



Bid Number 50 – 00132286

**A ONE TIME PURCHASE OF (7) TONER CARTRIDGES FOR THE 24TH
JUDICIAL DISTRICT COURT**

September 25, 2020 at 11:00 am

ATTENTION VENDORS!!!

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

**Jefferson Parish Purchasing Department
200 Derbigny Street
General Government Building, Suite 4400
Gretna, LA 70053
Buyer Name: Doris Abraham, Buyer I
Buyer Email: dabraham@jeffparish.net
Buyer Phone: 504-364-2690**

DATE: 9/22/2020

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 4

BID NO.: 50-00132286

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

VENDOR: _____

BUYER: DABRAHAM

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	<u>3-5 days</u>
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 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: American Office Machines, Inc.	
SIGNATURE: (Must be signed here)	TITLE: President
PRINT OR TYPE NAME: John D. Manzella, Jr.	
ADDRESS: 2609 Ridgelake Dr.	
CITY, STATE: Metairie, Louisiana	ZIP: 70002
TELEPHONE: (504) 833-1964	FAX: (504) 837-3167
EMAIL ADDRESS: administration@aominc.net	

TOTAL PRICE OF ALL BID ITEMS: \$ 1304.93

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00132286

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	3.00	EA	<p>A one time purchase of (7) toner cartridges for the 24th Judicial District Court</p> <p>0010) HP 507A Yellow toner cartridge</p>	204.99	614.97
2	2.00	EA	<p>All cartridges are to be OEM original, NO compatible or refurbished ***</p> <p>0020) HP 507A Cyan Toner Cartridge</p>	204.99	409.98
3	2.00	EA	0030) HP 507A Black Toner Cartridge	139.99	279.98
<p>SHIP TO: 24TH JUDICIAL DISTRICT COURT THOMAS DONELON BLDG. 200 DERBIGNY STREET, SUITE 2100 GRETN, LA 70053 ATTN: TRACY S. LOUIS</p>					