

DATE: 2/18/2020

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BID NO.: 50-00129279

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 — %

INITIAL BID PRICES WILL REMAIN FIRM THROUGH THE DATE OF Term of Contract

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

As Requested

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

THIS SECTION MUST BE COMPLETED BY BIDDER:

FIRM NAME: Louisiana Office Products

ADDRESS: 210 Edwards Ave.

CITY, STATE: Harahan, LA ZIP: 70123

TELEPHONE: (504) 733-9650 FAX: (504) 733-3375

EMAIL ADDRESS: Frank @ LAOP.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: _____

NUMBER: _____

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 334,125⁰⁰

AUTHORIZED SIGNATURE: Frank B. Giovingo

TITLE: President

Frank B. Giovingo
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.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	30.00	RM	<p>TWO (2) YEAR CONTRACT FOR THE SUPPLY OF BOND PAPER ON AN AS NEEDED BASIS FOR ALL JEFFERSON PARISH DEPARTMENTS</p> <p>0010 - Blue 8-1/2 X 11 ream Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond</p> <p>CAS 053733RMBLUE HAM103309</p> <p>TWO (2) YEAR CONTRACT FOR BOND PAPER FOR ALL JEFFERSON PARISH DEPARTMENTS</p> <p>THIS CONTRACT IS USED BY ALL PARISH DEPARTMENTS, THEREFORE MULTIPLE SHIP TO ADDRESSES WILL BE INVOLVED AND WILL BE ADDRESSED ON EACH CONTRACT PURCHASE ORDER.</p> <p>ALL DELIVERIES ARE TO BE FOB- DELIVERED INSIDE DESTINATION</p> <p>DELIVERIES SHALL BE WITHIN TWO (2) WORKING DAYS OF RECEIPT OF ORDER WITH THE EXCEPTION OF LARGE/BULK ORDERS, WHICH ARE DEFINED AS ANY ORDER IN THE EXCESS OF 40 CASES. ON LARGE ORDERS VENDOR IS EXPECTED TO PROVIDE A REASONABLE QUANTITY WITHIN 2 DAYS AND COMPLETION WITHIN 5 DAYS FROM RECEIPT OF ORDER.</p>	5.00	150.00
2	50.00	CS	<p>0020 - Blue 8-1/2 X 11 case Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond</p> <p>CAS053733CSBLUE HAM103309CS</p>	50.00	2,500.00
3	10.00	RM	<p>0030 - Buff 8-1/2 X 11 ream Recycled, Bond</p> <p>20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond</p> <p>CAS053733RMBUFF HAM103325</p>	5.00	50.00
4	10.00	CS	<p>0040 - Buff 8-1/2 X 11 case Recycled, Bond</p>	50.00	500.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	50.00	RM	20# Colors, No. 1 Grade, Xerographic (5,000/case) BUFF 20-lb. Bond CAS053733CSBUFF HAM103325CS	5.00	250.00
6	50.00	CS	0050 - Canary 8-1/2 X 11 ream Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMCAN HAM103341	50.00	2500.00
7	10.00	RM	0060 - Canary 8-1/2 X 11 case Recycled, Bond 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSCAM HAM103341CS	5.00	50.00
8	10.00	CS	0070 - Cherry 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMCHY HAM102210	50.00	500.00
9	20.00	RM	0080 - Cherry 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSCHY HAM102210CS	5.00	100.00
			0090 - Goldenrod 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMGLD		

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
10	10.00	CS	HAM103168 0100 - Goldenrod 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSGLD HAM103168CS	50.00	500.00
11	5.00	RM	0110 - Gray 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond HAM102889	5.00	25.00
12	15.00	CS	0120 - Gray 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond HAM102889CS	50.00	750.00
13	50.00	RM	0130 - Green 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond CAS053733RMGRN HAM103366	5.00	250.00
14	60.00	CS	0140 - Green 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond CAS053733CSGRN HAM103366CS	50.00	3000.00
15	20.00	RM	0150 - Ivory 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	5.00	100.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	20.00	CS	CAS053733RMIVY HAM103176 0160 - Ivory 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	50.00	1000.00
17	20.00	RM	CAS053733CSIVY HAM103176CS 0170 - Orchid 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	5.00	100.00
18	20.00	CS	HAM103770 0180 - Orchid 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	50.00	1000.00
19	20.00	RM	HAM103770CS 0190 - Pink 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic (500/ream) 20-lb. Bond	5.00	100.00
20	5.00	CS	CAS053733RMPNK HAM103382 0200 - Pink 8-1/2 X 11 case Recycled, 20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond	50.00	250.00
21	20.00	RM	CAS053733CSPNK HAM103382CS 0210 - Salmon 8-1/2 X 11 ream Recycled, 20# Colors, No. 1 Grade, Xerographic	5.00	100.00

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
22	10.00	CS	(500/ream) 20-lb. Bond HAM103119 0220 - Salmon 8-1/2 X 11 case Recycled,	50.00	500.00
23	5,000.00	CS	20# Colors, No. 1 Grade, Xerographic (5,000/case) 20-lb. Bond HAM103119CS 0230 - White 8-1/2 X 11 Premium Xerographic	33.00	165,000.00
24	1,500.00	CS	White, Premium Bond, No. 1 Grade (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond GEP999705 SP2-EC851192 UNVWHITETOP	48.00	72,000.00
25	1,500.00	CS	0240 - White 8-1/2 X 11, Recycled- Case 20-lb. Bond White, No. 1 Grade (5000/Case) Premium Laser Xerographic 500 sheets per ream. 10 Reams per case GEP999916 HAM-86700 CAS054901	46.00	69,000.00
26	200.00	CS	0250 - White 8-1/2 X 14, Premium Xerographic 20#, Number 1 Grade, Premium Bond, (5000/case) Spectrum D.P. or equal 500 sheets per ream. 10 Reams per case 20-lb. Bond GEP999706 SPR-06420 CAS0X9004	60.00	12,000.00
			0260 - White 8-1/2 X 14, Recycled Bond White, No. 1 Grade (5000/case) Premium Laser Xerographic Or Equal 500 sheets per ream. 10 Reams per case 20-lb. Bond GEP999918 Ham-86704		

DATE: 2/18/2020

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00129279

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
27	50.00	CS	CAS054904 0270 - White 11 X 17 Recycled 20-lb. Bond white, No. 1 Grade, (2500/case) Premium Laser Xerographic Or Equal GEP999919 CAS054907 HAM-86750	37.00	1,950.00

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
LOUISIANA OFFICE PRODUCTS INC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF LOUISIANA OFFICE PRODUCTS INC
INCORPORATED, DULY NOTICED AND HELD ON MARCH 6, 2020,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT FRANK B. GIOVINGO, 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.

Frank M. Giovino
SECRETARY-TREASURER

March 6, 2020
DATE

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 LA.

PARISH/COUNTY OF JEFFERSON

BEFORE ME, the undersigned authority, personally came and appeared: FRANK
B. GIOVINGO, (Affiant) who after being by me duly sworn, deposed and said that
he/she is the fully authorized PRESIDENT of LOUISIANA OFFICE PRODUCTS INC (Entity),
the party who submitted a bid in response to Bid Number 50-00129279 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.

Frank B. Giovino
Signature of Affiant

FRANK B. GIOVINO
Printed Name of Affiant

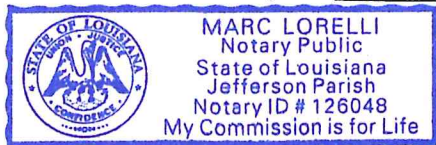
SWORN AND SUBSCRIBED TO BEFORE ME
ON THE 2nd DAY OF March, 2020.

Marc Lorelli
Notary Public

Marc Lorelli
Printed Name of Notary

126048
Notary/Bar Roll Number

My commission expires For Life



Notary Search - Detail

Name: MR. MARC LORELLI
Address: 4249 BORDEAUX DRIVE
KENNER, LA 70065
Phone: (504) 468-3201
Phone 2: (504) 417-2167
Notary ID Number: 126048
Parish: JEFFERSON with STATEWIDE JURISDICTION
Agency: N/A
Notary Type: Non Attorney
Status: Active
Commission Date: 08/24/2012
Oath Date: 08/11/2012
Surety Expiration Date: 08/24/2022
Annual Report Current: Yes

[Back to Search Results](#)[New Search](#)



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)
03/02/2020

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).

PRODUCER Gary D. Hughes 4203 Williams Blvd Ste 200 Kenner, LA 70065	CONTACT NAME: Jamie Estes		
	PHONE (A/C, No, Ext): (504) 468-1980 ext. 207	FAX (A/C, No): (504) 327-5394	
	E-MAIL ADDRESS: jamie.estes.ibh8@statefarm.com		
INSURED Louisiana Office Products Inc. PO Box 23851 Harahan, LA 70183-0851	INSURER(S) AFFORDING COVERAGE		NAIC #
	INSURER A: State Farm Fire and Casualty Company		25143
	INSURER B: State Farm Mutual Automobile Insurance Company		25178
	INSURER C:		
	INSURER D:		
	INSURER E:		
	INSURER F:		

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						
	<input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR						
	GEN'L AGGREGATE LIMIT APPLIES PER:						
	<input checked="" type="checkbox"/> POLICY <input type="checkbox"/> PROJECT <input type="checkbox"/> LOC						
	OTHER:						
B	<input checked="" type="checkbox"/> AUTOMOBILE LIABILITY						
	<input type="checkbox"/> ANY AUTO						
	<input checked="" type="checkbox"/> OWNED AUTOS ONLY <input checked="" type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY						
	<input checked="" type="checkbox"/> HIRED AUTOS ONLY						
A	<input checked="" type="checkbox"/> UMBRELLA LIAB						
	<input type="checkbox"/> EXCESS LIAB						
	<input type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE						
	DED RETENTION \$						
	<input checked="" type="checkbox"/> WORKERS COMPENSATION AND EMPLOYERS' LIABILITY						
	ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH)						
	If yes, describe under DESCRIPTION OF OPERATIONS below						

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

CERTIFICATE HOLDER

CANCELLATION

The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and The Parish Council 200 Derbigny St, Ste 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



CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

03/02/2020

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 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).

PRODUCER Debbie Cuccia 2700 N. Arnoult Road Metairie LA 70002		CONTACT NAME: Debbie Cuccia PHONE (A/C, No, Ext): 504-454-2277 E-MAIL ADDRESS: dcuccia@lra.org FAX (A/C, No):	
INSURED Louisiana Office Products, Inc. Louisiana Office Products P O Box 23851 New Orleans LA 70183		INSURER(S) AFFORDING COVERAGE INSURER A: La Restaurant Assn Self Insurers Fund INSURER B: INSURER C: INSURER D: INSURER E: INSURER F:	

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 INSR	SUBR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
	GENERAL LIABILITY <input type="checkbox"/> COMMERCIAL GENERAL LIABILITY <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						EACH OCCURRENCE \$ DAMAGE TO RENTED PREMISES (Ea occurrence) \$ MED EXP (Any one person) \$ PERSONAL & ADV INJURY \$ GENERAL AGGREGATE \$ PRODUCTS - COMP/OP AGG \$ \$
	AUTOMOBILE LIABILITY <input type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> HIRED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input type="checkbox"/> NON-OWNED AUTOS						COMBINED SINGLE LIMIT (Ea accident) \$ BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
	UMBRELLA LIAB <input type="checkbox"/> OCCUR EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE DED <input type="checkbox"/> RETENTION \$						EACH OCCURRENCE \$ AGGREGATE \$ \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	Y/N <input checked="" type="checkbox"/> Y	N/A	20-63168000	01/01/2020	01/01/2021	<input checked="" type="checkbox"/> WC STATUTORY LIMITS <input type="checkbox"/> OTHER E.L. EACH ACCIDENT \$ \$1,000,000.00 E.L. DISEASE - EA EMPLOYEE \$ \$1,000,000.00 E.L. DISEASE - POLICY LIMIT \$ \$1,000,000.00

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

Complete Holder Name Should Read: The Parish of Jefferson, Its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council Locations: L000/210 Edwards Ave. ;L003/621 Edwards Ave. Excluded Officers: Giovingo, Sr., Frank B. ; Giovingo, Sylvia

CERTIFICATE HOLDER**CANCELLATION**

The Parish of Jefferson, Its Districts, Departments
See Notes for Complete Holder Name
200 Derbigny St. Suite 4400
GRETN 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

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.

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.

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 unless otherwise specified in the bid. Such insurance is due upon contract execution.

1) **OWNER'S PROTECTIVE LIABILITY**

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

2) **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.

Line 23

Item # SPZ-EC851192

IP Whitebox

IDEAL FOR EVERYDAY COPYING AND PRINTING, MEMOS, FORMS



Versatile

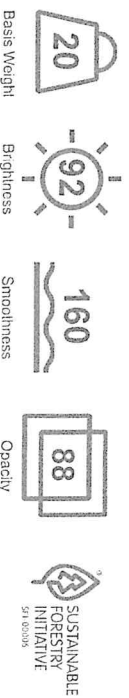
Great for everyday office-copier use

Sustainable

Made from wood from a certified managed forest

Size

8.5 x 11



INTERNATIONAL  PAPER

Product Information



International Paper Company

Hammermill Copy Paper, Great White 30% Recycled Paper - 10 Ream

Letter - 8.5" x 11" - 20lb - 5000 / Carton - White

Item: HAM86700

Packaging: 10/Carton

Your Price: \$54.99 / Carton

Product Details

- Made with 30% post-consumer waste
- Ideal for copies, forms, faxes, memos, reports, price sheets, bulletins and legal briefs
- SFI Certified
- Acid-free for added archival quality

Manufacturer: International Paper Company
 Catalog: Louisiana Office Products Catalog
 Catalog Page: M31

Technical Specs

General Information

Manufacturer: International Paper Company

Manufacturer Part Number: 86700

Manufacturer Website Address: <http://www.internationalpaper.com>

Brand Name: Hammermill

Product Line: Great White

Product Name: Great White 30% Recycled Paper - 10 Ream

Marketing Information: Great White 30 is a versatile, recycled office paper that works as hard as you do. The precise, accurate sheeting, consistent moisture content and curl control ensure smooth, trouble-free performance. 20 lb. paper is extremely smooth to virtually eliminate paper jams. Acid-free material prevents yellowing over time to ensure a long-lasting appearance. High brightness level offers distinctive contrast and easy readability. Paper is designed to run efficiently through all office equipment.
 More from the Manufacturer

Packaged Quantity: 5000 / Carton

Product Type: Copy & Multipurpose Paper

Product Information



Sparco Products

Sparco Multipurpose Copy Paper

Legal - 8 1/2" x 14" - 20 lb Basis Weight - 5000 / Carton - White

Item: SPR06420 ~~SPR06420~~

Packaging: 10/Carton

Your Price: ~~10.00~~ / Carton

Product Details

- Compatible with high-speed copiers and laser printers
- Acid-free for archival use
- High brightness
- Premium quality for multiple uses

Manufacturer: Sparco Products
 Catalog: Louisiana Office Products Catalog
 Catalog Page: NEW

Technical Specs

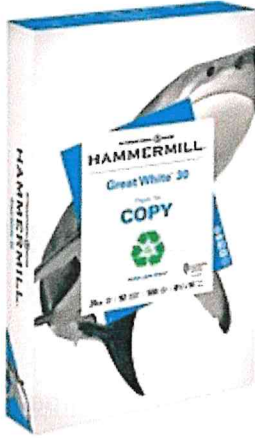
General Information

Manufacturer:	Sparco Products
Manufacturer Part Number:	06420
Brand Name:	Sparco
Product Name:	92 Brightness 20 lb. Multipurpose Paper
Marketing Information:	Multipurpose paper is designed for high-speed copiers and laser printers. Acid-free paper offers a 20 lb. weight.
Packaged Quantity:	5000 / Carton
Product Type:	Copy & Multipurpose Paper

Product Information

Sheet Standard:	Legal
Sheet Size:	8 1/2" x 14"
Basis Weight:	20 lb

Product Information



International Paper Company

Hammermill Copy Paper, Great White 30% Recycled Paper - 1 Ream

Legal - 8.5" x 14" - 20lb - 500 / Ream - White

Item: HAM86704

Packaging: 500/Ream

Your Price: ~~10.99~~ / Ream

Product Details

- Made with 30% post-consumer waste
- Ideal for copies, forms, faxes, memos, reports, price sheets, bulletins and legal briefs
- FSC Certified
- Acid-free for added archival quality

Manufacturer: International Paper Company
Catalog: Louisiana Office Products Catalog
Catalog Page: M31

Technical Specs

General Information

Manufacturer: International Paper Company

Manufacturer Part Number: 86704

Manufacturer Website Address: <http://www.internationalpaper.com>

Brand Name: Hammermill

Product Line: Great White

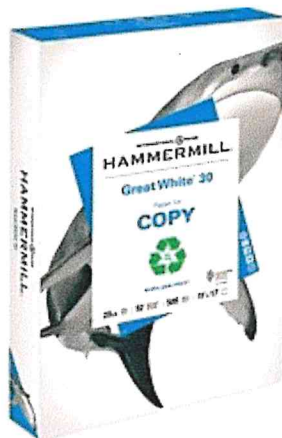
Product Name: Great White 30% Recycled Paper - 1 Ream

Marketing Information: Great White 30 is a versatile, recycled office paper that works as hard as you do. The precise, accurate sheeting, consistent moisture content and curl control ensure smooth, trouble-free performance. 20 lb. paper is extremely smooth to virtually eliminate paper jams. Acid-free material prevents yellowing over time to ensure a long-lasting appearance. High brightness level offers distinctive contrast and easy readability. Paper is designed to run efficiently through all office equipment.

Packaged Quantity: 500 / Ream

Product Type: Copy & Multipurpose Paper

Product Information



International Paper Company

Hammermill Copy Paper, Great White 30% Recycled Paper - 1 Ream

Ledger - 11" x 17" - 20lb - 500 / Ream - White

Item: HAM86750

Packaging: 500/Ream

Your Price: [REDACTED] / Ream

Product Details

- Made with 30% post-consumer waste
- Ideal for copies, forms, faxes, memos, reports, price sheets, bulletins and legal briefs
- SFI Certified
- Acid-free for added archival quality

Manufacturer: International Paper Company
Catalog: Louisiana Office Products Catalog
Catalog Page: M31

Technical Specs

General Information

Manufacturer: International Paper Company

Manufacturer Part Number: 86750

Manufacturer Website Address: <http://www.internationalpaper.com>

Brand Name: Hammermill

Product Line: Great White

Product Name: Great White 30% Recycled Paper - 1 Ream

Marketing Information: Great White 30 is a versatile, recycled office paper that works as hard as you do. The precise, accurate sheeting, consistent moisture content and curl control ensure smooth, trouble-free performance. 20 lb. paper is extremely smooth to virtually eliminate paper jams. Acid-free material prevents yellowing over time to ensure a long-lasting appearance. High brightness level offers distinctive contrast and easy readability. Paper is designed to run efficiently through all office equipment.

Packaged Quantity: 500 / Ream

Product Type: Copy & Multipurpose Paper

Product Information

Sheet Size: 11" x 17"

Basis Weight: 20 lb

Print Technology:

- Laser
- Inkjet

Brightness: 92

Features:

- Acid-free
- Moisture Resistant
- Archival-safe
- Jam-free

Physical Characteristics

Color: White

Miscellaneous

Additional Information:

- Acid-free for added archival quality that extends the life of the document
- Great white copy contains recycled fiber by weight
- Good image contrast for easy readability
- Premium #4 high speed xerographic

Recycled: Yes

Recycled Content: 30%

Post-consumer-waste%: 30%

Assembly Required: No

Environmentally Friendly: Yes

Environmental Certification: FSC

Country of Origin: United States



CENTRALBIDDING
FROM CENTRAL AUCTION HOUSE

**5000129279-TWO (2) YEAR CONTRACT FOR THE SUPPLY OF BOND
PAPER ON AN AS NEEDED BASIS FOR ALL JEFFERSON PARISH
DEPARTMENTS**

Jefferson Parish Government

Project documents obtained from www.CentralBidding.com

26-Feb-2020 12:13:51 PM



BID #50-00129279

**TWO (2) YEAR CONTRACT FOR THE SUPPLY OF BOND PAPER ON AN AS
NEEDED BASIS FOR ALL JEFFERSON PARISH DEPARTMENTS**

March 12, 2020 @ 2:00 P.M.

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-Suite 4400
Gretna, LA 70053**

**Buyer II Name: SHANNA FOLSE
Buyer Email: SFOLSE@JEFFPARISH.NET
Buyer Phone: 504-364-2680**



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 2020

Changes to Jefferson Parish Bidding Information

The Jefferson Parish Purchasing Department would like to make vendors aware of the following changes:

Probable Construction Cost: Per Jefferson Parish Administrative Policy, the probable construction cost is not revealed in the Jefferson Parish Bidding Documents. Jefferson Parish Administrative Policy has changed and a range of the probable construction cost will be stated in the Jefferson Parish bidding document, entitled Important Notice to All Bidders – Bid Requirements. Per Louisiana Public Bid Law, the probable construction cost will be read at the bid opening.

Insurance Requirement: **All bidders** must provide proof of valid insurance in the required amounts as stated in the Standard Insurance Requirements for bidding purposes. Failure to provide the proof of valid insurance in all of the required coverage amounts will result in bid rejection.

GENERAL GOVERNMENT BLDG. – 200 DERBIGNY ST., SUITE 4400, GRETN. 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

DATE: 2/18/2020
BID NO.: 50-00129279

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

JEFFERSON PARISH

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

BUYER: SFOLSE@jeffparish.net

BIDS WILL BE RECEIVED IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053 UNTIL 2:00 PM, 3/12/2020 AND PUBLICLY OPENED THEREAFTER.

For convenience, bidders may also submit bids in the East Bank Purchasing Department, Suite 404, Jefferson Parish Joseph S. Yenni Building, 1221 Elmwood Park Blvd., Jefferson LA 70123. However, if submitting bids on the day of bid opening, bidders must submit at the West Bank location only. All bids will be publicly opened at the West Bank location.

At no charge, bidders may also submit via Jefferson Parish's electronic procurement page by visiting 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

Unless submitting via online (see Page 3), each bid must be submitted in a sealed envelope bearing on the outside; the name of the Bidder, his address, and the name of the project for which the bid is submitted and the bid number.

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.

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. 113646 and/or Resolution No. 113647.

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 buyer'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.

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

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 Parish 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).

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

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 encouraged to submit electronically using this free service; while the website accepts various file types, one single PDF file containing all appropriate and required bid documents is preferred. Bidders submitting uploaded images of bid responses are solely responsible for clarity. If uploaded images/documents are not legible, then bidder's submission will be rejected. Please note all requirements contained in this bid package for electronic bid submission.

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

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. 113646 or 113647 dated 12/09/09. 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.
4. A LA State Contractor's License will be required in accordance with LSA R.S. 37-2150 et. seq. and such license number will be shown on the outside of the bid envelope. Failure to comply will cause the bid to be rejected. Additionally if submitting the bid electronically, then the license number must be entered in the appropriate field in the Electronic Procurement system. Failure to comply will cause the bid to be rejected.
5. It is the bidder's responsibility to visit the job site and evaluate the job before submitting a bid.

Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

1. 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 stated 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. Acceptable forms shall be limited to cashier's check, certified check, or surety bid bond. All sureties must be in original format (no copies). If submitting a bid online, vendors must submit an electronic bid bond through the respective online clearinghouse bond management system(s) as indicated in the electronic bid solicitation on Central Auction House. No scanned paper copies of any bid bond will be accepted as part of the electronic bid submission.
12. This is a requirements contract to be provided on an as needed basis. JEFFERSON PARISH makes no representations or 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-Collusion Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit, Debt Disclosures Affidavit and E-Verify Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
15. NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits Required in conformity with the provisions contained in LSA - RS 38:2224 and Sec 2-923.1 of the Jefferson Parish Code of Ordinances. For bidding purposes, all bidders must submit with bid submission COMPLETED, SIGNED and PROPERLY NOTARIZED Affidavits, including: Non-Collusion Affidavit, Debt Disclosures Affidavit and Campaign Contribution Affidavit. For the convenience of vendors, all affidavits have been combined into one form entitled NON PUBLIC WORKS BID AFFIDAVIT. This affidavit must be submitted in its original format, and without material alteration, in order to be compliant and for the bid to be considered responsive. A scanned copy of the completed, signed and properly notarized affidavit may be submitted with the bid, however, the successful bidder must submit the original affidavit in its original format and without material alteration upon contract execution. Failure to comply will result in the bid submission being rejected as non-responsive. The Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
16. The ensuing contract for this bid solicitation may be eligible for FEMA reimbursement and/or Federal funding/reimbursement. As such, the referenced appendix will be applicable accordingly and shall be considered a part of the bid documents. All applicable certifications must be duly completed, signed and submitted with bid submission. Failure to submit applicable certifications with bid submission will result in bid rejection.
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 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 owned 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 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.

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.