



**BID NUMBER- 50-00144739**

**Two Year Contract for Office Supplies, as needed, for all  
Jefferson Parish Departments, Agencies and Municipalities**

**BID DUE: March 28, 2024 AT 2:00 PM**

**ATTENTION VENDORS!!!**

**Please review all pages and respond accordingly, complying with all provisions  
in the technical specifications and Jefferson Parish Instructions for Bidders and  
General Terms and Conditions. All bids must be received on the Purchasing  
Department's eProcurement site, [www.jeffparishbids.net](http://www.jeffparishbids.net), by the bid due date  
and time. Late bids will not be accepted.**

**Jefferson Parish Purchasing Department  
200 Derbigny Street  
General Government Building, Suite 4400  
Gretna, LA 70053  
Purchasing Specialist II Name: SHANNA FOLSE  
Purchasing Specialist II Email: [sfolse@jeffparish.net](mailto:sfolse@jeffparish.net)  
Purchasing Specialist II Phone: 504-364-2680**

# **TWO YEAR CONTRACT FOR OFFICE SUPPLIES AS NEEDED FOR ALL JEFFERSON PARISH DEPARTMENTS**

## **BID #50-00144739**

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

### **CORE LIST:**

If the vendor is bidding on name brands other than specified within the line item descriptions, vendor **must** list their manufacturer and part number for each of the line items they are bidding as an equal and include specifications with bid submission. **Failure to do so will result in bid rejection.**

**Note: If bid submission does not indicate the bidder is bidding other than specified, the bid will be evaluated that the exact brand and part number is being bid on.**

Successful bidder during the life of contract may substitute items but only may do so with Purchasing's prior approval. Jefferson Parish requires that all brand names be listed on final contract. Bid evaluation will be based on this section of the bid solicitation.

### **CATEGORIES AND RESPECTIVE DISCOUNTS:**

While bid evaluation will be based on the core list, vendors **must** submit bids on the Category Discounts line items 108 (1080), 109 (1090), 110 (1100), & 111 (1110) , with corresponding discount percent off. Percentage off **must** be included with bid submission. **Failure to do so will result in bid rejection.**

### **ONLINE ORDERS:**

Vendors must be able to accept online orders. The Purchasing Department reserves the right to supply the successful vendor with purchase order numbers in lieu of hard copies (or e-copies of purchase orders).

### **DELIVERY:**

This is a requirements contract, which means the contract can be used by Jefferson Parish Government departments and branches of government for which we coordinate purchases. Delivery is required to various locations on an as needed basis. Each purchase order will indicate the delivery address for that order. Delivery of each contract order will be required within one week after receipt of the order.

### **INVOICES:**

The successful vendor must invoice individual departments. On all invoices for items ordered under the Category Discounts, the vendor must show list price, applied discount to equal the final price.

### **FREIGHT:**

Freight charges should be included in the cost of items; if not then freight must be indicated that it will be added to each delivery/invoice. Freight charges should be estimated on your bid response for tabulation purposes, **example: freight is estimated as \$5.00 per order.** If freight is not noted then your bid is tabulated and accepted as freight included in your line item bid price. Vendors are not allowed to add freight after the fact to the bid response or contract.

### **REPORTS:**

Upon contract expiration and at the request of Jefferson Parish the successful bidder shall provide usage reports which will include use/quantities ordered of each respective item listed on this contract, sorted by same, including those items purchased under the Category Discounts. Such reports shall also include data on those substituted products deemed as approved but functionally equivalent by the Purchasing Department.



DATE: 3/13/2024  
BID NO.: 50-00144739

INVITATION TO BID  
THIS IS NOT AN ORDER

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**JEFFERSON PARISH**

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

PURCHASING SPECIALIST:  
SFOLSE@jeffparish.net

**BIDS WILL BE RECEIVED ONLINE VIA [WWW.JEFFPARISHBIDS.NET](http://WWW.JEFFPARISHBIDS.NET) UNTIL 2:00 PM, 3/28/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to 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**

**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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.**

**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. 136353 and/or Resolution No. 141125 as amended.

Jefferson Parish adheres to the Louisiana Code of Governmental Ethics, contained in Louisiana Revised Statutes Annotated, R.S. 42:1101, et seq. Vendor/Proposer by this submission, warrants that there are no "conflicts of interest" related to this procurement that would violate applicable Louisiana Law. Violation of the Louisiana Code of Governmental Ethics may result in rescission of contract, permit or licenses, and the imposition of fines and/or penalties, without contractual liability to the public in accordance with applicable law.

All vendors submitting bids should register as a Jefferson Parish vendor if not already yet registered. Registration forms may be downloaded from <http://purchasing.jeffparish.net> and by clicking on Vendor Information. Current W-9 forms with respective Tax Identification numbers and vendor applications may be submitted at any time; however, if your company is not registered and/or a current W-9 form is not on file, vendor registration is mandatory. Vendors may experience a delay in payment if your company is not a registered vendor with Jefferson Parish.

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

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

Bidders should submit all questions in writing via email to the Purchasing Specialist's email address as indicated above, no later than Five (5) working days prior to the bid opening. Bid numbers should be mentioned in all requests. If submitting online, vendors may send questions via the E-Procurement site no later than Five (5) working days prior to the bid opening.

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

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



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

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

A corporate resolution or written evidence of the individual signing the bid having such authority must be submitted with the bid. Failure to comply will cause bid to be rejected. For corporate entities, such written evidence may be a printout of the Louisiana Secretary of State's website listing the signatory as an officer. Such printout shall be included with the bid submission. Bids submitted by Owners or Sole Proprietorships must include certification that he or she owns the entity for which the bid is signed. This documentation must be submitted with the bid. Failure to do so will result in bid rejection.

NOTE: A sample corporate resolution can be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document. A sample certification of sole proprietorship can also be downloaded from our website <http://purchasing.jeffparish.net> or you may provide your own document.

### INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

**A. AWARD OF CONTRACT:** JEFFERSON PARISH reserves the right to award contracts or place orders on a lump sum or individual item basis, or such combination, as shall in its judgment be in the best interest of JEFFERSON PARISH. Every contract or order shall be awarded to the LOWEST RESPONSIVE and RESPONSIBLE BIDDER, taking into consideration the CONFORMITY WITH THE SPECIFICATIONS and the DELIVERY AND/OR COMPLETION DATE. SPLIT AWARDS MADE TO SEVERAL VENDORS WILL ONLY BE GRANTED TO THOSE DEEMED RESPONSIVE AND RESPONSIBLE.

All bid prices shall remain valid for 45 days. Jefferson Parish and the lowest responsive and responsible bidder(s) by mutual written consent may mutually agree to extend the deadline for award by one (1) or more extensions of thirty (30) calendar days.

**PROTESTS:** Only those vendors that submit bids in response to this solicitation may protest any element of the procurement, in writing to the Director of the Purchasing Department. Written protest must be received within 48 hours of the release of the bid tabulation by the Purchasing Department. After consultation, the Parish Attorney's Office will then respond to protests in writing. (For more information, please see Chapter 2, Article VII, Division 2, Sec. 2-914.1 of the Jefferson Parish Code of Ordinances.)

**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 local 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).



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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.

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

Advertised bids will be tabulated and a copy of the tabulation will be forwarded to each responding bidder.

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

**This electronic procurement system allows vendors the convenience of reviewing and submitting bids online. This is a secure site and authorized personnel have limited read access only. Bidders are 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. 136353 or 141125 as amended. The general conditions adopted by this resolution shall be considered as much a part of this document as if they were written wholly herein. A copy may be obtained from the Office of the Parish Clerk, Suite 6700, Jefferson Parish General Government Building, 200 Derbigny Street, Gretna, LA 70053. You may also obtain a copy by visiting the Purchasing Department webpage at <http://purchasing.jeffparish.net> and clicking on Online Forms.

**ADDITIONAL REQUIREMENTS FOR THIS BID**

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

**10, 12, 13, 15**

1. All bidders must attend the MANDATORY pre-bid conference and will be required to sign in and out as evidence of attendance. In accordance with LSA R.S. 38:2212(I), all prospective bidders shall be present at the beginning of the MANDATORY pre-bid conference and shall remain in attendance for the duration of the conference. Any prospective bidder who fails to attend the conference or remain for the duration shall be prohibited from submitting a bid for the project.
2. Attendance to this pre-bid conference is optional. However, failure to attend the pre-bid conference shall not relieve the bidder of responsibility for information discussed at the conference. Furthermore, failure to attend the pre-bid conference and inspection does not relieve the successful bidder from the necessity of furnishing materials or performing any work that may be required to complete the work in accordance with the specification with no additional cost to the owner.
3. Contractor must hold current applicable JEFFERSON PARISH licenses with the Department of Inspection and Code Enforcement. Contractor shall obtain any and all permits required by the JEFFERSON PARISH Department of Inspection and Code Enforcement. The contractor shall be responsible for the payment of these permits. All permits must be obtained prior to the start of the project. Contractor must also hold any and all applicable Federal and State licenses. Contractor shall be responsible for the payment of these permits and shall obtain them prior to the start of the project.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
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. Failure to comply with this instruction will result in bid rejection.
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. All sureties must be in original format (no copies) When 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.



**INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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 JPCO 2-155.10(19). By signing this document, every corporation, partnership, or person contracting with PARISH, whether by cooperative endeavor, intergovernmental agreement, bid, proposal, application or solicitation for a parish contract, and every application for certification of eligibility for a parish contract or program, attests that it understands and will abide by all provisions of JPCO 2-155.10.



DATE: 3/13/2024

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BID NO.: 50-00144739

**BID FORM**  
Non Public Works

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO ☒MAXIMUM ESCALATION PERCENTAGE REQUESTED N/A %INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF 2yrs from issuance of award.

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

1-4 Days

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

N/A**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Corporate Business Supplies, Inc.ADDRESS: 273 Plaque StreetCITY, STATE: Harahan, LA ZIP: 70123TELEPHONE: (504) 734.3072 FAX: (504) 734.3035EMAIL ADDRESS: agonzalez@cbsnola.com

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

Acknowledge Receipt of Addenda: NUMBER: \_\_\_\_\_

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

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 302,006.32AUTHORIZED SIGNATURE: Alfonso Gonzalez IITITLE: PresidentAlfonso Gonzalez II  
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.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	50.00	EA	<p>TWO (2) YEAR CONTRACT FOR OFFICE SUPPLIES AS NEEDED FOR ALL JEFFERSON PARISH DEPARTMENTS.</p> <p>0010 ID card holder, reel with Belt Clip</p> <p>Supplied as 1 each Color: BLACK Manuf. BAUMGARTENS Part no. BAU68824</p>	\$ <u>126</u>	\$ <u>6300</u>
2	120.00	EA	<p>TWO (2) YEAR CONTRACT FOR OFFICE SUPPLIES, AS NEEDED, FOR ALL JEFFERSON PARISH DEPARTMENTS, AGENICES AND MUNICIPALITIES</p> <p>0020 ID card holder, reel, w/spring clip Plastic</p> <p>Supplied as 1 each Color: BLACK Manuf: BAUMGARTENS Part no. BAU68844</p>	\$ <u>172</u>	\$ <u>20640</u>
3	51.00	EA	<p>0030 Waste Basket, Retangular, Fire-Safe,</p> <p>COLOR: STEEL - BLACK SIZE: 15"H X 16.5"W X 9"D GALLON CAPACITY: 7 SUPPLIED: 1 EACH MANUF: RUBBERMAID PART NO: RCP254300BK</p>	\$ <u>4689</u>	\$ <u>2,39139</u>
4	41.00	BX	<p>0040 CD, Sleeve, clear poly windows, stores CD/DVD</p> <p>Size: 4-7/8" x 5" Color: WHITE Supplied: 100 TO A BOX Manuf: QUALITY PARK Part no. QUA62903</p>	\$ <u>1499</u>	\$ <u>61459</u>
5	400.00	EA	<p>0050 DISPENSER, TAPE, FOR 1/2" OR 3/4" TAPE ROLLS WITH 1" CORE</p> <p>COLOR: BLACK MANUF: BUSINESS SOURCE PART NO: <del>B6N32954</del> <u>UNV 15001</u></p>	\$ <u>152</u>	\$ <u>60800</u>
6	6,000.00	ROLL	<p>0060 TAPE, INVISIBLE, 3/4"W X 1296"L CORE: 1 INCH</p> <p>WRITABLE SURFACE CLEAR</p>	\$ <u>.58</u>	\$ <u>3,48000</u>



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SUPPLIED: EACH ROLL MANUF: BUSINESS SOURCE PART NO: <del>BSN32952</del> <i>UNV 83436</i>		
7	300.00	PK	0070 TAPE, SEALING, GENERAL PURPOSE, CLEAR  SIZE: 1.88" W X 55 YD LENGTH, 3 INCH CORE PRESSURE-SENSITIVE POLY 1.60 ML ADHESIVE BACKING SUPPLIED: 6/PK MANUF: BUSINESS SOURCE PART NO. <del>BSN32951</del> <i>UNV 63000</i>	\$ <u>7 89</u>	\$ <u>2,367 00</u>
8	250.00	PK	0080 CANNED AIR, 10 OZ CAN SUPPLIED: 6 CANS PER PK  MANUF: BUSINESS SOURCE PART NO: BSN24306	\$ <u>22 79</u>	\$ <u>5,697 50</u>
9	750.00	EA	0090 Glue Sticks, Permanent SIZE: 1.26 OZ  SUPPLIED: 1 STICK COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. BSN15788	\$ <u>. 45</u>	\$ <u>337 50</u>
10	800.00	EA	0100 Scissors, Plastic Handle,Stainless Steel blade, bent  Size: 8 INCHES IN LENGTH Color: BLACK HANDLE Manuf: BUSINESS SOURCE Part no. BSN65647	\$ <u>. 65</u>	\$ <u>520 00</u>
11	500.00	PK	0110 RUBBER BANDS, ASSORTED COLORS, SIZE: 7 INCH X 1/8 INCH #117B  SUPPLIED: 50 IN A PK MANUF: ALLIANCE RUBBER CO PART NO. ALL07800	\$ <u>2 99</u>	\$ <u>1,495 00</u>
12	391.00	EA	0120 Correction fluid - 22ml bottles, White  Supplied: 1 EACH Manuf: INTEGRA Part no: ITA01539	\$ <u>1 19</u>	\$ <u>465 29</u>
13	3,500.00	EA	0130 Correction tape, in non-refillable dispenser  .20"w x 19.69 ft length	\$ <u>. 59</u>	\$ <u>2,065 00</u>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			White tape Supplied: 1 EACH Manuf: INTEGRA Part no: ITA60032		
14	150.00	EA	0140 Correction pen, all purpose, SIZE: .24 FL OZ	\$ <u>1.40</u>	\$ <u>210.00</u>
			SUPPLIED: 1 EACH MANUF: PAPERMATE PART NO. PAP5620115		
15	750.00	EA	0150 Clipboard, Hardboard, Color: brown	\$ <u>1.69</u>	\$ <u>1,267.50</u>
			Size: letter - 9" x 12.50" Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no. <del>BEN65637</del> UNV 40304		
16	350.00	EA	0160 Clipboard, Hardboard, Color: Brown	\$ <u>1.79</u>	\$ <u>626.50</u>
			Size: Legal 9" x 15.50" Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no. <del>BEN28554</del> UNV 40305		
17	100.00	EA	0170 Money/Rent Receipt Book, Spiral bound, 2-Part carbonless - 200	\$ <u>5.75</u>	\$ <u>575.00</u>
			sets per book, 4 receipts per page Size: 11" x 5.25" Supplied: 1 EACH Manuf: ADAMS Part no: ABFSC1152		
18	100.00	BK	0180 Message pads, spiral book, 4 message per page, 2 part carbonless, 200 sheets	\$ <u>8.49</u>	\$ <u>849.00</u>
			per book, sheet size: 11" x 8.50" Supplied: 1 BOOK Manuf: ADAMS Part no: ABFSC1184P		
19	100.00	EA	0190 RECORD BOOK, CANVAS, RULED PAGES, SIZE: 12.50" L X 7.62" W	\$ <u>26.79</u>	\$ <u>2,679.00</u>
			WHITE PAGES - 300 SHEETS - SINGLE SIDE, OLIVE GREEN CANVAS WITH RED FABRIHIDE CORNERS INCLUDES NUMBERED, ACID-FREE PAGES WITH RED AND BLUE RECORD RULING SUPPLIED: 1 EACH MANUF: BOORUM & PEASE		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			PART NO. BOR66300R		
20	350.00	BX	0200 Envelopes, #55 clasp, 28 lb Size: 6" x 9"  Supplied: 100 to a box Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part: <del>BSN36660</del> UNV 35260	\$ <u>10 39</u>	\$ <u>3,636 50</u>
21	100.00	BX	0210 Envelopes, #75 clasp, 28 lb, Size: 7 1/2" x 10 1/2"  Supplied: 100 to a box Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. <del>BSN36662</del> UNV 35262	\$ <u>14 39</u>	\$ <u>1,439 00</u>
22	100.00	BX	0220 Envelopes, #90 clasp, 28 lb Size: 9" x 12"  Supplied: 100 to a box Color: Brown Kraft Manuf: BUSINESS SOURCE Part no. <del>BSN36663</del> UNV 35264	\$ <u>12 89</u>	\$ <u>1,289 00</u>
23	200.00	BX	0230 Envelopes, #93 clasp, 28 lb Size: 9 1/2" x 12 1/2"  Supplied: 100 to a box Color: Brown Kraft Manuf: BUSINESS SOURCE Part no. <del>BSN36664</del> UNV 35265	\$ <u>16 79</u>	\$ <u>3,358 00</u>
24	100.00	BX	0240 Envelopes, Inter-Departmental, two sided, 28 lb, string/button  Size: 10" x 13" Supplied: 100 to a box Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. <del>BSN42255</del> UNV 63568	\$ <u>29 99</u>	\$ <u>2,999 00</u>
25	200.00	BX	0250 Envelopes, Clasp, 28lb, Size: 10" x 13"  Supplied: 100 to a box Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. <del>BSN36665</del> UNV 35267	\$ <u>14 49</u>	\$ <u>2,898 00</u>
26	400.00	BX	0260 Envelopes, clasp, 28lb, Size: 10" x 15"  Supplied: 100 TO A BOX	\$ <u>19 89</u>	\$ <u>7,956 00</u>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	100.00	BX	Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. <del>BSN36666</del> UNV 35268  0270 Envelopes, Clasp #110, 28lb, Size: 12"x 15 1/2"  Supplied: 100 TO A BOX Color: BROWN KRAFT Manuf: BUSINESS SOURCE Part no. <del>BSN36667</del> UNV 35270	\$ 22 49	\$ 2,249 00
28	150.00	BX	0280 Envelopes, Security Tint, #10 business, 24 lb, woven, peel & seal  gummed, no window Size: 9.50" x 4.13" Color: WHITE Supplied: 500 TO A BOX Manuf: BUSINESS SOURCE Part no. <del>BSN36662</del> UNV 36105	\$ 25 49	\$ 3,823 50
29	500.00	BX	0290 Envelopes, regular commercial, gummed, woven, no window  Size: 9.50" x 4.12" Color: WHITE Supplied: 500 TO A BOX Manuf: BUSINESS KRAFT Part no. BSN42250	\$ 16 79	\$ 8,395 00
30	75.00	EA	0300 Calculator, Printing Adapter Powered/battery (AA)  Color: WHITE Manuf: SHARP Part no. SHREL1750V	\$ 55 59	\$ 4,169 25
31	80.00	PK	0310 Calculator, receipt paper single ply  Size: 2.25" x 150ft Color: WHITE Supplied: 12 ROLLS PER PK Manuf: BUSINESS SOURCE Part no. <del>BSN28660</del> UNV 35715	\$ 8 49	\$ 679 20
32	200.00	EA	0320 Hole puncher, two-hole adjustable - Sheet Capacity: 30  Manuf: BUSINESS SOURCE Part no. <del>BSN05626</del> UNV 74222	\$ 4 19	\$ 838 00
33	50.00	EA	0330 Hole puncher, two-hole heavy-duty Sheet capacity: 60	\$ 26 89	\$ 1,344 50



DATE: 3/13/2024

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## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
34	300.00	EA	Manuf: BUSINESS SOURCE Part no. BSN62896  0340 Staple Remover, grip style with metal jaws with durable plastic grip  Color: BLACK Manuf: BUSINESS SOURCE Part no. BSN65650	\$ . <u>34</u>	\$ <u>102.00</u>
35	250.00	EA	0350 Staple Remover, magnetic push style Neoprene  Color: BLACK Manuf: BOSTITCH Part no: BOS40000MBLK	\$ <u>2.89</u>	\$ <u>2,254.20</u>
36	780.00	EA	0360 Stapler, staple capacity 210, plastic body with all metal working  body Sheet capacity: 20 Color: BLACK Manuf: BUSINESS SOURCE Part no. <del>BSN65648</del> UNV 43118	\$ <u>2.89</u>	\$ <u>2,254.20</u>
37	75.00	EA	0370 Stapler, electric, Sheet Capacity: 45  Staple Capacity: 210 Staple Size 1/4" Full Strip Color: BLACK Manuf: BOSTITCH Part no. BOSB8EVALVE	\$ <u>53.99</u>	\$ <u>4,049.25</u>
38	1,750.00	BX	0380 Staples, standard, 210 per strip, 1/4" leg 1/2" crown, chisel point  Color: SILVER Capacity of 30 sheets Supplied: 5000 TO A BOX Manuf: BUSINESS SOURCE Part no. <del>BSN65649</del> UNV 79000	\$ . <u>59</u>	\$ <u>1,032.50</u>
39	75.00	EA	0390 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"  SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK GREEN MANUF: ACCO PART NO. ACC25976	\$ <u>2.99</u>	\$ <u>224.25</u>
40	350.00	EA	0400 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$ <u>3.18</u>	\$ <u>1,113.00</u>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: DARK BLUE MANUF: ACCO PART NO. ACC25973		
41	400.00	EA	0410 REPORT COVER, PRESSBOARD SIZE: 8 1/2" X 11"	\$ <u>3 25</u>	\$ <u>1,300 00</u>
			SUPPLIED: 1 EACH CAPACITY: 3 INCH COLOR: BLACK MANUF: ACCO PART NO. ACC25971		
42	250.00	EA	0420 REPORT COVER, PRESSGUARD WITH FASTNERS	\$ <u>6 35</u>	\$ <u>1,587 50</u>
			SUPPLIED: 1 EACH SIZE: 8 1/2" X 14" CAPACITY: 2 INCH COLOR: RED MANUF: SMEAD PART NO. SMD81732		
43	250.00	BX	0430 Sheet Protector, Top-loading nonglare, polypropylene, 3 holes,  Size: 8 1/2" x 11" Supplied: 100 TO A BOX Manuf: C-LINE Part no. CLI62048	\$ <u>8 59</u>	\$ <u>2,147 50</u>
44	200.00	EA	0440 BINDER, 1 INCH D-RING, 2 INTERNAL POCKETS  SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. <del>BSN33405</del> UNV 20761	\$ <u>3 25</u>	\$ <u>650 00</u>
45	200.00	EA	0450 BINDER, 2 INCH D-RING, 2 INTERNAL POCKETS  SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. <del>BSN33409</del> UNV 20781	\$ <u>4 25</u>	\$ <u>850 00</u>
46	150.00	EA	0460 BINDER, 3 INCH D-RING, 2 INTERNAL POCKETS  SIZE: LETTER 8 1/2" X 11"	\$ <u>6 59</u>	\$ <u>988 50</u>



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
47	100.00	EA	SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. <del>BSN33413</del> UNV 20791 0470 BINDER, 4 INCH D-RING, 2 INTERNAL POCKETS	\$ 829	\$ 829.00
48	150.00	EA	SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: BLACK MANUF: BUSINESS SOURCE PART NO. <del>BSN33447</del> UNV 20706 0480 Binder, 1/2 inch view, Round Ringer Fasteners with two internal pockets	\$ 195	\$ 292.50
49	650.00	EA	with two internal pockets Size: Letter 8 1/2" x 11" Sheet Capacity: 125 Color: WHITE Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no: <del>BSN09951</del> UNV 20952 0490 BINDER, 1 INCH VIEW, ROUND RING, TWO INTERNAL POCKETS	\$ 209	\$ 1,358.50
50	350.00	EA	SIZE: LETTER 8 1/2" X 11" SUPPLIED: 1 EACH COLOR: WHITE MANUF: BUSINESS SOURCE PART NO. <del>BSN09953</del> UNV 20962 0500 Binder, 1 1/2 inch view, round ring with two internal pockets	\$ 269	\$ 941.50
51	650.00	EA	Size: Letter 8 1/2" x 11" Color: WHITE Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no. <del>BSN09955</del> UNV 20972 0510 Binder, 2 inch view, round ring with two internal pockets	\$ 295	\$ 1,917.50
52	250.00	EA	Size: Letter 8 1/2" x 11" Color: WHITE Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no. <del>BSN09957</del> UNV 20982 0520 Binder, 3 inch view, round ring with two internal pockets	\$ 397	\$ 992.50

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
53	650.00	CTN	Color: WHITE Supplied: 1 EACH Manuf: BUSINESS SOURCE Part no. <del>BSN09959</del> <i>UNV 20992</i> 0530 BOX, FILE STORAGE, MEDIA SIZE: LETTER/LEGAL 12" W 15"D 10"H LIFT-OFF CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. <del>BSN26750</del> <i>UNV 95524</i>	\$ <u>28 99</u>	\$ <u>18,843 50</u>
54	100.00	CTN	0540 BOX, FILE STORAGE, MEDIA SIZE: LETTER 12" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. <del>BSN26756</del> <i>UNV 7521</i>	\$ <u>53 19</u>	\$ <u>5,319 00</u>
55	250.00	CTN	0550 BOX, FILE STORAGE, MEDIA SIZE: LEGAL 15" W 24"D 10"H STRING/BUTTON TIE CLOSURE MEDIUM DUTY STACKABLE COLOR: WHITE SUPPLIED: 12 BOXES TO A CARTON MANUF: BUSINESS SOURCE PART NO. <del>BSN26757</del> <i>UNV 75131</i>	\$ <u>57 19</u>	\$ <u>5,319 00</u>
56	500.00	BX	0560 POCKET, FILE, LEGAL SIZE 8 1/2" X 14" 5 1/4" EXPANSION COLOR: REDROPE SUPPLIED: 10 TO A BOX MANUF: BUSINESS SOURCE PART NO: <del>BSN65705</del> <i>UNV 15363</i>	\$ <u>12 19</u>	\$ <u>6,095 00</u>
57	400.00	BX	0570 POCKET, FILE, LETTER SIZE 8 1/2" X 11" 3 1/2" EXPANSION COLOR: REDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE	\$ <u>20 29</u>	\$ <u>8,116 00</u>



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
58	250.00	BX	PART NO: <del>BSN65791</del> <i>UNV 15363</i> 0580 POCKET, FILE, LEGAL SIZE 8 1/2" X 14"  3 1/2" EXPANSION COLOR: REDROPE SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: <del>BSN65794</del> <i>15161</i>	\$ <i>22.99</i>	\$ <i>5,747.50</i>
59	500.00	BX	0590 POCKET, FILE, FLAT STRAIGHT CUT TAB SIZE: LETTER 8 1/2" X 11"  SUPPLIED: 100 TO A BOX COLOR: MANILA MANUF: 100 TO A BOX PART NO: <del>BSN65796</del> <i>UNV 72300</i>	\$ <i>20.49</i>	\$ <i>10,245.00</i>
60	400.00	EA	0600 WALLET, EXPANDING FOR FILES, FLAP WITH ELASTIC CORD CLOSURE  SIZE: 10" X 15" SHEET SIZE EXPANSION: 3 1/2" AND HOLD UP TO 400 SHEETS COLOR: REDROPE (LEATHER LOOK) SUPPLIED: 1 EACH MANUF: SMEAD PART NO. SMD71456	\$ <i>4.95</i>	\$ <i>1,980.00</i>
61	250.00	BX	0610 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LEGAL 8 1/2" X 14"  COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: BSN43570	\$ <i>11.49</i>	\$ <i>2,872.50</i>
62	300.00	BX	0620 HANGING FILE FOLDER, 1/5 CUT TABS SIZE: LETTER 8 1/2" X 11"  COLOR: GREEN SUPPLIED: 25 TO A BOX MANUF: BUSINESS SOURCE PART NO: <del>BSN47533</del> <i>UNV 14115</i>	\$ <i>7.69</i>	\$ <i>2,307.00</i>
63	350.00	BX	0630 FOLDER, FILE, VERTICAL 1/2" CUT ASSORTED POSITION TAB,  LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: <del>BSN47524</del> <i>UNV 12112</i>	\$ <i>13.49</i>	\$ <i>4,721.50</i>
64	500.00	BX	0640 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,	\$ <i>8.69</i>	\$ <i>4,345.00</i>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
65	750.00	BX	<p>LETTER 8 1/2" X 11" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILLA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: <del>BSN47525</del> <i>UNV 12113</i></p> <p>0650 FOLDER, FILE, VERTICAL 1/3" CUT, ASSORTED POSITION TAB,</p>	\$ <u>17 69</u>	\$ <u>13,267 50</u>
66	350.00	BX	<p>LEGAL 8 1/2" X 14" SHEET SIZE, FOLDER THICKNESS 11 PT., COLOR: MANILLA SUPPLIED: 100 TO A BOX MANUF: BUSINESS SOURCE PART NO: <del>BSN47526</del> <i>UNV 15113</i></p> <p>0660 FOLDER, FILE WITH 2 PRONG FASTENERS 1/3 TAB CUT VERTICAL IN ASSORTED</p>	\$ <u>30 99</u>	\$ <u>10,846 50</u>
67	100.00	BX	<p>POSITION SIZE: LEGAL COLOR: MANILA SUPPLIED: 50 TO A BOX MANUF: SMEAD PART NO: SMD19537</p> <p>0670 FOLDER, FILE, PRESSBOARD WITH 2 PRONG FASTNERS IN POSITIONS 1 AND 3</p>	\$ <u>77 99</u>	\$ <u>7,799 00</u>
68	250.00	PK	<p>1/3 TAB CUT ASSORTED POSTION 2 INCH EXPANSION SIZE: LEGAL COLOR: GRAY/GREEN SUPPLIED: 25 TO A BOX MANUF: NATURE SAVER PART NO: NATSP17235</p> <p>0680 LABELS, RECTANGLE MAILING, 1"W 2.63" L</p>	\$ <u>7 49</u>	\$ <u>1,872 50</u>
69	850.00	EA	<p>COLOR: WHITE SUPPLIED: 3000 LABELS TO A PACK MANUF: BUSINESS SOURCE PART NO: <del>BSN21050</del> <i>UNV 80102</i></p> <p>0690 NOTEBOOK, ONE SUBJECT, COLLEGE RULED, WIRE BOUND, WHITE PAPER,</p>	\$ <u>4 82</u>	\$ <u>4,097 00</u>
			<p>DURABLE POLY FRONT COVER AND COMES IN ASSORTED COLORS, 100 SHEET COUNT, PERFORATED SHEETS, 2 POCKET DIVIDERS TO STORE LOOSE PAPERS SIZE: 8 1/2 X 11 SUPPLIED: 1 EACH MANUF: MEAD</p>		



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
70	1,500.00	EA	PART NO: MEA06206  0700 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED  SIZE: 6" X 9" - 60 SHEETS COLOR: White sheets SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. <del>BSN26740</del> UNV 96920	\$ . <u>95</u>	\$ <u>1,425.00</u>
71	1,000.00	EA	0710 NOTEBOOK, STENO, WIRE BOUND, GREGG RULED  SIZE: 6" X 9" - 60 SHEETS COLOR: GREEN TINT SHEETS SUPPLIED: 1 EACH MANUF: BUSINESS SOURCE PART NO. <del>BSN99650</del> UNV 86920	\$ . <u>95</u>	\$ <u>950.00</u>
72	350.00	DZ	0720 PAD, LEGAL JR, WRITING, PEFORATED PAGES  SIZE: 8" X 5" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. <del>BSN63440</del> UNV 46300	\$ <u>949</u>	\$ <u>3,321.50</u>
73	250.00	DZ	0730 PAD, LEGAL RULED, WRITING, PEFORATED PAGES  SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. <del>BSN63400</del> UNV 45000	\$ <u>16 99</u>	\$ <u>4,247.50</u>
74	350.00	DZ	0740 PAD, LEGAL RULED, WRITING, PERFORATED PAGES  SIZE: 8 1/2" X 14" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. <del>BSN63406</del> UNV 40000	\$ <u>16 99</u>	\$ <u>5,946.50</u>
75	250.00	DZ	0750 PAD, LEGAL RULED, WRITING, PERFORATED PAGES  SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: CANARY RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. <del>BSN63405</del> UNV 10630	\$ <u>11 99</u>	\$ <u>2,997.50</u>
76	250.00	DZ	0760 PAD, LEGAL RULE, WRITING, PEFORATED PAGES	\$ <u>11 99</u>	\$ <u>2,997.50</u>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			SIZE: 8.50" X 11.75" - 50 SHEETS COLOR: WHITE RULED SHEETS SUPPLIED: 12/DOZEN MANUF: BUSINESS SOURCE PART NO. <del>BSN63498</del> UNV 20630		
77	100.00	BX	0770 FASTENERS, COMPLETE PRONG SET, SILVER/STEEL	\$ 1 45	\$ 145 00
			SIZE: 2.75" LENGTH SHEET CAPACITY: 480 SUPPLIED: 50 TO A BOX MANUF: BUSINESS SOURCE PART NO: <del>BSNR20</del> UNV 81002		
78	2,500.00	DZ	0780 CLIPS, Binder, Small 3/4inch width Supplied: 12 to a box/ 1 dozen	\$ . 20	\$ 500 00
			Color: black/silver Manuf: BUSINESS SOURCE Part no: <del>BSN36550</del> UNV 10200		
79	1,750.00	DZ	0790 CLIPS, Binder, Medium 1 1/4" Supplied: 12 to a box/ 1 dozen	\$ . 61	\$ 1,067 50
			Color: black/silver Manuf: BUSINESS SOURCE Part no: <del>BSN36551</del> UNV 10210		
80	750.00	DZ	0800 CLIPS, Binder, large, 2 inch width Supplied: 12 to a box/ 1 dozen	\$ 6 25	\$ 2,187 50
			Color: black/silver Manuf: BUSINESS SOURCE Part no: <del>BSN36552</del> UNV 10220		
81	500.00	PK	0810 CLIPS, PAPER, STEEL, SIZE: SMALL NO. 1	\$ 1 33	\$ 665 00
			SUPPLIED: 10 BOXES OF 1000 IN A BOX PER PACK MANUF: BUSINESS SOURCE PART NO. <del>BSN66638</del> UNV 72210		
82	350.00	PK	0820 CLIPS, PAPER, STEEL SIZE: JUMBO	\$ 6 25	\$ 2,187 50
			SUPPLIED: 10 BOXES OF 1000 IN A BOX TO A PACK MANUF: BUSINESS SOURCE PART NO. <del>BSN66639</del> UNV 72220		
83	250.00	PK	0830 FLAGS, ADHESIVE, REPOSITIONABLE, RECTANGLE,	\$ 2 29	\$ 572 50



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
84	250.00	PK	<p>DIMENSIONS: 1.75"W X 1" L  COLOR: GREEN  SUPPLIED: 2 POPUP DISPENSERS IN A PACK  100 PER PACK  MANUF: SPARCO  PART NO: <del>SPR49262</del> UNV 99003</p> <p>0840 FLAGS, ADHESIVE, REPOSITIONABLE,  RECTANGLE</p>	\$ 748	\$ 1,870.00
85	250.00	PK	<p>WITH PRINTED ARROWS "SIGN HERE"  SUPPLIED: 50 FLAGS OF EACH RED, YELLOW,  BLUE, GREEN PLUS 48 1/2" WIDE ARROW  FLAGS FOR A TOTAL OF 248 IN A PACK  DIMENSIONS: 1"W X 1.70" L</p> <p>MANUF: 3M POST-IT  PART NO: MMM680SH4VA</p> <p>0850 FLAGS, ADHESIVE, REPOSITIONABLE,  RECTANGLE,</p>	\$ 229	\$ 572.50
86	150.00	PK	<p>DIMENSIONS: 1.75"W X 1" L  COLOR: YELLOW  SUPPLIED: 2 POPUP DISPENSERS IN A PACK  100 PER PACK  MANUF: SPARCO  PART NO: <del>SPR49260</del> UNV 99006</p> <p>0860 FLAGS, ADHESIVE, REPOSITIONABLE,  SIZE: 1.75" X 1" RECTANGLE</p>	\$ 229	\$ 343.50
87	750.00	PK	<p>COLOR: RED  SUPPLIED: 2 POPUP DISPENSERS IN A PACK  100 PER PACK  MANUF: SPARCO  PART NO: <del>SPR49260</del> UNV 99001</p> <p>0870 NOTES, SELF-ADHESIVE,  REPOSITIONABLE</p>	\$ 149	\$ 1,117.50
88	350.00	PK	<p>Color: Yellow  Size: 1.5" x 2", rectangle  Supplied: 12 PADS TO 1 PACK, 100 SHEETS  PER PAD  Manuf: BUSINESS SOURCE  Part no. <del>BSN36649</del> UNV 35662</p> <p>0880 NOTES, SELF-ADHESIVE,  REPOSITIONABLE</p>	\$ 449	\$ 1,571.50
			<p>Color: Yellow  Size: 3" x 5", rectangle  Supplied: 12 PADS TO 1 PACK; 100 SHEETS  PER PAD  Manuf: BUSINESS SOURCE</p>		

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
89	1,000.00	PK	Part no. <del>BSN36643</del> <i>UNV 35672</i> 0890 NOTES, SELF-ADHESIVE, REPOSITIONABLE Color: Yellow Size: 3" X 3" SQUARE Supplied: 12 PADS TO 1 PQCK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Part no. <del>BSN36612</del> <i>UNV 35668</i>	\$ <u>2 99</u>	\$ <u>2,990.00</u>
90	350.00	PK	0900 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED Color: YELLOW - RULED Size: 4" X 6" RECTANGLE Supplied: 12 PADS TO 1 PACK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Part no. <del>BSN36618</del> <i>UNV 35673</i>	\$ <u>6 19</u>	\$ <u>2,166.50</u>
91	350.00	PK	0910 NOTES, SELF-ADHESIVE, REPOSITIONABLE, RULED Color: PASTEL COLORS - RULED Size: 4" X 6" RECTANGLE Supplied: 5 PADS TO 1 PACK; 100 SHEETS PER PAD Manuf: BUSINESS SOURCE Part no. <del>BSN46501</del> <i>UNV 35616</i>	\$ <u>5 29</u>	\$ <u>1,851.50</u>
92	500.00	DZ	0920 Pencil, #2 Lead, wood, yellow barrel with eraser Supplied: 12 each/dozen Manuf: BUSINESS SOURCE Part no. <del>BSN37507</del> <i>UNV 55400</i>	\$ <u>. 99</u>	\$ <u>495.00</u>
93	100.00	DZ	0930 Pencil, Mechanical, refillable, black and clear color, with metal clip, Lead Diameter: 0.7mm Supplied: 12 each/dozen Manuf: ZEBRA Part no. ZEB52410	\$ <u>4 45</u>	\$ <u>445.00</u>
94	1,250.00	DZ	0940 PEN, MEDIUM POINT, FROST BARREL, BLUE INK, NO-SLIP COMFORTABLE RUBBER GRIP, INK: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: BIC PART NO. BICGSMG11BE	\$ <u>1 77</u>	\$ <u>2,212.50</u>
95	750.00	DZ	0950 PEN, MEDIUM POINT, FROST BARREL, BLACK INK, NO-SLIP COMFORTABLE RUBBER	\$ <u>1 77</u>	\$ <u>1,327.50</u>



## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
96	350.00	EA	GRIP, INK: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: BIC PART NO. BICGSMG11BK  0960 PEN, GEL, RETRACTABLE, WITH RUBBER GRIP WITH POCKET CLIP	\$ <u>189</u>	\$ <u>66150</u>
97	1,000.00	EA	SIZE: 1MM POINT INK: BLUE GEL SUPPLIED: 1 EACH MANUF: UNI-BALL PART NO. UBC65871  0970 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP	\$ <u>149</u>	\$ <u>1,490.00</u>
98	1,750.00	EA	SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLACK GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77A  0980 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP	\$ <u>149</u>	\$ <u>2,607.50</u>
99	2,000.00	EA	SIZE: 0.7MM POINT; MEDIUM POINT TYPE INK COLOR: BLUE GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77C  0990 PEN, GEL LIQUID, RETRACTABLE, RUBBER GRIP	\$ <u>149</u>	\$ <u>2,980.00</u>
100	500.00	DZ	SIZE: 0.7MM POINT INK COLOR: RED GEL SUPPLIED: 1 EACH MANUF: PENTEL OF AMERICA PART NO. PENBL77B  1000 PEN, GEL, RETRACTABLE, RUBBER GRIP, WITH POCKET CLIP	\$ <u>1266</u>	\$ <u>6,330.00</u>
101	1,000.00	DZ	SIZE: 0.7MM POINT INK COLOR: BLACK SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31020  1010 PEN, GEL, RETRACTABLE, WITH LATEX FREE RUBBER GRIP  FINE POINT, 0.7MM	\$ <u>1266</u>	\$ <u>12,660.00</u>

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
102	250.00	DZ	COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL31021  1020 PEN, RETRACTABLE, RUBBER GRIP, SIZE: 0.7MM POINT	\$ <u>742</u>	\$ <u>1,855.00</u>
103	250.00	DZ	INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL32211  1030 PEN, RETRACTABLE, NON-SLIP GRIP WITH METAL CLIP	\$ <u>1115</u>	\$ <u>2,787.50</u>
104	350.00	DZ	POINT SIZE: 0.7MM COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO. PIL30001  1040 PEN, RUBBER GRIP, RETRACTABLE, POINT SIZE: 1 MM	\$ <u>736</u>	\$ <u>2,576.00</u>
105	100.00	DZ	INK COLOR: BLUE SUPPLIED: 12 EACH/DOZEN MANUF: PILOT PART NO: PIL32221  1050 MARKER, PERMANENT, FINE POINT, COLOR: BLACK	\$ <u>799</u>	\$ <u>799.00</u>
106	500.00	DZ	SUPPLIED: 1 EACH MANUF: SANFORD PART NO. SAN30051  1060 HIGHLIGHTER, LIQUID, Color: Fluorescent Yellow	\$ <u>649</u>	\$ <u>3,245.00</u>
107	250.00	DZ	Point: Chisel Style Supplied: 12 each/dozen Manuf: INTEGRA Part No: ITA30006  1070 HIGHLIGHTER, BROAD POINT TYPE, CHISEL POINT STYLE	\$ <u>490</u>	\$ <u>1,225.00</u>
108	1.00	EA	COLOR: YELLOW SUPPLIED: 12 EACH/DOZEN MANUF: SANFORD PART NO: SAN25005  1080 FOLDERS, BINDERS & ACCESSORIES	\$	\$



INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144739

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			DISCOUNT % <u>31</u>		
109	1.00	EA	1090 BOARDS AND EASELS	\$	\$
			DISCOUNT % <u>21</u>		
110	1.00	EA	1100 CONUMABLES (EX: PENS, POST-ITS, FLAGS, TABS - PLEASE NOTE THIS CATEGORY  DOES NOT INCLUDE ANY ITEM FOR HUMAN CONSUMPTION, JANITORIAL SUPPLIES OR OFFICE FURNITURE)	\$	\$
			DISCOUNT % <u>31</u>		
111	1.00	EA	1110 EQUIPMENT (EX: SHREDDERS, ELECTRIC STAPLERS, LAMINATORS, ETC. - PLEASE NOTE THIS CATEGORY DOES NOT INCLUDE COMPUTER RELATED ITEMS)	\$	\$
			DISCOUNT % <u>17</u>		



**Quote:** Jefferson Parish Bid#50-00144739

**Dealer Address**

**Corporate Business Supplies, Inc.**

273 Plauche Street  
New Orleans, LA 70123-4125  
Phone: 504.734.3072  
Fax: 504.734.3035

**Bill-To Address**

**Jefferson Parish Purchasing Department**

Accounts Payable  
2000 Derbigny Street  
Gretna, LA 70053  
Phone: 504.364.2684

**Ship-To Address**

**Jefferson Parish Purchasing Department**

2000 Derbigny Street  
Suite 4400  
Gretna, LA 70053

Item #	Description	UOM	Qty	Customer Price	Line Total
BAU68824	ID Card Reel with Belt Clip, 30" Extension, Black	EA	50	1.26	\$63.00
BAU68844	Swivel-Style Spring-Clip ID Card Reel, 30" Extension, Black	EA	120	1.72	\$206.40
RCP254300BK	Fiberglass Wastebasket, 7 gal, Fiberglass, Black	EA	51	46.89	\$2,391.39
QUA62903	CD/DVD Sleeves, 1 Disc Capacity, White, 100/Box	BX	41	14.99	\$614.59
UNV15001	Desktop Tape Dispenser, Weighted Nonskid Base, 1" Core, Black	EA	400	1.52	\$608.00
UNV83436	Invisible Tape, 1" Core, 0.75" x 36 yds, Clear	RL	6000	0.58	\$3,480.00
UNV63000	General-Purpose Box Sealing Tape, 3" Core, 1.88" x 60 yds, Clear, 6/Pack	PK	300	7.89	\$2,367.00
BSN24306	Business Source Power Duster - 10 oz - Moisture-free, Ozone-safe - 6 / Pack - Multi	00006 EA/PK	250	22.79	\$5,697.50
BSN15788	Business Source Glue Stick - 1.26 oz - 1 Each - White	EA	750	0.45	\$337.50
BSN65647	Business Source Stainless Steel Scissors - 8" Overall Length - Bent-right - Stainless Steel - Black - 1 Each	EA	800	0.65	\$520.00
ALL07800	Brites File Bands - Size: #117B - 7" Length x 0.1" Width - Reusable, Elastic, Stretchable, Latex-free, Freezer Safe, Microwave Safe, Durable - 50 / Pa	00050 EA/PK	500	2.99	\$1,495.00
ITA01539	Integra Multipurpose Correction Fluid - Brush Applicator - 22 mL - White - 1 Each	EA	391	1.19	\$465.29
ITA60032	Integra White Correction Tape - 0.20" Width x 19.69 ft Length - White TapeWhite Dispenser - Non-refillable - 1 Each - White	EA	3500	0.59	\$2,065.00
PAP5620115	Correction Pen, 6.8 ml, White	EA	150	1.40	\$210.00
UNV40304	Hardboard Clipboard, 1.25" Clip Capacity, Holds 8.5 x 11 Sheets, Brown	EA	750	1.69	\$1,267.50



UNV40305	Hardboard Clipboard, 1.25" Clip Capacity, Holds 8.5 x 14 Sheets, Brown	EA	350	1.79	\$626.50
ABFSC1152	2-Part Receipt Book, Two-Part Carbonless, 4.75 x 2.75, 4 Forms/Sheet, 200 Forms Total	EA	100	5.75	\$575.00
ABFSC1184P	Adams Carbonless Important Message Pad - 200 Sheet(s) - Spiral Bound - 2 PartCarbonless Copy - 8.50" x 11" Sheet Size - Assorted Sheet(s) - 1 Each	EA	100	8.49	\$849.00
BOR66300R	Account Record Book, Record-Style Rule, Blue Cover, 11.75 x 7.25 Sheets, 300 Sheets/Book	EA	100	26.79	\$2,679.00
UNV35260	Kraft Clasp Envelope, #55, Square Flap, Clasp/Gummed Closure, 6 x 9, Brown Kraft, 100/Box	BX	350	10.39	\$3,636.50
UNV35262	Kraft Clasp Envelope, #75, Square Flap, Clasp/Gummed Closure, 7.5 x 10.5, Brown Kraft, 100/Box	BX	100	14.39	\$1,439.00
UNV35264	Kraft Clasp Envelope, #90, Square Flap, Clasp/Gummed Closure, 9 x 12, Brown Kraft, 100/Box	BX	100	12.89	\$1,289.00
UNV35265	Kraft Clasp Envelope, #93, Square Flap, Clasp/Gummed Closure, 9.5 x 12.5, Brown Kraft, 100/Box	BX	200	16.79	\$3,358.00
UNV63568	Light Brown Kraft String/Button Interoffice Envelope, #97, Two-Sided Five-Column Format, 10 x 13, Light Brown Kraft, 100/Box	BX	100	29.99	\$2,999.00
UNV35267	Kraft Clasp Envelope, 28 lb Bond Weight Kraft, #97, Square Flap, Clasp/Gummed Closure, 10 x 13, Brown Kraft, 100/Box	BX	200	14.49	\$2,898.00
UNV35268	Kraft Clasp Envelope, #98, Square Flap, Clasp/Gummed Closure, 10 x 15, Brown Kraft, 100/Box	BX	400	19.89	\$7,956.00
UNV35270	Kraft Clasp Envelope, #110, Square Flap, Clasp/Gummed Closure, 12 x 15.5, Brown Kraft, 100/Box	BX	100	22.49	\$2,249.00
UNV36105	Peel Seal Strip Security Tint Business Envelope, #10, Square Flap, Self-Adhesive Closure, 4.25 x 9.63, White, 500/Box	BX	150	25.49	\$3,823.50
BSN42250	Business Source Regular Business Envelopes - Commercial - #10 - 9 1/2" Width x 4 1/8" Length - 24 lb - Gummed - Wove - 500 / Box - White	00500 EA/BX	500	16.79	\$8,395.00
SHREL1750V	EL-1750V Two-Color Printing Calculator, Black/Red Print, 2 Lines/Sec	EA	75	55.59	\$4,169.25
UNV35715	Impact and Inkjet Print Bond Paper Rolls, 0.5" Core, 2.25" x 150 ft, White, 12/Pack	PK	80	8.49	\$679.20
UNV74222	30-Sheet Two-Hole Punch, 9/32" Holes, Black	EA	200	4.19	\$838.00
BSN62896	Business Source Two-hole Metal Punch - 2 Punch Head(s) - 60 Sheet of 20lb Paper - 1/4" Punch Size - Black, Gray	EA	50	26.89	\$1,344.50
BSN65650	Business Source Nickel-plated Teeth Staple Remover - Plastic - Black - 1 Each	EA	300	0.34	\$102.00

BOS40000MBLK	Professional Magnetic Push-Style Staple Remover, Black	EA	250	2.89	\$722.50
UNV43118	Economy Full-Strip Stapler, 20-Sheet Capacity, Black	EA	780	2.89	\$2,254.20
BOSB8EVALUE	B8 Impulse 45 Electric Stapler, 45-Sheet Capacity, Black	EA	75	53.99	\$4,049.25
UNV79000	Standard Chisel Point Staples, 0.25" Leg, 0.5" Crown, Steel, 5,000/Box	BX	1750	0.59	\$1,032.50
ACC25976	Pressboard Report Cover with Tyvek Reinforced Hinge, Two-Piece Prong Fastener, 3" Capacity, 8.5 x 11, Dark Green/Dark Green	EA	75	2.99	\$224.25
ACC25973	Pressboard Report Cover with Tyvek Reinforced Hinge, Two-Piece Prong Fastener, 3" Capacity, 8.5 x 11, Dark Blue/Dark Blue	EA	350	3.18	\$1,113.00
ACC25971	Pressboard Report Cover with Tyvek Reinforced Hinge, Two-Piece Prong Fastener, 3" Capacity, 8.5 x 11, Black/Black	EA	400	3.25	\$1,300.00
SMD81732	Smead Premium Pressboard Legal Recycled Fastener Folder - 2" Folder Capacity - 8 1/2" x 14" - 2" Expansion - 1 Fastener(s) - Pressboard - Red - 100% R	EA	250	6.35	\$1,587.50
CLI62048	Standard Weight Polypropylene Sheet Protectors, Non-Glare, 2", 11 x 8.5, 100/Box	BX	250	8.59	\$2,147.50
UNV20761	Deluxe Non-View D-Ring Binder with Label Holder, 3 Rings, 1" Capacity, 11 x 8.5, Black	EA	200	3.25	\$650.00
UNV20781	Deluxe Non-View D-Ring Binder with Label Holder, 3 Rings, 2" Capacity, 11 x 8.5, Black	EA	200	4.25	\$850.00
UNV20791	Deluxe Non-View D-Ring Binder with Label Holder, 3 Rings, 3" Capacity, 11 x 8.5, Black	EA	150	6.59	\$988.50
UNV20706	Deluxe Non-View D-Ring Binder with Label Holder, 3 Rings, 4" Capacity, 11 x 8.5, Black	EA	100	8.29	\$829.00
UNV20952	Economy Round Ring View Binder, 3 Rings, 0.5" Capacity, 11 x 8.5, White	EA	150	1.95	\$292.50
UNV20962	Economy Round Ring View Binder, 3 Rings, 1" Capacity, 11 x 8.5, White	EA	650	2.09	\$1,358.50
UNV20972	Economy Round Ring View Binder, 3 Rings, 1.5" Capacity, 11 x 8.5, White	EA	350	2.69	\$941.50
UNV20982	Economy Round Ring View Binder, 3 Rings, 2" Capacity, 11 x 8.5, White	EA	650	2.95	\$1,917.50
UNV20992	Economy Round Ring View Binder, 3 Rings, 3" Capacity, 11 x 8.5, White	EA	250	3.97	\$992.50
UNV95224	Heavy-Duty Fast Assembly Lift-Off Lid Storage Box, Letter/Legal Files, White, 12/Carton	CT	650	28.99	\$18,843.50
UNV75121	Deluxe Quick Set-up String-and-Button Boxes, Letter Files, White, 12/Carton	CT	100	53.19	\$5,319.00
UNV75131	Deluxe Quick Set-up String-and-Button Boxes, Legal Files, White, 12/Carton	CT	250	57.19	\$14,297.50



UNV15363	Redrope Expanding File Pockets, 5.25" Expansion, Legal Size, Redrope, 10/Box	BX	500	12.19	\$6,095.00
UNV15363	Redrope Expanding File Pockets, 5.25" Expansion, Legal Size, Redrope, 10/Box	BX	400	20.29	\$8,116.00
UNV15161	Redrope Expanding File Pockets, 3.5" Expansion, Legal Size, Redrope, 25/Box	BX	250	22.99	\$5,747.50
UNV72300	Economical Manila File Jackets, Letter Size, Manila, 100/Box	BX	500	20.49	\$10,245.00
SMD71456	Classic Expanding Wallets with Tear-Resistant Gussets, 3.5" Expansion, 1 Section, Elastic Cord Closure, Legal Size, Redrope	EA	400	4.95	\$1,980.00
BSN43570	Business Source 1/5 Tab Cut Legal Recycled Hanging Folder - 8 1/2" x 14" - Poly - Green - 100% Recycled - 25 / Box	00025 EA/BX	250	11.49	\$2,872.50
UNV14115	Hanging File Folders, Letter Size, 1/5-Cut Tabs, Standard Green, 25/Box	BX	300	7.69	\$2,307.00
UNV12112	Top Tab File Folders, 1/2-Cut Tabs: Assorted, Letter Size, 0.75" Expansion, Manila, 100/Box	BX	350	13.49	\$4,721.50
UNV12113	Top Tab File Folders, 1/3-Cut Tabs: Assorted, Letter Size, 0.75" Expansion, Manila, 100/Box	BX	500	8.69	\$4,345.00
UNV15113	Top Tab File Folders, 1/3-Cut Tabs: Assorted, Legal Size, 0.75" Expansion, Manila, 100/Box	BX	750	17.69	\$13,267.50
SMD19537	Top Tab Fastener Folders, 1/3-Cut Tabs: Assorted, 0.75" Expansion, 2 Fasteners, Legal Size, Manila Exterior, 50/Box	BX	350	30.99	\$10,846.50
NATSP17235	Nature Saver 1/3 Tab Cut Legal Recycled Fastener Folder - 8 1/2" x 14" - 2" Expansion - 2 Fastener(s) - 2" Fastener Capacity for Folder - Top Tab Loca	00025 EA/BX	100	77.99	\$7,799.00
UNV80102	White Labels, Inkjet/Laser Printers, 1 x 2.63, White, 30/Sheet, 100 Sheets/Box	BX	250	7.49	\$1,872.50
MEA06206	Wirebound Notebook with Two Pockets, 1-Subject, Medium/College Rule, Randomly Assorted Cover Color, (100) 11 x 8.5 Sheets	EA	850	4.82	\$4,097.00
UNV96920	Steno Pads, Gregg Rule, Red Cover, 80 White 6 x 9 Sheets	EA	1500	0.95	\$1,425.00
UNV86920	Steno Pads, Gregg Rule, Red Cover, 80 Green-Tint 6 x 9 Sheets	EA	1000	0.95	\$950.00
UNV46300	Perforated Ruled Writing Pads, Narrow Rule, Red Headband, 50 White 5 x 8 Sheets, Dozen	DZ	350	9.49	\$3,321.50
UNV45000	Perforated Ruled Writing Pads, Wide/Legal Rule, Red Headband, 50 White 8.5 x 14 Sheets, Dozen	DZ	250	16.99	\$4,247.50
UNV40000	Perforated Ruled Writing Pads, Wide/Legal Rule, Red Headband, 50 Canary-Yellow 8.5 x 14 Sheets, Dozen	DZ	350	16.99	\$5,946.50
UNV10630	Perforated Ruled Writing Pads, Wide/Legal Rule, Red Headband, 50 Canary-Yellow 8.5 x 11.75 Sheets, Dozen	DZ	250	11.99	\$2,997.50

UNV20630	Perforated Ruled Writing Pads, Wide/Legal Rule, Red Headband, 50 White 8.5 x 11.75 Sheets, Dozen	DZ	250	11.99	\$2,997.50
UNV81002	Two-Piece Two-Prong Paper Fastener Base and Compressor Sets, 2" Capacity, 2.75" Center to Center, Silver, 50/Box	BX	100	1.45	\$145.00
UNV10200	Binder Clips, Small, Black/Silver, 12/Box	DZ	2500	0.20	\$500.00
UNV10210	Binder Clips, Medium, Black/Silver, 12/Box	DZ	1750	0.61	\$1,067.50
UNV10220	Binder Clips, Large, Black/Silver, 12/Box	DZ	750	1.45	\$1,087.50
UNV72210	Paper Clips, #1, Smooth, Silver, 100 Clips/Box, 10 Boxes/Pack	PK	500	1.33	\$665.00
UNV72220	Paper Clips, Jumbo, Smooth, Silver, 100 Clips/Box, 10 Boxes/Pack	PK	350	6.25	\$2,187.50
UNV99003	Page Flags, Green, 50 Flags/Dispenser, 2 Dispensers/Pack	PK	250	2.29	\$572.50
MMM680SH4VA	Arrow Message 1" Page Flags, 200 "Sign Here", 48 Arrow, Four Colors, 248/Pack	PK	250	7.48	\$1,870.00
UNV99006	Page Flags, Yellow, 50 Flags/Dispenser, 2 Dispensers/Pack	PK	250	2.29	\$572.50
UNV99001	Page Flags, Red, 50 Flags/Dispenser, 2 Dispensers/Pack	PK	150	2.29	\$343.50
UNV35662	Self-Stick Note Pads, 1.5" x 2", Yellow, 100 Sheets/Pad, 12 Pads/Pack	PK	750	1.49	\$1,117.50
UNV35672	Self-Stick Note Pads, 3" x 5", Yellow, 100 Sheets/Pad, 12 Pads/Pack	PK	350	4.49	\$1,571.50
UNV35668	Self-Stick Note Pads, 3" x 3", Yellow, 100 Sheets/Pad, 12 Pads/Pack	PK	1000	2.99	\$2,990.00
UNV35673	Self-Stick Note Pads, Note Ruled, 4" x 6", Yellow, 100 Sheets/Pad, 12 Pads/Pack	PK	350	6.19	\$2,166.50
UNV35616	Self-Stick Note Pads, Note Ruled, 4" x 6", Assorted Pastel Colors, 100 Sheets/Pad, 5 Pads/Pack	PK	350	5.29	\$1,851.50
UNV55400	#2 Woodcase Pencil, HB (#2), Black Lead, Yellow Barrel, Dozen	DZ	500	0.99	\$495.00
ZEB52410	Z-Grip Mechanical Pencil, 0.7 mm, HB (#2), Black Lead, Clear/Black Barrel, Dozen	DZ	100	4.45	\$445.00
BICGSMG11BE	Round Stic Grip Xtra Comfort Ballpoint Pen, Easy-Glide, Stick, Medium 1.2 mm, Blue Ink, Gray/Blue Barrel, Dozen	DZ	1250	1.77	\$2,212.50
BICGSMG11BK	Round Stic Grip Xtra Comfort Ballpoint Pen, Easy-Glide, Stick, Medium 1.2 mm, Black Ink, Gray/Black Barrel, Dozen	DZ	750	1.77	\$1,327.50
UBC65871	207 Impact Gel Pen, Retractable, Bold 1 mm, Blue Ink, Black/Blue Barrel	EA	350	1.89	\$661.50
PENBL77A	EnerGel RTX Gel Pen, Retractable, Medium 0.7 mm, Black Ink, Black/Gray Barrel	EA	1000	1.49	\$1,490.00



PENBL77C	EnerGel RTX Gel Pen, Retractable, Medium 0.7 mm, Blue Ink, Blue/Light Blue Barrel	EA	1750	1.49	\$2,607.50
PENBL77B	EnerGel RTX Gel Pen, Retractable, Medium 0.7 mm, Red Ink, Red/Gray Barrel	EA	2000	1.49	\$2,980.00
PIL31020	G2 Premium Gel Pen, Retractable, Fine 0.7 mm, Black Ink, Smoke/Black Barrel, Dozen	DZ	500	12.66	\$6,330.00
PIL31021	G2 Premium Gel Pen, Retractable, Fine 0.7 mm, Blue Ink, Smoke/Blue Barrel, 12/Pack	DZ	1000	12.66	\$12,660.00
PIL32211	EasyTouch Ballpoint Pen, Retractable, Fine 0.7 mm, Blue Ink, Clear Barrel, Dozen	DZ	250	7.42	\$1,855.00
PIL30001	Better Ballpoint Pen, Retractable, Fine 0.7 mm, Blue Ink, Translucent Blue Barrel, Dozen	DZ	250	11.15	\$2,787.50
PIL32221	EasyTouch Ballpoint Pen, Retractable, Medium 1 mm, Blue Ink, Clear Barrel, Dozen	DZ	350	7.36	\$2,576.00
SAN30051DZ	Sharpie Fine Point Permanent Ink Markers - Fine Marker Point - Black Alcohol Based Ink - 12 / Dozen <i>Ships in 1-2 Bus Days</i>	00012 EA/ DZ	100	7.99	\$799.00
ITA30006	Integra Liquid Highlighters - Chisel Marker Point Style - Yellow - 1 Dozen	00012 EA/ DZ	500	6.49	\$3,245.00
SAN25005	Tank Style Highlighters, Yellow Ink, Chisel Tip, Yellow Barrel, Dozen	DZ	250	4.90	\$1,225.00
<b>Subtotal:</b>					\$302,006.32
<b>Tax</b>					\$0.00
<b>Total</b>					\$302,006.32

## **Non-Public Works Bid Affidavit Instructions**

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

*Instruction sheet may be omitted when submitting the affidavit*



Non-Public Works Bid

AFFIDAVIT

STATE OF Louisiana

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: AH Johnson  
Gonzalez II, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Agent of Corporate Business Supplies, Inc (Entity),  
the party who submitted a bid in response to Bid Number 50-00144739, to the Parish of  
Jefferson.

Affiant further said:

Campaign Contribution Disclosures

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

Choice A \_\_\_\_\_

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

Choice B ☒

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

Debt Disclosures

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

Choice A \_\_\_\_\_

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

Choice B ✓

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

Affiant further said:

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

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



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

Alfonso Gonzalez II  
Signature of Affiant

Alfonso Gonzalez II  
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 27th DAY OF March, 2024.

Marc Lorelli  
Notary Public

Printed Name of Marc Lorelli  
**Louisiana Notary ID# 126048**

**Parish of Jefferson with**

Notary/Bar Roll Number **Statewide Authority**

**My Commission is for Life**

My commission expires \_\_\_\_\_.



## CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF  
Corporate Business Supplies, Inc.  
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Corporate Business Supplies  
INCORPORATED, DULY NOTICED AND HELD ON March 25, 2024,  
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT  
WAS:

RESOLVED THAT Alfonso Gonzalez II, 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.

Marsha Grady Gonzalez  
SECRETARY-TREASURER

March 25, 2024  
DATE



## **STANDARD INSURANCE REQUIREMENTS FOR BIDDING PURPOSES**

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

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

**UMBRELLA LIABILITY COVERAGE**

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

**FOR CONSTRUCTION AND RENOVATION PROJECTS:**

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

☐ **OWNER'S PROTECTIVE LIABILITY**

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

☐ **BUILDER'S RISK INSURANCE**

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





CORPBUS-01

KLAVESPERE

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/27/2024

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

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

<b>PRODUCER</b> Insurance Underwriters, Ltd. P. O. Box 6738 Metairie, LA 70009		<b>CONTACT NAME:</b> Kim Lavespere <b>PHONE (A/C, No, Ext):</b> (504) 620-1798 <b>E-MAIL ADDRESS:</b> klavespere@iulins.com <b>FAX (A/C, No):</b> (504) 883-2535		
<b>INSURED</b>  Corporate Business Supplies Inc. Alfonso Gonzalez 273 Plaque Street Harahan, LA 70123		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A:</b> LUBA Casualty Insurance Company		12472
		<b>INSURER B:</b>		
		<b>INSURER C:</b>		
		<b>INSURER D:</b>		
		<b>INSURER E:</b>		
		<b>INSURER F:</b>		

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	<b>COMMERCIAL GENERAL LIABILITY</b> <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> OCCUR  GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> NON-OWNED AUTOS ONLY						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	<b>UMBRELLA LIAB</b> <input type="checkbox"/> OCCUR <b>EXCESS LIAB</b> <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y <input type="checkbox"/> N If yes, describe under DESCRIPTION OF OPERATIONS below		N/A	028000022867124	1/1/2024	1/1/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 100,000 E.L. DISEASE - EA EMPLOYEE \$ 100,000 E.L. DISEASE - POLICY LIMIT \$ 500,000

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

## CERTIFICATE HOLDER

## CANCELLATION

Jefferson Parish, its Districts Departments & Agencies  
under the direction of the Parish President & the  
Parish Council  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE





CORPBUS-01

JFIORITO

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

3/27/2024

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

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

<b>PRODUCER</b> Financial Assurance LLC 2450 Severn Avenue STE 215 Metairie, LA 70001		<b>CONTACT NAME:</b> <b>PHONE (A/C, No, Ext):</b> (504) 846-3500 <b>FAX (A/C, No):</b> (504) 833-9010 <b>E-MAIL ADDRESS:</b>		
<b>INSURED</b>  Corporate Business Supplies, Inc. 273 Plauche Street Harahan, LA 70123		<b>INSURER(S) AFFORDING COVERAGE</b>		<b>NAIC #</b>
		<b>INSURER A : Continental Casualty Co.</b>		<b>20443</b>
		<b>INSURER B :</b>		
		<b>INSURER C :</b>		
		<b>INSURER D :</b>		
		<b>INSURER E :</b>		
		<b>INSURER F :</b>		

## COVERAGES

## CERTIFICATE NUMBER:

## REVISION NUMBER:

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY			B7013264502	6/11/2023	6/11/2024	EACH OCCURRENCE \$ 1,000,000
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR		DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 50,000				
	<input checked="" type="checkbox"/> HNO Auto Incld		MED EXP (Any one person) \$ 5,000				
			PERSONAL & ADV INJURY \$ 1,000,000				
	GEN'L AGGREGATE LIMIT APPLIES PER:						GENERAL AGGREGATE \$ 2,000,000
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC						PRODUCTS - COMP/OP AGG \$ 2,000,000
	OTHER:						\$
A	<input type="checkbox"/> AUTOMOBILE LIABILITY			B7013264502	6/11/2023	6/11/2024	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000
	<input type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS		BODILY INJURY (Per person) \$				
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY		BODILY INJURY (Per accident) \$				
			PROPERTY DAMAGE (Per accident) \$				
						\$	
	<input type="checkbox"/> UMBRELLA LIAB <input type="checkbox"/> OCCUR						EACH OCCURRENCE \$
	<input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE						AGGREGATE \$
	DED RETENTION \$						\$
	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b>						<input type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) <input type="checkbox"/> Y / N <input checked="" type="checkbox"/> N / A						E.L. EACH ACCIDENT \$
	If yes, describe under DESCRIPTION OF OPERATIONS below						E.L. DISEASE - EA EMPLOYEE \$
							E.L. DISEASE - POLICY LIMIT \$

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

Full Holder Name:

Jefferson Parish, its Districts Departments and Agencies under the direction of the Parish President and the Parish Council

## CERTIFICATE HOLDER

## CANCELLATION

Jefferson Parish (see Descrip of Ops for full name)  
200 Derbigny Street, Suite 4400  
Gretna, LA 70053

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE

*Mark J. Joubert*





AGENCY CUSTOMER ID: CORPBUS-01

JFIORITO

LOC #: \_\_\_\_\_

**ADDITIONAL REMARKS SCHEDULE**Page 1 of 1

AGENCY <b>Financial Assurance LLC</b>		NAMED INSURED <b>Corporate Business Supplies, Inc.</b> 273 Plaque Street Harahan, LA 70123
POLICY NUMBER <b>SEE PAGE 1</b>		
CARRIER <b>SEE PAGE 1</b>	NAIC CODE <b>SEE P 1</b>	
		EFFECTIVE DATE: <b>SEE PAGE 1</b>

**ADDITIONAL REMARKS**

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

**Certificate of Liability Remarks**

The General Liability policy and Auto Liability policy on this Certificate provide Additional Insured and Waiver of Subrogation on a Blanket basis, when required by written contract. Forms available upon request.

Per Blanket Additional Insured and Blanket Waiver of Subrogation provided on the General Liability and Auto Liability coverages, Certificate Holders are named as additional insured.