

**Bid Number #50-00129280**  
**Bid Opening date 03/19/2020**  
**Postponed date 04/16/2020**

**Jefferson Parrish LA**  
**Department of Purchasing**  
**Stamps.com Response to Addendum #1**  
**Stamps.com Recognizes Addendum #2**

# NASPO Valuepoint

Mailroom Equipment, Supplies and Maintenance  
Internet Based Postage Services



## Enterprise Postage Solutions

Stamps.com Enterprise is a postage meter alternative that allows employees to print real US postage using existing office PCs and printers. Agency staff can easily weigh packages and print postage onto labels, envelopes or plain paper. Agency management will have visibility into postage spending for all office locations via a secure online reports tool. It's the smart choice for any agency looking for an easy-to-use, easy-to-implement postage solution that gives complete visibility into postage spending and usage across multiple office locations.

**Business Size: Small**  
**Federal Tax ID: 77-0454966 - DUNS: 010521297**  
**Cage Code: 3ZZW1**

Print Postage for All Types of USPS Mailing & Shipping:



Print stamps for letters



Print addresses and postage onto envelopes (with IMB)



Print shipping labels for packages (with IMB)



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<https://www.stamps.com/enterprise/government/state-local/> Phone: 888-407-8267

# NASPO Valuepoint Service Fees & Supplies Price List



NASPO Valuepoint #ADSP016-000066328  
May 2019 w/Supplies Description

## Monthly Service Fees

Plan Name	Subscription Details	Product Number	MSRP Per Month	NASPO ValuePoint Price Per Month
Stamps.com Enterprise - NASPO	single logon one free digital scale, \$50 meter limit \$50 maximum postage per month no cost codes 12-month subscription	SDC-ENT-Basic50	\$14.99	\$11.24
<u>Stamps.com Enterprise Pro</u> <u>NASPO Single-user</u>	single logon one free digital scale \$250 meter limit 50 cost codes per location 12-month subscription	SDC-ENT-Pro	\$29.99	\$22.49
<u>Stamps.com Enterprise Premier</u> <u>NASPO 10-user</u>	10 logons five free digital scales \$500 meter limit but may be increased 1,000 cost codes per location Special Certified Mail processing tool 12-month subscription	SDC-ENT-Premier 10	\$39.99	\$29.99

**Stamps.com NASPO Enterprise Premier Plan now offers up to 10 users per location/address. Each location will now have the advantage of assigning password-protected access to Stamps.com NASPO Enterprise Premier Accounts. What value does this deliver to Jefferson Parrish? Better user control; tighter security; more accurate spending and usage reporting along with the ability to implement and monitor adherence to uniform mail policies across all locations. Providing additional access to Admins that send Certified Mail allows the agency to automate the Certified Mail process and use Stamps.com to track delivery records while saving \$1.15 on each Return Receipt by using Electronic Return Receipt. Complimentary 70 lbs. scales are provided. The 70 lbs. scales allow the agency to mail all classes of mail and to take advantage of the deep postage discounts offered to Stamps.com customers. Stamps.com is offering the Enterprise Premier 10 user plan in place of Line item 2 and line item 3 on the Bid Form.**

# Supplies

Name & Description	Product Number	SKUs	MSRP	Qty	NASPO ValuePoint Price
<b>SDC-3610: Certified Mail Labels</b> 100 Label Sets*	LP00000189	LP00000189	\$27.95	100 Sets	\$20.96
<b>SDC-3610: Certified Mail Labels</b> 800 Label Sets*	LP00000190	LP36100800	\$178.95	800 Sets	\$134.21
<b>SDC-3710: Certified Mail Labels with Postage Receipt</b> 75 Sets*	LP00000191	LP00000191	\$27.95	75 Sets	\$20.96
<b>SDC-3710: Certified Mail Labels with Postage Receipt</b> 600 Sets*	LP00000192	LP37100600	\$178.95	600 Sets	\$134.21
<b>SDC-3810: Certified Mail Envelope with Return Receipt</b> 25 Envelopes*	LP00000193	LP00000193	\$24.95	25 Envelopes	\$18.71
<b>SDC-3810: Certified Mail Envelope with Return Receipt</b> 200 Envelopes*	LP00000194	LP38100200	\$159.68	200 Envelopes	\$119.76
<b>SDC-3930: Certified Mail Labels with Return Receipt</b> 25 Label Sets*	LP39300025	LP39300025	\$24.95	25 Sets	\$18.71
<b>SDC-3930: Certified Mail Labels with Return Receipt</b> 200 Label Sets*	LP39300200	LP39300200	\$159.68	200 Sets	\$119.76
<b>Original NetStamps Labels</b> 125 Labels	LP00000236	LP00000236	\$5.39	5 sheets	\$4.04
<b>Original NetStamps Labels</b> 1250 Labels	LP00000237	LP00000237	\$47.99	50 sheets	\$35.99
<b>Original NetStamps Labels</b> 6250 Labels	LP00000238	LP00000238	\$222.49	250 sheets	\$166.87
<b>Original NetStamps Labels with Address Labels</b> 100 Labels	LP00000202	LP00000202	\$5.39	5 sheets	\$4.04
<b>Original NetStamps Labels with Address Labels</b> 1000 Labels	LP00000203	LP00000203	\$47.99	50 sheets	\$35.99
<b>Original NetStamps Labels with Address Labels</b> 5000 Labels	LP00000204	LP00000204	\$222.49	250 sheets	\$166.87
<b>Original NetStamps Label Roll</b> 200 Labels (1 Roll)	LR00000200	LR00000200	\$17.49	1 Roll	\$13.12
<b>Original NetStamps Label Rolls</b> 800 Labels (4 Rolls)	LR00000800	LR00000800	\$56.49	4 Rolls	\$42.37

\*requires Enterprise Premier Subscription to print



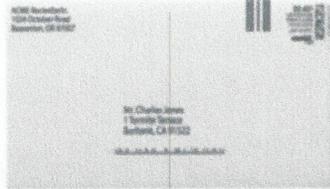
## Statement of Qualifications

The Stamps.com Enterprise PC Postage solution is a postage meter alternative that provides 24/7, “On-Demand” mailing and shipping services for office locations whose mail volumes are less than 6,000 outgoing mail pieces per month/300 per day, but that still have unique needs for multiple users at single locations, centralized billing, centralized reporting, customized implementation/roll out, and who need to set user limits and control spending on an enterprise level. The agency chooses either the Stamps.com Software Client or the Stamps.com Online Web Client postage solution. The only hardware is the digital scale which is provided to each location free of charge. Because there is no postage meter hardware, there are no postage meter “rental fees”.

Print Postage for All Types of USPS Mailing & Shipping:



Print stamps for letters



Print addresses and postage onto envelopes (with IMB)



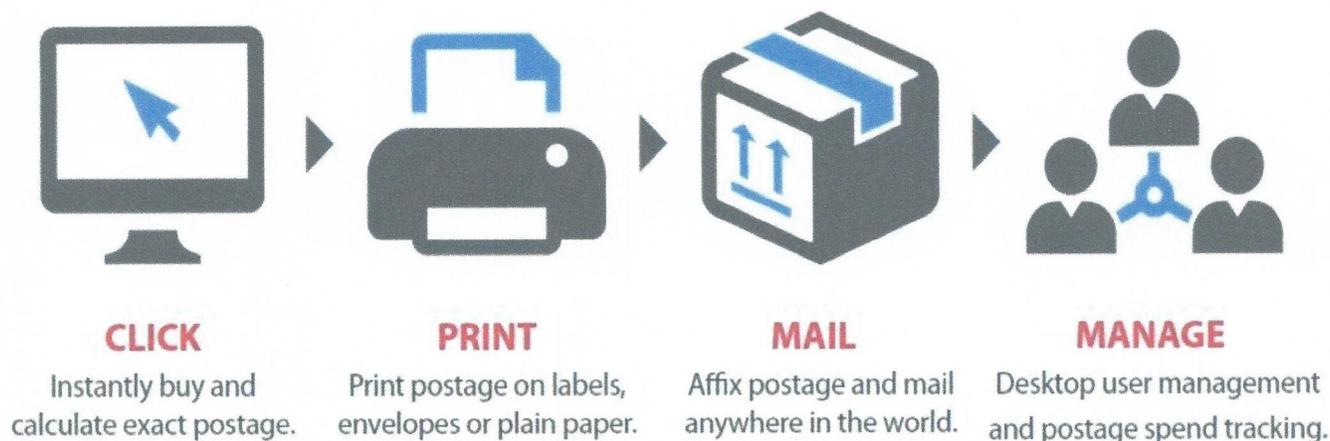
Print shipping labels for packages (with IMB)



### Postage Print Options Include:

- **Traditional “Internet Postage”:** The original Stamps.com PC Postage feature, our Internet Postage enables customers to print exact postage, a delivery address and/or a return address directly onto envelopes or postcards in one step. (Agency logos may also be added.)
- **Note:** The Stamps.com solution provides an online ordering store that also makes available optional USPS-approved NetStamps postage labels and other optional supplies so that postage can be printed directly onto stamp labels. Postage stamp labels are not required to print postage as postage can be printed as indicia directly onto an envelope or shipping label and/or plain piece of paper for packages. Stamps.com supplies are discounted under the NASPO agreement.
- **NetStamps®:** NetStamps are tamper-proof blank stamps which can be custom printed for any postage amount and mail type. They have no date restrictions and may be used just like regular postage stamps purchased from the USPS.
- **Shipping Labels:** Postage is printed for packages on adhesive shipping labels (or on plain 8.5” x 11” paper) and include Electronic Delivery Confirmation at no cost for First Class and Priority Mail Packages.
- **Special Services:** Certified Mail, Delivery Confirmation, Signature Confirmation, Insurance.

## How it Works



### 1) Connect to Stamps.com.

Our solution will connect you via the Internet to your Stamps.com Postage Account. When you print postage, the postage amount will be deducted from your account. There's never a surcharge.

### 2) Input or choose an address from your address book.

Stamps.com imports delivery addresses automatically from your MS Outlook, QuickBooks and many other popular address books and contact management software. You can add or edit addresses anytime. You can even print postage directly from MS Word, Outlook and Corel WordPerfect.

### 3) Weigh the package or envelope using your Stamps.com provided digital scale.

Use the Stamps.com-provided 5 lb. /70lb. digital scale to weigh your envelopes or packages and never overpay for postage. The scales connect directly to your PC or operate in standalone mode.

### 4) Instantly calculate and print your exact postage.

Stamps.com calculates and prints the exact postage and gives you an estimate of the delivery time of all available USPS services so you can choose the most cost effective mail class based on your needs. Stamps.com uses the USPS database to validate your delivery address to ensure fast, accurate delivery. Stamps.com can even send an email to the recipient to inform them that the package is on its way.

### 5) Send it off.

Simply apply your Stamps.com postage and hand the mail piece to your Postal Carrier, schedule a USPS pick up, drop them at the post office without standing in line or put them in a mail collection box. With Stamps.com postage, you can drop off packages of any weight and bypass the 16 oz. limit restriction.

### 6) Track packages and view history.

Stamps.com automatically keeps a detailed record of the postage you print. This makes it easy for you to review your postage spending or to print a report for your files. And, with Stamps.com one-click package tracking, there is no need to verify your package delivery.

**Account Security & Centralized Control of Users** – One of the most valuable benefits to the Stamps.com Enterprise solution is the “Administrative Oversight Account”. Through the complimentary Oversight Account, from a central location, Admins have total control of user access to password protected Stamps.com postage accounts. Admins can enable or disable functionalities at the location or user level, and in the event of staff turnover, user ids and passwords can be changed instantly by the Admin.

**Desktop Control of Location & User Settings** - The Oversight Account allows Admins to change location and account settings, add or edit users, set payment methods, update user information, and assign reference codes for tracking expense by cost code. Enterprise gives the Administrator the ability to set postage download and spending limitations. Permissions include postage purchases, postage print limits, and supplies purchases.

**Postage Tracking and Activity Reporting Tools** - Enterprise allows the Administrator to monitor and track postage spending to the penny. By mail class, by location or by user, Administrators have the ability to instantly view aggregated or granular postage spending data across any or all users. Administrators can create custom report views and download reports as excel spreadsheets. Stamps.com saves all print history for up to two years. The print history may be exported to an Excel file and saved, emailed or printed. The two year retention period for records with Stamps.com is the best in the industry.

**Deepest Available Postage Discounts at the Field Office Level** – In addition to automatically receiving Commercial Base Postage Pricing, Stamps.com provides the ability to take advantage of the \$1.15 savings by using Electronic Return Receipt with Certified Mail.

**Enterprise Billing and Support** - Enterprise offers multiple payment methods for the agency including invoicing, postage reserve accounts funded by EFT, and credit card. There are three payment components to consider. Monthly License/Service Fees, Postage and Optional Supplies. At no additional cost. Enterprise offers timely, dependable customer service and account management that allows the agency to continue its mission without interruption.

#### **Software License Monthly Service/Subscription Fees**

Stamps.com charges a monthly subscription fee for a location to have a license to use its online PC Postage service. Service/subscription fees are billed as a single, consolidated invoice paid via electronic method or single credit card or each location receives a local bill, paid by credit card. Fees include Monthly Service Fees, free digit scales, secure usernames/passwords to support restrictions on password sharing, 10 users per location, 1,000 cost codes, Enterprise Online Reporting, Complimentary Administrative Oversight Account with Admin Controls/Permissions, Installation (via the Internet—includes login credentials, shipment of scales, Welcome Kit with sample labels), User & Admin training, US- based Customer & Tech Support, postage rate changes/postal regulations, IMB/IMpB technology, First Class metered mail \$0.05 discount; Commercial Postage Pricing from USPS. Eligible, online store, USPS special services such as Certified Mail, Signature Confirmation and Electronic Return Receipt.

**Digital Scales** 70 pound digital scales are included at account set up at no charge. As part of account set up scales are shipped to each location or in bulk to a single location for distribution and at no cost to the agency. Digital scales have a 12-month warranty and defective scales outside of warranty will be replaced during the contract period as necessary by the Contractor at no additional cost. 70 LBS allow the agency to ship any USPS packages with discounted postage prices.

**Training and Technical Support:** Stamps.com is easy to use and provides multiple levels of training support

- ✓ **Training Webinar:** Stamps.com “User Informational Webinar” training sessions conducted on-site via the Web by our Enterprise Support Team staff using the GoToMeeting software platform. Sessions are offered every week and users may attend as often as they’d like at no additional charge.
- ✓ **Self-Learning Tools:** 24/7 on-demand access to additional training tools that are provided within the software which will walk them through any postage printing process step-by-step. The on-demand training includes: Stamps.com Learning Center, Video Tutorials, Postage Wizard, and The User Help Section.
- ✓ **On-going Enterprise Support:** Dedicated Enterprise Customer Support Team is available for one-on-one support via phone from 6:00 AM PT to 6:00 PM PT.

**Administrative Oversight Account:** Centralized automated self-service system, to assist in remotely tracking postal spending at each site, and directing and controlling mailing locations. Stamps.com offers Admin training at no cost.

**Enterprise Reporting:** The Stamps.com Enterprise Online Reports tool is accessible 24/7 covering any designated time period. You can even print “Piece Count” data to ensure accurate End of Year reporting.

**POSTAGE: No surcharges, administrative fees or set up fees**

Postage is paid for by the agency using a credit card, Postage Reserve Account or Invoicing. Postage Reserve Accounts & Invoicing must be funded via cash method (EFT/ACH/Check). For Invoicing, a PO/CLIN is required to obligate funds (postage funds are released once PO is received)

**Most Popular OPTIONAL CONSUMABLES (not required to print postage onto envelopes/labels)**

**Quantity Determined by Agency; Original NetStamp (peel/stick) Labels**

Desktop Printer: Qty. 125: **\$4.04**/pack; Qty. 1,250: **\$35.99**/pack

Thermal Printer: Qty. 200: **\$13.12**/pack; Qty. 800: **\$42.37**/pack

Certified Mail Labels: Qty. 100 **\$20.96** /pack; Qty. 800: **\$134.21**/pack

Optional NetStamps add approx. \$.03 to the cost of the stamp, offset by the Mailer Discount of \$.05. Optional supplies can be purchased at the location level via the online store using a credit card; or invoiced to the agency. Stamps.com offers NASPO pricing for select supplies. Certified Mail Labels (\$0.15 - \$0.19) – Use Electronic Return Receipt and save \$1.15 over the cost of the USPS Return Receipt.



NetStamps Sheets

or



NetStamps Rolls



SDC 3610 Certified Mail Labels

## REPORTING

Stamps.com reporting is the most comprehensive reporting in the industry and easy to use:

### Step by Step for Selecting Stamps.com Online Reports

1. Select The **REPORTS** Tab.



The screenshot shows the Stamps.com interface with the 'REPORTS' tab selected. The navigation bar includes 'MAIL', 'ORDERS', 'PRODUCTS', 'CONTACTS', 'HISTORY', 'REPORTS', 'SUPPLIES', and 'HELP'. The 'REPORTS' section is active, displaying a summary report for the date range 06/10/2010 to 05/29/2019. The report table is as follows:

	First Class ®	First Class Intl ®	Postage Correction	Priority Mail ®	Total
Total	\$716.645	\$12.83	\$0.03	\$97.68	\$827.185

2. Select the type of *report* in the Left Navigation Panel:

- ✓ **Prints:** Organized by Service, Cost Code, user, or location.
- ✓ **Expenses:** Account, supplies, insurance, and service fees.
- ✓ **Balances:** Reconcile Credits and Expenses

The screenshot shows the Stamps.com interface with the 'EXPENSES' report type selected in the left navigation panel. The report is displayed as a table with the following data:

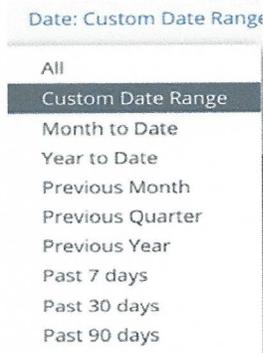
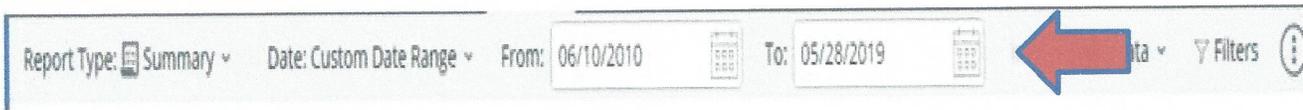
	Meter Status	Beginning Balance	Funds Added	Funds Credited	Funds Deducted	Ending Balance
Total		\$855.905	\$0.00	\$71.27	\$74.06	\$853.115
By Type						
By User						
By Meter						
Balances						
	Atlanta - 9876	Active	\$54.73	\$0.00	\$0.00	\$54.73
	Boston - 3456	Active	\$82.95	\$0.00	\$0.00	\$82.95
	Charlotte - 5959	Active	\$44.39	\$0.00	\$0.00	\$44.39
	Chicago-5599	Active	\$131.775	\$0.00	\$0.00	\$131.775

3. After selecting the *report* type, open the drop-down menu to select how your *report* is displayed:

The screenshot shows the 'Report Type' dropdown menu open, with '100% Column' selected. The menu options are:

- Summary
- Transactions
- Trend
- Charts and Graphs
  - Area
  - Bar
  - Column
  - 100% Area
  - 100% Bar
  - 100% Column
  - Line
  - Pie

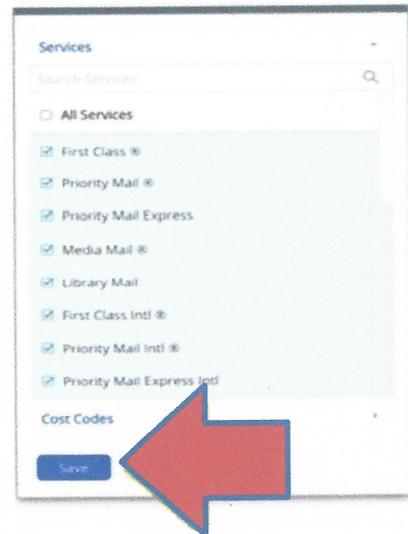
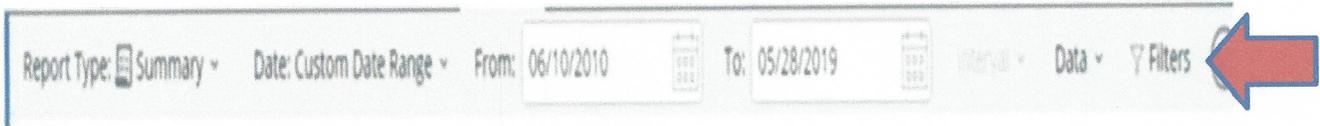
4. Next, set the **Date Range** of your *report*. Choose pre-set ranges or create a Custom Date Range. With Stamps.com you get up to 2 years of data.



Select **Filters** to display the information you want in your *report*.

The choices in the Filters menu change depending on the type of *report* being prepared:

- ✓ When viewing a **Prints** *report*, filter by service and cost code.
- ✓ When viewing an **Expenses** *report*, filter by expense type.
- ✓ Un-check items not to be displayed, then **click Save**.



5. Click the drop down to **Export and** download your *report* as a CSV file.

The screenshot shows the Stamps.com Reports interface. The 'Prints' dropdown menu is open, showing options like 'By Service', 'By Cost Code', 'By User', and 'By Meter'. The 'By Cost Code' option is selected. The report area shows a summary table with columns for 'First Class ®', 'First Class Intl ®', 'Postage Correction', 'Priority Mail ®', and 'Total'. The 'Total' row shows values: \$716.645, \$12.83, \$0.03, \$97.68, and \$827.185. A red arrow points to the 'Filters' icon in the top right corner of the report area.

#### CSV file

	A	B	C	D	E	F
1	Service	First Class (R)	First Class International (R)	Postage Correction	Priority Mail (R)	Total
2	Total	\$716.65	\$12.83	\$0.03	\$97.68	\$827.19
3						
4						

With over 750,000 satisfied customers, Stamps.com has been the leader in PC Postage solutions since 1998. From government agencies to Fortune 500 companies, our award-winning software helps large organizations across the country save time and money every day. In the Government space we have been particularly successful and impactful for our customers, including the FBI, which received the GSA Best Mail Practices award in 2016 for the impact of Stamps.com services on its 300 plus locations.  
<http://www.gsa.gov/portal/category/104691>

Stamps.com has successfully serviced and been a proven performer for Jefferson Parrish for over six years, providing a great product and unmatched service levels. In addition to reducing the expenses of a traditional meters we have provided exceptional reporting features that assist the agencies with providing individual accountability. We provide the data necessary to complete agency reporting requirements. We also provide the deepest available postage discounts with the USPS, discounts that in most cases our competitions are unable to provide with their PC Postage offering. Most importantly we provide timely, dependable customer service that allows the agency to continue its mission without interruption.

With Stamps.com there are no hidden costs, all associated costs are clear, visible, easily budgeted and easily tracked. For example, we do not charge our customers reset fees for adding postage.

**In summary, for our team, online postage is not an ancillary product or a hurried, incomplete response to new competitive pressures –it's what we do, and our only focus, day in and day out. We believe our customers deserve best in class technology, service and support, from a dedicated, seasoned staff that is focused on one core product and one core mission – product performance & service excellence, every day.**

**Stamps.com Enterprise is more than just a “software” product; it’s a service-oriented business solution providing a personal touch that keeps our customers’ costs down and mail running smoothly!**

**George Olsen  
1990 E. Grand Avenue  
El Segundo, CA 90245  
Senior National Account Manager Enterprise Sales  
golsen@stamps.com 310-387-6713**

**Stamps.com is offering Stamps.com Enterprise Pro NASPO Single-user for Line item 1 on the Bid Form. Stamps.com is offering the Enterprise Premier 10 user plan in place of Line item 2 and Line item 3 on the Bid Form. The new Stamps.com NASPO offering is now a 10 user plan that has replaced our 3 and 5 user plans.**

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

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

Are you requesting an escalation provision?

YES \_\_\_\_\_ NO X

MAXIMUM ESCALATION PERCENTAGE REQUESTED \_\_\_\_\_%

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF \_\_\_\_\_.

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

**DELIVERY: FOB JEFFERSON PARISH**

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

within 30 days of order

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

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

FIRM NAME: Stamps.com

ADDRESS: 1990 E Grand Ave

CITY, STATE: El Segundo CA ZIP: 90245

TELEPHONE: (310) 387-6713 FAX: ( )

EMAIL ADDRESS: golsen@stamps.com

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

Acknowledge Receipt of Addenda: NUMBER: #1

NUMBER: #2

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

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

TOTAL PRICE OF ALL BID ITEMS: \$ 14,667.08

AUTHORIZED SIGNATURE: *George Olsen*

George Olsen  
Printed Name

TITLE: Senior National Account Manager

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.: 50-00129280

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	36.00	MO	<p>THREE YEAR CONTRACT FOR THE SUPPLY OF INTERNET BASE POSTAGE SERVICES</p> <p>0001 - SOFTWARE FOR ONE (1) USER LICENSE</p> <p>* VENDOR TO SUPPLY 5LB WEIGHT SCALE *</p> <p>PRODUCT DESCRIPTION:</p> <p>NO DATE OR ADDRESS RESTRICTION - CAN PRINT ONLY WHAT YOU NEED                      USE FOR DOMESTIC OR INTERNATIONAL MAIL                      INKJET &amp; LASERJET COMPATIBLE                      JAM FREE/SMUDGE FREE/CURL FREE/                      PERMANENT SELF-ADHESIVE LABELS                      IMPORT EXISTING ADDRESS BOOKS                      PRINT POSTAGE FROM QUICKBOOKS OR WORD</p> <p>PAYMENT: INVOICES SHALL BE SENT TO EACH LOCATION FOR PAYMENT MADE VIA CHECK PAYABLE TO VENDOR OR ACH DEPOSIT FOR RESPECTIVE ACCOUNT/LOCATION.</p>	\$22.49	\$809.64
2	36.00	MO	<p>0002 - SOFTWARE FOR MULTI USER LICENSE UP TO 3 LICENSED USERS</p> <p>* VENDOR TO SUPPLY 5LB WEIGHT SCALE *</p> <p>***NO CHARGE FOR SHIPPING***</p> <p>PRODUCT DESCRIPTION:</p> <p>NO DATE OR ADDRESS RESTRICTION - CAN PRINT ONLY WHAT YOU NEED                      USE FOR DOMESTIC OR INTERNATIONAL MAIL                      INKJET &amp; LASERJET COMPATIBLE                      JAM FREE/SMUDGE FREE/CURL FREE/                      PERMANENT SELF-ADHESIVE LABELS                      IMPORT EXISTING ADDRESS BOOKS                      PRINT POSTAGE FROM QUICKBOOKS OR WORD</p>	\$29.99	\$1,079.64
3	36.00	MO	<p>0003 - SOFTWARE FOR MULTI USER LICENSES UP TO 5 LICENSED USERS</p> <p>* VENDOR TO SUPPLY 5LB WEIGHT SCALE *</p> <p>***NO CHARGE FOR SHIPPING***</p> <p>PRODUCT DESCRIPTION:</p> <p>NO DATE OR ADDRESS RESTRICTION - CAN PRINT ONLY WHAT YOU NEED</p> <p style="text-align: center;">BID REVISED PER ADDENDUM #1</p>	\$29.99	\$1,079.64

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129280

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
4	20.00	EA	USE FOR DOMESTIC OR INTERNATIONAL MAIL INKJET & LASERJET COMPATIBLE JAM FREE/SMUDGE FREE/CURL FREE/ PERMANENT SELF-ADHESIVE LABELS IMPORT EXISTING ADDRESS BOOKS PRINT POSTAGE FROM QUICKBOOKS OR WORD  0004 - THERMAL PRINTER - PRO LABEL PRINTER  DIMENSIONS: 4 INCH WIDE, 5 INCH HEIGHT, 8 INCH DEEP  PACKAGE INCLUDES: PRINTER, INSTALLATION CD, USB CABLE, AC POWER ADAPTER, ORIG STAMPS LABEL ROLL (SAMPLE) AND USER GUIDE	\$71.96	\$1,439.20
5	20.00	EA	0005 - ORIGINAL STAMPS LABEL ROLL (200 LABELS/ROLL)	\$13.12	\$262.40
6	20.00	EA	0006 - UNIVERSAL 2-1/8 X 4 SHIPPING LABEL ROLL, 220 LABELS  DYMO & SEIKO COMPATIBLE	\$8.96	\$179.20
7	1.00	EA	0007 - UNIVERSAL 2-1/8 X 4 SHIPPING LABEL ROLL, 12 ROLLS  DYMO & SEIKO COMPATIBLE	\$80.96	\$80.96
8	20.00	EA	0008 - ORIGINAL NET STAMPS LABELS 250 SHEETS	\$166.87	\$809.64
9	20.00	EA	0009 - ORIGINAL NET STAMPS LABELS 50 SHEETS	\$35.99	\$719.80
10	20.00	EA	0010 - CERTIFIED MAIL LABELS WITH POSTAGE RECEIPT; 25 PER SET;  ITEM SDC-3710	\$20.96	\$419.20
11	20.00	EA	0011 - CERTIFIED MAIL LABELS WITH POSTAGE RECEIPT 200 SHEETS	\$134.21	\$2,684.20
12	30.00	EA	0012 - PATRIOTIC NET STAMPS 5 SHEETS	\$5.30	\$159.00
BID REVISED PER ADDENDUM #1					

## INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129280

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
13	30.00	EA	0013 - NETSTAMPS LABELS, 5 SHEETS/PACK, 25 LABELS PER SHEET	\$4.04	\$121.20
14	5.00	EA	0014 - NETSTAMPS LABELS, 50 SHEETS/PACK, 25 LABELS PER SHEET	\$35.99	\$179.95
15	5.00	EA	0015 - NETSTAMPS LABELS, 250 SHEETS/PACK 25 LABELS PER SHEET	\$166.87	\$834.35
16	15.00	EA	0016 - POSTAGE LABELS. 3-PART POSTAGE, DELIVERY AND RETURN ADDRESS LABEL SETS.  320 LABEL SETS: 1 3/4" x 1 1/8"(POSTAGE) 3 7/8" x 1 3/8" (DELIVERY ADDRESS) AND 2 1/8" x 3/4" (RETURN ADDRESS).  ITEM/TEMPLATE NO. SDC-3110  40 SHEETS	\$13.46	201.90
17	15.00	EA	0017 - POSTAGE LABELS. 3-PART POSTAGE, DELIVERY AND RETURN ADDRESS LABEL SETS. 320 LABEL SETS: 1 3/4" x 1 1/8"(POSTAGE) 3 7/8" x 1 3/8" (DELIVERY ADDRESS) AND 2 1/8" x 3/4" (RETURN ADDRESS).  ITEM/TEMPLATE NO. SDC-3110  250 SHEETS  ***NO CHARGE FOR SHIPPING***	\$71.96	\$1,079.40

BID REVISED PER ADDENDUM #1

**Non-Public Works Bid**

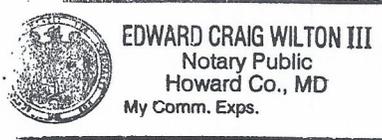
**AFFIDAVIT**

**STATE OF Louisiana**

**PARISH/COUNTY OF Jefferson Parish**

BEFORE ME, the undersigned authority, personally came and appeared: George Olsen  
\_\_\_\_\_, (Affiant) who after being by me duly sworn, deposed and said that  
he/she is the fully authorized Senior National Account Manager of Stamps.com Inc. (Entity),  
the party who submitted a bid in response to Bid Number 50-00129280 \_\_\_\_\_, to the  
Parish of Jefferson.

Affiant further said:



*Edward Craig Wilton III*

Campaign Contribution Disclosures

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

*my commission  
expired 9/09/2020*

**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. Fmihher, Entity, Affiant, and/or Entity Owners have not made any contributions to or in support of current or former members of the Jefferson Parish Council or the Jefferson Parish President through or in the name of another person or legal entity, either directly or indirectly.

**Choice B X**

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

*George Olsen*

Debt Disclosures

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

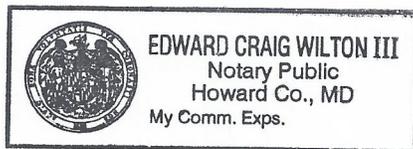
**Choice A** \_\_\_ Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

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

Affiant further said:

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

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



A handwritten signature in black ink, appearing to read "Edward Craig Wilton III".

my commission  
expired 9/09/2020

A handwritten signature in black ink, appearing to read "George Olsen".

Debt Disclosures

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

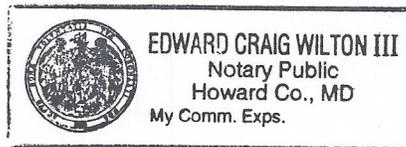
Choice A  Attached hereto is a list of all debts owed by the affiant to any elected or appointed official of the Parish of Jefferson, and any and all debts owed by any elected or appointed official of the Parish to the Affiant.

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.]*



*Edward Craig Wilton III*

My Commission Expires  
9/09/2020

*George Olsen*



# CERTIFICATE OF LIABILITY INSURANCE

4/19/2020

DATE (MM/DD/YYYY)

3/16/2020

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).

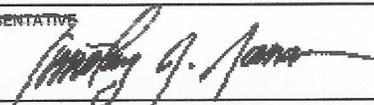
<b>PRODUCER</b> Lockton Insurance Brokers, LLC 777 S. Figueroa Street, 52nd Fl. CA License #0F15767 Los Angeles CA 90017 (213) 689-0065	<b>CONTACT NAME:</b> PHONE (A/C, No, Ext): FAX (A/C, No): E-MAIL ADDRESS:		
	<b>INSURER(S) AFFORDING COVERAGE</b>		
<b>INSURED</b> 1460070 Stamps.com Inc. 1990 E Grand Avenue El Segundo CA 90245	<b>INSURER A:</b> National Fire Insurance Co of Hartford <b>INSURER B:</b> The Continental Insurance Company <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>		<b>NAIC #</b> 20478 35289

**COVERAGES** STAMP01 **CERTIFICATE NUMBER:** 16647680 **REVISION NUMBER:** XXXXXXXX

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

INSR LTR	TYPE OF INSURANCE	ADDL INSD	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:	N	N	6076481720	4/19/2019	4/19/2020	EACH OCCURRENCE \$ 1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$ 1,000,000 MED EXP (Any one person) \$ 15,000 PERSONAL & ADV INJURY \$ 1,000,000 GENERAL AGGREGATE \$ 2,000,000 PRODUCTS - COMP/OP AGG \$ 2,000,000 \$
B	<b>AUTOMOBILE LIABILITY</b> <input type="checkbox"/> ANY AUTO <input type="checkbox"/> OWNED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input checked="" type="checkbox"/> NON-OWNED AUTOS ONLY <input checked="" type="checkbox"/> Comp: \$100	N	N	6076481734	4/19/2019	4/19/2020	COMBINED SINGLE LIMIT (Ea accident) \$ 1,000,000 BODILY INJURY (Per person) \$ XXXXXXXX BODILY INJURY (Per accident) \$ XXXXXXXX PROPERTY DAMAGE (Per accident) \$ XXXXXXXX Coll: \$1,000 \$ XXXXXXXX
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED RETENTION \$	N	N	6076481765	4/19/2019	4/19/2020	EACH OCCURRENCE \$ 20,000,000 AGGREGATE \$ 20,000,000 SIR: \$ 10,000
B B	<b>WORKERS COMPENSATION AND EMPLOYERS' LIABILITY</b> <input type="checkbox"/> ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N N	N/A	6076481748 CA 6076481751 AOS	4/19/2019 4/19/2019	4/19/2020 4/19/2020	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$ 1,000,000 E.L. DISEASE - EA EMPLOYEE \$ 1,000,000 E.L. DISEASE - POLICY LIMIT \$ 1,000,000

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

<b>CERTIFICATE HOLDER</b> <b>16647680</b> JEFFERSON PARISH PURCHASING DEPARTMENT BID NO.: 50-00129280 P.O. BOX 9 GRETN LA 70054	<b>CANCELLATION</b> SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS. AUTHORIZED REPRESENTATIVE 
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## Request for Taxpayer Identification Number and Certification

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

▶ Go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9) for instructions and the latest information.

Print or type.  
See Specific Instructions on page 3.

1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. <b>Stamps.com, Inc.</b>	
2 Business name/disregarded entity name, if different from above	
3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only <b>one</b> of the following seven boxes.	
<input type="checkbox"/> Individual/sole proprietor or single-member LLC <input checked="" type="checkbox"/> C Corporation <input type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate	
<input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____ <b>Note:</b> Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.	
<input type="checkbox"/> Other (see instructions) ▶ _____	
4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):	Exempt payee code (if any) _____
	Exemption from FATCA reporting code (if any) _____
<small>(Applies to accounts maintained outside the U.S.)</small>	
5 Address (number, street, and apt. or suite no.) See instructions. <b>1990 E. Grand Avenue</b>	Requester's name and address (optional)
6 City, state, and ZIP code <b>EI Segundo, CA 90245</b>	
7 List account number(s) here (optional)	

### Part I Taxpayer Identification Number (TIN)

Enter your TIN in the appropriate box. The TIN provided must match the name given on line 1 to avoid backup withholding. For individuals, this is generally your social security number (SSN). However, for a resident alien, sole proprietor, or disregarded entity, see the instructions for Part I, later. For other entities, it is your employer identification number (EIN). If you do not have a number, see *How to get a TIN*, later.

**Note:** If the account is in more than one name, see the instructions for line 1. Also see *What Name and Number To Give the Requester* for guidelines on whose number to enter.

<b>Social security number</b>											
-											
-											
OR											
<b>Employer identification number</b>											
7	7		-	0	4	5	4	9	6	6	

### Part II Certification

Under penalties of perjury, I certify that:

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

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

<b>Sign Here</b>	Signature of U.S. person ▶	Date ▶ <b>1/22/20</b>
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### General Instructions

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

**Future developments.** For the latest information about developments related to Form W-9 and its instructions, such as legislation enacted after they were published, go to [www.irs.gov/FormW9](http://www.irs.gov/FormW9).

### Purpose of Form

An individual or entity (Form W-9 requester) who is required to file an information return with the IRS must obtain your correct taxpayer identification number (TIN) which may be your social security number (SSN), individual taxpayer identification number (ITIN), adoption taxpayer identification number (ATIN), or employer identification number (EIN), to report on an information return the amount paid to you, or other amount reportable on an information return. Examples of information returns include, but are not limited to, the following.

- Form 1099-INT (interest earned or paid)

- Form 1099-DIV (dividends, including those from stocks or mutual funds)
- Form 1099-MISC (various types of income, prizes, awards, or gross proceeds)
- Form 1099-B (stock or mutual fund sales and certain other transactions by brokers)
- Form 1099-S (proceeds from real estate transactions)
- Form 1099-K (merchant card and third party network transactions)
- Form 1098 (home mortgage interest), 1098-E (student loan interest), 1098-T (tuition)
- Form 1099-C (canceled debt)
- Form 1099-A (acquisition or abandonment of secured property)

Use Form W-9 only if you are a U.S. person (including a resident alien), to provide your correct TIN.

If you do not return Form W-9 to the requester with a TIN, you might be subject to backup withholding. See What is backup withholding, later.



To:

Jefferson Parish Purchasing Department  
PO BOX 9  
Gretna LA 70054-0009

March 18, 2020

To Whom It May Concern,

George Olsen, Stamps.com's Enterprise Sales Representation, is hereby authorized to respond and sign the Jefferson Parish Bid 03-2020 50-129280 on behalf of Stamps.com Inc.

Thank you for this opportunity to participate in this bid process.

Sincerely,

A handwritten signature in blue ink, appearing to read "Al McMichael", written over a diagonal line that extends from the bottom left towards the top right of the signature area.

Al McMichael  
Director, Enterprise Sales  
Stamps.com Inc.  
1990 E. Grand Ave., El Segundo, CA 90245

**STAMPS.COM INC., 1990 E. GRAND AVENUE, EL SEGUNDO, CA 90245**

1990 E. GRAND AVENUE, EL SEGUNDO, CA 90245 | TEL: 310-482-5800 | FAX: 310-482-5900 | WWW.STAMPS.COM



JEFFERSON PARISH  
DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

March 18, 2020

ADDENDUM # 1

Bid Number: 50-00129280

Bid Opening Date: March 19, 2020  
\*\*Postponed Date\*\* April 16, 2020

Description of Bid:

Attachment: **THREE YEAR CONTRACT FOR INTERNET BASED  
POSTAGE SERVICES FOR JP DEPARTMENTS - PARISHWIDE**

**POSTPONED:**

DUE TO THE COVID-19 SAFETY PRECAUTIONS, THE BID OPENING DATE HAS BEEN POSTPONED.

**\*\*\*PLEASE SEE THE ATTACHED REVISED BID FORM\*\*\***

**\*\*\*THE REVISED FORMS MUST BE USED FOR BID SUBMISSION\*\*\***

Sincerely,

Shanna Folse

Shanna Folse, Buyer II  
Jefferson Parish Purchasing Department

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

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

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053  
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
OFFICE 504.364.2678  
EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET



# JEFFERSON PARISH

## DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG  
PARISH PRESIDENT

RENNY SIMNO  
DIRECTOR

*April 8, 2020*

**ADDENDUM # 2**

**Bid No.: 50-00129280**

**Bid Opening Date: 4/16/2020**

**For: Three year contract for internet based postage services for Jefferson Parish Departments Parishwide.**

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DUE TO COVID-19 SAFETY PRECAUTIONS, ALL PUBLIC BID OPENINGS HAVE BEEN SUSPENDED. THE BID OPENING WILL CONTINUE AND BE MADE AVAILABLE VIA PHONE CONFERENCE. ADVERTISED BIDS WILL BE ACCEPTED THROUGH CENTRAL BIDDING OR MANUAL SUBMISSION.

MANUALLY-SUBMITTED BIDS WILL ONLY BE ACCEPTED FROM 1:30 -1:59 P.M. ON THE DAY OF THE BID OPENING OR BY APPOINTMENT. BIDDERS MUST SUBMIT AT THE GENERAL GOVERNMENT BUILDING. THE PURCHASING DEPARTMENT WILL HAVE A TABLE SET UP TO RECEIVE SEALED BIDS AT THE ENTRANCE INSIDE OF THE BUILDING.

THE BID OPENING WILL BE MADE AVAILABLE BY CALLING THE FOLLOWING:

DIAL IN NUMBER: (504) 323-1800  
MEETING ID: 181357

THE BID OPENING WILL BEGIN AT 2:30 P.M.

Sincerely,

*Donna Reamey*

\_\_\_\_\_  
Donna Reamey, Buyer II  
Jefferson Parish Purchasing Department

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

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

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETNA, LA 70053  
OFFICE 504.364.2678

JOSEPH S. YENNI BLDG. – 1221 ELMWOOD PARK BLVD., SUITE 404, JEFFERSON, LA 70123  
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EMAIL: PURCHASING@JEFFPARISH.NET WEBSITE: WWW.JEFFPARISH.NET