



**CENTRALBIDDING**  
FROM CENTRAL AUCTION HOUSE

**REJECTED**  
**ALL BID REQUIREMENTS NOT MET**

**5000119675 TWO (2) YEAR CONTRACT FOR VETERINARY MEDICAL  
SUPPLIES FOR THE JEFFERSON PARISH ANIMAL SHELTER ON AN AS  
NEEDED BASIS.**

Jefferson Parish Government

Project documents obtained from [www.CentralBidding.com](http://www.CentralBidding.com)

10-May-2017 10:30:33 AM



**Bid Number 50 - 00119675**

Two (2) year contract for Veterinary Medical Supplies for the Jefferson Parish Animal Shelter on an as needed basis.

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**May 25, 2017 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

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

DATE: 5/10/2017

INVITATION TO BID  
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00119675

**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, 5/25/2017 AND PUBLICLY OPENED THEREAFTER.

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

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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

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

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

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

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

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

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.

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](http://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(l), 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. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations 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.

**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 6 %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 10/15/17.

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

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

N/A

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

FIRM NAME: Merritt Veterinary Supplies, Inc

ADDRESS: 1520 Pineview Rd

CITY, STATE: Columbia SC ZIP: 29209

TELEPHONE: (800) 477 5167 FAX: (800) 535 3654

EMAIL ADDRESS: SSlice@merrittvet.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 GC 5/22/17

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

**REJECTED**  
**ALL BID REQUIREMENTS NOT MET**  
*NO CORPORATE RESOLUTION*

TOTAL PRICE OF ALL BID ITEMS: \$ 388,885.60

AUTHORIZED SIGNATURE: Heaps L. Cook

George L. Corbin

Printed Name

TITLE: CFO

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.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES   | UNIT PRICE QUOTED   | TOTALS                 |
|-------------|----------|------|---|---|------------------------|
| 1           | 500.00   | BX   | TWO (2) YEAR CONTRACT FOR VETERINARY MEDICAL SUPPLIES FOR JEFFERSON PARISH ANIMAL SHELTER ON AN AS NEEDED BASIS.<br>0010 ACTIVYL, LARGE DOG, 22/BOX <i>116338 6x6pk</i> | <del>237.59</del><br>237.57 GC 5/23/17<br><del>237.60</del><br>GC 5/17/17<br>237.60 | 118,785. <sup>00</sup> |
| 2           | 5.00     | BTL  | 0020 AMOXICILLIN, TABLET, 400 MG, 500 COUNT   | NO BID  | NO BID                 |
| 3           | 100.00   | BTL  | 0030 AZITHROMYCIN, 40 MG/ML, 15 ML <i>113875</i>  | 12.50   | 1,250. <sup>00</sup>   |
| 4           | 10.00    | BTL  | 0040 BAYTRIL INJECTABLE, 22.7 MG/ML, 20 ML BOTTLE <i>209450</i>   | ENROFLOX<br>23.20   | 232. <sup>00</sup>     |
| 5           | 360.00   | TRAY | 0050 BORDATELLA VACCINE, INTRANASAL, 25 DOSES/TRAY <i>259485 Ultra-Tec 3</i>  | 63.99<br><del>64.00</del> GC 5/23/17  | 23,036. <sup>40</sup>  |
| 6           | 15.00    | BTL  | 0060 BUPRENORPHINE, 0.3 MG/ML, 1ML VIAL <i>132933 sold 5 1ml vials</i>  | 53.00<br>155.23 GC 5/23/17  | 159. <sup>00</sup>     |
| 7           | 50.00    | BTL  | 0070 BUTORPHANOL, 10 MG/ML, 10 ML BOTTLE <i>Per BOX 50 mL Bottle</i>  | <del>155.24</del>   | 7,761. <sup>50</sup>   |
| 8           | 150.00   | CS   | 0080 CARDBOARD PET CARRIERS, 12/CASE  | 31.95   | 4,792. <sup>50</sup>   |
| 9           | 10.00    | BX   | 0090 CATHETERS, 20 GAUGE X 1 INCH, 50/BOX <i>151728 152300 Nipro</i>  | 33.35 GC 5/23/17<br><del>47.50</del>  | 333. <sup>50</sup>     |
| 10          | 10.00    | BX   | 0100 CATHETERS, 20 GAUGE X 2 INCH, 50/BOX <i>151723 152322 Nipro</i>  | 33.35 GC 5/23/17<br><del>47.50</del>  | 333. <sup>50</sup>     |
| 11          | 10.00    | BX   | 0110 CATHETERS, 24 GAUGE X 3/4 INCH, 50/BOX <i>151740 152335 Nipro</i>  | 33.35 GC 5/23/17<br><del>47.50</del>  | 333. <sup>50</sup>     |
| 12          | 50.00    | EA   | 0120 CATHETERS, TOMCAT, 14 CM <i>151130</i>   | 12.52   | 626. <sup>00</sup>     |
| 13          | 30.00    | BTL  | 0130 CEFPODOXIME (SIMPLICEF), 100 MG, 100 COUNT <i>155359</i>   | 51.48   | 1,544. <sup>40</sup>   |

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES   | UNIT PRICE QUOTED | TOTALS           |
|-------------|----------|------|---|-------------------|------------------|
| 14          | 15.00    | BTL  | 0140 CEFPODOXIME (SIMPLICEF), 200 MG, 100 COUNT <i>155358</i>                             | <i>98.33</i>      | <i>1,474.95</i>  |
| 15          | 10.00    | BTL  | 0150 CEPHALEXIN TABLETS, 500 MG, 500 TAB  | <i>NO BID</i>     | <i>NO BID</i>    |
| 16          | 10.00    | BTL  | 0160 CEPHALEXIN, 250 MG CAPSULES, 100 CT <i>155939</i>                                    | <i>5.20</i>       | <i>52.00</i>     |
| 17          | 20.00    | GL   | 0170 CHLORHEXADINE SCRUB, 2 PERCENT <i>158685</i>   | <i>19.65</i>      | <i>393.00</i>    |
| 18          | 30.00    | GL   | 0180 CHLORHEXADINE SCRUB, 4 PERCENT <i>158585</i>   | <i>24.00</i>      | <i>720.00</i>    |
| 19          | 250.00   | TRAY | 0190 DA2PP VACCINE, 25 DOSES/TRAY <i>239240</i>   | <i>62.24</i>      | <i>15,560.00</i> |
| 20          | 260.00   | TRAY | 0200 DA2PPL VACCINE, 25 DOSES/TRAY <i>239400</i>  | <i>77.49</i>      | <i>20,147.40</i> |
| 21          | 20.00    | BTL  | 0210 DECTOMAX (DURAMECTIN) INJECTIBLE, 100ML  | <i>NO BID</i>     | <i>NO BID</i>    |
| 22          | 50.00    | BTL  | 0220 DOXYCLCLINE, 100 MG, 500 COUNT <i>198132</i>   | <i>80.60</i>      | <i>4,030.00</i>  |
| 23          | 20.00    | BTL  | 0230 DRONCIT, 34MG, 150 CT.   | <i>No Bid</i>     | <i>No Bid</i>    |
| 24          | 20.00    | BTL  | 0240 DRONTAL PLUS, LARGE DOG, 30 CT.  | <i>No Bid</i>     | <i>No Bid</i>    |
| 25          | 20.00    | BTL  | 0250 DRONTAL PLUS, MEDIUM DOG, 50 CT.   | <i>No Bid</i>     | <i>No Bid</i>    |
| 26          | 20.00    | BTL  | 0260 DRONTAL PLUS, SMALL DOG, 50 CT.  | <i>No Bid</i>     | <i>No Bid</i>    |
| 27          | 20.00    | BX   | 0270 DTM CULTURES, 10/BOX <i>199500</i>   | <i>9.53</i>       | <i>190.60</i>    |
| 28          | 20.00    | BTL  | 0280 EPI-OTIC EAR CLEANER, 8 OZ.<br><i>209803 Epi Otic 8.02</i><br><u><i>ADVANCED</i></u> | <i>10.74</i>      | <i>214.80</i>    |

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE QUOTED          | TOTALS               |
|-------------|----------|------|--|----------------------------|----------------------|
| 29          | 150.00   | BTL  | 217805<br>0290 FATAL PLUS, 250 ML  | 68.25                      | 10,237 <sup>50</sup> |
| 30          | 550.00   | TRAY | 0300 FVRCP VACCINE, 2 DOSES/TRAY<br>204400 I-HCP   | 37.99                      | 20,894 <sup>50</sup> |
| 31          | 70.00    | CS   | 0310 GAUZE SPONGE, 4 X 4, 12 PLY, 237820<br>4000/CASE<br>2000/case →   | 63.50                      | 4,445 <sup>00</sup>  |
| 32          | 20.00    | BX   | 0320 GIARDIA TESTS, 25 BOX 415845<br>Flea 20/Box   | 148.50                     | 2,970                |
| 33          | 100.00   | BX   | 0330 HEARTWORM MEDICATION FOR DOGS AND CATS, LARGEST WEIGHT AVAILABLE,<br>ADVANTAGE BRAND, 4/PKG<br>331740 Provetra Advanced | 15.63 <sup>1/4</sup><br>PK | 1,563 <sup>00</sup>  |
| 34          | 20.00    | BTL  | 0340 HYDROPHORPHONE, 40MG/ML, 20 ML<br>251275 2mg, 20mL  | 17.58                      | 351. <sup>60</sup>   |
| 35          | 90.00    | BTL  | 0350 ISOFLURANE, 250 ML<br>260520  | 24.12                      | 2,170 <sup>80</sup>  |
| 36          | 50.00    | BTL  | 0360 KETAMINE, 100 MG/ML, 10 ML<br>264865  | 4.13                       | 206 <sup>50</sup>    |
| 37          | 20.00    | BTL  | 0370 KETOCHLOR SHAMPOO, 16 OZ.<br>MFG BO   | NO<br>BID                  | NO<br>BID            |
| 38          | 20.00    | BTL  | 0380 KETOCONAZOLE, 200 MG TABLETS, 100 CT.<br>264918   | 64.02                      | 1,280 <sup>40</sup>  |
| 39          | 200.00   | BG   | 0390 LACTATED RINGERS SOLUTION, 1000ML<br>267645 5012 BAGS/CASE  | 5.00                       | 1,000 <sup>00</sup>  |
| 40          | 50.00    | BX   | 0400 MARQUIS PASTE, 4 TUBES/BOX<br>278425  | 801.70                     | 40,085 <sup>00</sup> |
| 41          | 20.00    | BTL  | 0410 METACAM INJECTION, 5MG/ML, 10 ML<br>LOXICOM 294050  | 53.90                      | 1,078 <sup>00</sup>  |
| 42          | 5.00     | BTL  | 0420 METRONIDAZOLE, 250 MG, 500 COUNT<br>282707  | 19.23                      | 96. <sup>15</sup>    |
| 43          | 12.00    | BTL  | 0430 METRONIDAZOLE, 500 MG, 500 COUNT<br>282910  | 47.00                      | 564. <sup>00</sup>   |

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES   | UNIT PRICE QUOTED                      | TOTALS              |
|-------------|----------|------|---|--|---------------------|
| 44          | 200.00   | BTL  | 0440 MINOCYCLINE, 100 MG CAPSULES, 500 CT.<br><i>284120</i>   | 300.00                                 | 60,000              |
| 45          | 200.00   | BTL  | 0450 MINOCYCLINE, 50 MG CAPSULES, 100 CT.<br><i>284060</i>  | 28.60                                  | 5,720.00            |
| 46          | 50.00    | BX   | 0460 NEEDLES, 18 GAUGE, 100 CT.<br><i>nipr 288350 18x1"</i>   | 3.15                                   | 157.50              |
| 47          | 50.00    | BX   | 0470 NEEDLES, 20 GAUGE, 100 CT.<br><i>nipr 288375 20x1"</i>   | 3.15                                   | 157.50              |
| 48          | 200.00   | BX   | 0480 NEEDLES, 22 GAUGE, 100 CT.<br><i>nipr 288405 22x1"</i>   | 3.15                                   | 630.00              |
| 49          | 200.00   | BX   | 0490 NEEDLES, 25 GAUGE, 100 CT.<br><i>nipr 288450 25x5/8"</i>   | 3.15                                   | 630.00              |
| 50          | 250.00   | TUBE | 0500 NEO/POLY/BAC OPHTHALMIC OINTMENT, 3.5 GM TUBE<br><i>415710</i>   | 7.77                                   | 1,942.50            |
| 51          | 10.00    | EA   | 0510 OTOMAX OINTMENT, 8 OZ.<br><i>Mometamax 7.5g 12ct<br/>28532 30645</i>                                     | <del>160.00</del>                      | <del>1,600.00</del> |
| 52          | 20.00    | BTL  | 0520 PANACUR LIQUID, 1000ML<br><i>310150</i>  | 110.43                                 | 2,208.60            |
| 53          | 70.00    | BX   | 0530 PILL POCKETS FOR DOGS, LARGE SIZE, BEEF OR POULTRY FLAVOR<br><i>323163-chicken sold -&gt; 6 bags/sku</i> | 28.68                                  | 2,007.60            |
| 54          | 10.00    | BTL  | 0540 PREDNISONE, 5MG TABLETS, 1000 CT.<br><i>324800</i>   | 65.00                                  | 650.00              |
| 55          | 10.00    | BTL  | 0550 PREDNISONE, 20MG TABLETS, 1000 CT.<br><i>327100</i>  | <del>160.00</del><br><del>112.47</del> | 1,600.00            |
| 56          | 45.00    | BTL  | 0560 PYRANTEL, 32 OZ.<br><i>332690</i>  | 21.68                                  | 975.60              |
| 57          | 700.00   | BTL  | 0570 RABIES VACCINE, 10 DOSE TANK, CANINE/FELINE<br><i>334400 sold 5 TANKS/BOX</i>                            | <del>12.89</del><br><del>12.89</del>   | 9,023.00            |
| 58          | 5.00     | BTL  | 0580 RIMADYL, 100 MG, CHEWABLE, 180 COUNT<br><i>301980 NVOX chewable</i>                                      | 111.20                                 | 556.00              |

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE QUOTED                          | TOTALS              |
|-------------|----------|------|--|--|---------------------|
| 59          | 20.00    | BTL  | 0590 RIMADYL, 25 MG. CHEWABLE,<br>180 COUNT<br><i>NOVOX Chewable<br/>301940</i>    | 72.43                                      | 1,452 <sup>60</sup> |
| 60          | 10.00    | BTL  | 0600 RIMADYL, 75 MG. CHEWABLE,<br>180 CT.<br><i>NOVOX Chewable<br/>301965</i>      | 89.63                                      | 896 <sup>30</sup>   |
| 61          | 100.00   | BG   | 0610 SODIUM CHLORIDE SOLUTION, 1000 ML<br><i>350540 12/CS</i>                      | <del>5.08</del><br><del>6.10</del><br>6.10 | 508 <sup>00</sup>   |
| 62          | 60.00    | BX   | 0620 SURGICAL BLADE, STAINLESS STEEL,<br>#10, 100/BOX<br><i>364200</i>             | 11.89                                      | 713.40              |
| 63          | 25.00    | BX   | 0630 SURGICAL DRAPE, 38 IN X 100 YD<br><i>195300</i>                               | 61.18                                      | 1,529.50            |
| 64          | 30.00    | BX   | 0640 SYRINGES, 10CC WITHOUT NEEDLE,<br>100/BOX<br><i>377310</i>                    | 8.95                                       | 268.50              |
| 65          | 100.00   | BX   | 0650 SYRINGES, 1CC WITHOUT NEEDLE,<br>100 CT.<br><i>374075</i>                     | 4.23                                       | 423 <sup>00</sup>   |
| 66          | 50.00    | BX   | 0660 SYRINGES, 35CC WITHOUT NEEDLE,<br>25 CT.<br><i>379000</i>                     | 17.49                                      | 874.50              |
| 67          | 100.00   | BX   | 0670 SYRINGES, 3CC WITHOUT NEEDLE,<br>100 CT.<br><i>376235 277235</i>              | <del>4.23</del><br><del>4.99</del><br>4.99 | 423 <sup>00</sup>   |
| 68          | 100.00   | BX   | 0680 SYRINGES, 1CC WITH 20 GAUGE NEEDLE,<br>100/BOX<br><i>373805 25x5/8 needle</i> | 4.70                                       | 470 <sup>00</sup>   |
| 69          | 850.00   | BX   | 0690 SYRINGES, 3CC WITH 20 GAUGE NEEDLE,<br>100/BOX<br><i>20x1" 376105</i>         | 4.20                                       | 3,570 <sup>00</sup> |
| 70          | 200.00   | TUBE | 0700 TOBRAMYCIN EYE DROPS, 5ML<br><i>393100</i>                                    | 2.64                                       | 528 <sup>00</sup>   |
| 71          | 50.00    | BTL  | 0710 TRAMADOL, 50 MG, 100 COUNT<br><i>395700</i>                                   | 2.53                                       | 126.50              |

DATE: 5/10/2017

INVITATION TO BID FROM JEFFERSON PARISH - continued

Page 11

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES                                     | UNIT PRICE QUOTED | TOTALS            |
|-------------|----------|-----|---|-------------------|-------------------|
| 72          | 30.00    | BTL | 0720 XYLAZINE, 100 MG/ML, 50 ML<br><br>396331<br>Tranquived | 15.40             | 468 <sup>00</sup> |
|             |          |     |   |                   |                   |

## **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 South Carolina

PARISH/COUNTY OF Richland

BEFORE ME, the undersigned authority, personally came and appeared: George L Corbin, (Affiant) who after being by me duly sworn, deposed and said that

he/she is the fully authorized CFO of Merritt Vet Supply (Entity),

the party who submitted a bid in response to Bid Number 50-00119675, 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:

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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.

George L Corbin CFO  
Signature of Affiant

George L Corbin  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 23 DAY OF May, 2017.

Jean M Gather  
Notary Public

Jean M Gather  
Printed Name of Notary

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires September 9, 2022

## 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)<br><b>Merritt Veterinary Supplies, Inc</b>  |   |
| Business name/disregarded entity name, if different from above<br><b>Merritt Veterinary Supplies, Inc</b>   |   |
| Check appropriate box for federal tax classification:<br><input type="checkbox"/> Individual/sole proprietor <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate<br><br><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=partnership) ▶ _____<br><br><input type="checkbox"/> Other (see instructions) ▶ _____ |   |
| Exemptions (see instructions):<br>Exempt payee code (if any) _____<br>Exemption from FATCA reporting code (if any) _____  |   |
| Address (number, street, and apt. or suite no.)<br><b>1520 Pineview Drive</b>   | Requester's name and address (optional) |
| City, state, and ZIP code<br><b>Columbia, SC 29209</b>  |   |
| 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 the "Name" line 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 |  |  |  |  |  |  |  |  |
|------------------------|--|--|--|--|--|--|--|--|
|                        |  |  |  |  |  |  |  |  |

| Employer identification number |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|
| 5                              | 7 | - | 0 | 3 | 5 | 1 | 4 | 5 |

### Part II Certification

Under penalties of perjury, I certify that:

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

**Certification instructions.** You must cross out item 2 above if you have been notified by the IRS that you are currently subject to backup withholding because you have failed to report all interest and dividends on your tax return. For real estate transactions, item 2 does not apply. For mortgage interest paid, acquisition or abandonment of secured property, cancellation of debt, contributions to an individual retirement arrangement (IRA), and generally, payments other than interest and dividends, you are not required to sign the certification, but you must provide your correct TIN. See the instructions on page 3.

|                  |                          |                        |
|------------------|--------------------------|------------------------|
| <b>Sign Here</b> | Signature of U.S. person | Date ▶ <u>1/6/2016</u> |
|------------------|--------------------------|------------------------|

### General Instructions

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

**Future developments.** The IRS has created a page on [www.irs.gov/w9](http://www.irs.gov/w9) for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

#### 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, payments made to you in settlement of payment card and third party network transactions, 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:

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

withholding tax on foreign partners' share of effectively connected income, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

**Note.** If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.



# JEFFERSON PARISH

Department of Purchasing

Michael S. Yenni  
Parish President

Brenda C. Patel  
Director

May 18, 2017

ADDENDUM # 1

Bid No.: 50-00119675

Bid Opening Date: 05/25/2017  
Extended Date:

For: Two (2) year contract for Veterinary Medical Supplies for the Jefferson Parish Animal Shelter  
on an as needed basis.

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Attaching the Insurance Requirements for Instruction # 10.

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.

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 contra



# JEFFERSON PARISH

## Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

### **CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES**

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

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#### **Other Changes-Continued:**

- For all advertised bids, corporate resolutions and/or written evidence of signature authority must be included with bid submission.
- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at [www.jeffparishbids.net](http://www.jeffparishbids.net). For more information, please contact the Purchasing Department or visit [jeffparish.net](http://jeffparish.net).
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

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

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

General Government Bldg. – 200 Derbigny St – Suite 4400 - Gretna, LA 70053

Office 504.364.2678 – Fax 504.364.2693

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)

## STANDARD INSURANCE REQUIREMENTS – PUBLICLY ADVERTISED BIDS

All required insurance under this bid shall conform to Jefferson Parish Resolution No. 113646 or No. 113647, as applicable. Contractors may not commence any work under any ensuing contract unless and until all required insurance and associated evidentiary requirements thereto have been met, along with any additional specifications contained in the advertised bid. Except as where otherwise precluded by law, the Parish Attorney or his designee, with the concurrence of the Director of Risk Management or his designee, may agree on a case-by-case basis, to deviate from Jefferson Parish's standard insurance requirements, as provided in this Section. Vendors requesting deviation therefrom shall submit such requests in writing, along with compelling substantiation, to the Purchasing Department prior to the bid's due date. Any changes to the insurance requirements will be reflected in the bid specifications and addenda. Prior to contract execution and at all times thereafter during the term of such contract, contractors must provide and continuously maintain all coverages as required by the foregoing Resolutions, and the contract documents. Failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

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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.

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### **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.



**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.

*Barbara B. Merritt*  
\_\_\_\_\_  
SECRETARY-TREASURER

5/23/17  
\_\_\_\_\_

DATE

**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)  
**Merritt Veterinary Supplies, Inc**

Business name/disregarded entity name, if different from above  
**Merritt Veterinary Supplies, Inc**

Check appropriate box for federal tax classification:  
 Individual/sole proprietor     C Corporation     S Corporation     Partnership     Trust/estate  
 Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, F=partnership) ▶ \_\_\_\_\_  
 Other (see instructions) ▶ \_\_\_\_\_

Exemptions (see instructions):  
Exempt payee code (if any) \_\_\_\_\_  
Exemption from FATCA reporting code (if any) \_\_\_\_\_

Address (number, street, and apt. or suite no.)  
**1520 Pinoview Drive**

City, state, and ZIP code  
**Columbia, SC 29209**

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 the "Name" line 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 |  |  |   |  |  |  |   |  |
|------------------------|--|--|---|--|--|--|---|--|
|                        |  |  | - |  |  |  | - |  |

| Employer identification number |   |   |   |   |   |   |   |   |   |
|--------------------------------|---|---|---|---|---|---|---|---|---|
| 5                              | 7 | - | 0 | 3 | 5 | 1 | 4 | 5 | 0 |

**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 on page 3.

Sign Here    Signature of U.S. person: *[Handwritten Signature]*    Date: **1/6/2016**

**General Instructions**

Section references are to the Internal Revenue Code unless otherwise noted. Future developments. The IRS has created a page on IRS.gov for information about Form W-9, at [www.irs.gov/w9](http://www.irs.gov/w9). Information about any future developments affecting Form W-9 (such as legislation enacted after we release it) will be posted on that page.

**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, payments made to you in settlement of payment card and third party network transactions, 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, and

4. Certify that FATCA code(s) entered on this form (if any) indicating that you are exempt from the FATCA reporting, is correct.

Note: If you are a U.S. person and 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 under section 1446 on any foreign partners' share of effectively connected taxable income from such business. Further, in certain cases where a Form W-9 has not been received, the rules under section 1446 require a partnership to presume that a partner is a foreign person, and pay the section 1446 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 section 1446 withholding on your share of partnership income.



**REJECTED**  
**ALL BID REQUIREMENTS NOT MET**

**Bid Number 50 - 00119675**

Two (2) year contract for Veterinary Medical Supplies for the Jefferson Parish Animal Shelter on an as needed basis.

**May 25, 2017 AT 2:00 PM**

**ATTENTION VENDORS!!!**

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

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

DATE: 5/10/2017  
BID NO.: 50-00119675

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, 5/25/2017 AND PUBLICLY OPENED THEREAFTER.**

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

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting [www.jeffparishbids.net](http://www.jeffparishbids.net) to register for this free site. Additional instructions are included in the text box highlighting electronic procurement.

**LATE BIDS WILL NOT BE ACCEPTED**

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

**NOTE: ONLY BIDS WRITTEN IN INK OR TYPEWRITTEN, AND PROPERLY SIGNED BY A MEMBER OF THE FIRM OR AUTHORIZED REPRESENTATIVE, WILL BE ACCEPTED. PENCIL AND/OR PHOTOSTATIC FIGURES OR SIGNATURES SHALL RESULT IN BID REJECTION.**

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

**THE FOLLOWING INSTRUCTIONS APPLY TO ALL BIDS**

All bids submitted are subject to these instructions and general conditions and any special conditions and specifications contained herein, all of which are made part of this bid proposal reference. By submitting a bid, vendor agrees to comply with all provisions of Louisiana Law as well be in compliance with the Jefferson Parish Code of Ordinances, Louisiana Code of Ethics, applicable Jefferson Parish ethical standards and Jefferson Parish Resolution No. 113646 and/or Resolution No. 113647.

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

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

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

Bidders should submit all questions in writing and fax them to the Purchasing Department at (504) 364-2693 no later than FIVE (5) working days prior to bid opening. Bid numbers should be mentioned in all requests. Questions may also be emailed to the buyer for this bid at the email address listed above. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge an Addendum on the bid form shall cause the bid to be rejected. JEFFERSON PARISH reserves the right to award bid to next lowest responsive and responsible bidder in this event.

The purpose and intention of this invitation to bid is to afford all suppliers an equal opportunity to bid on all construction, maintenance, repair, operating supplies and/or equipment listed in this bid proposal. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications.

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

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

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.

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](http://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(l), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

7. PUBLIC WORKS BIDS: All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise stated in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. NON-PUBLIC WORKS BIDS: A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. NON-PUBLIC WORKS BIDS: A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached "insurance requirements" sheet. All bidders must comply with the instructions in this sheet. Failure to comply will cause bid to be rejected.
11. A bid bond will be required with bid submission in the amount of 5% of the total bid, unless otherwise stated in the bid specifications. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies) If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations 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.

**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

Monday-Friday

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

V310118649

Jefferson Parish Vendor # 302378

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

FIRM NAME: Institutional Pharmacies of Louisiana

ADDRESS: 106 Abigayle's Row

CITY, STATE: Scott, LA

ZIP: 70583

TELEPHONE: ( 337 ) 268-4023

FAX: ( 337 ) 268-4043

EMAIL ADDRESS: brad@iplrx.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: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ 125,954.71

AUTHORIZED

SIGNATURE: [Signature]

TITLE: MANAGING PARTNER

**REJECTED**  
**ALL BID REQUIREMENTS NOT MET**

*NO PROOF OF INSURANCE  
DID NOT Acknowledge Addenda*

ROBERT M. SONNIER, JR.

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.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE QUOTED | TOTALS  |
|-------------|----------|------|--|-------------------|---------|
|             |          |      | TWO (2) YEAR CONTRACT FOR VETERINARY MEDICAL SUPPLIES FOR JEFFERSON PARISH ANIMAL SHELTER ON AN AS NEEDED BASIS. |                   |         |
| 1           | 500.00   | BX   | 0010 ACTIVYL, LARGE DOG, 22/BOX  |                   |         |
| 2           | 5.00     | BTL  | 0020 AMOXICILLIN, TABLET, 400 MG, 500 COUNT  |                   |         |
| 3           | 100.00   | BTL  | 0030 AZITHROMYCIN, 40 MG/ML, 15 ML   | \$24.41           | \$2,441 |
| 4           | 10.00    | BTL  | 0040 BAYTRIL INJECTABLE, 22.7 MG/ML, 20 ML BOTTLE  |                   |         |
| 5           | 360.00   | TRAY | 0050 BORDATELLA VACCINE, INTRANASAL, 25 DOSES/TRAY   |                   |         |
| 6           | 15.00    | BTL  | 0060 BUPRENORPHINE, 0.3 MG/ML, 1ML VIAL  |                   |         |
| 7           | 50.00    | BTL  | 0070 BUTORPHANOL, 10 MG/ML, 10 ML BOTTLE   |                   |         |
| 8           | 150.00   | CS   | 0080 CARDBOARD PET CARRIERS, 12/CASE   |                   |         |
| 9           | 10.00    | BX   | 0090 CATHETERS, 20 GAUGE X 1 INCH, 50/BOX  |                   |         |
| 10          | 10.00    | BX   | 0100 CATHETERS, 20 GAUGE X 2 INCH, 50/BOX  |                   |         |
| 11          | 10.00    | BX   | 0110 CATHETERS, 24 GAUGE X 3/4 INCH, 50/BOX  |                   |         |
| 12          | 50.00    | EA   | 0120 CATHETERS, TOMCAT, 14 CM  |                   |         |
| 13          | 30.00    | BTL  | 0130 CEFPODOXIME (SIMPLICEF), 100 MG, 100 COUNT  |                   |         |

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE QUOTED | TOTALS      |
|-------------|----------|------|--|-------------------|-------------|
| 14          | 15.00    | BTL  | 0140 CEFPODOXIME (SIMPLICEF), 200 MG, 100 COUNT  |                   |             |
| 15          | 10.00    | BTL  | 0150 CEPHALEXIN TABLETS, 500 MG, 500 TAB<br>**note, bid price is for capsules, not tablets** | \$72.50           | \$725       |
| 16          | 10.00    | BTL  | 0160 CEPHALEXIN, 250 MG CAPSULES, 100 CT   | \$16.37           | \$163.70    |
| 17          | 20.00    | GL   | 0170 CHLORHEXADINE SCRUB, 2 PERCENT  |                   |             |
| 18          | 30.00    | GL   | 0180 CHLORHEXADINE SCRUB, 4 PERCENT  |                   |             |
| 19          | 250.00   | TRAY | 0190 DA2PP VACCINE, 25 DOSES/TRAY  |                   |             |
| 20          | 260.00   | TRAY | 0200 DA2PPL VACCINE, 25 DOSES/TRAY   |                   |             |
| 21          | 20.00    | BTL  | 0210 DECTOMAX (DURAMECTIN) INJECTIBLE, 100ML   |                   |             |
| 22          | 50.00    | BTL  | 0220 DOXYCLCLINE, 100 MG, 500 COUNT  | \$328.95          | \$16,447.50 |
| 23          | 20.00    | BTL  | 0230 DRONCIT, 34MG, 150 CT.  |                   |             |
| 24          | 20.00    | BTL  | 0240 DRONTAL PLUS, LARGE DOG, 30 CT.   |                   |             |
| 25          | 20.00    | BTL  | 0250 DRONTAL PLUS, MEDIUM DOG, 50 CT.  |                   |             |
| 26          | 20.00    | BTL  | 0260 DRONTAL PLUS, SMALL DOG, 50 CT.   |                   |             |
| 27          | 20.00    | BX   | 0270 DTM CULTURES, 10/BOX  |                   |             |
| 28          | 20.00    | BTL  | 0280 EPI-OTIC EAR CLEANER, 8 OZ.   |                   |             |

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES   | UNIT PRICE QUOTED | TOTALS     |
|-------------|----------|------|---|-------------------|------------|
| 29          | 150.00   | BTL  | 0290 FATAL PLUS, 250 ML   |                   |            |
| 30          | 550.00   | TRAY | 0300 FVRCP VACCINE, 2 DOSES/TRAY  |                   |            |
| 31          | 70.00    | CS   | 0310 GAUZE SPONGE, 4 X 4, 12 PLY, 4000/CASE   |                   |            |
| 32          | 20.00    | BX   | 0320 GIARDIA TESTS, 25 BOX  |                   |            |
| 33          | 100.00   | BX   | 0330 HEARTWORM MEDICATION FOR DOGS AND CATS, LARGEST WEIGHT AVAILABLE, ADVANTAGE BRAND, 4/PKG |                   |            |
| 34          | 20.00    | BTL  | 0340 HYDROPHORPHONE, 40MG/ML, 20 ML   |                   |            |
| 35          | 90.00    | BTL  | 0350 ISOFLURANE, 250 ML   |                   |            |
| 36          | 50.00    | BTL  | 0360 KETAMINE, 100 MG/ML, 10 ML   |                   |            |
| 37          | 20.00    | BTL  | 0370 KETOCHLOR SHAMPOO, 16 OZ.  |                   |            |
| 38          | 20.00    | BTL  | 0380 KETOCONAZOLE, 200 MG TABLETS, 100 CT.  | \$125.58          | \$2,511.60 |
| 39          | 200.00   | BG   | 0390 LACTATED RINGERS SOLUTION, 1000ML  | \$4.05            | \$810      |
| 40          | 50.00    | BX   | 0400 MARQUIS PASTE, 4 TUBES/BOX   |                   |            |
| 41          | 20.00    | BTL  | 0410 METACAM INJECTION, 5MG/ML, 10 ML   |                   |            |
| 42          | 5.00     | BTL  | 0420 METRONIDAZOLE, 250 MG, 500 COUNT   | \$175.73          | \$878.65   |
| 43          | 12.00    | BTL  | 0430 METRONIDAZOLE, 500 MG, 500 COUNT   | \$168.68          | \$2,024.16 |

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES  | UNIT PRICE QUOTED | TOTALS     |
|-------------|----------|------|--|-------------------|------------|
| 44          | 200.00   | BTL  | 0440 MINOCYCLINE, 100 MG CAPSULES, 500 CT.                     | \$366.75          | \$73,350   |
| 45          | 200.00   | BTL  | 0450 MINOCYCLINE, 50 MG CAPSULES, 100 CT.                      | \$53.91           | \$10,782   |
| 46          | 50.00    | BX   | 0460 NEEDLES, 18 GAUGE, 100 CT.                                |                   |            |
| 47          | 50.00    | BX   | 0470 NEEDLES, 20 GAUGE, 100 CT.                                |                   |            |
| 48          | 200.00   | BX   | 0480 NEEDLES, 22 GAUGE, 100 CT.                                |                   |            |
| 49          | 200.00   | BX   | 0490 NEEDLES, 25 GAUGE, 100 CT.                                |                   |            |
| 50          | 250.00   | TUBE | 0500 NEO/POLY/BAC OPHTHALMIC OINTMENT, 3.5 GM TUBE             | \$35.99           | \$8,997.50 |
| 51          | 10.00    | EA   | 0510 OTOMAX OINTMENT, 8 OZ.                                    |                   |            |
| 52          | 20.00    | BTL  | 0520 PANACUR LIQUID, 1000ML                                    |                   |            |
| 53          | 70.00    | BX   | 0530 PILL POCKETS FOR DOGS, LARGE SIZE, BEEF OR POULTRY FLAVOR |                   |            |
| 54          | 10.00    | BTL  | 0540 PREDNISON, 5MG TABLETS, 1000 CT.                          | \$162.75          | \$1,627.50 |
| 55          | 10.00    | BTL  | 0550 PREDNISON, 20MG TABLETS, 1000 CT.                         | \$233.31          | \$2,333.10 |
| 56          | 45.00    | BTL  | 0560 PYRANTEL, 32 OZ.  |                   |            |
| 57          | 700.00   | BTL  | 0570 RABIES VACCINE, 10 DOSE TANK, CANINE/FELINE               |                   |            |
| 58          | 5.00     | BTL  | 0580 RIMADYL, 100 MG, CHEWABLE, 180 COUNT                      |                   |            |

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M  | DESCRIPTION OF ARTICLES                            | UNIT PRICE QUOTED | TOTALS  |
|-------------|----------|------|--|-------------------|---------|
| 59          | 20.00    | BTL  | 0590 RIMADYL, 25 MG. CHEWABLE, 180 COUNT           |                   |         |
| 60          | 10.00    | BTL  | 0600 RIMADYL, 75 MG, CHEWABLE, 180 CT.             |                   |         |
| 61          | 100.00   | BG   | 0610 SODIUM CHLORIDE SOLUTION, 1000 ML             | \$4.19            | \$419   |
| 62          | 60.00    | BX   | 0620 SURGICAL BLADE, STAINLESS STEEL, #10, 100/BOX |                   |         |
| 63          | 25.00    | BX   | 0630 SURGICAL DRAPE, 38 IN X 100 YD                |                   |         |
| 64          | 30.00    | BX   | 0640 SYRINGES, 10CC WITHOUT NEEDLE, 100/BOX        |                   |         |
| 65          | 100.00   | BX   | 0650 SYRINGES, 1CC WITHOUT NEEDLE, 100 CT.         |                   |         |
| 66          | 50.00    | BX   | 0660 SYRINGES, 35CC WITHOUT NEEDLE, 25 CT.         |                   |         |
| 67          | 100.00   | BX   | 0670 SYRINGES, 3CC WITHOUT NEEDLE, 100 CT.         |                   |         |
| 68          | 100.00   | BX   | 0680 SYRINGES, 1CC WITH 20 GAUGE NEEDLE, 100/BOX   |                   |         |
| 69          | 850.00   | BX   | 0690 SYRINGES, 3CC WITH 20 GAUGE NEEDLE, 100/BOX   |                   |         |
| 70          | 200.00   | TUBE | 0700 TOBRAMYCIN EYE DROPS, 5ML                     | \$12.22           | \$2,444 |
| 71          | 50.00    | BTL  | 0710 TRAMADOL, 50 MG, 100 COUNT                    |                   |         |

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00119675

SEALED BID

| ITEM NUMBER | QUANTITY | U/M | DESCRIPTION OF ARTICLES         | UNIT PRICE QUOTED | TOTALS |
|-------------|----------|-----|---------------------------------|-------------------|--------|
| 72          | 30.00    | BTL | 0720 XYLAZINE, 100 MG/ML, 50 ML |                   |        |
|             |          |     |                                 |                   |        |

## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
INSTITUTIONAL PHARMACIES of LOUISIANA  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Institutional Pharmacies of Louisiana  
INCORPORATED, DULY NOTICED AND HELD ON MAY 1ST, 2014,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT ROBERT M. SONNIER, 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.

Charlene Lain

SECRETARY-TREASURER

MAY 23 2017

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 Lafayette

BEFORE ME, the undersigned authority, personally came and appeared: ~~MAT~~ ROBERT  
M. SONNIER JR., (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized MANAGING PARTNER of INSTITUTIONAL PHARM. (Entity),  
the party who submitted a bid in response to Bid Number 50-00119675, 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.

*Robert M. Sonnier, Jr.*  
Signature of Affiant

ROBERT M. SONNIER, JR., P.D.  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22 DAY OF May, 2017.

  
Notary Public

JAMES KIRKLAND PICCIONE  
Printed Name of Notary 17745

\_\_\_\_\_  
Notary/Bar Roll Number

My commission expires AT DEATH.



# JEFFERSON PARISH

Department of Purchasing

**Michael S. Yenni**  
Parish President

**Brenda C. Patel**  
Director

## **CHANGES TO JEFFERSON PARISH BIDDING PROCEDURES**

The East bank Office of Purchasing is now open! We are located in the Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Suite 404, Jefferson, LA 70123. Bidders may submit bid responses at this location, pending authorization in each bid package. **Bidders should carefully read and must respond accordingly per the requirements of the bid packages. NOTE: Bidders submitting bids on the day of bid opening, bidders must submit at the West Bank location only.**

### **Other Changes Continued:**

- For all advertised bids, corporate resolutions and/or written evidence of signature authority must be included with bid submission.
- Effective June 1, 2017, bidders may no longer send bid responses via facsimile, as some bid solicitations may provide. Vendors responding to bid solicitations may only submit via USPS, courier service, hand delivery or via online by registering free of charge at [www.jeffparishbids.net](http://www.jeffparishbids.net). For more information, please contact the Purchasing Department or visit [jeffparish.net](http://jeffparish.net).
- Current W9 Forms and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, a current W-9 form must be supplied upon contract execution, should you be awarded a contract and/or issued a purchase order.
- Upon contract execution, successful bidder must continue producing final insurance certificates per standard Jefferson Parish insurance requirements. Proof of insurance is required for bidding purposes. Bidders must read the insurance requirements attachment included in each bid package for specific instructions.

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

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

General Government Bldg. – 200 Derbigny St – Suite 4400 – Gretna, LA 70053

Office 504.364.2678 – Fax 504.364.2693

Email: [Purchasing@jeffparish.net](mailto:Purchasing@jeffparish.net) Website: [www.jeffparish.net](http://www.jeffparish.net)