

**EAST BATON ROUGE PARISH SHERIFF'S OFFICE  
P. O. BOX 3277  
BATON ROUGE, LA 70821**

**BID #1082 (07/24)**

**SPECIFICATIONS AND BID FORMS FOR BADGES, NAME AND SERVICE  
PLATE, AND COLLAR BRASS**

Sealed bids will be received until 10:00 a.m., **Monday, July 29, 2024**, in Suite 200 at the East Baton Rouge Parish Sheriff's Office, 9430 Jackie Cochran Suite 200, Baton Rouge, La 70821 for **Badges, Name and Service Plate and Collar Brass**. All bids shall be submitted in a sealed envelope clearly marked "Sealed Bid for **Badges, Name Service Plate and Collar Brass**."

The bid prices shall be valid for all quantities required for a period beginning **July 29, 2024**, and ending June 30, 2025. At the option of the Sheriff's Office, this bid may be extended for a period of three (3) years ending June 30, 2028, at the same prices.

There is no guaranteed minimum or maximum on any item on this bid. Items are ordered on an "as needed" basis.

Bid prices shall include delivery to the East Baton Rouge Sheriff Office Annex Property Room, 8686 General Chenault, Baton Rouge, La. 70807. Inside delivery is required.

Samples may be required by the Sheriff's Office prior to award of bid.

**This bid will be awarded based on the grand total bid price of all items specified below.**

Bidder shall attach warranty information to this bid. The warranty will be a factor in the awarding of this bid.

A Bid is being requested on the following or equivalent to:

1. 800 Breast Badge style B667; 6- point star badge designed by Blackinton and Company; applies panels for B-668, which includes the 2<sup>nd</sup>, 3<sup>rd</sup>, 4<sup>th</sup> and seal location along with the top B-653 panel are all hard silver soldered to the star background.  
**Color: Solid 10 kt gold colored.**  
State of Louisiana Seal full color 11/16" seal, dark green outer rim, with light green behind center image.

## Instructions to Bidders

Top to bottom of badge measures: 2 5/8 and 2 3/8 across. Solid back construction, Struck from 12-gauge material. Badge must have a ball dap. All lettering is incised into badge. Lettering must be at least 20 thousandths of an inch deep to accommodate enamel lettering in green. All badges will be manufactured from Hi-Glo material. Badge will not require surface plating and will be coated with a clear baked lacquer front and back. Badge will be fabricated by drop hammer, hydraulic press stamp, and struck with the necessary blows to insure maximum detail. All badges are to be cut down, all burrs are to be removed and the badge is to be entirely suitable for the purpose intended. Molded or die cast badges will not be acceptable. All badges are guaranteed to be free from defects of material and workmanship for the lifetime of the badge. To maintain security during manufacturing, the badges are to be completely made at one facility located in the United States. The manufacturer must have 24 hour surveillance system in place to insure the integrity of the process. The manufacturer should allow for inspection of the facility immediately upon presentation of a letter from the East Baton Rouge Parish Sheriff's Office requesting such inspection. Failure to comply may be grounds for termination of the bid award.

**\$59.56**

**\$47,648.89**

Manufacturer MTM Model \_\_\_\_\_

2. 750

Collar Brass.  
**Color: Solid 10 kt gold colored.**  
Wording must be finished in Hi-Glo 10 kt. gold coloring completely through the brass with a polished Finish. 1/2" or 3/8" lettering characters spelling the letters "E.B.R." with periods in between each letter and come as one solid piece. Character spelling the letters, "S.O." with periods in between each letter and

## Instructions to Bidders

come as one solid piece. Fabrication of the collar brass should be by the drop hammer and stamp, and struck with the necessary blows to insure maximum detail. All collar brass pieces are to be cut down, all burrs are to be removed and the brass is to be entirely suitable for the purpose intended. Clutch backs.

\$24.42

\$18,314.93

Manufacturer MTM Model \_\_\_\_\_

3. 800

Name and Service Plate  
***Color: Solid 10 kt. Gold colored.***  
Custom design style manufactured By Blackinton and Company. Finish must be in Hi-Glo, solid Gold 10 kt colored material w/ No surface plating. All pieces Will be coated with a clear baked Lacquer front and back. Lettering Must be at least 20 thousandths Of an inch deep to accommodate Hard fired enamel lettering in Dark green. Name bars are to be Fitted with a Blackinton F-2 clutch Back pin attachment that is electrically Fused to the back of the name bar. Name bar is to be 2 1/4" wide by 1 3/4" high at the widest and highest points. All incised lettering is to be filled with hard green (Thompson enamel color 1380) and stoned flush to the back of the name bar. Fabrication of the name bars shall be by the drop hammer, and hydraulic press stamp process, struck with the necessary blows to insure maximum detail. All name bars are to be cut down, all burrs are to be removed and the name bar is to be entirely suitable for the purpose intended. Molded or die cast name bars will not be acceptable.

**Instructions to Bidders**

All name bars are guaranteed to be free from Defects of material and workmanship for the Lifetime of the piece. This warranty includes All pin and joint assemblies and tarnishing or Peeling of enamel and clear coating.

To maintain security during manufacturing, the name plates are to be completely made at one facility located in the United States. The manufacturer must have 24-hour surveillance system in place to ensure the integrity of the process. The manufacturer should allow for inspection of the facility immediately upon presentation of a letter from the East Baton Rouge Parish Sheriff’s Office requesting such inspection. Failure to comply may be grounds for termination of the bid award.

\$42.19

\$33,754.44

Unit Bid Price \_\_\_\_\_ Total Bid Price \$99,718.26

In accordance with the provisions of Title 38:2251 et.seq., preference is hereby given to materials, supplies or equipment which are manufactured, processed, produced or assembled in Louisiana, quality being equal to other materials, supplies or equipment offered by companies outside of the State of Louisiana.

Do you claim this preference? YES \_\_\_\_\_ NO X

Specify location within Louisiana where this product is manufactured, processed, produced or assembled.

N/A - No local office \_\_\_\_\_

Have you attached the qualifying letter according to the requirements of the INSTRUCTIONS TO BIDDERS? YES \_\_\_\_\_ NO X

Specify each item that you are claiming a preference on \_\_\_\_\_

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Bidders are hereby advised that the accompanying document entitled “INSTRUCTIONS TO BIDDERS” is an integral part of this request for bids. Bidders should be aware of all provisions in this document.

**“Official Bid Documents are available at Central Bidding. Electronic Bids are accepted at Central Bidding. Central Bidding can be accessed at [www.centralbidding.com](http://www.centralbidding.com). For questions related to the electronic bidding process, please call Central Bidding at 225-810-4814.”**

Legal Company

**Instructions to Bidders**

Name: MTM Recognition Corp. Date: 7/23/2024  
Individual: Molly Martin Signature:   
Title: VP of Strategic Initiatives Phone Number: 1-877-686-7464  
Mailing Address: 3201 SE 29th Street, Oklahoma City, OK 73115

**East Baton Rouge Parish Sheriff’s Office  
Instructions to Bidders**

Article 1 – Bid Security

In certain instances, the Sheriff’s Office may require bidders to furnish bid security. Any bidder not furnishing bid security, when required, may cause rejection of his bid. The successful bidders’ bid security will be retained until he has entered into a satisfactory contract. The Owner reserves the right to hold the certified checks, cashier’s checks, money orders or bid bonds of the three lowest bidders until the successful bidder has entered into a contract.

If a bid bond is used, it shall be written by a surety or insurance company currently on the U. S. Office of the Treasury Financial Management Service list of approved bonding companies which is published annually in the Federal Register, or by a Louisiana domiciled insurance company with at least an A-Rating in the latest printing of the A. M. Best’s Key Rating Guide to write individual bonds up to ten percent of the policyholders’ surplus as shown in the A.M. Best’s Key Rating Guide. The bid bond shall be issued by a company licensed to do business in Louisiana and countersigned by a person who is under contract with the surety company or bond issuer as a licensed agent in this state and who is residing in this state.

Notwithstanding the aforesaid, in the event that a bidder furnishes a bid bond which does not fully comply with the provisions of this Article, but which is otherwise a legally valid and enforceable bond, the Sheriff’s Office may allow such bidder to amend his bid bond following the opening of bids in order to bring the bond in conformity with the requirements of this Article and/or requirements of LA. R. S. 38:2218, or may permit the bidder to substitute other bid security in place of the bid bond submitted.

Should the East Baton Rouge Parish Sheriff’s Office make an award to a vendor who refuses to enter into a contract, the bid bond, money order or checks shall be forfeited to the East Baton Rouge Parish Sheriff’s Office as liquidated damages.

Agents signing bonds shall type their name and license number below their respective signature.

When bid security is not required, and the successful bidder fails to perform (deliver) on awarded bid, the Sheriff’s Office shall declare the bidder in default. The Sheriff’s Office shall then have the option to either award the bid to the next lowest responsible bidder, or to reject all bids as deemed in the best public interest. Should the Sheriff’s Office opt to readvertise for bids, the defaulting bidder shall be precluded from submitting a bid.

## **Instructions to Bidders**

Vendors are asked to list any exceptions to specifications. Brochures or other literature submitted will determine whether the item quoted upon actually meets all specifications.

### Article 4 – Taxes

In accordance with Act 1029 of 1991, the East Baton Rouge Parish Sheriff's Office is exempt from state and local taxes.

### Article 5 – Cancellation of Contract

In the event of unsatisfactory services by the contractor under this contract, the Sheriff's Office will have the option to cancel the contract with a thirty (30) day written notice to the contractor. In the event of termination of said contract, all obligations of either party under this contract cease.

### Article 6 – Printed Form for Bid

The bid form invites bids on definite plans and specifications. Only the amounts and information called for on the bid form furnished will be considered as the bid. Each bidder shall bid upon the work exactly as specified and as provided in the bid.

Bids should be clearly and legibly filled out in ink and/or typewritten and must contain the signature or facsimile thereof of the bidder or an authorized representative. The Sheriff's Office shall have the right to reject any bid in the event that it is unable to reasonably determine the information and quotations supplied by the bidder as a result of the manner and method by which the bidder has completed the bid form.

Any proposed vendor contract or scope of work must be made part of your bid package. Failure to include these documents may result in the disqualification of your bid.

### Article 7 – Delivery

Failure to insert delivery days, when called for on the quotation form, may be cause for rejection of the bid.

### Article 8 – Louisiana Preference

In accordance with the provisions of LA R.S. 38:2251 et. Seq., preference is hereby given for materials, supplies or equipment which are manufactured, processed, produced or assembled in Louisiana, quality being equal to other materials, supplies or equipment offered by competitors outside of the State of Louisiana. However, the Sheriff's Office can only make a full and proper determination of bidder's entitlement of a preference based upon a consideration of all pertinent information related to the claim. Accordingly, in order that the Sheriff's Office can fairly evaluate a bidder's claim for a preference, it shall be the bidder's duty and responsibility to supply the Sheriff's Office with the following declarations and information when submitting a bid, which claims entitlement to a preference:

1. The bidder shall affirmatively indicate that it desires and is entitled to be considered for a preference.
2. The bidder shall specify which items it is claiming a preference for and specify the location in Louisiana where the product(s) for which it is claiming a preference are manufactured or produced; and
3. The bidder shall attach to the bid form a written letter setting forth in detail why it is entitled to be granted a preference, including, but not limited to, describing how its products are produced or manufactured and describing the specific process which qualifies it for a preference.
4. The bidder shall comply with all provisions of LA R.S. 38:2251 et. Seq.

## Instructions to Bidders

5. Any bidder who fails to comply with each and every one of the requirements set forth herein above shall be deemed to have waived its right to be considered for a preference, and such bid shall be considered as though no preference was available to the bidder.

The cost of the Louisiana products must not exceed the cost of other materials, supplies, or equipment which are manufactured, processed, produced, or assembled outside the state by more than the percentage allowed in LA R.S. 38:2251 et Seq.

### Article 9 – Erasures

Bidders should avoid making erasures, delineation's and other corrections on bids, since such may make it difficult for the Sheriff's Office to ascertain the information contained in the bid. In the event that a bidder must make such corrections to a bid, the corrections shall be initialed by vendor and made in such a manner that the information contained on the bid form can be fairly and reasonably discerned and ascertained by the Sheriff's Office. The Sheriff's Office shall have the right to reject any bid in the event that it is unable to reasonably determine the information and quotations supplied by the bidder therein.

### Article 10 – Prices

Prices are to include the furnishing of all materials, plant, equipment, tools, delivery, and all other facilities, and the performance of all labor services necessary or proper for the completion of the work except as may be otherwise expressly provided in the detailed specifications.

When called for on the quotation form, prices should be shown both in words and in figures. In the event of a discrepancy between the prices quoted in words and those quoted in figures, the words shall control. In the event that the bidder does not show prices in both words and in figures, the bid shall be tabulated in accordance with the form of the price provided. In case of a conflict between unit prices and the extended total price, the unit price shall govern. The Sheriff's Office reserves the right to reject any bid in the event that discrepancies in the prices quoted therein prevents the Sheriff's Office from making a fair determination of the quoted prices.

### Article 11 – Understanding of Bidder

In making his bid, each bidder represents that: he has read and understands the bid documents and his bid is made in accordance herewith; his bid is based upon the specifications described in the bid documents; any and all exceptions to specifications are so noted in said documents.

### Article 12 – Withdrawal of Bid

The bidder agrees that this bid shall be good and may not be withdrawn for a period of sixty (60) days after the bid openings.

At any time prior to the scheduled closing time for the receipt of quotations, a bidder may withdraw his quotation. After scheduled closing time for the receipt of quotations, no bidder will be permitted to withdraw his quotation, unless said award is delayed for a period exceeding thirty (30) days.

### Article 13 – Submission and Opening of Bid

All bids shall be submitted to the location specified.

1. **All bids shall be enclosed in a sealed envelope, which will be marked with the name and number of the bid being submitted.** The bid shall be either mailed to the East Baton Rouge Parish Sheriff's Office, Purchasing Department, P. O. Box 3277, Baton Rouge, Louisiana 70821, or hand delivered to

## Instructions to Bidders

the East Baton Rouge Parish Sheriff's Office Purchasing Department, 9430 Jackie Cochran Suite 200, Baton Rouge, Louisiana.

Bids may also be submitted electronically: \* **Bid related information also available on line and bids may also be submitted on line at: [www.centralbidding.com](http://www.centralbidding.com)**

2. The "Notice to Bidders" designates the date and time of the bid opening. Bids will be received until the stated date and time. The responsibility for timely delivery rests solely with the bidder and late bids arriving after the stated date and time will not be considered.
3. Unless otherwise advertised, bids will be called for at 10:00 A.M. and will be opened and read aloud in Room 286 on the second floor of the Governmental Building.

### Article 14 – Quantities

Unless otherwise stated in the bid specifications, quantities listed are approximations only and the East Baton Rouge Parish Sheriff's Office will not be held bound to those approximate quantities. All orders will be on an "as needed" basis.

### Article 15 – Option to Renew

When indicated in the bid specifications and bid form, this contract may be extended for an additional renewal period(s) of the same duration as the original contract, at the same prices and terms, at the option of the East Baton Rouge Parish Sheriff's Office and the acceptance by the contractor.

### Article 16 – Bid Conference

When indicated in the bid specifications, the Sheriff's Office may conduct a pre-bid conference in order to allow prospective bidders to better familiarize themselves with the bid specifications, and the requirements of the Sheriff's Office for the items let for bid. Vendors shall be required to comply with any requirements regarding the bid, which are set forth during the pre-bid conference. In the event that the pre-bid conference has been designated as mandatory, attendance at the pre-bid conference shall be a prerequisite for the submission of a bid by the vendor. Bids from vendors who have not attended a mandatory bid conference, as required by the bid specifications, shall be returned unopened.

### Article 17 – Food Purchases

With regard to bids for food and related items, the delivery dates set forth in the bid specifications shall be binding on the vendor. **The Sheriff's Office will not accept backorders for food deliveries.** Vendors who anticipate a failure to meet a required date for the delivery of food and related items shall notify the Sheriff's Office no later than 72 hours prior to the specified delivery date. In the event that a vendor is unable to make a scheduled delivery, the Sheriff's Office reserves the right to purchase the food items needed for a specified delivery date from any other vendor in a manner that is consistent with state law and which is in the best public interest.

The Sheriff's Office reserves the right to reject any and all future bids for food and related items from vendors who fail to meet the requirements of this article. Alternatively, the Sheriff's Office may require that the vendor post a bid performance bond in a form and amount that is acceptable to the Sheriff's Office prior to the acceptance of any future bids from the vendor.

# MTM RECOGNITION®

## MTM COMPREHENSIVE WARRANTY

### General Return/Exchange Policy

All products sold by MTM are guaranteed to be of good quality materials and workmanship.

- If our quality inspectors overlooked a factory defect, write or call your CCA within 90 days after delivery and we will issue a Return Authorization (RA) number for return. We will repair or replace your award, depending on the problem.
- If you are not fully satisfied with your award, shipped from MTM's U.S. facilities to locations in the U.S., you may have the option to return the award for credit or exchange. Qualifying items may be returned for full credit, less shipping, if the items are returned within 90 days of receipt, have not been customized or damaged and remain in original packaging.
- All shortages in shipment must be reported within 10 days of delivery to receive credit replacement.

### Warranty Exceptions:

- **Costs associated with repair or replacement of awards due to ordinary wear, misuse or neglect are not covered by warranty policies.**
- MTM does not offer a warranty for potentially hazardous items, a few premium watches, gift cards, gift certificates, and vouchers.
- MTM does not offer a warranty for lighting, electronics, and moving parts that are part of an MTM manufactured award or installation.
- Due to the unique nature of many of the awards created by MTM, the custom products we manufacture cannot be re-used for other clients. As a result, full credit cannot be issued for custom orders unless there is a specific defect in materials or workmanship.
- See below for warranties for products shipped outside the U.S.

## Return Process

- The recipient or the Program Administrator contacts the dedicated Customer Care Associate (CCA).
- Arrangements are made to return the original product, or
- Arrangements are made to repair/replace the original product.
- The original product is returned to the respective manufacturing facility and the team responsible.
- The MTM team determines cause for the return, logs pertinent information, and determines whether the product can be repaired or must be replaced.
- The product (new or repaired) is returned to the recipient or the Program Administrator, as appropriate.
  - Most product returns are accomplished within two weeks, subject to limitations imposed by vendors and manufacturing requirements.

## Specific Product Warranties

### **MTM Recognition® Brand Watches**

Watches are guaranteed to be free of defects in workmanship or material for three years from the date of presentation. MTM Recognition will provide free battery replacement and cleaning service for three years.

MTM Recognition warranties cannot cover damage due to abuse or ordinary wear and tear of the plating, crystal or band.

### **MTM Recognition® Award Rings**

We guarantee that our rings will be free of defects in workmanship and materials for the life of the ring. Recipients may return their ring at any time for cleaning, re-polishing or refinishing at no charge.

MTM Recognition will re-size rings by a maximum of two ring sizes. And, we will tighten the stones in fashion design rings at any time.

In the event of accidental damage to the ring itself or unusual circumstances, MTM Recognition will examine the jewelry and notify the owner of repair costs.

## **Stones in MTM Recognition® Rings and Jewelry**

MTM Recognition warrants all stones, including diamonds, for life. This warranty extends to loss due to improper setting or defects in manufacturing. However, MTM Recognition is not responsible for replacing diamonds, natural stones or synthetic gemstones whose loss is not due to manufacturing defects.

Pearl items can be returned for restringing at no charge to the customer. The customer will also receive a complimentary cleaning.

Recipients may return all MTM Recognition jewelry emblems for free stone tightening and cleaning for the life of the emblem.

## **Custom Emblems**

MTM Recognition guarantees MTM manufactured emblems to be free of defects in material and workmanship for the life of the emblem. Award jewelry can be returned to MTM Recognition at any time for cleaning, adjusting or stone tightening at no charge. In the event that repairs are required due to accidental damage, breakage or other unusual circumstances, the jewelry item will be examined, and the recipient will be notified of repair costs.

## **Awards from Other Manufacturers**

Awards from other manufacturers are subject to the manufacturer's published warranty. MTM Recognition handles all claims for such products.