



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000125212 THREE YEAR CONTRACT TO PURCHASE "DATE DUE"
STICKERS**
Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

14-Jan-2019 01:30:41 PM



Bid Number 50 - 00125212

Three Year Contract to Purchase Date Due Stickers

01/18/2019 at 11:00 am

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

Temporary Location:

Paul D. Connick Sr., Emergency Operations & Communications Center

910 3rd Street,

Gretna, LA 70053

Mark Buttery

MButtery@jeffparish.net

504.364.2810

DATE: 1/14/2019

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00125212

JEFFERSON PARISH

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

VENDOR:

BUYER: MBUTTERY@jeffparish.net

Bids will be received until 11:00 AM, 1/18/2019 via online at www.jeffparishbids.net or by hand delivery, USPS mail or other courier service to Purchasing Department, Paul D. Connick Sr. Emergency Operations & Communications Center at 910 3rd Street, Gretna, LA 70053. 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 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. A copy of these resolutions 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 purchasing.jeffparish.net and clicking on On-line forms.

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.

As per LSA-RS 47:301 et seq., all governmental bodies are excluded from payment of sales taxes to any Louisiana taxing body. Quotations shall be based on F.O.B. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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 as appropriate and a written response will be provided as soon as possible.

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

JEFFERSON PARISH 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 alteration from the specifications must be indicated on the bid form for each item and upon request, product data for same must be submitted by the time specified by the Purchasing Department.

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.

All formal Addenda require written acknowledgment 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.

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.

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

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

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

IN ACCORDANCE WITH STATE REGULATIONS JEFFERSON PARISH OFFERS ELECTRONIC PROCUREMENT TO ALL VENDORS

This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

Please visit our E-Procurement Page at www.jeffparishbids.net to register and view Jefferson Parish solicitations. For more information, please visit the Purchasing Department page at <http://purchasing.jeffparish.net>.

ADDITIONAL REQUIREMENTS FOR THIS BID

PLEASE MATCH THE NUMBERS PRINTED IN THIS BOX WITH THE CORRESPONDING INSTRUCTIONS BELOW.

13

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

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.

DATE: 1/14/2019
BID NO.: 50-00125212

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

JEFFERSON PARISH

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

VENDOR:

BUYER: MBUTTERY

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

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

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

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

7-10 DAYS IN STOCK

3-4 WEEKS BACKORDER

INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK

N/A

In the event that addenda are issued with this bid, bidders MUST acknowledge all addenda on the bid form. Bidder must acknowledge receipt of an addendum on the bid form as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: 1 (Sent 1/14/19)

NUMBER: _____

NUMBER: _____

NUMBER: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: Brodart Co.	
SIGNATURE: (Must be signed here) <i>Michelle Martz</i>	TITLE: Bid Correspondent
PRINT OR TYPE NAME: Michelle Martz	
ADDRESS: 500 Arch Street	
CITY, STATE: Williamsport, PA	ZIP: 17701
TELEPHONE: (888) 820-4377	FAX: (800) 578-1064
EMAIL ADDRESS: supplies.quotes@brodard.com	

TOTAL PRICE OF ALL BID ITEMS: \$ 9,418.50

DATE: 1/14/2019

Page: 5

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00125212

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1,050.00	PK	THREE YEAR CONTRACT TO PURCHASE DATE DUE STICKERS FOR JEFFERSON PARISH LIBRARY DEPARTMENT 0010 - THREE (3) YEAR CONTRACT FOR THE PURCHASE OF A QUANTITY OF DATE DUE STICKERS FOR THE JEFFERSON PARISH LIBRARY DEPARTMENT. STICKERS - DATE DUE (500 PER PACK) BRAND: BRODART NO. 23-235-003 (OR EQUAL) ***** AS PER THE ATTACHED SPECIFICATIONS ***** ***Exact Item Bid	8.97	9,418.50

BID NO: 50-00125212

THREE YEAR CONTRACT FOR THE PURCHASE OF A QUANTITY OF DATE DUE STICKERS.

This is a three year contract for the purchase of date due stickers for the Jefferson Parish Library.

The contact person for this bid is Clare Castleberry. She can be reached at (504) 838-1100 ext. 2802.

Stickers must be Brodart No. 23-235-003 or equal.

SECTION 1.0 CONDITIONS

1.1 Award of Bid

As part of bid evaluation and prior to final award, the Library Department may request the apparent low bidder to provide ten (10) actual samples of product to be considered as part of the award of this bid. These samples shall be provided to the library within fourteen (14) days of request.

Upon selection of apparent low bidder, the Library will provide print ready digital files to selected vendor.

1.2 Shipping and Delivery

All shipping and transportation charges must be included in bid price.

After each order is placed, vendor must ship stickers within 30 days of receipt of purchase order.

SECTION 2.0 SPECIFICATIONS

This is a three year contract for the purchase of date due stickers for the Jefferson Parish Library.

Note: Quantity of date due stickers to be purchased is not guaranteed. Current usage of date due stickers is approximately 175,000 per year.

A minimum of 25,000 stickers will be ordered at one time.

Date due stickers must be wrapped in packages of 500 or less.

2.1 Description:

Date due stickers must be 1 ½ inches wide by 3 ½ inches long and printed on paper stock with adhesive backing. Stickers must be totally smudge-proof in order to be used with stamp pad inks without smearing. Sticker must be printed on a non-glossy paper stock.

The paper on back of sticker that protects the adhesive backing must be divided into two sections in order to provide easy removal of backing as well as removal of sticker from library item. Bottom section must be 1/8 inch in length. This bottom portion remains on the sticker while it is on the library item being checked out. This allows for easy removal of the sticker from the library item.

Application: Peel away larger paper portion on back of sticker to uncover adhesive backing, then press sticker onto item.

Stickers must be completely removable. Stickers must have adhesive backing which allows for easy strip removal with no residue left on item.

The peel away portion must be constructed so as to leave 1/8 inch bottom edge in place when applied in order to easily remove sticker.

Sticker must be totally smudge-proof in order to be used with stamp pad inks without smearing.

Sticker must be white with 7/16 inch solid blue border on top of strip. Words DATE DUE must be printed in white on blue border. The blue border along the top will bleed on the top and both sides.

Upon award of bid Library will provide print ready digital files to selected vendor.

2.2 Packaging:

Date due stickers must be wrapped in packages of 500 or less.

Product must be precut into individual stickers, to provide that one sticker may be picked up at a time and quickly applied to any items patron has checked out.

Stickers may not be on a roll or sheet.



Library Supplies & Furnishings

500 Arch Street, Williamsport PA 17701

Sales & Service: 888.820.4377 • Fax: 800.283.6087 or 570.769.5100

Bids & Quotes: 888.820.4377 or FAX: 800.578.1064

Visit us online at www.shopbrodart.com

Quote #: 91318

Customer Quote ID #: 50-00125212

Issue Date: Tuesday, January 15, 2019

Expiration Date:

To: CLARE CASTLEBERRY
Institution: JEFFERSON PARISH
Account #:
City: GRETNA
State/Zip: LA, 70053
Phone: 504-838-1100 EXT 2802
Fax:
Email: MBUTTERY@JEFFPARISH.NET

From: Michelle Martz
Phone: 888-820-4377 ext. 4352
Fax: 800-578-1064
Email: Michelle.Martz@brodart.com
Dept.: Bid Department

Comments:

Details:

Line	Catalog #	UOM	Description	Quantity	Cat Price	Bid Price	Ext. Price
2000	23235003	PK	S- DATE DUE STRIPS 500/PK BLUE	1050	14.95	8.97	9,418.50

Sub-Total: \$9,418.50

Description

Bid Price

Total Bid: \$9,418.50

SHIPPING INCLUDED

Sub-Total:

Try out our Bid Form to request your next bid. Go to www.shopbrodart.com, click on "Request a Quote". It's that simple!

For your convenience, we would like to offer you special pricing on any large volume items you may be looking to purchase. We value your interest in Brodart and pride ourselves on friendly, reliable service and the very best pricing we can provide. Please contact us with any large volume or competitive bid requests at: supplies.quotes@brodart.com or fax 800-578-1064



Library Supplies & Furnishings

500 Arch Street, Williamsport PA 17701

Sales & Service: 888.820.4377 • Fax: 800.283.6087 or 570.769.5100

Bids & Quotes: 888.820.4377 or FAX: 800.578.1064

Visit us online at www.shopbrodart.com

Brodart Terms & Conditions

Terms: Net 30 Days (upon credit approval)

Leadtime: 7/10 DAYS IN STOCK 3-4 WEEKS BACKORDER

Inside Delivery

Prices do not include any applicable taxes. Products can be discontinued at any time. Substitutions meeting specifications may not be available. If an alternative is available, pricing quoted may need to be adjusted accordingly. To ensure that you receive your quoted prices, please reference Quote #: 91318 when ordering and direct to the attention of the Bid Department.

DESTINATION CONTROL STATEMENT

These commodities, technology, or software were exported from the United States in accordance with the Export Administration Regulations. Diversion contrary to U.S. law prohibited

Order Information to be completed by the Customer

Acct. #: _____

Acct. #: _____

Department and Billing Address:

Department and Shipping Address:

Accounts Payable:

Contact Name: _____

Telephone Number: _____

NOTICE: YOUR SIGNATURE WILL CONSTITUTE AGREEMENT TO THE SERVICES AND SHIPMENT OF GOODS AND TO THE TERMS AND CONDITIONS OF THIS QUOTE

Authorized Signature

Date

Title

BRODART TERMS & CONDITIONS

Terms: Net 30 Days, Upon Credit Approval

Delivery: 7-10 Days, ARO, Inside Delivery (In Stock Items)

FOB: Destination

Bid Expires: 01/31/2022

Prices do not include any applicable taxes. To ensure receiving quoted prices, please reference Quote #91318 when ordering and direct to attention Bid Department.