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fax

9/8/2015

date: _____

of pages: 15
including cover sheet

to: M Camardell

 Jeff Parish Purchasing Dept.

 phone: _____
 fax: 364-2693

 cc: _____

from: Frank Giovingo

 phone: (504) 733-9650

 fax: (504) 734-2387

 Email: Frank@laop.com

space planning • office supplies • delivery
office furniture

remarks & instructions: urgent for your review reply asap please comment

Please see attached Bid #50-00114311 Calanders2016
 Bid date 9/9/2015

Please send confirmation receipt to Frank Giovingo Fax 504-734-2387.

Thanks,
 Frank Giovingo

please call 733-9650 if correct number of pages are not received

www.laop.com

DATE: 8/25/2015

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00114311

JEFFERSON PARISHPURCHASING DEPARTMENT
P.O. BOX 9
GRETN, LA. 70054-0009
504-364-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MCamardell

Bids will be received until 11:00 AM, 9/09/2015 via fax: 504-364-2693 or via online at www.jeffparish.net

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. A copy of these resolutions 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 www.purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor Information.

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. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

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

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 the 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 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.

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.

All formal Addenda require written acknowledgment 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.

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.

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 1984, or Title VI and VII of the Act of April 11, 1988, 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 A1 17.1-1961).

DATE: 8/25/2015

BID NO.: 50-00114311

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

Please visit the Purchasing Department webpage at <http://purchasing.la-parish.net> to register and view Jefferson Parish collections.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10, 12, 13

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby notified that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

DATE: 8/25/2015

BID NO.: 80-00114311

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
 8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
 9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
 10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicted on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
 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 on warranties with regard to minimum guaranteed quantities unless otherwise stated in the bid specifications.
-
13. Freight charges should be included in total cost when quoting. If not quoted FOB DELIVERED, freight must be quoted as a separate item. Bid may be rejected if not quoted FOB DELIVERED or if freight charges are not indicated on bid form.
 14. **PUBLIC WORKS BIDS - Completed, Signed and Properly Notarized Affidavits (in Original Format) required;** Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.9; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
 15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits (In Original Format) required;** Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder with bid submission or within 10 days after bid opening to the Purchasing Department. See LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1 Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
 16. Since a bid surety is required, bid response may not be faxed. Bid submission will only be accepted online or as delivered to the Purchasing Department, 200 Derbigny Street, Suite 4400, Gretna, LA 70053 by 11am on the bid due date. All sureties must be in original format (no copies).

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 Jefferson Parish Code of Ordinances Section 2-166.10(19). By submitting a bid, vendor acknowledges this and will abide by all provisions of the referenced Jefferson Parish Code of Ordinances.

DATE: 8/25/2015

INVITATION TO BID
THIS IS NOT AN ORDER

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BID NO.: 50-00114311

JEFFERSON PARISH

PURCHASING DEPARTMENT
P.O. BOX 9
GRETNA, LA. 70054-0009
504-384-2678

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MCamardell

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 is to be done in a workman-like manner, according to standard practices. Any deviations or alterations from the specifications must be indicated and backup documentation supplied with your quotation.

DELIVERY: FOB JEFFERSON PARISH

INDICATE DELIVERY DATE ON EQUIPMENT AND SUPPLIES

5 days

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:	LOUISIANA OFFICE PRODUCTS
SIGNATURE: (Must be signed here)	Frank B. Giovingo TITLE: President
PRINT OR TYPE NAME:	FRANK B. GIOVINGO
ADDRESS:	210 EDWARDS AVE
CITY, STATE:	HARRAN, LA ZIP: 70123
TELEPHONE:	504 733-9650 FAX: 1 504-734-2387
EMAIL ADDRESS:	FRANK@LADP.COM

TOTAL PRICE OF ALL BID ITEMS: \$ 32,426.81

DATE: 8/25/2015

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114311

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	110.00	EA	SIX (6) MONTH CONTRACT FOR CALENDARS FOR THE YEAR 2016 FOR ALL JEFFERSON PARISH DEPARTMENTS 0010 MONTHLY APPOINTMENT BOOKS AAG70-120P05 - 3/4 X 6 7/8 BLACK - 2016	18.40	2,024.00
2	70.00	EA	12 MONTHS (JANUARY - DECEMBER) MONTHLY CALENDAR APPOINTMENT SECTION PAST, CURRENT, AND FOUR FUTURE MONTHS TELEPHONE / ADDRESS PAGE PERFORATED MEMO SECTION 0020 DAILY DESK APPOINTMENT BOOK DAYMINDER AT-A-GLANCE NO. AAGG100H00 PAGE SIZE 4-7/8 X 8. QUARTER-HOURLY APPOINTMENTS, COLOR: BLACK. NON REFILLABLE. YEAR 2016 12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENT, 7:00 A.M. - 7:45 P.M.: 1 DAY PER PAGE PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE CURRENT AND FUTURE MONTHS REFERENCE JULIAN DATES	12.48	873.60
3	150.00	EA	0030 WEEKLY CLASSIC PROFESSIONAL BOOK AT-A-GLANCE NO. AAG709800013: WEEKLY	13.67	2,050.50
4	50.00	EA	APPOINTMENT BOOK SIZE 8-1/4 X 10-3/8 RULED FOR QUARTER-HOUR APPOINTMENTS. ONE WEEK PER SPREAD. FLEXIBLE SIMULATED LEATHER, COLOR: BLACK - YEAR 2016 12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENTS, 7:00 A.M. - 8:45 P.M. MONDAY - FRIDAY AND 7:00 A.M. - 5:30 P.M. SATURDAY; ONE WEEK PER TWO-PAGE SPREAD, PAST, CURRENT, AND TWO FUTURE MONTHS REFERENCE JULIAN DATES, PERFORATED CORNERS FOR EASY REFERENCE 0040 WEEKLY PROFESSIONAL APPOINTMENT BOOK DAYMINDER NO. AAGG52000 SIZE 11 X 8-1/2 RULED ONE WEEK PER SPREAD, WITH 15 OR 30 MINUTE APPOINTMENT SCHEDULE, LEATHER LIKE, COLOR: BLACK YEAR 2016 12 MONTHS (JANUARY - DECEMBER) QUARTER-HOURLY APPOINTMENTS, 7:00 A.M. - 8:45 P.M. MONDAY - FRIDAY AND 7:00 A.M. - 6:45 P.M. SATURDAY: ONE	11.51	575.50

DATE: 8/25/2015

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00114311

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
5	150.00	EA	WEEK PER TWO-PAGE SPREAD PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE PAST, CURRET AND TWO FUTURE MONTHS REFERENCE. JULIAN DATES 0050 WEEKLY PLANNER, RULED DAYMINDER NO AAGG63500 SIZE 8-3/4 X 6-7/8, COLOR: BLACK YEAR 2016 12 MONTHS (JANUARY - DECEMBER) RULED: ONE WEEK PER TWO-PAGE SPREAD INCLUDING WEEKENDS PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE 12-MONTHS CALENDAR REFERENCE JULIAN DATES	10.56	1,582.50
6	100.00	EA	0080 WEEKLY/MONTHLY EXECUTIVE PLANNER NO AAG7054505, PADDED COVER SIZE 8-3/4 X 6-7/8 REFILLABLE. 12 MONTHS JANUARY - DECEMBER. ONE WEEK PER TWO-PAGE SPREAD. SPECIAL 16 PAGE INFORMATION SECTION. MONTHLY OVERVIEW; NOTES PAGES, REMOVABLE TELEPHONE/ADDRESS SECTION. PAST, CURRENT, AND TWO FUTURE MONTHS REFERENCE. DELUX SIMULATED LEATHER PADDED COVER. COLOR: BLACK YEAR-2016	29.77	2,977.00
7	40.00	EA	12 MONTH (JANUARY - DECEMBER) ONE WEEK PER TWO-PAGES SPREAD: SPECAIL 16-PAGE INFORMATION SECTION. MONTHLY OV ERVIEW; NOTES PAGES. PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE. PAST, CURRENT, AND TWO FUTURE MONTHS REFERENCE. JULIAN DATES. SEPERATE TELEPHONE/ADDRESS SECTION DELUX SIMULATED LEATHER PADDED COVER 0070 MONTHLY PLANNER REFILLABLE DAYMINDER BOOKS NO. AAGG64500 ADMINISTRATOR PADDED COVER PAGE SIZE: 8-3/4 X 6-7/8, REFILLABLE, YEAR 2016 12 MONTHS (JANUARY - DECEMBER) ON MONTH PER TWO-PAGE SPREAD PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE. PAST, CURRENT, AND FOUR FUTURE MONTHS REFERENCE MEMO SECTION WITH NOTES SPACE JULIAN DATES	25.51	1,020.40

DATE: 8/25/2016

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114311

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
8	10.00	EA	TELEPHONE/ADDRESS SECTION SPECIAL 16-PAGE INFORMATION SECTION PADDED COVER 0080 MONTHLY APPOINTMENT BOOK KEITH CLARK, POCKET SIZE 6 X 3-1/2 AAG7006405	11.31	124.41
9	150.00	EA	0090 WEEKLY POCKET PLANNER DAYMINDER SIZE 3-3/4 X 6 RULED ONE WEEK PER SPREAD, WITH 15 OR 30 MINUTE APPOINTMENT SCHEDULE, LEATHER LIKE COLOR: BLACK YEAR 2016. NO. AAGG25000 12 MONTHS (JANUARY - DECEMBER) HOURLY APPOINTMENTS, 8:00 A.M.-5:00 P.M. ONE WEEK PER TWO-PAGE SPREAD JULIAN DATES PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE CURRENT AND FUTURE MONTHS REFERENCE WIREBOUND WITH TABBED TELEPHONE/ADDRESS SECTION, PERFORATED CORNERS	6.39	958.50
10	15.00	EA	0100 DAILY JOURNAL RECYLGED STANDARD DIARY - AT-A-GLANCE, VINYL, PLAIN EDGES, NO AAGSD37743 SIZE 12-1/8 X 7-11/16. YEAR 2016 EDITION 12 MONTH (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYLGED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION JOURNAL RULED	40.35	605.25
11	35.00	EA	0110 DAILY BUSINESS DIARIES AT-A-GLANCE STANDARD DIARY RED LEATHER NO AAGSD37413. YEAR 2016 12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ ADDRESS SETION FAINT LINE RULES	35.16	1,230.60

DATE: 8/25/2015

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 50-00114341

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
12	75.00	EA	0120 YEARLY LAMINATED WALL PLANNER SIZE 24 INCHES X 36 INCHES VERTICAL/HORIZONTAL FORMAT. YEAR 2016. NO AAGPM2628 12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: SIDE ONE - 1-1/4 X 1-3/8 SIDE TWO - HORIZONTAL YEARLY DATED NEW BOLDER AND LARGER PRINT TO SEE AND READ EASIER. BRIGHT WHITE BACKGROUND ALLOWS FOR EASIER VIEWING AND READING SANFORD -VIS-A-VIS WET-ERASE MARKER INCLUDED JULIAN DATES FEDERAL HOLIDAY DATES HIGHLIGHTED IN RED	14.11	1,058.25
13	30.00	EA	0130 TODAY IS WALL CALENDAR AT-A-GLANCE 9-3/8 X 12 NO AAGK400 YEAR 2016 365 DAYS (JANUARY - DECEMBER) ONE WEEKDAY PER PAGE; SATURDAY & SUNDAY COMBINED; EXTRA-LARGE NUMBERS ON DURABLE PAPER STOCK, BLACK RIGID VINYL BACKBOARD WITH EYELET JULIAN DATES REFILLABLE	27.08	812.40
14	600.00	EA	0140 MONTHLY AT-A-GLANCE WALL CALENDAR SIZE 15-1/2 x 22-3/4 NO. AAGPM328 YEAR 2016 12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: 2-1/8 X 3-5/16 ONE MONTH PER PAGE WITH 12-MONTH CALENDAR REFERENCE RULED DAILY BLOCKS HOLIDAYS HIGHLIGHTED IN RED FULL CHIPBOARD BACK CONTEMPORARY DESIGN WITH PLENTY OF WRITING SPACE PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER WASTE PRINTED IN BLUE AND RED INK WHITE WIREBOUND WITH HANGING LOOP JULIAN DATES	10.00	6,000.00
15	10.00	EA	0150 REFILL TODAY IS WALL CALENDAR FOR AAGK450 YEAR 2016 365 DAYS (JANUARY - DECEMBER) ONE WEEKDAY PER PAGE; SATURDAY & SUNDAY COMBINED; EXTR-LARGE NUMBERS ON DURABLE	14.77	147.70

DATE: 8/25/2015

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114314

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
16	6.00	EA	PAPER STOCK JULIAN DATES 0180 DOODLE PADS, VISUAL ORGANIZER SIZE: 22 X 17.50 SHEET PAD - HOD400-03 COLOR: WHITE PRINTED ON HEAVY WEIGHT RECYCLED PAPER 30 PERCENT POST CONSUMER MATERIAL	13.41	670.50
17	1,400.00	EA	0170 MONTHLY DESK PADS AT-A-GLANCE NO. AAGSK240015 SIZE 17 X 22; NON-REFILLABLE. JAN-DEC YEAR 2016 12 MONTHS (JANUARY - DECEMBER) BLOCK SIZE: 2-7/8 X 2-3/8 ONE MONTH PER PAGE; FULL-YEAR CALENDAR RULED DAILY WRITING BLOCKS JULIAN IN BLACK ON WHITE PAPER BLACK PAPER HEADBAND AND VINYL CORNERS; EYELETS FOR HANGING	2.04	2,856.00
18	50.00	EA	0180 DESK PADS AT-A-GLANCE NO AAGSK241600. SIZE 17 X 22 16 MONTH. SEPT - DEC. NON-REFILLABLE YEAR 2016	7.55	377.50
18	100.00	EA	16 MONTH (SEPTEMBER - DECEMBER) JULIAN DATES BLOCK SIZE: 2-1/2 X 2-5/8 BLACK PAPER HEADBAND WITH EYELETS FOR HANGING VINYL CORNERS 0180 REFILLS EXECUTIVE WEEKLY PLANNER SIZE 6.87 IN X 8.75 IN, YEAR 2016 NO. AAG7090810 12 MONTHS (JANUARY - DECEMBER) ONE WEEK PER TWO-PAGE SPREAD; SPECIAL 16-PAGE INFORMATION SECTION MONTHLY OVERVIEW; NOTES PAGES PRINTED ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST-CONSUMER WASTE PAST, CURRENT AND TWO FUTURE MONTHS REFERNECE JULIAN DATES SEPERATE TELEPHONE/ADDRESS SECTION DELUXE SIMULATED LEATED PADDED COVER	13.58	1,358.00
20	20.00	EA	0200 REFILLS FOR MONTHLY ADMINISTRATOR NO. AAGG54750. YEAR 2016	9.50	190.00

DATE: 8/25/2015

INVITATION TO BID FROM JEFFERSON PARISH - continued

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BID NO.: 60-00114311

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
21	30.00	EA	0210 REFILL CALENDAR NO. AAGE21050 YEAR 2016 (FITS BASE E21) DAILY DESK CALENDAR REFILL. PAGE SIZE 4-1/2 X 7-7/8, 12 MONTHS JAN - DEC	7.96	238.80
22	500.00	EA	0220 REFILL CALENDAR NO. AAGE7175015 YEAR 2016 (FITS BASE E1700) DAILY DESK CALENDAR REFILL, PAGE SIZE 3-1/2 X 6, 12 MONTHS JAN - DEC.	1.05	525.00
23	15.00	EA	0230 REFILL CALENDAR NO. AAGE46850 YEAR 2016 (FITS BASE E68) PAGE SIZE 5 X 8, 12 MONTHS (JAN - DEC) FULL YEAR CALENDAR REFERENCE. ONE DAY PER PAGE: HALF-HOURLY APPOINTMENTS	3.00	45.00
24	15.00	EA	0240 REFILL CALENDAR NO. AAGE91950 YEAR 2016 (FITS BASE E19) COMPACT DAILY DESK CALENDAR REFILL, PAGE SIZE 3 X 3-3/4, 12 MONTHS JAN - DEC	3.00	45.00
25	15.00	EA	0250 REFILL CALENDAR NO. SW705X50 YEAR 2016	3.00	45.00
26	50.00	EA	0260 BASES CALENDAR NO. AAGE1700 COLOR: BLACK FOR E717-50 CALENDAR	5.00	250.00
27	10.00	EA	0270 FLIP-A-WEEK NO. AAGSW700X00 DESK CALENDAR ALLOWS FOR FILING OF PAST CALENDAR PAGES AND FINGERTIP ACCESS TO OTHER INFORMATION. PAGE SIZE 7-1/8 X 4-1/8. YEAR 2016	7.00	70.00
28	10.00	EA	0280 DIARY NO. AAGSD81013 YEAR 2016 HALF HOURLY APPOINTMENTS, PAGE SIZE, 7-1/2 X 9-7/16 PRINTED IN RED AND BLACK INK.	18.00	180.00
29	60.00	EA	0290 DIARY DAILY NO. AAGSD38913 YEAR 2016	18.30	1,098.00

DATE: 8/25/2015

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INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00114311

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
30	50.00	EA	12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES 0300 DIARY DAILY NO. AAGSD38713 SIZE 7-1/2 X 5, YEAR 2016	16.46	823.60
31	25.00	EA	12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATES PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES 0310 DIARY BUSINESS NO. AAGSD37613 YEAR 2016	43.98	1,099.50
32	20.00	EA	12 MONTHS (JANUARY - DECEMBER) ONE DAY PER PAGE MONTHLY EXPENSE SUMMARY JULIAN DATE PRINTED IN RED AND BLACK INKS ON QUALITY RECYCLED PAPER WITH 30 PERCENT POST CONSUMER MATERIAL TELEPHONE/ADDRESS SECTION FAINT LINE RULES 0320 BURKHART ULTIMATE FINANCIAL CALENDAR REFILL, YEAR 2016	23.98	479.60
33	5.00	EA	ITEM: AAGE7125016 DAILY, MONTHLY - 4.50IN X 7.38IN -1 YEAR JANUARY TILL DECEMBER - 8:00AM TO 5:30PM DESK PAD 0330 CALENDAR, 3 MONTHS REFERENCE WALL CALENDAR; YEAR 2016 ITEM: AAGPM1128 MONTHLY - 12.25IN X 27IN; 1.2 YEAR DECEMBER TILL JANUARY - 3 MONTH SINGLE PAGE LAYOUT - PAPER, CHIPBOARD - WHITE	7.06	35.30

BID 50-00114311

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INSURANCE REQUIREMENTS -- BIDS

All insurance requirements shall conform to Jefferson Parish Resolution No. 113646 or No. 113647. The contractor shall not commence work under this contract until he has obtained all insurance and complied with the requirements of the specifications and said Parish Resolutions. Except as otherwise provided by law, the Parish Attorney's Office with the concurrence of the Director of Risk Management is authorized to omit in whole or part the insurance requirements of this section in connection with contracts. Vendors inquiring about this shall submit his written request to the Purchasing Department prior to the due date of the bid. Contractor must deliver and maintain such insurances as provided; failure to do so shall be grounds for suspension, discontinuation or termination of the contract.

Successful bidder will be required to procure standard insurance policies evidencing Parish mandated insurance requirements indicated below. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected.

1. 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.

2. 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.

3. 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.

DEDUCTIBLES

No insurance required shall include a deductible not greater than \$10,000.00. The cost of the deductible shall be borne by the contractor.

NOTE: If the vendor requires a change in deductibles, the request must be submitted in writing to the Purchasing Department prior to the due date of the bid. Such request shall be reviewed by the Parish Attorney's Office.

UMBRELLA LIABILITY COVERAGE

BID 50-00114311

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

CONSTRUCTION AND RENOVATION PROJECTS:

Unless otherwise specified in the bid, these additional insurance is required. Such insurance is due upon contract execution.

OWNER'S PROTECTIVE LIABILITY

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

BUILDER'S RISK INSURANCE

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

NOTE for CERTIFICATE HOLDER:

All insurance certificates shall list the certificate holder as follows:

~~"The Parish of Jefferson, its Districts, Departments and Agencies under the direction of the Parish President and the Parish Council." Additionally, the address on the Certificates should~~
reflect the department which is letting the bid and reference the respective bid number.

Revised 2.10.2014

BID NO.: 50-00114311

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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 9/4/2015,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT FRANK B. GIOVINO, 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.

Adrian Giovin
SECRETARY-TREASURER

Sept. 5 2015
DATE



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9/8/2015 9:59 AM

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206 KB



fax

9/8/2015

date: _____

of pages: 15
Including cover sheet

to: M Camardell
Jeff Parish Purchasing Dept.

from: Frank Giovingo

phone: _____

phone: (504) 733-9650

fax: 364-2693

fax: (504) 734-2387

cc: _____

Email: Frank@laop.com

space planning • office supplies • delivery

office furniture •

remarks & instructions:

urgent for your review reply asap please comment

Please see attached Bid #50-00114311 Calanders2016

Bid date 9/9/2015

Please send confirmation receipt to Frank Giovingo Fax 504-734-2387.

Thanks,

Frank Giovingo

please call 733-9650 if correct number of pages are not received

www.laop.com

DATE: 8/26/2015

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00114311

JEFFERSON PARISH

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

VENDOR: 27118 BLANK BID COPY VENDOR

BUYER: MCamardell

Bids will be received until 11:00 AM, 9/09/2015 via fax: 504-364-2693 or via online at www.jeffparish.net

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. A copy of these resolutions 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 www.purchasing.jeffparish.net and clicking on On-line forms.

All vendors submitting bids must register as a Jefferson Parish vendor if not already yet registered. Bidders may be required to furnish current W-9 Forms and respective Tax Identification Numbers within 10 days after bid opening if such information is not on file or not up to date. Registration forms may be downloaded from www.purchasing.jeffparish.net and clicking on Vendor information.

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. Delivered, anywhere within the Parish as designated by the Purchasing Department. JEFFERSON PARISH WILL ACCEPT ONE BID ONLY FROM EACH VENDOR. Items bid must meet specifications. 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. The price quoted for work shall be stated in figures. In the event there is a difference in unit prices and totals, the unit prices shall prevail.

~~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~~

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 the 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 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.

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.

All formal Addenda require written acknowledgment 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.

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.

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 A1 17.1-1961).

DATE: 8/26/2015

BID NO.: 50-00114311

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS**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.

Please visit the Purchasing Department webpage at <http://purchasing.la.jeffparish.net> to register and view Jefferson Parish solicitations.

ADDITIONAL REQUIREMENTS FOR THIS BID

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

10, 12, 13

1. All bidders must attend the pre-bid conference in relation to this bid; attendance is mandatory. Failure to attend will prohibit a company from submitting a bid. Vendors are hereby noticed that any vendor arriving after the mandatory pre-bid conference begins will not be allowed to sign in as evidence of attendance.
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.
6. Job site must be clean and free of all litter and debris daily and upon completion of the contract. Passageways must be kept clean and free of material, equipment, and debris at all times. Flammable material must be removed from the job site daily because storage will not be permitted on the premises. Precautions must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.

DATE: 8/26/2015

BID NO.: 50-00114311

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INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

7. **PUBLIC WORKS BIDS:** All awards for public works in excess of \$5,000.00 will be reduced to a formal contract which shall be recorded at the contractor's expense with the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. A price list of recordation costs may be obtained from the Clerk of Court and Ex-Officio Recorder of Mortgages for the Parish of Jefferson. All awards in excess of \$25,000.00 will require both a performance and a payment bond. Unless otherwise stated in the bid specifications, the performance bond requirements shall be 100% of the contract price. Unless otherwise state in the bid specifications, the payment bond requirements shall be 100% of the contract price. Both bonds shall be supplied at the signing of the contract.
8. **NON-PUBLIC WORKS BIDS:** A performance bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The performance bond shall be supplied at the signing of the contract.
9. **NON-PUBLIC WORKS BIDS:** A payment bond will be required for this bid. The amount of the bond will be 100% of the contract price unless otherwise indicated in the specifications. The payment bond shall be supplied at the signing of the contract.
10. Unless otherwise stated in the bid specifications, the successful bidder will be required to procure standard insurance policies evidencing Parish-mandated insurance requirements as indicated on the attached sheet. The current certificate of insurance must be submitted by low bidder within 10 days after bid opening to the Purchasing Department. Failure to comply will cause bid to be rejected. JEFFERSON PARISH reserves the right to award bid to the next lowest responsive and responsible bidder in this event.
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** (in Original Format) required; Non-Conviction Affidavit, Non-Collusion Affidavit, Campaign Contribution Affidavit and E-Verify Affidavit must be completed, signed, notarized and submitted by low bidder within 10 days after bid opening to the Purchasing Department on all solicitations for construction, alteration or demolition of public building or project, including but not limited to requirements found in LSA-RS 38:2212.B; LSA-RS 38:2212.10; LSA-RS 38:2224; Code of Ordinances, Jefferson Parish, Louisiana, Sec 2-923.1. Failure to comply will cause bid to be rejected; the Parish reserves the right to award bid to the next lowest responsive and responsible bidder in this event. 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 for the bid to be considered responsive.
15. **NON PUBLIC WORK BIDS - Completed, Signed and Properly Notarized Affidavits** (in Original Format) required; Non-Collusion Affidavit, and Campaign Contribution Affidavit must be completed, signed, notarized and submitted by low bidder.