



# 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

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#### 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,

A handwritten signature in black ink that reads "Doris Abraham".

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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 - GRETNA, LA 70053 - PO BOX 9 - GRETNA - LA 70054  
OFFICE 504.364.2678

EMAIL: [PURCHASING@JEFFPARISH.NET](mailto:PURCHASING@JEFFPARISH.NET)

WEBSITE: [WWW.JEFFPARISH.NET](http://WWW.JEFFPARISH.NET)

**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 \_\_\_\_\_.

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 \_\_\_\_\_

**LOUISIANA CONTRACTOR'S LICENSE NO.:** (if applicable) \_\_\_\_\_

**THIS SECTION MUST BE COMPLETED BY BIDDER:**

FIRM NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

CITY, STATE: \_\_\_\_\_ ZIP: \_\_\_\_\_

TELEPHONE: ( ) \_\_\_\_\_ FAX: ( ) \_\_\_\_\_

EMAIL ADDRESS: \_\_\_\_\_

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: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

NUMBER: \_\_\_\_\_

TOTAL PRICE OF ALL BID ITEMS: \$ \_\_\_\_\_

AUTHORIZED

SIGNATURE: \_\_\_\_\_

Printed Name

TITLE: \_\_\_\_\_

**SIGNING INDICATES YOU HAVE READ AND COMPLY WITH THE INSTRUCTIONS AND CONDITIONS.**

**NOTE: All bids should be returned with the BID NUMBER and BID OPENING DATE indicated on the outside of the envelope submitted to the Purchasing Department.**

INVITATION TO BID FROM JEFFERSON PARISH - continued

BID NO.: 50-00144187

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, inserter, 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>⌘</p> <hr/>	<p>⌘</p> <hr/>
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>⌘</p> <hr/>	<p>⌘</p> <hr/>

DATE: 1/11/2024

**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>		