

5/13/21

DATE: 4/29/2021

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 5

BID NO.: 50-00134466

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: RSCOTT

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

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

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

DELIVERY: FOB JEFFERSON PARISH	
INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES	_____
INDICATE STARTING TIME (IN DAYS) FOR CONSTRUCTION WORK	_____
INDICATE COMPLETION TIME (IN DAYS) FOR CONSTRUCTION WORK	_____

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: _____

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

*** ALL BIDDERS MUST COMPLETE SECTION BELOW ***	
FIRM NAME: <u>SIGNWORX, LLC</u>	
SIGNATURE: (Must be signed here) <u>Stephen Lukinovich</u>	TITLE: <u>ACCOUNT EXECUTIVE / PROJECT MANAGER</u>
PRINT OR TYPE NAME: <u>STEPHEN LUKINOVICH</u>	
ADDRESS: <u>2527 Hickory Ave</u>	
CITY, STATE: <u>Metairie, LA</u>	ZIP: <u>70003</u>
TELEPHONE: <u>(504) 737-7446</u>	FAX: <u>(504) 737-3299</u>
EMAIL ADDRESS: <u>Stephen@signworx.net</u>	

TOTAL PRICE OF ALL BID ITEMS: \$ 18,493.72

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00134466

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1.00	JOB	<p>Labor, materials and equipment necessary to remove/replace sign at the Belle Terre Library for the Jefferson Parish Library Department</p>	<p>\$18,493.72</p>	<p>\$18,493.72</p>
			<p>0010 - We extend this proposal to cover all labor, materials, and equipment necessary to remove existing monument sign and provide a new LED illuminated aluminum constructed double-sided monument sign and building signage at the Belle Terre Library located at 5550 Belle Terre Road, Marrero, La. 70072.</p> <p>(AS PER THE ATTACHED SPECIFICATIONS)</p>		

BID NO. 50-134466

BELLE TERRE LIBRARY - NEW SIGN AND BUILDING SIGNAGE

We extend this proposal to cover all labor, materials, and equipment necessary to remove existing monument sign and provide a new LED illuminated aluminum constructed double-sided monument sign and building signage at the Belle Terre Library located at 5550 Belle Terre Road, Marrero, Louisiana 70072 for the Jefferson Parish Library Department.

Section 1.0 Mandatory Pre-Bid Conference:

A Mandatory Pre-Bid Conference will be held:

Location: Belle Terre Library, 5550 Belle Terre Road, Marrero, Louisiana 70072

Date: Wednesday, May 5, 2021

Time: 9:00 AM

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 this project.

The person to contact concerning this bid is the Jefferson Parish Library Property Manager, Offord Langston. He can be contacted at 838-1100 between the hours of 8:00 am and 5:00 pm; Tuesday through Friday.

Section 2.0 Quantities/Inspections:

Bidders must inspect the site and perform their own measurements and surveys to determine the proper quantities of labor hours, equipment, supplies, materials, etc. required for this bid.

Section 3.0 Licenses and Permits:

Contractor shall obtain any and all permits required by the Jefferson Parish Department of Inspection and Code Enforcement and the Jefferson Parish Parkway Department. Contractor shall be responsible for payment of permits, licenses, and certifications, etc., and costs of keeping all-current during contract period. The contractor will provide a copy of all permits required to perform the work to the Jefferson Parish Library Property Manager upon contract acceptance.

Section 4.0 Scope:

We extend this proposal to cover all labor, materials, and equipment necessary to remove existing monument and provide a new LED illuminated aluminum constructed double-sided monument sign and install new building signage at the Belle Terre Library located at 5550 Belle Terre Road, Marrero, Louisiana 70072 for the Jefferson Parish Library Department.

This contract period for this project will be a 120 days. The contract will commence when the Notice of Proceed is issued to winning bidder.

This scope of work shall include all items within these specifications for the Jefferson Parish Library Department. The total bid price will include all labor, materials, and equipment required for these specifications.

Section 5.0 Bid Specifications:

The successful bidder shall furnish all labor, materials, and equipment necessary to remove and replace the existing monument sign and install new building signage.

The library department will remove existing building signage and prepare the area for the new signage. The library will need approximately three (3) days to prep the area before the installation of the new signage.

NOTE: Contractor is responsible for calling LA One Call before any digging is performed.

Section 5.1 Monument Sign:

The existing concrete monument sign shall be removed and the location excavated and prepared for the installation of the new LED illuminated aluminum constructed double-sided monument sign. When removing the existing sign special attention will be used as not to disturb the underground wiring used to connect the power to the sign.

NOTE: Contractor is responsible for calling LA One Call before any digging is performed.

The new sign will be an aluminum constructed double-sided custom fabricated cabinet with text. The sign will have LED illumination, UL certified, and be pole mounted. The pole/pipe will be set in a concrete slab and cured before the installation of the new sign. The owner will verify placement of new sign before installation.

Signage Details:

- Overall Sign Size: 74”T x 96”W
- Illuminated Portion of Sign(custom fabricated sign cabinet): 48”t x 96”W
- Custom fabricated all aluminum construction monument sign
- Double-Sided
- White acrylic faces with applied burgundy high performance vinyl
- Background Color: White
- Cabinet: painted black
- Illuminated with white LEDs
- Routed acrylic address numbers (5550) will be mounted to the painted aluminum base
- UL Listed - Certified
- Verbiage: (All lines will be centered on the illuminated portion of the sign)
1ST Line: DORIS HOOPER PITTS

2ND Line: DECORATIVE STRIPE/LINE
3RD Line: BELLE TERRE
4TH Line: LIBRARY

- The successful bidder will provide library/owner library themed artwork for the illuminated portion of the sign.

Note: All artwork and fonts must be approved by owner before sign fabrication and installation.

The library department will provide power to the sign.

Section 5.2: Building Signage

The library department will remove existing building signage and prepare the area for the new signage. The library will need approximately three (3) days to prep the area before the installation of the new signage.

The existing building signage will be replaced with the following:

- Custom routed ½” aluminum letters and numbers
- Painted black
- Stud flush mounted
- Paper pattern included
- Verbiage: (All lines will be centered on the library building in the area above the front entrance of the library)
- 1ST Line: DORIS HOPPER PITTS (10.49” x ½” letters)
- 2ND Line: DECORATIVE STRIPE/LINE
- 3RD Line: BELLE TERRE (13.69” x ½” letters)
- 4TH Line: LIBRARY (13.69” x ½” letters)
- 5TH Line: 5550 (8” x ½” letters)

Note: All artwork and fonts must be approved by owner before sign fabrication and installation.

Section 6.0 Trash/Debris Removal

Trash/debris shall be removed by the contractor as a part of the contract. Trash/debris shall be picked up and removed daily.

Section 7.0 Safety Precautions:

Safety must be exercised at all times to safeguard the welfare and safety of the Library patron, the general public, the employees of Jefferson Parish, and the Library. Job site must remain clean and without excessive litter and debris, without obstructions to walkways, driveways, and the parking lot. These areas must remain unobstructed and free for ingress and egress, and pedestrian safety.

Contractor must consider the security and integrity of the Library Buildings and Grounds, before, during, and after contractor services. Buildings, Grounds, and Equipment must be protected and secured to the satisfaction of the Library Department, and Industry Standards. The Contractor will provide trained personnel to perform all duties of this Contract. Contractor's personnel will conduct themselves in a professional, courteous manner, and be neat in appearance while employees are on the Library properties.

Section 8.0 Warranty:

The successful bidder will provide a lifetime structural warranty on the aluminum constructed double-sided custom fabricated cabinet/sign and a five (5) year lighting warranty.



SIGNWORX, LLC
2527 Hickory Avenue
Metairie, LA 70003
Ph: (504) 737-7446
FAX: (504) 737-3299
Email: info@signworx.net
Web: http://www.signworx.net

Estimate #: 48644

Estimate Date: 3/18/2021 10:08:31AM
Entered By: Stephen Lukinovich
Salesperson: Stephen Lukinovich

Page 1 of 5

Prepared For: Jefferson Parish Library

Contact: Antoinette Scott ,Library Business Manager
Email: Scott, Antoinette <ascott@jefferson.lib.la.us>

Office Phone: (504) 838-1116

Office Fax: (504) 456-9189

Doris Hooper Pitts Belle Terre Library Building/Monument Signage, Permits & Installation

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
1	Custom Fabricated Sign Cabinet Description: Double Sided Sign Cabinet Aluminum construction LED Illumination UL certified Pole Mounted LIFETIME STRUCTURAL WARRANTY 5 YEAR LIGHTING WARRANTY	1	\$7,048.00	\$7,048.00	\$7,048.00

- **Quantity:** 1
- **Side(s):** Double Sided
- **Product Code:** Custom Fabricated Cabinet.
- **Height:** 48 **Width:** 96
- **Text:**

DOUBLE SIDED MONUMENT SIGN

SIGNAGE DETAILS:

- OVERALL SIZE: 74" T X 96" W
- CUSTOM FABRICATED ALL ALUMINUM CONSTRUCTION MONUMENT SIGN
- DOUBLE SIDED
- WHITE ACRYLIC FACES WITH APPLIED BURGUNDY HIGH PERFORMANCE VINYL
- CABINET PAINTED BLACK
- ILLUMINATED WITH WHITE LEDS
- ROUTED ACRYLIC ADDRESS LETTERS MOUNTED TO PAINTED ALUMINUM BASE
- UL CERTIFIED

VERBIAGE:

DORIS HOOPER PITTS

BELLE TERRE
LIBRARY



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Contact: Antoinette Scott ,Library Business Manager
 Email: Scott, Antoinette <ascott@jefferson.lib.la.us>

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Office Fax: (504) 456-9189

Doris Hooper Pitts Belle Terre Library Building/Monument Signage, Permits & Installation

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
2	Routed 1/2" Aluminum	1	\$3,970.72	\$3,970.72	\$3,970.72
Description: 1/2" Aluminum Routed to Customer Specifications					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** Routed 1/2" Aluminum.
- **Height:** 66.82 **Width:** 144
- **Foreground Color:** Painted Black
- **Text:**

ROUTED 1/2" ALUMINUM LETTERS

SIGNAGE DETAILS:

- OVERALL SIZE: 66.82" T X 144" W
- CUSTOM ROUTED 1/2" ALUMINUM LETTERS AND ADDRESS NUMBERS
- PAINTED BLACK
- STUD FLUSH MOUNTED
- PAPER PATTERN INCLUDED

VERBIGE:

VERBIAGE:

DORIS HOOPER PITTS

BELLE TERRE
 LIBRARY
 5550

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
3	Foundation	1	\$2,500.00	\$2,500.00	\$2,500.00
Description: Concrete Foundation & Pole					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** Foundation
- **Height:** 0 **Width:** 0
- **Background Color:** White
- **Text:**

CONCRETE FOUNDATION

FOUNDATION DETAILS:

- EXCAVATE LOCATION
- DISPOSE OF SPOILS
- SET PIPE IN CONCRETE SLAB
- LET CURE



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Contact: Antoinette Scott ,Library Business Manager

Office Fax: (504) 456-9189

Email: Scott, Antoinette <ascott@jefferson.lib.la.us>

Doris Hooper Pitts Belle Terre Library Building/Monument Signage, Permits & Installation

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
4	Field Install	1	\$1,680.00	\$1,680.00	\$1,680.00
Description: Installation Performed on Location					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** Field Install
- **Height:** 0 **Width:** 0
- **Text:**

Location:
5550 Belle Terre Rd
Marrero, LA 70072

INSTALLATION OF MONUMENT SIGN AT CUSTOMER'S LOCATION

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
5	Field Removal	1	\$1,080.00	\$1,080.00	\$1,080.00
Description: Removal of signage					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** Field Removal
- **Height:** 0 **Width:** 0
- **Text:**

FIELD REMOVAL OF EXISTING CONCRETE MONUMENT SIGN

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
6	Field Install	1	\$1,050.00	\$1,050.00	\$1,050.00
Description: Installation Performed on Location					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** Field Install
- **Height:** 0 **Width:** 0
- **Text:**

FIELD INSTALLATION OF BUILDING LETTERS



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 Metairie, LA 70003
 Ph: (504) 737-7446
 FAX: (504) 737-3299
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Doris Hooper Pitts Belle Terre Library Building/Monument Signage, Permits & Installation

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
7	Permits	1	\$950.00	\$950.00	\$950.00
Description: All Applicable Permits & Engineering Required for Signage Procurement - \$175 Electrical (if necessary) - \$225 Engineering (no foundation) - \$150 Engineering (foundation) - \$300 Permit - \$TBD by parish and sign					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** Permits.
- **Height:** 0 **Width:** 0
- **Text:**
ESTIMATED COST - RECEIPTS TO BE SUBMITTED UPON ACQUISITION

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
8	File Setup	1	\$95.00	\$95.00	\$95.00
Description: Preparation of Customers Art to be Digital or Screen Printed					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** File Setup.
- **Height:** 1417.32 **Width:** 1417.32
- **Text:**

FILE SETUP OF CUSTOMER'S ARTWORK

Item #	Product	Quantity	Regular Price	Unit Price	Subtotal
9	Material	1	\$120.00	\$120.00	\$120.00
Description: Material					

- **Quantity:** 1
- **Side(s):** Single Sided
- **Product Code:** Material
- **Height:** 1 **Width:** 1
- **Background Color:** White
- **Text:**

MISC. MATERIAL - WIRING, NUTS, BOLTS, SILICONE, AND HARDWARE



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Doris Hooper Pitts Belle Terre Library Building/Monument Signage, Permits & Installation

Subtotal:	\$18,493.72
Total:	\$18,493.72
Deposit Required:	\$11,096.23

Payment Terms: Payment Terms: A deposit of 60% of the full amount is due prior to the commencement of work. Final payment of the balance of the Contract Price is due within five (5) working days from delivery of your order. In the event that the balance goes unpaid for any length of time and collection action is taken, the undersigning purchaser agrees to pay all legal fees associated with the collections efforts, which includes but is not limited to, cost of suit and attorney's fees.

ATTN: Antoinette Scott
Jefferson Parish Library
 4747 West Napoleon Ave
 Metairie, LA 70001

Estimate Accepted As Is. Please proceed with Order.

Changes required, please contact me.

Accepted By:

 / /
 (Today's Date)

Request for Taxpayer Identification Number and Certification

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

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

Print or type. See Specific Instructions on page 3.	<p>1 Name (as shown on your income tax return). Name is required on this line; do not leave this line blank. Signworx, LLC</p> <p>2 Business name/disregarded entity name, if different from above</p>	
	<p>3 Check appropriate box for federal tax classification of the person whose name is entered on line 1. Check only one of the following seven boxes.</p> <p><input type="checkbox"/> Individual/sole proprietor or single-member LLC <input type="checkbox"/> C Corporation <input checked="" type="checkbox"/> S Corporation <input type="checkbox"/> Partnership <input type="checkbox"/> Trust/estate</p> <p><input type="checkbox"/> Limited liability company. Enter the tax classification (C=C corporation, S=S corporation, P=Partnership) ▶ _____</p> <p>Note: Check the appropriate box in the line above for the tax classification of the single-member owner. Do not check LLC if the LLC is classified as a single-member LLC that is disregarded from the owner unless the owner of the LLC is another LLC that is not disregarded from the owner for U.S. federal tax purposes. Otherwise, a single-member LLC that is disregarded from the owner should check the appropriate box for the tax classification of its owner.</p> <p><input type="checkbox"/> Other (see instructions) ▶ _____</p>	<p>4 Exemptions (codes apply only to certain entities, not individuals; see instructions on page 3):</p> <p>Exempt payee code (if any) _____</p> <p>Exemption from FATCA reporting code (if any) _____</p> <p><small>(Applies to accounts maintained outside the U.S.)</small></p>
	<p>5 Address (number, street, and apt. or suite no.) See instructions. 2527 Hickory Ave</p> <p>6 City, state, and ZIP code Metairie, LA 70003</p> <p>7 List account number(s) here (optional)</p>	<p>Requester's name and address (optional)</p>

Part I Taxpayer Identification Number (TIN)

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

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

Social security number									
or									
Employer identification number									
6	8	-	0	5	2	0	2	9	2

Part II Certification

Under penalties of perjury, I certify that:

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

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

Sign Here	Signature of U.S. person ▶	Date ▶ 1/6/21
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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.

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.

FOR PUBLIC DISPLAY - NOT TRANSFERABLE

ISSUED BY

SHERIFF AND EX-OFFICIO TAX COLLECTOR-JEFFERSON PARISH, LOUISIANA

2021 Occupational License Tax

SIGNWORX LLC
2527 HICKORY AVE
METAIRIE, LA 70003



License # 376784832

Account # 12219233

Location Address

2527 HICKORY AVE
METAIRIE, LA

Business Class 453998

All Other Miscellaneous Store Retailers (except
Tobacco Stores)

License Class 1740

Retail Mdse/Service/Rental/etc

Tax	Interest	Penalty	Other	Total	Payment
\$1,800.00	\$0.00	\$0.00	\$0.00	\$1,800.00	\$1,800.00

JOSEPH P. LOPINTO, III
SHERIFF & TAX COLLECTOR

Gregory A. Ruppert, Director
Bureau of Revenue and Taxation

Pursuant to Jefferson Parish Code of Ordinances Chapter 35, Article VI, Section 35-153, the issuance of this occupational license to the person or firm named hereon is a receipt for payment of said tax and entitles the recipient to operate a business at the location shown, provided said business is operated within the confines of the application thereof, and does not violate any parish or state criminal, health, or zoning laws. This license will expire December 31, 2021.

RENEWAL APPLICATIONS ARE DUE PRIOR TO MARCH 1.

DEPARTMENT OF SAFETY & PERMITS REGISTERED SIGN CONTRACTOR CERTIFICATE

14SGRG-05171

The company named on this Certificate has registered with the City of New Orleans as a Sign Contractor and is permitted to install and maintain signs in New Orleans, subject to the requirements of Chapter 134 of the Code of Ordinances, the Comprehensive Zoning Ordinance and the Building Code.

Certificate Holder:

Signworx LLC

Address:

2527 Hickory Ave.
Metairie, LA 70003

Occ Lic/Reg Number:

This Temporary License will Exp.4/1/21. Please provide your 2021 Business License by then

Date of Issuance:

1/12/2021

Date of Expiration:

12/31/2021



Tammie Jackson, Director of Safety and Permits