.00	EA	<p>0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH</p>	\$1.20	\$8.40

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 0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972	\$1.20	\$18.00
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	\$1.20	\$2.40
57	3.00	EA	0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971	\$1.20	\$3.60
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	\$2.54	\$12.70
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	\$7.79	\$833.53
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	\$5.00	\$130.00

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
61	46.00	EA	PART NO. BSN33105		
			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	\$4.83	\$222.18
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	\$7.03	\$203.87
63	33.00	EA	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	\$10.70	\$353.10
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: Business Source Part no: BSN09951	\$1.19	\$48.79
65	38.00	EA	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	\$1.39	\$52.82
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	\$1.49	\$53.64

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" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09957	\$1.59	\$117.66
68	18.00	EA	0700 Binder, 3 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09959	\$2.29	\$41.22
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 SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00512	\$230.99	\$1,385.94
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	\$175.19	\$14,540.77
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	\$17.27	\$397.21
72	91.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL	\$13.15	\$1,196.65

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		
			0740A BOX, FILE STORAGE, MEDIA SIZE: LETTER	\$65.05	\$1,301.00
74	172.00	CTN	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		
			0750 BOX, FILE STORAGE, MEDIA SIZE: LEGAL	\$81.32	\$13,987.04
75	66.00	CTN	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		
			0770 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL	\$13.15	\$867.90
76	293.00	BX	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		
			0910 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	\$10.73	\$3,143.89
77	173.00	BX	5 1/4" EXPANSION COLOR: REDDROPE SUPPLIED: 10 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65795		
			0920 POCKET, FILE, LETTER SIZE 8 1/2" X 11"	\$18.79	\$3,250.67

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	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791 0930 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	\$23.78	\$6,896.20
79	298.00	BX	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65794 0950 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11"	\$22.82	\$6,800.36
80	153.00	EA	SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: BUSINESS SOURCE PART NO. BSN65796 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	\$4.45	\$680.85
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	\$8.34	\$5,846.34
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	\$6.77	\$2,443.97
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.,	\$9.74	\$555.18

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 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	\$16.64	\$582.40
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	\$5.26	\$825.82
86	279.00	BX	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	\$8.53	\$2,379.87
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	\$20.63	\$5,879.55
88	44.00	BX	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	\$22.40	\$985.60
89	32.00	BX	1081 FOLDER, FILE, END TAB, LETTER SIZE 8 1/2" X 11" SHEET SIZE,	\$27.16	\$869.12

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 1082 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED	\$44.50	\$445.00
91	5.00	BX	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 1083 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED	\$44.95	\$224.75
92	8.00	BX	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 1084 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED	\$44.50	\$356.00
93	98.00	BX	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 1110 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3	\$38.32	\$3,755.36
94	41.00	BX	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 1111 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3	\$53.19	\$2,180.79

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 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	\$23.38	\$561.12
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	\$23.38	\$280.56
97	25.00	PK	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	\$6.72	\$168.00
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	\$9.60	\$96.00
99	5.00	BX	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	\$2.76	\$13.80
100	5.00	BX	1212 LABELS, RECTANGLE, COLOR CODING, SIZE: 1" W X 3" L	\$2.79	\$13.95

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	SHEETS 4" X 6" - 200 LABELS TO A PACK COLOR: RED MANUF: AVERY PART NO: AVE05493 1230 LABELS, RECTANGLE MAILING, 1"W 2.63" L	\$6.99	\$615.12
102	280.00	EA	COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: BSN21050 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	\$2.85	\$798.00
103	916.00	EA	1300 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN26740	\$0.78	\$714.48
104	864.00	EA	1301 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN90650	\$0.62	\$535.68
105	592.00	DZ	1320 PAD, LEGAL JR, WRITING, PEFORATED PAGES SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63110	\$2.42	\$1,432.64
106	311.00	DZ	1330 PAD, LEGAL RULED, WRITING, PEFORATED PAGES SIZE: 8 1/2" X 14" - 50 SHEETS	\$7.89	\$2,453.79

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 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	\$7.50	\$907.50
108	27.00	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	\$6.30	\$170.10
109	300.00	DZ	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	\$4.62	\$1,386.00
110	78.00	BX	1369 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20	\$2.18	\$170.04
111	541.00	DZ	1370 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36550	\$0.15	\$81.15
112	508.00	DZ	1380 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36551	\$0.41	\$208.28
113	245.00	DZ	1390 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen	\$1.21	\$296.45

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>1400 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1</p> <p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65638</p>	\$1.21	\$181.50
115	150.00	PK	<p>1410 CLIPS, PAPER, STEEL SIZE: JUMBO</p> <p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639</p>	\$2.72	\$408.00
116	63.00	PK	<p>1550 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p> <p>DIMENSIONS: 1.75"W X 1" L COLOR: GREEN SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK</p> <p>MANUF: SPARCO PART NO: SPR19262</p>	\$3.23	\$203.49
117	90.00	PK	<p>1560 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE</p> <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>MANUF: 3M POST-IT PART NO: MMM680SH4VA</p>	\$7.79	\$701.10
118	29.00	PK	<p>1570 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p> <p>DIMENSIONS: 1.75"W X 1" L COLOR: YELLOW SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK</p> <p>MANUF: SPARCO PART NO: SPR19259</p>	\$5.34	\$154.86
119	42.00	PK	<p>1580 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE</p>	\$5.34	\$224.28

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 1590 NOTES, SELF-ADHESIVE, REPOSITIONABLE	\$0.90	\$212.40
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 1600 NOTES, SELF-ADHESIVE, REPOSITIONABLE	\$7.59	\$857.67
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 1610 NOTES, SELF-ADHESIVE, REPOSITIONABLE	\$1.99	\$384.07
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 1620 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	\$9.85	\$817.55
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 1630 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	\$3.76	\$515.12
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 1720 Pencil, #2 Lead, wood, yellow barrel with eraser	\$0.39	\$45.63

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>	\$12.02	\$72.12
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>	\$6.15	\$233.70
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</p> <p>Manuf: ZEBRA Part no. ZEB52310</p>	\$2.81	\$33.72
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>	\$1.69	\$1,311.44
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>	\$1.69	\$1,299.61
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>	\$1.52	\$238.64

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	<p>SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO: SAN65801</p> <p>1840 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP</p> <p>SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO. SAN65871</p>	\$1.68	\$233.52
133	221.00	EA	<p>1850 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77A</p>	\$1.33	\$293.93
134	167.00	EA	<p>1860 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C</p>	\$1.23	\$205.41
135	38.00	EA	<p>1870 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B</p>	\$2.11	\$80.18
136	97.00	DZ	<p>1880 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP</p> <p>SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020</p>	\$10.79	\$1,046.63
137	323.00	DZ	<p>1881 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP</p> <p>FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT</p>	\$10.79	\$3,485.17

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	\$6.20	\$403.00
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	\$7.62	\$327.66
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	\$9.48	\$1,403.04
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	\$12.93	\$1,305.93
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	\$7.73	\$726.62
143	106.00	DZ	2140 MARKER, PERMANENT, FINE POINT, COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA PART NO. ITA30016	\$2.49	\$263.94
144	104.00	EA	2150 MARKER, PERMANENT, FINE POINT, COLOR: BLACK	\$0.63	\$65.52

DATE: 11/14/2018

Page 29

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	SUPPLIED: 1 EACH MANUF: SANFORD, LP (SHARPIE) PART NO. SAN30051 2180 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow Point: Chisel Style Supplied: 12 each/dozen Manuf: Integra Part No: ITA30006	\$6.89	\$1,481.35
146	257.00	DZ	2190 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD, LP (SHARPIE) PART NO: SAN25005	\$5.93	\$1,524.01

Request for Taxpayer
Identification Number and Certification

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

Print or type See Specific Instructions on page 2.	Name (as shown on your income tax return) STAPLES CONTRACT & COMMERCIAL, INC.	
	Business name, if different from above STAPLES TECHNOLOGY SOLUTIONS	
	Check appropriate box: <input type="checkbox"/> Individual/Sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Limited liability company. Enter the tax classification (D=disregarded entity, C=corporation, P=partnership) ▶ <input checked="" type="checkbox"/> Exempt payee <input type="checkbox"/> Other (see instructions) ▶	
	Address (number, street, and apt. or suite no.) 500 STAPLES DRIVE REMIT TO: P.O. BOX 95230 City, state, and ZIP code FRAMINGHAM MA 01702 CHICAGO, IL 60694-5230	
	Requester's name and address (optional) List account number(s) here (optional)	

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN* on page 3.
Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.

Social security number
or
Employer identification number
04 3390816

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶ <i>Nancy White</i>	Date ▶ <i>7-17-09</i>
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General Instructions

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

Purpose of Form

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

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

- Certify that the TIN you are giving is correct (or you are waiting for a number to be issued),
- Certify that you are not subject to backup withholding, or
- Claim exemption from backup withholding if you are a U.S. exempt payee. If applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income.

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

Definition of a U.S. person. For federal tax purposes, you are considered a U.S. person if you are:

- An individual who is a U.S. citizen or U.S. resident alien,
- A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States,
- An estate (other than a foreign estate), or
- A domestic trust (as defined in Regulations section 301.7701-7).

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

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

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



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000124661 TWO YEAR CONTRACT FOR OFFICE SUPPLIES, AS
NEEDED, FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENCIES
AND MUNICIPALITIES.**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

14-Nov-2018 10:27:01 AM



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	20
Consumables (ex: Pens, Post-Its, Flags, Tabs – Please note this category does not include any item for human consumption)	20
Equipment (ex. Shredders, electric staplers, laminators, etc. – Please note this category does NOT include computer related items)	20
Folders, Binders & Accessories	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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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

DATE: 11/14/2018

Page: 5

BID NO.: 50-00124661

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 X

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF EXPIRATION OF CONTRACT

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

1-2 Days ARO

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME:

~~IVES Office Products and Printing Co.~~ IVES BUSINESS FORMS, INC.

ADDRESS:

5701 Crawford St. Suite H

CITY, STATE:

New Orleans, La

ZIP:

70123

TELEPHONE:

(504) 561-8811

FAX:

(504) 581-4837

EMAIL ADDRESS:

phdupuy@ivesnola.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: \$ 208,363.86

AUTHORIZED

SIGNATURE:

Peter H. Dupuy

Peter H Dupuy

Printed Name

TITLE: President

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

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	2.44	46.36
			0010 ID card holder, reel with Belt Clip Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68824		
2	44.00	EA	0020 ID card holder, reel, w/spring clip Plastic	2.68	117.92
			Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68844		
3	51.00	PK	0030 ID card holder, reel, w/clip, Plastic - 25/pack - Black Baumgartens	51.12	2607.12
			Card Reel with Belt Clip BAU68424		
4	76.00	EA	0031 BOARD, CORK, SIZE: 36"H X 48"W BROWN CORK SURFACE	38.10	2895.60
			ALUMINUM FRAME WITH FACTORY MOUNTED HANGERS SUPPLIED: 1 EACH MANUF: SPARCO PART NO: SPR19765 UNV43614		
5	7.00	EA	0032 Waste Basket, Rectangular, Fire-Safe,	50.57	353.99
			COLOR: STEEL - SAND SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616SA		
6	34.00	EA	0033 Waste Basket, Rectangular, Fire-Safe,	50.57	1719.38
			COLOR: STEEL - BLACK SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616BL		

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	24.78	3717.00
8	8.00	PK	0050 CD, SLEEVE, Slide Insert PVC Clear - Self-Adhesive, holds CD/DVD Size: 5 1/2" x 5 1/4" Supplied: 10 in a pack Color: Clear Manuf: INNOVERA Part no: IVR39402	4.21	33.68
9	38.00	BX	0060 CD, Sleeve, clear poly windows, stores CD/DVD Size: 4-7/8" x 5" Color: White Supplied: 100 to a box Manuf: Quality Park Part no. QUA62903	16.32	620.16
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	17.23	258.45
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	37.42	224.52
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 UNV15001	1.52	395.20
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 UNV83436	0.85	513.40
14	296.00	PK	0065 TAPE, SEALING, GENERAL PURPOSE, CLEAR	7.37	2181.52

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
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 UNV63000	26.67	5680.71
16	175.00	EA	0070 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS TO A PACK MANUF: COMPUCESSORY PART NO: CCS24306 BSN24306	.73	127.75
17	260.00	EA	0071 Glue Sticks, Permanent SIZE: 1.26 OZ SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788	2.01	522.60
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 UNV92010	3.19	571.01
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	0.85	141.95
20	417.00	EA	0074 Correction fluid - 22ml bottles, White Supplied: 1 each Manuf: Integra Part no: ITA01539	1.01	421.17
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	2.72	97.92
			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	<p>SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115</p> <p>0077 Clipboard, Hardboard, Color: brown</p> <p>Size: letter - 9" x 12.50" Supplied: 1 each Manuf: Business Source Part no. BSN65637 UNV40304</p>	1.46	77.38
23	68.00	EA	<p>0078 Clipboard, Hardboard, Color: Brown</p> <p>Size: Legal 9" x 15.50" Supplied: 1 each Manuf: Business Source Part no. BSN28554 UNV40305</p>	1.44	97.92
24	53.00	EA	<p>0079 Money/Rent Receipt Book, Spiral bound, 2-Part carbonless - 200 sets per book, 4 receipts per page</p> <p>Size: 11" x 5.25" Supplied: 1 each Manuf: Adams Part no: ABFSC1152</p>	8.22	435.66
25	41.00	BK	<p>0080 Message pads, spiral book, 4 message per page, 2 part carbonless, 200 sheets</p> <p>per book, sheet size: 11" x 8.50" Supplied: 1 Book Manuf: Adams Part no: ABFSC1184P UNV48005</p>	4.47	183.27
26	23.00	EA	<p>0081 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W</p> <p>WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING</p> <p>SUPPLIED: 1 EACH MANUF: BOORUM & PEASE PART NO. BOR6718300R</p>	60.74	1397.02
27	226.00	BX	<p>0170 Envelopes, #55 clasp, 28 lb Size: 6" x 9"</p>	9.95	2248.70

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 UNV35260</p> <p>0180 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"</p>	14.46	1460.46
29	135.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36662 UNV35262</p> <p>0200 Envelopes, #90 clasp, 28 lb Size: 9" x 12"</p>	9.11	1229.85
30	325.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36663 UNV35264</p> <p>0210 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"</p>	13.83	4494.75
31	56.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36664 UNV35265</p> <p>0220 Envelopes, Inter-Departmental, two sided, 28 lb, string/button</p>	36.52	2045.12
32	46.00	BX	<p>Size: 10" x 13" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN42255 UNV63568</p> <p>0221 Envelopes, Inter-department one sided, String/Button</p>	48.21	2217.86
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>0230 Envelopes, Clasp, 28lb, Size: 10" x 13"</p>	10.73	4238.35
34	123.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36665 UNV35267</p> <p>0240 Envelopes, clasp, 28lb, Size: 10" x 15"</p>	16.21	1993.83

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 UNV35268</p> <p>0250 Envelopes, gummed seal, 32lb Size: 10" x 15"</p>	69.85	139.70
36	142.00	BX	<p>Color: Cameo Supplied: 100 to a box Manuf: Quality Park Products Part no. QUA54416</p> <p>0260 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"</p>	18.91	2685.22
37	70.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36667 UNV35270</p> <p>0270 Envelopes, #10 standard window,- 24 lb</p>	22.27	1558.90
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 UNV36321</p> <p>0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal</p>	27.04	2190.24
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 UNV36003</p> <p>0290 Envelopes, regular commercial, gummed, woven, no window</p>	13.17	2225.73
40	37.00	EA	<p>Size: 9.50" x 4.12" Color: White Supplied: 500 to a box Manuf: Business Source Part no. BSN42250 UNV36320</p> <p>0320 Calculator, Printing Adapter Powered/battery (AA)</p> <p>Color: White Manuf: Sharp Part no. SHREL1750V</p>	43.69	1616.53

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 UNV35715	8.31	349.02
42	264.00	EA	0410 Hole puncher, two-hole adjustable - Sheet Capacity: 30 Manuf: Business Source Part no. BSN65626 UNV74222	4.62	1219.68
43	32.00	EA	0420 Hole puncher, two-hole heavy-duty Sheet capacity: 60 Manuf: Business Source Part no. BSN62896	19.99	639.68
44	36.00	EA	0430 Hole puncher, Heavy-duty 3 hole adjustable punch heads Sheet Capacity: 40 Manuf: Swingline Part no. SWI74357	74.56	2684.16
45	205.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip Color: Black Manuf: Business Source Part no. BSN65650 UNV00700	0.37	75.85
46	37.00	EA	0460 Staple Remover, magnetic push style Neoprene Color: Black Manuf: Bostitch Part no: BOS40000MBLK	4.31	159.47
47	5.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever Manuf: Swingline Part no: SWI37201	11.27	56.35
48	161.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working body	6.28	1011.08

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 SWI54501 0490 Stapler, electric, Sheet Capacity: 45 Staple Capacity: 210 Staple Size 1/4" Full Strip Color: Black Manuf: Bostitch Part no. BOSB8EVALVE	74.43	4540.23
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	36.35	1381.30
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 UNV79000	0.74	131.72
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	2.36	66.08
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	1.74	8.70
54	7.00	EA	0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11" SUPPLIED: 1 EACH CAPACITY: 3 INCH	2.36	16.52

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
55	15.00	EA	COLOR: DARK GREEN MANUF: ACCO PART NO. ACC25976 0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	2.36	35.40
56	2.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972 0560 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	2.36	4.72
57	3.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973 0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	2.36	7.08
58	5.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971 0580 REPORT COVER, PRESSGUARD WITH FASTNERS	3.93	19.65
59	107.00	BX	SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732 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 UNV12115	4.90	524.30
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	3.51	91.26

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 UNV20761 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 UNV20781	5.26	241.96
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 UNV20791	6.69	194.01
63	33.00	EA	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 UNV20706	9.06	298.98
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: Business Source Part no: BSN09951 UNV20952	1.60	65.60
65	38.00	EA	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 UNV20962	1.59	60.42
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	2.79	100.44

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 UNV20972 0690 Binder, 2 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09957 UNV20982	2.70	199.80
68	18.00	EA	0700 Binder, 3 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09959 UNV20992	3.47	62.46
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 SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00512	222.86	1337.16
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	222.89	18499.87
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	35.43	814.89
72	91.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL	35.79	3256.89

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

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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 UNV95224	63.89	1277.80
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 UNV75120	64.09	11023.48
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	35.54	2345.64
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	11.77	3448.61
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	21.09	3648.57

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

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ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
78	290.00	BX	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791 0930 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	21.81	6324.90
79	298.00	BX	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65794 UNV15161 0950 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11"	24.77	7381.46
80	153.00	EA	SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: BUSINESS SOURCE PART NO. BSN65796 UNV72300 0990 WALLET, EXPANDING FOR FILES, FLAP WITH ELASTIC CORD CLOSURE	5.37	821.61
81	701.00	BX	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 1020 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LEGAL 8 1/2" X 14"	9.37	6568.37
82	361.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN43570 UNV14215 1021 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11"	7.17	2588.37
83	57.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17533 UNV14115 1030 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT.,	10.38	591.66

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 1031 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB,	18.48	646.80
85	157.00	BX	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 1050 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,	6.81	1069.17
86	279.00	BX	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 UNV12113 1051 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,	10.12	2823.48
87	285.00	BX	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 UNV15113 1070 FOLDER, FILE WITH 2 PRONG FASTENERS 1/3 TAB CUT VERTICAL IN ASSORTED	28.46	8111.10
88	44.00	BX	POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO: SMD19537 1080 FOLDER, FILE WITH 1 PRONG FASTENER 1/3 TAB CUT VERTICAL IN ASSORTED	17.89	787.16
89	32.00	BX	POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRSP17230 UNV13510 1081 FOLDER, FILE, END TAB, LETTER SIZE 8 1/2" X 11" SHEET SIZE,	25.22	807.04

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 BSN17262	41.59	415.90
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	41.59	207.95
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	41.59	332.72
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	53.48	5241.04
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 SMD19934	50.93	2088.13

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 SMD19931	39.19	940.56
96	12.00	BX	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	39.19	470.28
97	25.00	PK	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	7.22	180.50
98	10.00	BX	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 UNV80109	15.28	152.80
99	5.00	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	5.02	25.10
100	5.00	BX	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	6.02	30.10
			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	SHEETS 4" X 6" - 200 LABELS TO A PACK COLOR: RED MANUF: AVERY PART NO: AVE05493	7.02	617.76
102	280.00	EA	1230 LABELS, RECTANGLE MAILING, 1"W 2.63" L COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: BSN21050 UNV80102	5.30	1484.00
103	916.00	EA	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	1.32	1209.12
104	864.00	EA	1300 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN26740 UNV96920	1.17	1010.88
105	592.00	DZ	1301 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN90650 UNV76620	6.04	3575.68
106	311.00	DZ	1320 PAD, LEGAL JR, WRITING, PEFORATED PAGES SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63110 UNV46300	14.27	4437.97
			1330 PAD, LEGAL RULED, WRITING, PEFORATED PAGES SIZE: 8 1/2" X 14" - 50 SHEETS		

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 UNV45000 1340 PAD, LEGAL RULED, WRITING, PERFORATED PAGES	14.27	1726.67
108	27.00	DZ	SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63106 UNV40000 1350 PAD, LEGAL RULED, WRITING, PERFORATED PAGES	8.16	220.32
109	300.00	DZ	SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63105 UNV10630 1360 PAD, LEGAL RULE, WRITING, PEFORATED PAGES	8.95	2685.00
110	78.00	BX	SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63108 UNV20630 1369 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL	1.88	146.64
111	541.00	DZ	SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20 UNV81002 1370 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen	0.31	167.71
112	508.00	DZ	Color: black/silver Manuf: Business Source Part no: BSN36550 UNV10200 1380 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen	0.60	304.80
113	245.00	DZ	Color: black/silver Manuf: Business Source Part no: BSN36551 UNV10210 1390 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen	1.56	382.20

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 UNV10220</p> <p>1400 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1</p>	1.93	289.50
115	150.00	PK	<p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65638 UNV72210</p> <p>1410 CLIPS, PAPER, STEEL SIZE: JUMBO</p>	4.75	712.50
116	63.00	PK	<p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639 UNV72220</p> <p>1550 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p>	2.70	170.10
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>MANUF: SPARCO PART NO: SPR19262 UNV99003</p> <p>1560 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE</p>	10.59	953.10
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>MANUF: 3M POST-IT PART NO: MMM680SH4VA</p> <p>1570 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p>	2.70	78.30
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>MANUF: SPARCO PART NO: SPR19259 UNV99006</p> <p>1580 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE</p>	2.70	113.40

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 UNV99001	1.46	344.56
121	113.00	PK	1590 NOTES, SELF-ADHESIVE, REPOSITIONABLE Color: Yellow Size: 1.5" x 2", rectangle Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36610 UNV35662	4.85	548.05
122	193.00	PK	1600 NOTES, SELF-ADHESIVE, REPOSITIONABLE Color: Yellow Size: 3" x 5", rectangle Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: Business Source Part no. BSN36613 UNV35672	2.63	507.59
123	83.00	PK	1610 NOTES, SELF-ADHESIVE, REPOSITIONABLE Color: Yellow Size: 3" X 3" SQUARE Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36612 UNV35668	7.63	633.29
124	137.00	PK	1620 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED Color: YELLOW - RULED Size: 4" X 6" RECTANGLE Supplied: 12 pads to 1 pack; 100 sheets per pad Manuf: BUSINESS SOURCE Part no. BSN36618 UNV35673	6.25	856.25
125	117.00	DZ	1630 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED 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 UNV35616	0.86	100.62
			1720 Pencil, #2 Lead, wood, yellow barrel with eraser		

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 UNV55400</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 UNV24264</p>	6.06	36.36
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>	5.19	197.22
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</p> <p>Manuf: ZEBRA Part no. ZEB52310</p>	5.19	62.28
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>	2.35	1823.60
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>	2.35	1807.15
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>	2.67	419.19

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 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	3.02	419.78
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	2.44	539.24
134	167.00	EA	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	2.44	407.48
135	38.00	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	2.44	92.72
136	97.00	DZ	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	12.99	1260.03
137	323.00	DZ	1881 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT	12.99	4195.77

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	10.15	659.75
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	15.37	660.91
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	16.30	2412.40
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	16.30	1646.30
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	10.15	954.10
143	106.00	DZ	2140 MARKER, PERMANENT, FINE POINT, COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA PART NO. ITA30016 UNV07071	3.22	341.32
144	104.00	EA	2150 MARKER, PERMANENT, FINE POINT, COLOR: BLACK	1.00	104.00

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
145	215.00	DZ	SUPPLIED: 1 EACH MANUF: SANFORD, LP (SHARPIE) PART NO. SAN30051 2180 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow Point: Chisel Style Supplied: 12 each/dozen Manuf: Integra Part No: ITA30006 UNV08841	3.32	713.80
146	257.00	DZ	2190 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD, LP (SHARPIE) PART NO: SAN25005	7.96	2045.72

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

IVES BUSINESS FORMS, INC.

INCORPORATED.

AT THE MEETING OF DIRECTORS OF IVES BUSINESS FORMS, INC.
INCORPORATED, DULY NOTICED AND HELD ON OCTOBER 18, 2018

A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT PETER H. DUPUY, 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.

Peter H. Dupuy
PETER H. DUPUY
~~PRESIDENT/SECRETARY/TREASURER~~

12-5-2018

DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LOUISIANA

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: PETER H. DUPUY
_____, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized PRESIDENT/SECRETARY of IVES BUSINESS FORMS, INC. (Entity),
the party who submitted a bid in response to Bid Number 5000124661, to the Parish of
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Peter H. Dupuy
Signature of Affiant

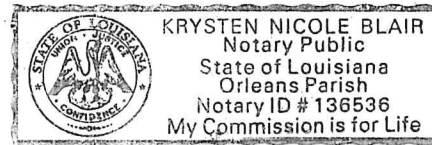
PETER H. DUPUY
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 5th DAY OF December, 2018.

Krysten W Blair
Notary Public

Krysten W Blair
Printed Name of Notary

136536
Notary/Bar Roll Number



My commission expires 12/18.

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MS. KRYSTEN NICOLE BLAIR
Address: 7541 WAVE DRIVE
NEW ORLEANS, LA 70128
Phone: (504) 319-5015
Notary ID Number: 136536
Parish: ORLEANS with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Attorney
Bar Roll #: 35045
Status: Active
Commission Date: 11/04/2013
Oath Date: 10/31/2013
Surety Expiration Date: Not Required
Annual Report Current: Not Applicable

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IVESBUS-01

KGREEN

CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/3/2018

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 Gillis, Ellis & Baker, Inc. 1615 Poydras Street Suite 700 New Orleans, LA 70112	CONTACT NAME: Katy Green		
	PHONE (A/C, No, Ext): (504) 619-1024	FAX (A/C, No):	
	E-MAIL ADDRESS: kgreen@gillis.com		
INSURED Ives Business Forms Inc 5701 Crawford St. Suite H New Orleans, LA 70123	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: Twin City Fire Insurance Company		29459
	INSURER B: Progressive Paloverde Insurance Company		44695
	INSURER C: Louisiana Workers Comp Corp.		22350
	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 INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	COMMERCIAL GENERAL LIABILITY			43 SBM BK7250	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 1,000,000
	CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000
							MED EXP (Any one person) \$ 10,000
							PERSONAL & ADV INJURY \$ 1,000,000
							GENERAL AGGREGATE \$ 2,000,000
							PRODUCTS - COMPO/OP AGG \$ 2,000,000
							Printing Errors \$ Included
		GEN'L AGGREGATE LIMIT APPLIES PER:					
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
B	AUTOMOBILE LIABILITY			07806550-0	7/1/2018	1/1/2019	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS						BODILY INJURY (Per person) \$
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY						BODILY INJURY (Per accident) \$
							PROPERTY DAMAGE (Per accident) \$
							\$
							\$
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR			43 SBM BK7250	7/1/2018	7/1/2019	EACH OCCURRENCE \$ 2,000,000
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$ 2,000,000
	<input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000						\$
C	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY			166920-B	7/1/2018	7/1/2019	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				E.L. EACH ACCIDENT \$ 1,000,000
							E.L. DISEASE - EA EMPLOYEE \$ 1,000,000
							E.L. DISEASE - POLICY LIMIT \$ 1,000,000
	If yes, describe under DESCRIPTION OF OPERATIONS below						

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

Certificate holder includes the Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council.

Bid number 50-124661

Blanket Additional Insured Endorsement included on the General Liability policy, as required by written contract.

CERTIFICATE HOLDER

CANCELLATION

Jefferson Parish Purchasing Dept
200 Derbigny St
General Government Building, Suite 4400
Gretna, LA 70053

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

Will Dupuy

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, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



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

**Request for Taxpayer
Identification Number and Certification**

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

28186 update

Print or type
See Specific Instructions on page 2.

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

Part I Taxpayer Identification Number (TIN)

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

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

Social security number								
or								
Employer identification number								
7	2	0	5	3	9	1	8	4

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶ Dorothy D. Quinn	Date ▶ 8/11/08
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Purpose of Form

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

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

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

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

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

Nonresident alien who becomes a resident alien.

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

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

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

BID REJECTION FORM

Bid number: 50-124661

Vendor Name: AMERICAN OFFICE MACHINES INC

Reasons for

Rejection: AFFIDAVIT NOT VALID. NO PROOF OF AUTO AND WORKERS

COMP INSURANCE.

REVIEWED BY:

Buyer Name: Donna Reamey

Date: 12/07/2018

Chief Buyer: _____

Date: _____



CENTRALBIDDING

FROM CENTRAL AUCTION HOUSE

**5000124661 TWO YEAR CONTRACT FOR OFFICE SUPPLIES, AS
NEEDED, FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENCIES
AND MUNICIPALITIES.**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

04-Dec-2018 03:46:44 PM



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	12%
Consumables (ex: Pens, Post-Its, Flags, Tabs – Please note this category does not include any item for human consumption)	12%
Equipment (ex. Shredders, electric staplers, laminators, etc. – Please note this category does NOT include computer related items)	12%
Folders, Binders & Accessories	12%

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
GRETNA, 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, GRETNA, 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.

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. All bidders must comply with the requirements stated in the attached "Standard Insurance Requirements" sheet attached to this bid solicitation. Prior to contract executions/purchase order issuance, the successful bidder will be required to provide final insurance certificates which shall name Jefferson Parish as an additional insured in accordance with the instructions in the aforementioned "Standard Insurance Requirements" sheet.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits Required;** This applies to all solicitations for construction, alteration or demolition of public buildings or projects, in conformity with the provisions contained in LSA-RS 38:2212.9, LSA-RS 38:2212.10, LSA-RS 38:2224, and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required** in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
17. For this project, the Contractor shall not pay any state or local sales or use taxes on materials and equipment which are affixed and made part of the immovable property of the project or which permanently incorporated in the project (hereinafter referred to as "applicable materials and equipment"). All purchases of applicable materials or equipment shall be made by the contractor on behalf of and as the agent of Jefferson Parish (Owner), a political subdivision of the State of Louisiana. No state and local sales and use taxes are owned on applicable materials and equipment under the provisions of Act 1029 of the 1991 Regular Session - Louisiana Revised Statute 47:301(8)(c). Owner will furnish contractor a certificate form which certifies that Owner is not required to pay such state or local sales and use taxes, and contractor shall furnish a copy of such certificate to all vendors or suppliers of the applicable materials and equipment

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

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

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

Are you requesting an escalation provision?

YES ☒ NO ☐MAXIMUM ESCALATION PERCENTAGE REQUESTED 12 %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 12/31/2019

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

1-3 days

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

THIS SECTION MUST BE COMPLETED BY BIDDER:FIRM NAME: American Office Machines, Inc.ADDRESS: 2609 Ridgelake DriveCITY, STATE: Metairie, La.ZIP: 70002TELEPHONE: (504) 833-1964FAX: (504) 837-3167EMAIL ADDRESS: administration@aominc.net

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: \$ 181,539.74AUTHORIZED
SIGNATURE: _____John D. Manzella, Jr.TITLE: President

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
			TWO YEAR CONTRACT FOR OFFICE SUPPLIES, AS NEEDED, FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENCIES AND MUNICIPALITIES		
1	19.00	EA	0010 ID card holder, reel with Belt Clip	1.70	32.30
			Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68824		
2	44.00	EA	0020 ID card holder, reel, w/spring clip Plastic	2.40	89.76
			Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68844		
3	51.00	PK	0030 ID card holder, reel, w/clip, Plastic - 25/pack - Black Baumgartens	43.34	2110.34
			Card Reel with Belt Clip BAU68424		
4	76.00	EA	0031 BOARD, CORK, SIZE: 36"H X 48"W BROWN CORK SURFACE	34.74	2640.24
			ALUMINUM FRAME WITH FACTORY MOUNTED HANGERS SUPPLIED: 1 EACH MANUF: SPARCO PART NO: SPR19765		
5	7.00	EA	0032 Waste Basket, Retangular, Fire-Safe,	37.64	263.48
			COLOR: STEEL - SAND SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616SA		
6	34.00	EA	0033 Waste Basket, Retangular, Fire-Safe,	34.50	1173.00
			COLOR: STEEL - BLACK SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: SAFCO PART NO: SAF9616BL		

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	22.98	3447.00
8	8.00	PK	0050 CD, SLEEVE, Slide Insert PVC Clear - Self-Adhesive, holds CD/DVD Size: 5 1/2" x 5 1/4" Supplied: 10 in a pack Color: Clear Manuf: INNOVERA Part no: IVR39402	15.79	126.32
9	38.00	BX	0060 CD, Sleeve, clear poly windows, stores CD/DVD Size: 4-7/8" x 5" Color: White Supplied: 100 to a box Manuf: Quality Park Part no. QUA62903	12.99	493.62
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	14.38	215.70
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	26.81	160.86
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	1.17	304.20
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	.67	404.68
14	296.00	PK	0065 TAPE, SEALING, GENERAL PURPOSE, CLEAR	5.57	1648.72

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
			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		
15	213.00	PK	0070 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS TO A PACK MANUF: COMPUCESSORY PART NO: CCS24306	23.74	5056.62
16	175.00	EA	0071 Glue Sticks, Permanent SIZE: 1.26 OZ SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788	.63	110.25
17	260.00	EA	0072 Scissors, Plastic Handle,Stainless Steel blade, bent Size: 8 inches length Color: Black handle Manuf: Business Source Part no. BSN65647	1.03	267.80
18	179.00	PK	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	2.66	467.14
19	167.00	EA	0074 Correction fluid - 22ml bottles, White Supplied: 1 each Manuf: Integra Part no: ITA01539	.68	113.56
20	417.00	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	.99	412.83
21	36.00	EA	0076 Correction pen, all purpose, SIZE: .24 FL OZ	2.23	80.28

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	<p>SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115</p> <p>0077 Clipboard, Hardboard, Color: brown</p> <p>Size: letter - 9" x 12.50" Supplied: 1 each Manuf: Business Source Part no. BSN65637</p>	.92	48.76
23	68.00	EA	<p>0078 Clipboard, Hardboard, Color: Brown</p> <p>Size: Legal 9" x 15.50" Supplied: 1 each Manuf: Business Source Part no. BSN28554</p>	1.12	76.16
24	53.00	EA	<p>0079 Money/Rent Receipt Book, Spiral bound, 2-Part carbonless - 200</p> <p>sets per book, 4 receipts per page</p> <p>Size: 11" x 5.25" Supplied: 1 each Manuf: Adams Part no: ABFSC1152</p>	5.84	309.52
25	41.00	BK	<p>0080 Message pads, spiral book, 4 message per page, 2 part carbonless, 200 sheets</p> <p>per book, sheet size: 11" x 8.50" Supplied: 1 Book Manuf: Adams Part no: ABFSC1184P</p>	5.63	230.83
26	23.00	EA	<p>0081 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W</p> <p>WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING</p> <p>SUPPLIED: 1 EACH MANUF: BOORUM & PEASE PART NO. BOR6718300R</p>	46.68	1073.64
27	226.00	BX	<p>0170 Envelopes, #55 clasp, 28 lb Size: 6" x 9"</p>	7.675	1734.55

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	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part: BSN 36660 0180 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"	12.365	1248.865
29	135.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36662 0200 Envelopes, #90 clasp, 28 lb Size: 9" x 12"	8.065	1088.775
30	325.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36663 0210 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"	12.585	4090.125
31	56.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36664 0220 Envelopes, Inter-Departmental, two sided, 28 lb, string/button Size: 10" x 13" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN42255	20.81	1165.36
32	46.00	BX	0221 Envelopes, Inter-department one sided, String/Button Size: 9" x 12" Supplied: 100 to a box Color: Brown Kraft Manuf: Quality Park Part no. QUA63462	41.74	1920.04
33	395.00	BX	0230 Envelopes, Clasp, 28lb, Size: 10" x 13" Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36665	10.005	3951.975
34	123.00	BX	0240 Envelopes, clasp, 28lb, Size: 10" x 15"	16.04	1972.92

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>0250 Envelopes, gummed seal, 32lb Size: 10" x 15"</p>	62.495	124.99
36	142.00	BX	<p>Color: Cameo Supplied: 100 to a box Manuf: Quality Park Products Part no. QUA54416</p> <p>0260 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"</p>	17.16	2436.72
37	70.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36667</p> <p>0270 Envelopes, #10 standard window,- 24 lb</p>	17.585	1230.95
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>0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal</p>	31.03	2513.43
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>0290 Envelopes, regular commercial, gummed, woven, no window</p>	10.14	1713.66
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>0320 Calculator, Printing Adapter Powered/battery (AA)</p>	9.145	1448.365
			<p>Color: White Manuf: Sharp Part no. SHREL1750V</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
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	6.365	267.33
42	264.00	EA	0410 Hole puncher, two-hole adjustable - Sheet Capacity: 30 Manuf: Business Source Part no. BSN65626	4.405	1162.92
43	32.00	EA	0420 Hole puncher, two-hole heavy-duty Sheet capacity: 60 Manuf: Business Source Part no. BSN62896	20.09	642.88
44	36.00	EA	0430 Hole puncher, Heavy-duty 3 hole adjustable punch heads Sheet Capacity: 40 Manuf: Swingline Part no. SWI74357	64.995	2339.82
45	205.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip Color: Black Manuf: Business Source Part no. BSN65650	.31	63.55
46	37.00	EA	0460 Staple Remover, magnetic push style Neoprene Color: Black Manuf: Bostitch Part no: BOS40000MBLK	2.89	106.93
47	5.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever Manuf: Swingline Part no: SWI37201	8.39	41.95
48	161.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working body	2.35	378.35

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 0490 Stapler, electric, Sheet Capacity: 45	64.03	3905.83
50	38.00	EA	Staple Capacity: 210 Staple Size 1/4" Full Strip Color: Black Manuf: Bostitch Part no. BOSB8EVALVE 0500 Stapler, Heavy Duty, all metal construction	27.74	1054.12
51	178.00	BX	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 0501 Staples, standard, 210 per strip, 1/4" leg 1/2" crown, chisel point	.61	108.58
52	28.00	EA	Color: Silver Capacity of 30 sheets Supplied: 5000 to a box Manuf: Business Source Part no. BSN65649 0520 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.81	50.68
53	5.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: EXECUTIVE RED MANUF: ACCO PART NO. ACC25979 0530 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.85	9.25
54	7.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: RED MANUF: ACCO PART NO. ACC25978 0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.99	13.93

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 0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.95	29.25
56	2.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972 0560 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.74	3.48
57	3.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973 0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.795	5.385
58	5.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971 0580 REPORT COVER, PRESSGUARD WITH FASTNERS	3.455	17.275
59	107.00	BX	SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732 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	9.59	1026.13
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	3.325	86.45

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 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	4.925	226.55
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	6.645	192.705
63	33.00	EA	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	8.435	278.355
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	1.505	61.705
65	38.00	EA	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	1.50	57.00
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	2.175	78.30

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
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" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09957	2.50	185.00
68	18.00	EA	0700 Binder, 3 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09959	3.44	61.92
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 SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00512	209.305	1255.83
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	168.485	13984.255
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	62.555	1438.765
72	91.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL	56.50	5141.50

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	54.825	1096.50
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	58.41	10046.52
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	78.075	1852.95
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	10.715	3139.495
77	173.00	BX	5 1/4" EXPANSION COLOR: REDDROPE SUPPLIED: 10 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65795 0920 POCKET, FILE, LETTER SIZE 8 1/2" X 11"	17.71	3063.83

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	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791 0930 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	23.35	6771.50
79	298.00	BX	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65794 0950 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11"	20.225	6027.05
80	153.00	EA	SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: BUSINESS SOURCE PART NO. BSN65796 0990 WALLET, EXPANDING FOR FILES, FLAP WITH ELASTIC CORD CLOSURE	4.78	731.34
81	701.00	BX	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 1020 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LEGAL 8 1/2" X 14"	8.245	5779.745
82	361.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN43570 1021 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11"	5.85	2111.85
83	57.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17533 1030 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT.,	7.995	455.715

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 1031 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB,	13.475	471.625
85	157.00	BX	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 1050 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,	6.10	957.70
86	279.00	BX	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 1051 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,	8.88	2477.52
87	285.00	BX	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 1070 FOLDER, FILE WITH 2 PRONG FASTENERS 1/3 TAB CUT VERTICAL IN ASSORTED	25.945	7394.325
88	44.00	BX	POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO: SMD19537 1080 FOLDER, FILE WITH 1 PRONG FASTENER 1/3 TAB CUT VERTICAL IN ASSORTED	22.24	978.56
89	32.00	BX	POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRSP17230 1081 FOLDER, FILE, END TAB, LETTER SIZE 8 1/2" X 11" SHEET SIZE,	25.725	823.20

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 1082 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED	39.945	399.45
91	5.00	BX	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 1083 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED	38.50	192.50
92	8.00	BX	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 1084 FOLDER, FILE, END TAB, WITH 2 FASTENERS, WITH SHELF MASTER REINFORCED	36.165	289.32
93	98.00	BX	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 1110 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3	38.565	3779.37
94	41.00	BX	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 1111 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3	38.735	1588.135

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	30.675	736.20
96	12.00	BX	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	33.82	405.84
97	25.00	PK	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	7.785	194.625
98	10.00	BX	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	12.605	126.05
99	5.00	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	4.70	23.50
100	5.00	BX	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	4.70	23.50
					

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	SHEETS 4" X 6" - 200 LABELS TO A PACK COLOR: RED MANUF: AVERY PART NO: AVE05493 1230 LABELS, RECTANGLE MAILING, 1"W 2.63" L	6.48	570.24
102	280.00	EA	COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: BSN21050 1299 NOTEBOOK, ONE SUBJECT, COLLEGE RULED, WIRE BOUND, WHITE PAPER,	4.415	1236.20
103	916.00	EA	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 1300 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED	1.12	1025.92
104	864.00	EA	SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN26740 1301 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED	1.07	924.48
105	592.00	DZ	SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN90650 1320 PAD, LEGAL JR, WRITING, PEFORATED PAGES	5.655	3347.76
106	311.00	DZ	SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63110 1330 PAD, LEGAL RULED, WRITING, PEFORATED PAGES SIZE: 8 1/2" X 14" - 50 SHEETS	12.57	3909.27

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 1340 PAD, LEGAL RULED, WRITING, PERFORATED PAGES	12.555	1519.155
108	27.00	DZ	SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63106 1350 PAD, LEGAL RULED, WRITING, PERFORATED PAGES	8.195	221.265
109	300.00	DZ	SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63105 1360 PAD, LEGAL RULE, WRITING, PEFORATED PAGES	8.195	2458.50
110	78.00	BX	SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63108 1369 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL	1.525	118.95
111	541.00	DZ	SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20 1370 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen	.23	124.43
112	508.00	DZ	Color: black/silver Manuf: Business Source Part no: BSN36550 1380 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen	.54	274.32
113	245.00	DZ	Color: black/silver Manuf: Business Source Part no: BSN36551 1390 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen	1.445	354.025

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	Color: black/silver Manuf: Business Source Part no: BSN36552 1400 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1	1.50	225.08
115	150.00	PK	SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65638 1410 CLIPS, PAPER, STEEL SIZE: JUMBO	4.925	738.75
116	63.00	PK	SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639 1550 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,	2.185	137.655
117	90.00	PK	DIMENSIONS: 1.75"W X 1" L COLOR: GREEN SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK MANUF: SPARCO PART NO: SPR19262 1560 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE	9.17	825.30
118	29.00	PK	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 MANUF: 3M POST-IT PART NO: MMM680SH4VA 1570 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,	2.025	58.725
119	42.00	PK	DIMENSIONS: 1.75"W X 1" L COLOR: YELLOW SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK MANUF: SPARCO PART NO: SPR19259 1580 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE	2.025	85.05

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 1590 NOTES, SELF-ADHESIVE, REPOSITIONABLE	1.195	282.02
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 1600 NOTES, SELF-ADHESIVE, REPOSITIONABLE	4.37	493.81
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 1610 NOTES, SELF-ADHESIVE, REPOSITIONABLE	2.435	469.955
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 1620 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	6.19	513.77
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 1630 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	5.325	729.525
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 1720 Pencil, #2 Lead, wood, yellow barrel with eraser	.94	109.98

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>	5.385	32.31
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>	4.805	182.59
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</p> <p>Manuf: ZEBRA Part no. ZEB52310</p>	4.645	55.74
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>	1.125	873.00
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>	1.10	845.90
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>	1.965	308.505

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	<p>SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO: SAN65801</p> <p>1840 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP</p> <p>SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO. SAN65871</p>	2.16	300.24
133	221.00	EA	<p>1850 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77A</p>	1.75	386.75
134	167.00	EA	<p>1860 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C</p>	1.75	292.25
135	38.00	EA	<p>1870 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B</p>	1.75	66.50
136	97.00	DZ	<p>1880 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP</p> <p>SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020</p>	11.97	1161.09
137	323.00	DZ	<p>1881 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP</p> <p>FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT</p>	12.01	3879.23

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	7.935	515.775
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	14.225	611.675
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	13.29	1966.92
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	12.92	1304.92
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	7.91	743.54
143	106.00	DZ	2140 MARKER, PERMANENT, FINE POINT, COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA PART NO. ITA30016	3.275	347.15
144	104.00	EA	2150 MARKER, PERMANENT, FINE POINT, COLOR: BLACK	.72	74.88

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
145	215.00	DZ	SUPPLIED: 1 EACH MANUF: SANFORD, LP (SHARPIE) PART NO. SAN30051 2180 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow Point: Chisel Style Supplied: 12 each/dozen Manuf: Integra Part No: ITA30006	4.64	997.60
146	257.00	DZ	2190 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD, LP (SHARPIE) PART NO: SAN25005 Freight Charges - Free	6.33	1626.81

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
American Office Machines, Inc.

INCORPORATED.

AT THE MEETING OF DIRECTORS OF American Office Machines, Inc.
INCORPORATED, DULY NOTICED AND HELD ON September 24th, 2018,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT John D. Manzella, Jr., 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.

John D. Manzella
SECRETARY-TREASURER

12/4/18
DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: John D
Manzella Jr., (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized Owner of American Office Mach(Entity), Inc.
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 ✓ there are NO campaign contributions made which would require
disclosure under Choice A of this section.

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

John D. Manzeia, Jr.
Signature of Affiant

JOHN D. MANZEIA, JR.
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 3rd DAY OF Dec, 2018.

Marilyn Summers
Notary Public

Marilyn Summers
Printed Name of Notary

64754
Notary/Bar Roll Number

My commission expires LIFETIME COMMISSION



Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MS. MARILYN SUMMERS

Address: 302 HWY. 63
CLINTON, LA 70722

Phone: (225) 364-7127

Phone 2: (225) 364-7127

Notary ID Number: 64754

Parish: EAST FELICIANA with authority in the following parishes:
ASCENSION, EAST BATON ROUGE, IBERVILLE, LIVINGSTON, POINTE COUPEE, WEST
BATON ROUGE, WEST FELICIANA

Agency: N/A

Notary Type: Non Attorney

Status: Active

Commission Date: 10/15/2001

Oath Date: 08/30/2001

Surety Expiration Date: 03/06/2020

Annual Report Current: Yes

Notary Events

Suspension From: 12/15/2016 To: 12/19/2016

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)[New Search](#)



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

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, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **BUILDER'S RISK INSURANCE**

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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

01/03/2018

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 Eagan Insurance Agency, LLC 2629 N. Causeway Blvd. P. O. Box 8590 Metairie LA 70002		CONTACT NAME: Sylvia Dragon PHONE (A/C, No, Ext): (504) 836-9600 E-MAIL ADDRESS: dragons@eaganins.com FAX (A/C, No): (504) 836-9621	
INSURED American Office Machines, Inc., etal 2609-11 Ridgelake Drive Metairie LA 70002		INSURER(S) AFFORDING COVERAGE INSURER A: Republic Fire & Casualty INSURER B: Starstone National Insurance Co. INSURER C: INSURER D: INSURER E: INSURER F:	

COVERAGES**CERTIFICATE NUMBER:** 18-19 Master**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			GL 5561555	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 1,000,000
	GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input checked="" type="checkbox"/> PROJECT <input type="checkbox"/> LOC		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 100,000				
	OTHER:		MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
A	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS ONLY			GL 5561555	01/01/2018	01/01/2019	COMBINED SINGLE LIMIT (Ea accident) \$
			BODILY INJURY (Per person) \$				
			BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$ 10,000			86314L183ALI	01/01/2018	01/01/2019	EACH OCCURRENCE \$ 3,000,000
	OCCUR CLAIMS-MADE		AGGREGATE \$ 3,000,000				
	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	<input type="checkbox"/> Y <input type="checkbox"/> N	N/A				PER STATUTE <input type="checkbox"/> OTH-ER <input type="checkbox"/>
							E.L. EACH ACCIDENT \$
							E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER**CANCELLATION**

sample

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

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Request for Taxpayer Identification Number and Certification

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

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

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.	
	2 Business name/disregarded entity name, if different from above American Office Machines, Inc.	
	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. <input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate <input type="checkbox"/> 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. <input type="checkbox"/> Other (see instructions) ►	
	4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3): Exempt payee code (if any) _____ Exemption from FATCA reporting code (if any) _____ (Applies to accounts maintained outside the U.S.)	
	5 Address (number, street, and apt. or suite no.) See instructions. 2609 Ridgelake Drive	Requester's name and address (optional)
6 City, state, and ZIP code Metairie, La. 70002		
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								
7	2	-	0	6	8	9	3	3

Part II Certification

Under penalties of perjury, I certify that:

- The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me); and
- I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding; and
- I am a U.S. citizen or other U.S. person (defined below); and
- 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 ► <i>Karwan L. Puie</i>	Date ► <i>12-4-18</i>
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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-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.



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

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

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

BID REJECTION FORM

Bid number: 50-124661

Vendor Name: LOUISIANA OFFICE PRODUCTS

Reasons for

Rejection: AFFIDAVIT NOT VALID.

REVIEWED BY:

Buyer Name: Donna Reamey

Date: 12/07/2018

Chief Buyer: _____

Date: _____

Louisiana Office Products



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**

Louisiana Office Products

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
GRETNA, LA. 70054-0009
504-364-2678

BUYER: DREAMY@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 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.

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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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-Conviction 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.

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)	40%
Equipment (ex. Shredders, electric staplers, laminators, etc. – Please note this category does NOT include computer related items)	14%
Folders, Binders & Accessories	40%

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

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

Are you requesting an escalation provision?

YES _____ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____ %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF _____

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

NEXT DAY

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: LOUISIANA OFFICE PRODUCTS

ADDRESS: 210 EDWARDS AVE

CITY, STATE: HAIRAN, LA

ZIP: 70123

TELEPHONE: (504) 733-9650

FAX: (504) 734-2387

EMAIL ADDRESS: FRANK@LAOP.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 BID 50-00124661

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 133,634.74

AUTHORIZED

SIGNATURE: Frank B. Giovengo

FRANK B. GIOVENGO

Printed Name

TITLE: PRESIDENT

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

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

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00124661

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 0010 ID card holder, reel with Belt Clip Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68824	1.36	25.84
2	44.00	EA	0020 ID card holder, reel, w/spring clip Plastic Supplied as 1 each Color: Black Manuf. Baumgartens Part no. BAU68844	1.53	67.32
3	51.00	PK	0030 ID card holder, reel, w/clip, Plastic - 25/pack - Black Baumgartens Card Reel with Belt Clip BAU68424	29.26	1,492.26
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	27.86	2,117.36
5	7.00	EA	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	26.08	182.56
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	26.08	886.72

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	16.55	2,482.50
8	8.00	PK	0050 CD, SLEEVE, Slide Insert PVC Clear - Self-Adhesive, holds CD/DVD Size: 5 1/2" x 5 1/4" Supplied: 10 in a pack Color: Clear Manuf: INNOVERA Part no: IVR39402	2.76	22.08
9	38.00	BX	0060 CD, Sleeve, clear poly windows, stores CD/DVD Size: 4-7/8" x 5" Color: White Supplied: 100 to a box Manuf: Quality Park Part no. QUA62903	9.73	369.74
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	11.79	176.85
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	21.55	129.30
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	.96	249.60
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	.99	597.96
14	296.00	PK	0065 TAPE, SEALING, GENERAL PURPOSE, CLEAR	4.45	1,317.20

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 0070 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS TO A PACK	18.61	3,963.93
16	175.00	EA	MANUF: COMPUCESSORY BUSINESS SOURCE PART NO: CCS24306 BSN 24306 0071 Glue Sticks, Permanent SIZE: 1.26 OZ	.39	68.25
17	260.00	EA	SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788 0072 Scissors, Plastic Handle, Stainless Steel blade, bent Size: 8 inches length Color: Black handle Manuf: Business Source Part no. BSN65647	.60	156.00
18	179.00	PK	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	1.77	316.83
19	167.00	EA	0074 Correction fluid - 22ml bottles, White Supplied: 1 each Manuf: Integra Part no: ITA01539	.55	91.85
20	417.00	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	.58	241.86
21	36.00	EA	0076 Correction pen, all purpose, SIZE: .24 FL OZ	1.65	59.40

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	<p>SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115</p> <p>0077 Clipboard, Hardboard, Color: brown</p> <p>Size: letter - 9" x 12.50" Supplied: 1 each Manuf: Business Source Part no. BSN65637</p>	.74	39.22
23	68.00	EA	<p>0078 Clipboard, Hardboard, Color: Brown</p> <p>Size: Legal 9" x 15.50" Supplied: 1 each Manuf: Business Source Part no. BSN28554</p>	.86	58.48
24	53.00	EA	<p>0079 Money/Rent Receipt Book, Spiral bound, 2-Part carbonless - 200</p> <p>sets per book, 4 receipts per page</p> <p>Size: 11" x 5.25" Supplied: 1 each Manuf: Adams Part no: ABFSC1152</p>	4.00	212.00
25	41.00	BK	<p>0080 Message pads, spiral book, 4 message per page, 2 part carbonless, 200 sheets</p> <p>per book, sheet size: 11" x 8.50" Supplied: 1 Book Manuf: Adams Part no: ABFSC1184P</p>	3.40	139.40
26	23.00	EA	<p>0081 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W</p> <p>WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING</p> <p>SUPPLIED: 1 EACH MANUF: BOORUM & PEASE PART NO. BOR6718300R</p>	37.36	859.28
27	226.00	BX	<p>0170 Envelopes, #55 clasp, 28 lb Size: 6" x 9"</p>	6.33	1,430.58

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
28	101.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part: BSN 36660 0180 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"	9.15	924.15
29	135.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36662 0200 Envelopes, #90 clasp, 28 lb Size: 9" x 12"	6.83	922.05
30	325.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36663 0210 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"	10.14	3,295.50
31	56.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36664 0220 Envelopes, Inter-Departmental, two sided, 28 lb, string/button Size: 10" x 13"	16.97	950.32
32	46.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN42255 0221 Envelopes, Inter-department one sided, String/Button Size: 9" x 12"	29.72	1,367.12
33	395.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Quality Park Part no. QUA63462 0230 Envelopes, Clasp, 28lb, Size: 10" x 13"	8.31	3,282.45
34	123.00	BX	Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36665 0240 Envelopes, clasp, 28lb, Size: 10" x 15"	12.80	1,574.40

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>0250 Envelopes, gummed seal, 32lb Size: 10" x 15"</p>	44.86	89.72
36	142.00	BX	<p>Color: Cameo Supplied: 100 to a box Manuf: Quality Park Products Part no. QUA54416</p> <p>0260 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"</p>	13.51	1,918.42
37	70.00	BX	<p>Supplied: 100 to a box Color: Brown Kraft Manuf: Business Source Part no. BSN36667</p> <p>0270 Envelopes, #10 standard window,- 24 lb</p>	7.50	525.00
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>0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal</p>	25.45	2,061.45
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>0290 Envelopes, regular commercial, gummed, woven, no window</p>	9.30	1,571.70
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>0320 Calculator, Printing Adapter Powered/battery (AA)</p>	33.11	1,225.07
			<p>Color: White Manuf: Sharp Part no. SHREL1750V</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
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	5.16	216.72
42	264.00	EA	0410 Hole puncher, two-hole adjustable - Sheet Capacity: 30 Manuf: Business Source Part no. BSN65626	2.99	789.36
43	32.00	EA	0420 Hole puncher, two-hole heavy-duty Sheet capacity: 60 Manuf: Business Source Part no. BSN62896	14.30	457.60
44	36.00	EA	0430 Hole puncher, Heavy-duty 3 hole adjustable punch heads Sheet Capacity: 40 Manuf: Swingline Part no. SWI74357	47.50	1,710.00
45	205.00	EA	0450 Staple Remover, grip style with metal jaws with durable plastic grip Color: Black Manuf: Business Source Part no. BSN65650	.22	45.10
46	37.00	EA	0460 Staple Remover, magnetic push style Neoprene Color: Black Manuf: Bostitch Part no: BOS40000MBLK	1.95	72.15
47	5.00	EA	0470 Staple Remover, Heavy-Duty - Metal, spring loaded lever Manuf: Swingline Part no: SWI37201	6.67	33.35
48	161.00	EA	0480 Stapler, staple capacity 210, plastic body with all metal working body	1.67	268.87

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	<p>Sheet capacity: 20 Color: Black Manuf: Business Source Part no. BSN65648</p> <p>0490 Stapler, electric, Sheet Capacity: 45</p> <p>Staple Capacity: 210 Staple Size 1/4" Full Strip Color: Black Manuf: Bostitch Part no. BOSB8EVALVE</p>	48.69	2,970.09
50	38.00	EA	<p>0500 Stapler, Heavy Duty, all metal construction</p> <p>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</p>	20.43	776.34
51	178.00	BX	<p>0501 Staples, standard, 210 per strip, 1/4" leg 1/2" crown, chisel point</p> <p>Color: Silver Capacity of 30 sheets Supplied: 5000 to a box Manuf: Business Source Part no. BSN65649</p>	.54	96.12
52	28.00	EA	<p>0520 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: EXECUTIVE RED MANUF: ACCO PART NO. ACC25979</p>	1.24	34.72
53	5.00	EA	<p>0530 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: RED MANUF: ACCO PART NO. ACC25978</p>	1.24	6.20
54	7.00	EA	<p>0540 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"</p> <p>SUPPLIED: 1 EACH CAPACITY: 3 INCH</p>	1.24	8.68

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
55	15.00	EA	COLOR: DARK GREEN MANUF: ACCO PART NO. ACC25976 0550 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.24	18.60
56	2.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: LIGHT BLUE MANUF: ACCO PART NO. ACC25972 0560 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.10	2.20
57	3.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973 0570 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	1.24	3.72
58	5.00	EA	SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971 0580 REPORT COVER, PRESSGUARD WITH FASTNERS	2.38	11.90
59	107.00	BX	SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732 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	6.27	670.89
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	2.42	62.92

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 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	3.47	159.62
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	4.77	138.33
63	33.00	EA	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	6.16	203.28
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: Business Source Part no: BSN09951	1.11	45.51
65	38.00	EA	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	1.11	42.18
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	1.69	60.84

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" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09957	1.99	147.26
68	18.00	EA	0700 Binder, 3 inch view, round ring with two internal pockets Size: Letter 8 1/2" x 11" Color: White Supplied: 1 each Manuf: Business Source Part no. BSN09959	2.58	46.44
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 SUPPLIED: 6 BOXES TO A CARTON MANUF: FELLOWS PART NO: FEL00512	81.00	486.00
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	71.50	5,934.50
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	16.98	390.54
72	91.00	CTN	0740 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL	26.58	2,418.78

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	41.27	825.40
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	44.99	7,738.28
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	23.54	1,553.64
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	8.49	2,487.57
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 0920 POCKET, FILE, LETTER SIZE 8 1/2" X 11"	14.47	2,503.31

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	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65791 0930 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"	18.08	5,243.20
79	298.00	BX	3 1/2" EXPANSION COLOR: REDDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN65794 0950 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11"	15.72	4,684.56
80	153.00	EA	SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: BUSINESS SOURCE PART NO. BSN65796 0990 WALLET, EXPANDING FOR FILES, FLAP WITH ELASTIC CORD CLOSURE	3.21	491.13
81	701.00	BX	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 1020 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LEGAL 8 1/2" X 14"	6.76	4,738.76
82	361.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN43570 1021 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11"	4.92	1,776.12
83	57.00	BX	COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN17533 1030 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB, LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT.,	6.61	376.77

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 1031 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB,	10.57	369.95
85	157.00	BX	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 1050 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,	5.26	825.82
86	279.00	BX	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 1051 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,	7.49	2,089.71
87	285.00	BX	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 1070 FOLDER, FILE WITH 2 PRONG FASTENERS 1/3 TAB CUT VERTICAL IN ASSORTED	20.16	5,745.60
88	44.00	BX	POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO: SMD19537 1080 FOLDER, FILE WITH 1 PRONG FASTENER 1/3 TAB CUT VERTICAL IN ASSORTED	15.01	660.44
89	32.00	BX	POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRSP17230 1081 FOLDER, FILE, END TAB, LETTER SIZE 8 1/2" X 11" SHEET SIZE,	18.52	592.64

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	25.02	250.20
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	25.02	125.10
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	25.02	200.16
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	29.90	2,930.20
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	27.65	1,133.65
			1111 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3		

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	22.71	545.04
96	12.00	BX	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	10.00	120.00
97	25.00	PK	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	5.38	134.50
98	10.00	BX	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	9.47	94.70
99	5.00	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	3.00	15.00
100	5.00	BX	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	3.00	15.00
			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	SHEETS 4" X 6" - 200 LABELS TO A PACK COLOR: RED MANUF: AVERY PART NO: AVE05493 1230 LABELS, RECTANGLE MAILING, 1"W 2.63" L	5.16	454.08
102	280.00	EA	COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: BSN21050 1299 NOTEBOOK, ONE SUBJECT, COLLEGE RULED, WIRE BOUND, WHITE PAPER,	3.08	862.40
103	916.00	EA	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 1300 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED	.99	906.84
104	864.00	EA	SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN26740 1301 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED	.95	820.80
105	592.00	DZ	SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. BSN90650 1320 PAD, LEGAL JR, WRITING, PEFORATED PAGES	4.76	2,817.92
106	311.00	DZ	SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. BSN63110 1330 PAD, LEGAL RULED, WRITING, PEFORATED PAGES SIZE: 8 1/2" X 14" - 50 SHEETS	10.48	3,259.28

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 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	10.48	1,268.08
108	27.00	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	6.71	181.17
109	300.00	DZ	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	6.63	1,989.00
110	78.00	BX	1369 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: SPARCO PART NO: SPRR20	1.10	85.80
111	541.00	DZ	1370 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36550	.16	86.56
112	508.00	DZ	1380 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen Color: black/silver Manuf: Business Source Part no: BSN36551	.43	218.44
113	245.00	DZ	1390 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen	1.16	284.20

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>1400 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1</p> <p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65638</p>	1.28	192.00
115	150.00	PK	<p>1410 CLIPS, PAPER, STEEL SIZE: JUMBO</p> <p>SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. BSN65639</p>	4.07	610.50
116	63.00	PK	<p>1550 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p> <p>DIMENSIONS: 1.75"W X 1" L COLOR: GREEN SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK</p> <p>MANUF: SPARCO PART NO: SPR19262</p>	1.48	93.24
117	90.00	PK	<p>1560 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE</p> <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>MANUF: 3M POST-IT PART NO: MMM680SH4VA</p>	6.93	623.70
118	29.00	PK	<p>1570 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,</p> <p>DIMENSIONS: 1.75"W X 1" L COLOR: YELLOW SUPPLIED: 2 POPUP DISPENSERS IN A PACK 100 PER PACK</p> <p>MANUF: SPARCO PART NO: SPR19259</p>	1.48	42.92
119	42.00	PK	<p>1580 FLAGS, ADHESIVE, REPOSITIONABLE, SIZE: 1.75" X 1" RECTANGLE</p>	1.48	62.16

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 1590 NOTES, SELF-ADHESIVE, REPOSITIONABLE	.88	207.68
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 1600 NOTES, SELF-ADHESIVE, REPOSITIONABLE	3.44	388.72
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 1610 NOTES, SELF-ADHESIVE, REPOSITIONABLE	1.96	378.28
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 1620 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	4.85	402.55
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 1630 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED	3.97	543.89
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 1720 Pencil, #2 Lead, wood, yellow barrel with eraser	.76	88.92

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>	4.32	25.92
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>	3.44	130.72
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</p> <p>Manuf: ZEBRA Part no. ZEB52310</p>	3.19	38.28
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>	.90	698.40
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>	.85	653.65
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>	1.61	252.77

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	<p>SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO: SAN65801</p> <p>1840 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP</p> <p>SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: SANFORD, LP (UNI-BALL) PART NO. SAN65871</p>	1.76	244.64
133	221.00	EA	<p>1850 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77A</p>	1.23	271.83
134	167.00	EA	<p>1860 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C</p>	1.23	205.41
135	38.00	EA	<p>1870 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP</p> <p>SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B</p>	1.23	46.74
136	97.00	DZ	<p>1880 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP</p> <p>SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020</p>	9.47	918.59
137	323.00	DZ	<p>1881 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP</p> <p>FINE POINT, 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT</p>	9.47	3,058.81

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	5.91	384.15
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	11.28	485.04
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	9.77	1,445.96
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	9.77	986.77
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	5.91	555.54
143	106.00	DZ	2140 MARKER, PERMANENT, FINE POINT, COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: INTEGRA PART NO. ITA30016	2.30	243.80
144	104.00	EA	2150 MARKER, PERMANENT, FINE POINT, COLOR: BLACK	.79	82.16

DATE: 11/14/2018

Page 29

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	SUPPLIED: 1 EACH MANUF: SANFORD, LP (SHARPIE) PART NO. SAN30051 2180 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow	3.23	694.45
146	257.00	DZ	Point: Chisel Style Supplied: 12 each/dozen Manuf: Integra Part No: ITA30006 2190 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD, LP (SHARPIE) PART NO: SAN25005	5.00	1,285.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
LOUISIANA OFFICE PRODUCTS
INCORPORATED.

AT THE MEETING OF DIRECTORS OF LOUISIANA OFFICE PRODUCTS
INCORPORATED, DULY NOTICED AND HELD ON NOV 15, 2018,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT FRANK B. GIOVINGO, 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.

Sylvia M. Giovino
SECRETARY-TREASURER

NOV 15, 2018
DATE

Non-Public Works Bid Affidavit Instructions

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

Instruction sheet may be omitted when submitting the affidavit

Non-Public Works Bid

AFFIDAVIT

STATE OF LA.

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: _____

FRANK B. GIOVINGO, (Affiant) who after being by me duly sworn, deposed and said that he/she is the fully authorized PRESIDENT of LOUISIANA OFFICE PRODUCTS (Entity), the party who submitted a bid in response to Bid Number 50-00124661, to the Parish of Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

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

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

Debt Disclosures

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

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

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

Affiant further said:

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

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

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

Frank B. Giovino
Signature of Affiant

FRANK B. GIOVINO
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 26 DAY OF Nov, 2018.


Notary Public

Donald A. Di Maggio
Printed Name of Notary

33195
Notary/Bar Roll Number

My commission expires on my death

Louisiana Secretary of State

R. Kyle Ardoin

SEARCH FOR LOUISIANA NOTARIES

A practicing notary in a parish may notarize in reciprocal parishes without additional bonding or examination.

You can also download information about all notaries on file. For more information, see Notary Bulk Data.

[Print](#)

Notary Search - Detail

Name: MR. DONALD P. DIMAGGIO
Address: 5440 MOUNES ST. SUITE 108
ELMWOOD, LA 70123
Phone: (504) 734-8100
Phone 2: (504) 733-5143
Notary ID Number: 33195
Parish: JEFFERSON with authority in the following parishes:
ORLEANS, PLAQUEMINES, ST. BERNARD
Agency: N/A
Notary Type: Non Attorney
Status: Suspended
Commission Date: 08/26/1991
Oath Date: 08/02/1991
Surety Expiration Date: None
Annual Report Current: No

Notary Events

Suspension From: 10/26/2018 To:
Suspension From: 10/26/2017 To: 11/09/2017

Deceased, Inactivated, Leave of Absence, Pre-Assessment Registration, Pre-Assessment Taken, Resigned, Retirement, and Revoked events are not available prior to February 11, 2012.

[Back to Search Results](#)[New Search](#)

Louisiana Secretary of State

R. Kyle Ardoin

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[Back to Search Results](#)[New Search](#)




CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/20/2018

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

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

PRODUCER Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065 	CONTACT NAME: Jamie Estes	
	PHONE (A/C No. Ext): (504) 468-1980 ext 207	FAX (A/C No.): (504) 327-5394
	E-MAIL ADDRESS: jamie.estes.ibh8@statefarm.com	
	INSURER(S) AFFORDING COVERAGE	NAIC #
	INSURER A : State Farm Fire and Casualty Company	25143
	INSURER B : State Farm Mutual Automobile Insurance Company	25178
	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/YYYY)	LIMITS
A	GENERAL LIABILITY <input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC	Y	Y	98-33-7748-2 F	11/15/2018	11/15/2019	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 300,000 MED EXP (Any one person) \$ 5,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000
B	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input checked="" type="checkbox"/> ALL OWNED AUTOS <input checked="" type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS	Y	Y	F50 0067-D03-18R-9ZZ 586 3510-E20-18R	10/03/2018 11/20/2018	10/03/2019 05/20/2019	COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ 500,000 BODILY INJURY (Per accident) \$ 500,000 PROPERTY DAMAGE (Per accident) \$ 500,000
A	<input checked="" type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> DED <input type="checkbox"/> RETENTION \$ WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICE/MEMBER EXCLUDED? <input type="checkbox"/> Y/N If yes, describe under DESCRIPTION OF OPERATIONS below			98-CQ-6597-1 F	03/13/2018	03/13/2019	EACH OCCURRENCE \$ 5,000,000 AGGREGATE \$ WC STATU-TORY LIMITS <input type="checkbox"/> OTH-ER <input type="checkbox"/> E.L. EACH ACCIDENT \$ E.L. DISEASE - EA EMPLOYEE \$ E.L. DISEASE - POLICY LIMIT \$

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

CERTIFICATE HOLDER

CANCELLATION

The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and The Parish Council
200 Derbigny St., Ste 4400 Gretna, LA 70053

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

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CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
11/20/2018

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

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

PRODUCER Debbie Cuccia 2700 N. Arnoult Road Metairie LA 70002		CONTACT NAME: Debbie Cuccia PHONE (A/C, No, Ext): 504-454-2277 E-MAIL ADDRESS: dcuccia@lra.org FAX (A/C, No):	
INSURED Louisiana Office Products, Inc. Louisiana Office Products P O Box 23851 New Orleans LA 70183		INSURER(S) AFFORDING COVERAGE INSURER A: La Restaurant Assn Self Insurers Fund INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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

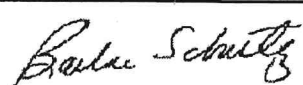
THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE 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/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	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 checked="" type="checkbox"/> Y	N/A	18-63168000	01/01/2018	01/01/2019	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ \$1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ \$1,000,000.00

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

Complete Holder Name Should Read: The Parish of Jefferson, Its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council Locations: L000/210 Edwards Ave. ; L003/621 Edwards Ave. ; L004/68486 Hwy. 59 Excluded Officers: Giovingo, Sr., Frank B. ; Giovingo, Sylvia

CERTIFICATE HOLDER **CANCELLATION**

The Parish of Jefferson, Its Districts, Departments See Notes for Complete Holder Name 200 Derbigny St. Suite 4400 GRETNA LA 70053	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 
---	--

#29511

Form W-9 (Rev. November 2005) Department of the Treasury Internal Revenue Service	Request for Taxpayer Identification Number and Certification	Give form to the requester. Do not send to the IRS.
Name (as shown on your income tax return) LOUISIANA OFFICE PRODUCTS INC.		
Business name, if different from above		
Check appropriate box: <input type="checkbox"/> Individual/sole proprietor <input checked="" type="checkbox"/> Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Other		
Address (number, street, and apt. or suite no.) 210 EDWARDS AVE.		Requester's name and address (optional)
City, state, and ZIP code HARRAHAN, LA. 70123		
List account number(s) here (optional)		
Part I Taxpayer Identification Number (TIN)		
Enter your TIN in the appropriate box. The TIN provided must match the name given on Line 1 to avoid backup withholding. For individuals, this is your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the Part I instructions on page 3. For other entities, it is your employer identification number (EIN). If you do not have a number, see How to get a TIN on page 3. Note. If the account is in more than one name, see the chart on page 4 for guidelines on whose number to enter.		
Part II Certification		Social security number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto;"></div> or Employer identification number <div style="border: 1px solid black; width: 100px; height: 20px; margin: 0 auto; text-align: center;"> 720763419 </div>
Under penalties of perjury, I certify that: 1. The number shown on this form is my correct taxpayer identification number (or I am waiting for a number to be issued to me), and 2. I am not subject to backup withholding because: (a) I am exempt from backup withholding, or (b) I have not been notified by the Internal Revenue Service (IRS) that I am subject to backup withholding as a result of a failure to report all interest or dividends, or (c) the IRS has notified me that I am no longer subject to backup withholding, and 3. I am a U.S. person (including a U.S. resident alien). Certification Instructions. You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the Certification, but you must provide your correct TIN. (See the Instructions on page 4.)		
Sign Here	Signature of U.S. person Paul G. L. Blane	Date 9/30/10
Purpose of Form A person who is required to file an information return with the IRS, must obtain your correct taxpayer identification number (TIN) to report, for example, income paid to you, real estate transactions, mortgage interest you paid, acquisition or abandonment of secured property, cancellation of debt, or contributions you made to an IRA. U.S. person. Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN to the person requesting it (the requester) and, when applicable, to: 1. Certify that the TIN you are giving is correct (or you are waiting for a number to be issued), 2. Certify that you are not subject to backup withholding, or 3. Claim exemption from backup withholding if you are a U.S. exempt payee. In 3 above, if applicable, you are also certifying that as a U.S. person, your allocable share of any partnership income from a U.S. trade or business is not subject to the withholding tax on foreign partners' share of effectively connected income. Note. If a requester gives you a form other than Form W-9 to request your TIN, you must use the requester's form if it is substantially similar to this Form W-9. For federal tax purposes, you are considered a person if you are:		
<ul style="list-style-type: none"> • An individual who is a citizen or resident of the United States, • A partnership, corporation, company, or association created or organized in the United States or under the laws of the United States, or • Any estate (other than a foreign estate) or trust. See Regulations sections 301.7701-6(a) and 7(a) for additional information. Special rules for partnerships. Partnerships that conduct a trade or business in the United States are generally required to pay a withholding tax on any foreign partners' share of income from such business. Further, in certain cases where a Form W-9 has not been received, a partnership is required to presume that a partner is a foreign person, and pay the withholding tax. Therefore, if you are a U.S. person that is a partner in a partnership conducting a trade or business in the United States, provide Form W-9 to the partnership to establish your U.S. status and avoid withholding on your share of partnership income. The person who gives Form W-9 to the partnership for purposes of establishing its U.S. status and avoiding withholding on its allocable share of net income from the partnership conducting a trade or business in the United States is in the following cases:		
<ul style="list-style-type: none"> • The U.S. owner of a disregarded entity and not the entity, 		

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, Workmen's Compensation Insurance and the Comprehensive Automobile Liability policies. Additionally, said certificates should reflect the name of the Parish Department receiving goods and services and reference the respective Jefferson Parish bid number.

JEFFERSON PARISH REQUIRED STANDARD INSURANCE

☒ WORKER'S COMPENSATION INSURANCE

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

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

rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.

☒ **COMMERCIAL GENERAL LIABILITY**

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

☒ **COMPREHENSIVE AUTOMOBILE LIABILITY**

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

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

DEDUCTIBLES

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

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

UMBRELLA LIABILITY COVERAGE

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

FOR CONSTRUCTION AND RENOVATION PROJECTS:

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

1) OWNER'S PROTECTIVE LIABILITY

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

2) BUILDER'S RISK INSURANCE

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



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

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

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