



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

5000140258 Two Year Contract for the Purchase of Utility
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

15-Nov-2022 12:55:27 PM



Bid Number 50-00140258

Two (2) Year Contract for a Supply of Utility Billing Envelopes to be used in the Water Department to Mail Out Bills for the Jefferson Parish Department of Water.

BID DUE: NOVEMBER 17, 2022 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 on the Purchasing Department's eProcurement site, www.jeffparishbids.net, by the bid due date and time. Late bids will not be accepted.

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

Buyer Name: DONNA M EVANS
Buyer Email: DMEVANS@jeffparish.net
Buyer Phone: 504-364-2691

DATE: 11/02/2022

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BID NO.: 50-00140258

BID FORM
Non Public Works

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

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

Are you requesting an escalation provision?

YES _____ NO ✓

MAXIMUM ESCALATION PERCENTAGE REQUESTED _____%

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

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

7/10 Business days

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Miriam

ADDRESS: 308 Museum Village Rd

CITY, STATE: Monroe Ny 10950 ZIP: 10950

TELEPHONE: (845) 781-7675 FAX: ()

EMAIL ADDRESS: Miriamj@checkomatic.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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 217.75

AUTHORIZED SIGNATURE: Miriam J

TITLE: Manager

Miriam J
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.: 50-00140258

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	360.00	M	<p>TWO YEAR CONTRACT TO SUPPLY UTILITY BILLING ENVELOPES TO BE USED IN THE WATER DEPARTMENT TO MAIL OUT WATER BILLS FOR THE JEFFERSON PARISH DEPARTMENT OF WATER</p> <p>0001 URGENT NOTICE WITH INDICIA WINDOW ENVELOPES (UB 1ST CLASS)</p> <p>(NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT)</p> <p>AS PER SUBMITTED SPECIFICATIONS</p> <p>WATER DEPT.-EB UTILITY BILLING-DIANA EVANS</p>	\$ _____	\$ _____
2	48.00	LOT	<p>TWO (2) YEAR CONTRACT FOR THE PURCHASE OF UTILITY BILLING ENVELOPES TO BE USED IN THE WATER DEPARTMENT TO MAIL OUT BILLS FOR THE JEFFERSON PARISH DEPARTMENT OF WATER</p> <p>0002 WINDOW PLACEMENT FOR ENVELOPES (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER)</p> <p>(THIS IS FOR THE OFFSET OF STANDARD WINDOW ENVELOPE)</p> <p>(LOT = one time charge for each print run for set-up fee)</p>	\$ _____	\$ _____
3	360.00	M	0003 UPCHARGE FOR EACH ADDITIONAL COLOR INK (IN RED INK)	\$ _____	\$ _____
4	20.00	M	<p>0004 URGENT NOTICE WITHOUT INDICIA WINDOW ENVELOPES (UB 1ST CLASS)</p> <p>(NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT)</p>	\$ _____	\$ _____
5	48.00	LOT	<p>0005 WINDOW PLACEMENT FOR ENVELOPES (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER)</p> <p>(THIS IS FOR THE OFFSET OF STANDARD WINDOW ENVELOPE)</p> <p>(LOT = one time charge for each print run for set-up fee)</p>	\$ _____	\$ _____
6	20.00	M	0006 UPCHARGE FOR EACH ADDITIONAL COLOR INK (IN RED INK)	\$ _____	\$ _____

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00140258

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
7	2,400.00	M	0007 RETURN ENVELOPES (NO. 9 ENVELOPE)	\$ 57	\$ 142.75
8	2,400.00	M	0008 ENVELOPES (UB) UPCHARGE FOR BACK PRINTING (IN BLACK INK)	\$ 30	\$ 75
9	1,440.00	M	0009 WINDOW ENVELOPES WITH INDICIA (UB 1st class) (NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT)	\$	\$
10	48.00	LOT	0010 WINDOW PLACEMENT ENVELOPES (UB) (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER) (THIS IS FOR THE OFFSET OF STANDARD WINDOW ENVELOPE) (LOT = one time charge for each print run for set-up fee)	\$	\$
11	120.00	M	0011 WINDOW ENVELOPES WITH OUT INDICIA (NO. 10 ENVELOPE WITH SPECIAL WINDOW PLACEMENT)	\$	\$
12	48.00	LOT	0012 WINDOW PLACEMENT ENVELOPES (EXTRA CHARGE FOR SPECIAL WINDOW PLACEMENT PER ORDER) (THIS IS FOR THE OFFSET OF STANDARD WINDOW ENVELOPE) (LOT = one time charge for each print run for set-up fee) LOCATION: JEFFERSON PARISH E.B. UTILITY BILLING 1221 ELMWOOD PARK BLVD., SUITE 103 JEFFERSON, LA 70123 ATTN: DIANA EVANS 504-736-6092 ***THESE DELIVERIES NEED TO BE BROUGHT IN ON HAND DOLLY, GO THRU METAL DETECTOR AND HAND STACKED IN SUITE 103***	\$	\$

UTILITY BILLING ENVELOPES

A TWO YEAR CONTRACT FOR THE PURCHASE OF UTILITY BILLING ENVELOPES TO BE USED IN THE WATER DEPT. TO MAIL OUT BILLS.

THE ENVELOPES ARE TO BE SHIPPED ONCE EVERY MONTH AS FOLLOWS (UNLESS OTHERWISE SPECIFIED BY TELEPHONE, PURCHASE ORDER, OR EMAIL):

<u>LINE ITEM</u>	<u>DESCRIPTION</u>	<u>QTY. PER DEL.</u>
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0001	URGENT NOTICE WITH INDICIA	30,000 (12 BOXES)
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0004	URGENT NOTICE W/OUT INDICIA (JAN., APRIL, JULY, OCT.)	2,500 (1 BOX)
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0007	RETURN ENVELOPES	100,000 (40 BOXES)
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0009	WINDOW ENVELOPES WITH INDICIA	60,000 (24 BOXES)
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0011	WINDOW ENVELOPES W/OUT INDICIA	5,000 (2 BOXES)
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BOX = 2,500 each

THIS IS AN ESTIMATED ORDER, HOWEVER, THERE MAY BE AN INCREASE/DECREASE IN ONE OR MORE TYPES OF ENVELOPES NEEDED AT A PARTICULAR TIME. THE VOLUME MAY FLUCTUATE FROM TIME TO TIME.

PLEASE CALL DIANA @ 504-736-6092 OR E-MAIL jeffparrish.net PRIOR TO SHIPMENT FOR CONFIRMATION OF ORDER (MAY OR MAY NOT HAVE CHANGES).

(THIS IS DUE TO LIMITED STORAGE SPACE, AND ENVELOPES BEING VERY SENSITIVE TO THE HUMIDITY)

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF

INCORPORATED.

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

RESOLVED THAT _____, BE AND IS HEREBY
APPOINTED, CONSTITUTED AND DESIGNATED AS AGENT AND ATTORNEY-IN-
FACT OF THE CORPORATION WITH FULL POWER AND AUTHORITY TO ACT ON
BEHALF OF THIS CORPORATION IN ALL NEGOTIATIONS, BIDDING, CONCERNS
AND TRANSACTIONS WITH THE PARISH OF JEFFERSON OR ANY OF ITS AGENCIES,
DEPARTMENTS, EMPLOYEES OR AGENTS, INCLUDING BUT NOT LIMITED TO, THE
EXECUTION OF ALL BIDS, PAPERS, DOCUMENTS, AFFIDAVITS, BONDS, SURETIES,
CONTRACTS AND ACTS AND TO RECEIVE ALL PURCHASE ORDERS AND NOTICES
ISSUED PURSUANT TO THE PROVISIONS OF ANY SUCH BID OR CONTRACT, THIS
CORPORATION HEREBY RATIFYING, APPROVING, CONFIRMING, AND ACCEPTING
EACH AND EVERY SUCH ACT PERFORMED BY SAID AGENT AND ATTORNEY-IN-
FACT.

I HEREBY CERTIFY THE FOREGOING TO BE
A TRUE AND CORRECT COPY OF AN
EXCERPT OF THE MINUTES OF THE ABOVE
DATED MEETING OF THE BOARD OF
DIRECTORS OF SAID CORPORATION, AND
THE SAME HAS NOT BEEN REVOKED OR
RESCINDED.



SECRETARY-TREASURER

11/16/2022

DATE

Non-Public Works Bid

AFFIDAVIT

STATE OF W

PARISH/COUNTY OF Orange

BEFORE ME, the undersigned authority, personally came and appeared: Chaim
Ellenbogen, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized _____ of _____ (Entity),
the party who submitted a bid in response to Bid Number 50-00140258 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.

Chaim Ellenbogen
Signature of Affiant

CHAIM ELLENBOGEN
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 16 DAY OF Nov., 2022.

Aron Schreiber
Notary Public
Aron Schreiber
Printed Name of Notary

Notary/Bar Roll Number

My commission expires _____.

ARON SCHREIBER
Notary Public, State of New York
No. 01SC6219044
Qualified in Orange County
Commission Expires March 22, 2026

Request for Taxpayer Identification Number and Certification

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

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

Print or type.
See Specific Instructions on page 3.

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

Check-O-Matic, Inc.

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

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

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

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

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

☐ Other (see instructions) ►

4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):

Exempt payee code (if any) _____

Exemption from FATCA reporting code (if any) _____

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

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

308 Museum Village Rd.

6 City, state, and ZIP code

Monroe, NY 10950

7 List account number(s) here (optional)

Requester's name and address (optional)

Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. 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

1 1 - 3 4 0 7 0 7 9

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign
Here

Signature of
U.S. person ►

Date ► 11/16/2022

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 or 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.