



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 17, 2024

ADDENDUM # 2

Bid Number: 50-00144187

Bid Opening Date: January 25, 2024 at 2:00 pm cst

Two (2) Year Contract for the Supply of 24# Perforated Utility Billing Paper for the Jefferson Parish Water Department

CLARIFICATION:

- Q1. Contract states: *Paper will be ordered on an "as needed" basis.*
(white paper is about 2 times per year @ 212,500 ea)
(canary yellow paper is about 1 per year/212,500 ea)
(white paper is about 2 times per year @ 212,500 ea) = 212,500 X 2 orders per year
X 2 years = 850,000
(Do you expect usage is going to increase? Contract advises us to quote 1.5 million)
(canary yellow paper is about 1 per year/212,500 ea) = 212,500 X 1 order per year
X 2 years = 425,000 (Do you expect usage is going to increase?
Contract advises us to quote 1.5 million)
- A1. Please refer to: Page 2 of the Invitation to Bid, 2nd paragraph from the bottom, which reads as:
- Quantities listed are for bidding purposes only. Actual requirements may be more or less than quantities listed.
- Q2. Can we print and ship direct after each order is placed throughout the year?
A2. Yes
- Q3. Does this contract require storage/inventory?
A3. No
- Q4. What is your preferred delivery lead time once orders are placed?
A4. Approximately 2 weeks.
- Q5. Please provide last years order schedule with quantities so we can better understand usage.
A5. In order to receive last year's order schedule, a Public Records Request Form must be completed. The Public Records Request Form can be located at www.jeffparish.net under the "I Want To" tab.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

Q6. Lastly, the contract advises us to put a delivery date.. but it seems that this is ordered multiple times per year v.s just one large print job. That being said, can I put our Lead Time after purchase orders are submitted in that space?

A6. Yes

Sincerely,

Doris Abraham
Purchasing Specialist II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETN, LA 70053 - PO BOX 9 - GRETN - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET



JEFFERSON PARISH

DEPARTMENT OF PURCHASING

CYNTHIA LEE SHENG
PARISH PRESIDENT

RENNY SIMNO
DIRECTOR

January 12, 2024

ADDENDUM # 1

Bid Number: 50-00144187

Bid Opening Date: January 25, 2024 at 2:00 pm cst

Two (2) Year Contract for the Supply of 24# Perforated Utility Billing Paper for the Jefferson Parish Water Department

CLARIFICATION:

Item No. 0010 Perforated Paper – WHITE Utility Billing

Reads as: Micro Perf 3.5 inch from top of page.
Should read: Micro Perf 3.5 inch from bottom of page.

Item No. 0020 TINT ON WHITE PAPER – CANARY YELLOW

Added to Description:

- Billing: Paper 8.5 x 11, 24 lbs., Super
- Premium number 4 High Speed
- Xerographic Laser
- Micro Perf 3.5 inch from bottom of page

Please return Revised Bid Form with your submittal and acknowledge Addendum 1.

Sincerely,

Doris Abraham

Doris Abraham
Purchasing Specialist II

Bidders must acknowledge all addenda on the bid form. Bidder acknowledges receipt of this addendum on the bid form by indicating the addendum number listed above. Failure to list each addenda number on the bid form will result in bid rejection.

This addendum is a part of the contract documents and modifies the original bidding documents and specifications. The contents of this addendum shall be included in the contract documents. Changes made by this addendum shall take precedence over the documents of earlier date.

JOSEPH S. YENNI BUILDING - 1221 ELMWOOD PARK BLVD - SUITE 404 - JEFFERSON, LA 70123 - PO BOX 10242 JEFFERSON, LA 70181-0242
OFFICE 504.364-2678

GENERAL GOVERNMENT BUILDING - 200 DERBIGNY ST - SUITE 4400 - GRETN, LA 70053 - PO BOX 9 - GRETN - LA 70054
OFFICE 504.364.2678

EMAIL: PURCHASING@JEFFPARISH.NET

WEBSITE: WWW.JEFFPARISH.NET

Rec'd 1/25 @ 2pm



Bid Number 50-00144187

**Two (2) Year Contract for the Supply of 24# Perforated Utility Billing
Paper for the Jefferson Parish Water Department**

BID DUE: January 25, 2024 AT 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 on the Purchasing
Department's eProcurement site, www.jeffparishbids.net, by the bid due date
and time. Late bids will not be accepted.**

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

Bid Specifications for Bid No. 50-00144187

WHITE PERFORATED PAPER FOR UTILITY BILLING
(WHITE PAPER & WHITE PAPER WITH CANARY YELLOW TINT)

TWO (2) YEAR CONTRACT FOR THE SUPPLY OF 24# PERFORATED WHITE PAPER & WHITE PAPER WITH CANARY YELLOW TINT FOR THE JEFFERSON PARISH UTILITY BILLING DEPARTMENT OF WATER

***** THIS WILL BE ORDERED ON AN AS NEEDED BASIS *****

Perforated Paper:

- WHITE PAPER & WHITE PAPER WITH CANARY YELLOW TINT for Utility Billing
- Paper 8.5 X 11
- 24 lbs.
- Super Premium number 4 High Speed Xerographic Laser
- Micro Perf 3.5 inch from bottom of page
- Paper will be ordered on an "as needed" basis
(white paper is about 2 times per year @ 212,500 ea)
(canary yellow paper is about 1 per year/212,500 ea)

This Paper will be used for utility bill statements. It must be capable of high speed feeding through a Canon Image Runner Advance 8505I without separating at the perforation and with very few jams. It must be capable of being folded by a QUADIENT DS 200I folding and inserting system.

Boxes must be labeled on exterior indicating paper size, weight, color, quantity and marked 'Perf Utility' Jefferson Parish may request a maximum of 500 sheets to test on Printer, inserter, and remittance processor.

*****HAND DOLLY ONLY--NO PALLET JACKS ALLOWED IN THE BUILDING*****

MUST HAVE INSIDE DELIVERY BY HAND DOLLY.

LOCATION:

Jefferson Parish Utility Billing
4500 Westbank Expressway
Marrero, LA 70072

DATE: 1/10/2024

INVITATION TO BID
THIS IS NOT AN ORDER

Page: 1

BID NO.: 50-00144187

JEFFERSON PARISH

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

PURCHASING SPECIALIST:
DABRAHAM@jeffparish.net

BIDS WILL BE RECEIVED ONLINE VIA WWW.JEFFPARISHBIDS.NET UNTIL 2:00 PM, 1/25/2024 AND PUBLICLY OPENED THEREAFTER IN THE WEST BANK PURCHASING DEPT, SUITE 4400, JEFFERSON PARISH GENERAL GOVERNMENT BUILDING, 200 DERBIGNY STREET, GRETNA, LA 70053. At no charge, bidders are to 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

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. HOWEVER, ELECTRONIC SIGNATURES AS DEFINED IN LSA - R.S. 9:2620(8) ARE ACCEPTABLE. SIGNATURE MUST BE A SECURED DIGITAL SIGNATURE.

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. 136353 and/or Resolution No. 141125 as amended.

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 Purchasing Specialist'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.

Visit our website at [HTTP://PURCHASING.JEFFPARISH.NET](http://PURCHASING.JEFFPARISH.NET)

All formal Addenda require written acknowledgement on the bid form by the bidder. Failure to acknowledge any 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 local 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).

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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.

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 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. 136353 or 141125 as amended. 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 electronic envelope. Failure to comply will cause the bid to be rejected. When submitting the bid electronically, 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. Precaution must be exercised at all times to safeguard the welfare of JEFFERSON PARISH and the general public.
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. 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. All sureties must be in original format (no copies) When 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 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-Conviction 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.

INSTRUCTIONS FOR BIDDERS AND GENERAL CONDITIONS

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 as per the appendix instructions. Failure to submit applicable certifications per the appendix instructions 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 is 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 owed 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 to 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, and report to Owner the amount of taxes not incurred.

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.

BID NO.: 50-00144187

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 1/25/2026

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

Approximately
20 to 30 workingLOUISIANA CONTRACTOR'S LICENSE NO.: (if applicable) 12-0991128**THIS SECTION MUST BE COMPLETED BY BIDDER:**FIRM NAME: Economical Janitorial AND Paper Supplies LLCADDRESS: P.O. Box 23607CITY, STATE: New Orleans, LA ZIP: 70183-3607TELEPHONE: (504) 464-7166 x3110 FAX: (504) 465-9563EMAIL ADDRESS: Suzie@economicaljanitorial.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 by placing the addendum number as indicated. Failure to acknowledge any addendum on the bid form will result in bid rejection.

Acknowledge Receipt of Addenda: NUMBER: #1 1/12/2024NUMBER: #2 1/17/2024

NUMBER: _____

NUMBER: _____

TOTAL PRICE OF ALL BID ITEMS: \$ 73920.00AUTHORIZED SIGNATURE: Suzie MiglioreTITLE: PresidentSuzie Migliore

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.

DATE: 1/11/2024

Page 7

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144187

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
1	1,500.00	M	<p>Two (2) Year Contract for the Supply of 24# Perforated Utility Billing Paper for the Jefferson Parish Water Department</p> <p>0010 - Perforated Paper - WHITE Utility Billing: Paper 8.5 X 11, 24 lbs, Super</p> <p>Premium number 4 High Speed Xerographic Laser. Micro Perf 3.5 inch from bottom of page.</p> <p>***THIS IS ON AN AS NEEDED BASIS*** ***THIS WILL BE A 2 YEAR CONTRACT*** ***PLEASE QUOTE PER UNIT OF MEASURE***</p> <p>This Paper will be used for utility bill statements. It must be capable of high speed feeding through a Canon Image Runner Advance 8505I without separating at the perf and with very few jams. It must be capable of being folded by a QUADIENT DS 200I folding and inserting system.</p> <p>Boxes must be labeled on exterior indicating paper size, weight, color, quantity, and marked: 'Perf Utility' Jefferson Parish may request a maximum of 500 sheets to test on Printer, insertor, and remittance processor.</p> <p>***HAND DOLLY ONLY--NO PALLET JACKS ALLOWED IN THE BUILDING***</p> <p>MUST HAVE INSIDE DELIVERY BY HAND DOLLY.</p> <p>***INSIDE DELIVERY TO 4500 WESTBANK EXPRESSWAY. (THERE IS NO LOADING DOCK AT THIS LOCATION) ***</p> <p>LOCATION: JEFFERSON PARISH WB UTILITY BILLING 4500 WESTBANK EXPRESSWAY MARRERO, LA 70072</p>	<p>\$ 21.98</p> <p>KDM EJ-50545 Ph 2500/CS</p>	\$ 32970.00
2	1,500.00	M	<p>0020 -TINT ON WHITE PAPER-CANARY YELLOW Billing: Paper 8.5 X 11, 24 lbs, Super Premium number 4 High Speed Xerographic Laser. Micro Perf 3.5 inch from bottom of page.</p> <p>***PLEASE QUOTE PER UNIT OF MEASURE***</p> <p>***HAND DOLLY ONLY--NO PALLET JACKS ALLOWED IN THE BUILDING***</p> <p>MUST HAVE INSIDE DELIVERY BY HAND DOLLY</p>	<p>\$ 27.30</p> <p>KDM EJ- 03162023 Ph 2500/CS</p>	\$ 40950.00

DATE: 1/11/2024

Page 8

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144187

SEALED BID

ITEM NUMBER	QUANTITY	U/M	DESCRIPTION OF ARTICLES	UNIT PRICE QUOTED	TOTALS
			<p>***INSIDE DELIVERY TO 4500 WESTBANK EXPRESSWAY. (THERE IS NO LOADING DOCK AT THIS LOCATION) ***</p> <p>LOCATION: JEFFERSON PARISH WB UTILITY BILLING 4500 WESTBANK EXPRESSWAY MARRERO, LA 70072</p>		

CORPORATE RESOLUTION

EXCERPT FROM MINUTES OF MEETING OF THE BOARD OF DIRECTORS OF
Economical Janitorial AND Paper Supplies LLC
INCORPORATED.

AT THE MEETING OF DIRECTORS OF Economical Janitorial AND Paper Supplies LLC
INCORPORATED, DULY NOTICED AND HELD ON JANUARY 19, 2024,
A QUORUM BEING THERE PRESENT, ON MOTION DULY MADE AND SECONDED. IT
WAS:

RESOLVED THAT Suzie Migliore, 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.

Suzie Migliore
SECRETARY-TREASURER

1/19/2024
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 LOUISIANA

PARISH/COUNTY OF Jefferson

BEFORE ME, the undersigned authority, personally came and appeared: Suzie
Migliore, (Affiant) who after being by me duly sworn, depose and said that
he/she is the fully authorized President of Economical Janitorial
AND Paper Supplies (Entity),
the party who submitted a bid in response to Bid Number 50-00144187, 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.

Suzie Migliore
Signature of Affiant

Suzie Migliore
Printed Name of Affiant

SWORN AND SUBSCRIBED TO BEFORE ME

ON THE 22 DAY OF Jun, 2024

[Signature]
Notary Public

Donald P. DiMaggio
Printed Name of Notary

33195
Notary/Bar Roll Number

My commission expires on my death

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 if selected below. 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.

ECONOMICAL JANITORIAL & PAPER SUPPLIES, LLC

P.O. BOX 23607
NEW ORLEANS, LA 70183-3607
(504) 464-7166
FAX (504) 465-9563
www.economicaljanitorial.com

January 19, 2024

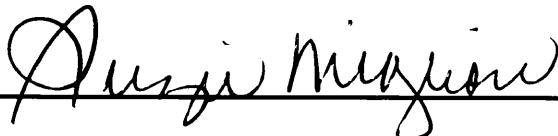
Special Meeting of the Board of Directors of
Economical Janitorial & Paper Supplies LLC

A special meeting of the Board of Directors was called on Friday January 19, 2024 at the offices of Economical Janitorial & Paper Supplies, LLC located at:

1420 Sams Avenue
Suite F
Harahan, LA 70123

Suzie Migliore was appointed chairperson of the meeting and a waiver of notice and of the reading of the previous meeting minutes was approved by all present which included all directors. The purpose of this meeting was to authorize Suzie Migliore, President of Economical Janitorial & Paper Supplies, LLC to Bid on Bid Number 50-00144187 Two (2) Year Contract for the Supply of 24# Perforated Utility Billing Paper for the Jefferson Parish Water Department.

All present voted to authorize the above and being no further business the chairperson adjourned the meeting.



Suzie Migliore

ACORD™**CERTIFICATE OF LIABILITY INSURANCE**

DATE (MM/DD/YYYY)

1/11/2024

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 any rights to the certificate holder in lieu of such endorsement(s).

PRODUCER Marsh & McLennan Agency LLC 360 East Vine Street, Ste 200 Lexington, KY 40507 859 254-8023	CONTACT NAME: Brenda S Stickrod AAI PHONE (A/C, No, Ext): 859-244-7684 E-MAIL ADDRESS: Brenda.Stickrod@MarshMMA.com FAX (A/C, No):																					
INSURED Economical Janitorial & Paper Supplies, LLC; P. O. Box 23607 New Orleans, LA 70183	<table border="1"> <thead> <tr> <th colspan="2">INSURER(S) AFFORDING COVERAGE</th> <th>NAIC #</th> </tr> </thead> <tbody> <tr> <td>INSURER A :</td> <td>Zurich American Insurance Company</td> <td>16535</td> </tr> <tr> <td>INSURER B :</td> <td>Federal Insurance Company</td> <td>20281</td> </tr> <tr> <td>INSURER C :</td> <td></td> <td></td> </tr> <tr> <td>INSURER D :</td> <td></td> <td></td> </tr> <tr> <td>INSURER E :</td> <td></td> <td></td> </tr> <tr> <td>INSURER F :</td> <td></td> <td></td> </tr> </tbody> </table>	INSURER(S) AFFORDING COVERAGE		NAIC #	INSURER A :	Zurich American Insurance Company	16535	INSURER B :	Federal Insurance Company	20281	INSURER C :			INSURER D :			INSURER E :			INSURER F :		
INSURER(S) AFFORDING COVERAGE		NAIC #																				
INSURER A :	Zurich American Insurance Company	16535																				
INSURER B :	Federal Insurance Company	20281																				
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 SUBR INSR 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 type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GLO435382712	01/01/2024	01/01/2025	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 \$
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO OWNED AUTOS ONLY <input checked="" type="checkbox"/> HIRED AUTOS ONLY <input type="checkbox"/> SCHEDULED AUTOS NON-OWNED AUTOS ONLY		BAP435382812	01/01/2024	01/01/2025	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ \$
B	<input checked="" type="checkbox"/> UMBRELLA LIAB EXCESS LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> CLAIMS-MADE DED <input checked="" type="checkbox"/> RETENTION \$0		79894197	01/01/2024	01/01/2025	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 \$
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y/N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC435382612	01/01/2024	01/01/2025	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

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

Bid No: 5000144187

Jefferson Parish Purchasing Department The Jefferson Parish, its Districts, Departments and (See Attached Descriptions)

CERTIFICATE HOLDER**CANCELLATION**

Jefferson Parish Purchasing
 Department
 200 Derbigny Street, Suite 400
 Gretna, LA 70053-0000

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

Chris P. Bennett

DESCRIPTIONS (Continued from Page 1)

Agencies under the direction of the Parish President and the Parish Council are included as Additional Insured for General Liability and Automobile Liability with respect to work performed by the Named Insured, when required by written contract, agreement or permit and subject to the provisions and limitations of the policy.



WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

hereby grants

National Women's Business Enterprise Certification

to

Economical Janitorial & Paper Supplies, LLC

who has successfully met WBENC's standards as a Women's Business Enterprise (WBE).

This certification affirms the business is woman-owned, operated and controlled and is valid through the date herein.

Certification Granted: September 30, 1998

Expiration Date: September 30, 2024

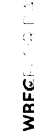
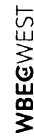
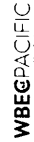
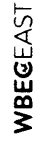
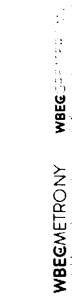
WBENC National Certification Number: 2005108408

NAICS: 424130, 423850
UNSPSC: 14000000, 14110000, 14111700, 47130000, 47131600, 47131604

WBENC National WBE Certification was processed and validated by Women's Business Enterprise Council - South, a WBENC Regional Partner Organization.

Authorized by Phala Mire, President Women's
Business Enterprise Council - South

WBENC SOUTH
WOMEN'S BUSINESS ENTERPRISE COUNCIL
JOIN FORCES. SUCCEED TOGETHER.





WOMEN'S BUSINESS ENTERPRISE
NATIONAL COUNCIL

JOIN FORCES. SUCCEED TOGETHER.

**HEREBY GRANTS
WOMAN OWNED SMALL BUSINESS (WOSB) CERTIFICATION TO**

Economical Janitorial & Paper Supplies, LLC

The identified small business is an eligible WOSB for the WOSB Program, as set forth in 13 C.F.R. part 127 and has been certified as such by an SBA approved Third Party Certifier pursuant to the Third Party Agreement, dated June 30, 2011, and available at www.sba.gov/wosb.

The WOSB Certification expires on the date herein unless there is a change to the SBA's regulation that makes the WOSB ineligible or there is a change in the WOSB that makes the WOSB ineligible. If either occurs, this WOSB Certification is immediately invalid. The WOSB must not misrepresent its certification status to any other party, including any local or State government or contracting official or the Federal government or any of its contracting officials.

Majority Female Owner: Suzie Migliore
NAICS: 424130, 423850 UNSPSC: 14000000, 141110000, 14111700, 47130000, 47131600, 47131604
Certification Number: W080245
Renewal Date: September 30, 2024
WOSB Regulation Expiration Date: 9/30/2026

WBENC SOUTH
WOMEN'S BUSINESS ENTERPRISE COUNCIL
JOIN FORCES. SUCCEED TOGETHER

Phala Mire, Women's Business Enterprise
Council - South President

Pamela Prince-Easton, WBENC President & CEO

Lakesha White, Vice President, Certification

KDM

820 Commerce Parkway Carpentersville, IL 60110

Quoted by: **#1**

Quote Date: 1/11/24

☐ NewNumbered Form ☐ Yes ☒ No

Customer Contact :

☒ Exact RepeatAll plies print alike ☐ Yes ☐ NoCustomer Name: **Economical Janitorial**

Previous Order#

Marginals

☐ Yes ☒ No

Ship To:

☐ Repeat w/copy change☐ Prints in Red☐ Prints in Black☒ FOB Dock☐ FOB Delvd

JEFFERSON, LA 70123

TYPE OF FORM:

Blockouts?

☐ Continuous ☐ Snap Set ☒ Sheets ☐ Pads

Salesperson:

Mike F

☒ Dock to Dock ☐ Inside Delivery
☐ Liftgate ☐ Pallet Jack Required

Prices are based on customer supplying an electronic file for copy, sample(s) and PMS color numbers.

Freight Estimate See Below

Quote/Item Number	Form Name	Quantity	Overs/Unders
EJ5054S	PERF UTILITY	See below	exact

PT	Form Size	Paper	File Holes	Copy
1	Width Length	Weight Color	Grade	Size Number Position
	8 1/2 X 11	24# WHT	Bond	
	Ink Face	Ink Back		Backer Prints
	1st color PMS#	1st color PMS#		<input type="checkbox"/> Head to Head
2	Width Length	Weight Color	Grade	Size Number Position
	8 1/2 X 11	24# WHT	Bond	
	Ink Face	Ink Back		Backer Prints
	1st color PMS#	1st color PMS#		<input type="checkbox"/> Head to Head
3	Width Length	Weight Color	Grade	Size Number Position
	8 1/2 X 11	24# WHT	Bond	
	Ink Face	Ink Back		Backer Prints
	1st color PMS#	1st color PMS#		<input type="checkbox"/> Head to Head
4	Width Length	Weight Color	Grade	Size Number Position
	8 1/2 X 11	24# WHT	Bond	
	Ink Face	Ink Back		Backer Prints
	1st color PMS#	1st color PMS#		<input type="checkbox"/> Head to Head

Cross Perfs	Inside Horizontal Perfs	Vertical Perfs
<input type="checkbox"/> Micro	<input checked="" type="checkbox"/> Micro 3 1/2" FROM TOP	<input type="checkbox"/> Standard 1/2" L&R <input type="checkbox"/> Micro 1/2" L&R
<input type="checkbox"/> Standard	<input type="checkbox"/> Other	<input type="checkbox"/> Other
<input checked="" type="checkbox"/> None	<input type="checkbox"/> None	<input checked="" type="checkbox"/> None

Carton Labels	Fastening
<input checked="" type="checkbox"/> Standard	<input type="checkbox"/> Crimped L&R
<input type="checkbox"/> Customer supplied	<input type="checkbox"/> Glue
<input type="checkbox"/> GPO	Plies
<input type="checkbox"/> Peel & Stick	
<input type="checkbox"/> None	

2500 /CTN	500'S	Ctns/pallet:
		85

Price/M:

Special Instructions for Manufacturing
receipt of order.

CARTON LABELS MUST INDICATE PAPER SIZE, WEIGHT, BRIGHTNESS, QUANTITY, DATE OF MANUFACTURE, And Must be Marked "Perf Utility"

Approximate manufacturing time from receipt of complete order:

SUBJECT TO KDM CREDIT APPROVAL (WHICH MAY REQUIRE INTERNAL FINANCIAL STATEMENTS, UPDATED CREDIT REFERENCES, ETC.). ORDERS WILL NOT BE PROCESSED UNTIL CREDIT APPROVAL - THIS MAY AFFECT YOUR SHIP DATE.

KDM

#2

820 Commerce Parkway Carpentersville, IL 60110 — Toll Free: 877-591-9768

Quote Date: 1/11/24

PLEASE REFER TO THIS
ITEM/QUOTE NUMBER
WHEN PLACING YOUR
ORDER:

Account Number: _____

Blockouts ☐ Yes ☐ No

Customer Contact: Suzie

☐ NewAll plies print alike ☐ Yes ☐ No

Customer Name: Economical Janitorial

EJ03162023

☒ Exact RepeatMarginals ☐ Yes ☐ No

Ship To: _____

*This will be your item number
unless otherwise specified*☐ Repeat w/copy change☐ Prints in Red ☐ Prints in Black☐ Repeat w/spec change# Of Plates: _____ ☒ N/A- Blank

New Orleans

TYPE OF FORM:

☐ Continuous ☐ Snap Set ☒ Sheets ☐ Pads

Salesperson: Mike F

Quoted by: _____

Prices are based on customer supplying an electronic file for copy, sample(s) and PMS color numbers.

MFG Plant: IL

Quote/Item Number	Form Name	Quantity	Overs/Unders	Sample
EJ03162023		212.5	exact	<input type="checkbox"/> Before Quote <input type="checkbox"/> Before Order <input type="checkbox"/> None Available

PT	Form Size	Paper	File Holes	Copy
1	Width Length	Weight Color	Grade Size Number Position	<input type="checkbox"/> Blank <input checked="" type="checkbox"/> Printed
	8 1/2 x 11	24# White	Bond	

Ink Face	Ink Back	Backer Prints
1st color Canary PMS# 602 80%	1st color Canary PMS# 602 80%	<input type="checkbox"/> Head to Head
2nd color PMS#	2nd color PMS#	<input type="checkbox"/> Other
3rd color PMS#	3rd color PMS#	

PT	Form Size	Paper	File Holes	Copy
2	Width Length	Weight Color	Grade Size Number Position	<input type="checkbox"/> Blank <input type="checkbox"/> Printed

Ink Face	Ink Back	Backer Prints
1st color PMS#	1st color PMS#	<input type="checkbox"/> Head to Head
2nd color PMS#	2nd color PMS#	<input type="checkbox"/> Other
3rd color PMS#	3rd color PMS#	

PT	Form Size	Paper	File Holes	Copy
3	Width Length	Weight Color	Grade Size Number Position	<input type="checkbox"/> Blank <input type="checkbox"/> Printed

Ink Face	Ink Back	Backer Prints
1st color PMS#	1st color PMS#	<input type="checkbox"/> Head to Head
2nd color PMS#	2nd color PMS#	<input type="checkbox"/> Other
3rd color PMS#	3rd color PMS#	

PT	Form Size	Paper	File Holes	Copy
4	Width Length	Weight Color	Grade Size Number Position	<input type="checkbox"/> Blank <input type="checkbox"/> Printed

Ink Face	Ink Back	Backer Prints
1st color PMS#	1st color PMS#	<input type="checkbox"/> Head to Head
2nd color PMS#	2nd color PMS#	<input type="checkbox"/> Other
3rd color PMS#	3rd color PMS#	

Cross Perfs - Notes	Inside Horizontal Perfs - Notes	Vertical Perfs	Vertical Perf Notes
<input type="checkbox"/> Micro <input type="checkbox"/> Standard <input checked="" type="checkbox"/> None	<input checked="" type="checkbox"/> Micro <input type="checkbox"/> Other <input type="checkbox"/> None	<input type="checkbox"/> Standard 1/2" <input type="checkbox"/> Micro 1/2" L&R <input type="checkbox"/> Other <input checked="" type="checkbox"/> None	
	3.5" from bottom		

Carton Labels	Fastening	Numbering	Beginning #:
<input checked="" type="checkbox"/> Standard <input type="checkbox"/> Customer supplied <input type="checkbox"/> GPO <input type="checkbox"/> Peel & Stick <input type="checkbox"/> None	<input type="checkbox"/> Crimped L&R <input type="checkbox"/> Glue Plies _____	Consecutive Numbering? <input type="checkbox"/> Yes <input checked="" type="checkbox"/> No Missing Numbers Allowed? <input type="checkbox"/> Yes <input type="checkbox"/> No Approximate Placement: _____ EXACT PLACEMENT MUST SHOW ON PROVIDED ART FILE ALL MULTIPART FORMS WILL BE CRASH NUMBERING	Ending #: _____

Packaging	Price
Pad Qty: _____ CTN QTY: 2500 Shrink Qty: 500 Ctns/Pallet: 85 Ctn Weight: _____ Required: <input checked="" type="checkbox"/> No <input checked="" type="checkbox"/> Shrink Wrap <input type="checkbox"/> Bulk Pack	<input type="checkbox"/> NO RATE <input checked="" type="checkbox"/> FOB KDM <input type="checkbox"/> FOB Delvd <input checked="" type="checkbox"/> Dock to Dock <input type="checkbox"/> Liftgate <input type="checkbox"/> Inside Delivery <input type="checkbox"/> Pallet Jack Required Price/M: _____ Freight Estimate: _____ Carrier: _____ See Below

Special Instructions for Manufacturing

Room for lock up will be on the top & Bottom

Approximate manufacturing time from receipt of complete order:

LEAD TIMES WILL BE CONFIRMED ONCE ORDER IS PLACED
AND ACKNOWLEDGED BY THE MILL AND PLANTSUBJECT TO KDM CREDIT APPROVAL (WHICH MAY REQUIRE INTERNAL FINANCIAL STATEMENTS, UPDATED CREDIT
REFERENCES, ETC.). ORDERS WILL NOT BE PROCESSED UNTIL CREDIT APPROVAL - THIS MAY AFFECT YOUR SHIP DATE.FREIGHT QUOTES ARE
ESTIMATES ONLY. THIS
ESTIMATE REFLECTS THE
RATE AT THE TIME OF
QUOTE REQUEST AND IS
SUBJECT TO CHANGE AT
THE TIME OF SHIPPING
BASED ON EQUIPMENT
AVAILABILITY.