



P.O. BOX 6097

HOUMA, LOUISIANA 70361

868-5050



P.O. BOX 2768

HOUMA, LOUISIANA 70361

868-3000

TERREBONNE PARISH CONSOLIDATED GOVERNMENT

INVITATION TO BIDDERS

Sealed bids will be received on **Wednesday, May 28, 2008**, by Terrebonne Parish Consolidated Government Purchasing Department, at the City of Houma Service Complex, 301 Plant Road, in Houma, Louisiana until 1:30 P.M. **Any bids delivered between 1:45 P.M. and 2:00 P.M. should be delivered to the Council Meeting Room, 2nd floor in the Government Tower Located at 8026 Main Street, Houma Louisiana.** At exactly 2:00 P.M., all bids will be publicly opened and read aloud for the furnishing of item/items listed below in the **Council Meeting Room, in the Government Tower Building.** Subsequent to the opening, the bid/bids will be evaluated by the appropriate party/parties and will be presented to the Parish President for awarding, rejecting, or holding for further advisement and/or evaluation.

BID NO. #08-1/9-19 **Provide Various Janitorial Supplies**

Specifications and proposal forms are on file at the City of Houma Service Complex, Purchasing Department, 301 Plant Road, in Houma, Louisiana, and may be obtained by prospective bidders at no cost. Please contact Mary Crochet, Warehouse Manager at 985-873-6769 with regards to the specifications or Sharon M. Celestin, Bid Coordinator at (985) 873-6821 for any clarifications or information about the bid documents. **A copy of the bid can be obtained by emailing scelestin@tpcg.org with the company's contact person, business address, phone number, and email address.**

Evidence of authority to submit a bid shall be required in accordance with R.S. 38:2212 (A)(1)(c) and/or R.S. 39:1594(C)(4). Bid/bids shall be accompanied with a **Certified Check, Cashier's Check or Bid Bond with Power Attorney (Money Orders or Letters of Credit WILL NOT be accepted)** in the amount not less than 5% made payable to the Terrebonne Parish Consolidated Government. Failure to do so will result in bid being declared irregular and shall be cause for rejection.

The **LOWEST** qualified bid will be the one determined to offer the best advantage to the Parish of Terrebonne. The Terrebonne Parish Consolidated Government reserves the right to reject any bid for just cause in the best interest of Terrebonne Parish.

Successful bidder must register with the Terrebonne Parish Sales and Use Tax Department for tax purposes. **The envelope shall be marked with the bid number, bid title, name, and address and state license number (If Applicable) of the Bidder as set forth in the Invitation to Bidders.**

/s/ Michel Claudet
MICHEL CLAUDET, PARISH PRESIDENT
TERREBONNE PARISH GOVERNMENT

ADVERTISE ON: May 12, and May 19, 2008
TO COURIER: May 7, 2008

REQUIREMENTS AND INSTRUCTIONS FOR BIDDER
Provide Various Janitorial Supplies
Terrebonne Parish Consolidated Government Warehouse Division

GENERAL: The VENDOR awarded this bid shall furnish and deliver the above referenced janitorial supplies, on an as needed basis, as per specifications attached, to the Terrebonne Parish Consolidated Government (TPCG) Warehouse Division, at 301 Plant Road, Houma, Louisiana 70363.

BID OPENING: Bidders may attend the bid opening, but no information or opinions concerning the ultimate award will be given at the bid opening or during the evaluation process. Written tabulations will not be furnished.

PROPOSAL FORM: Proposals shall be made on the blank forms furnished (Official Bid Forms) with this package. Amounts shall be in both words and figures, and in case of discrepancy, words shall govern. All signatures shall be in longhand, executed by a principal or officer authorized to make contracts. Bidders legal name and address shall be fully stated.

Bids by individuals shall be signed by the person making such proposal or the proposal must have attached power-of-attorney evidencing authority to sign the proposal in the name of the person for whom it is signed.

Bids by corporations shall state the full legal corporate name thereof, and the corporate address and the state of incorporation shall be provided.

Bids by partnerships must indicate the legal name of the partnership, with the official address of the partnership and state of formation of partnership also provided.

Evidence of corporate or partnership authority shall be included in the bid documents, and shall be deemed sufficient and acceptable if any of the following conditions are met:

1. The signature on the Bid is that of any corporate officer listed on the most current annual report on file with the Secretary of State, or the signature on the Bid is that of any member of a partnership or partnership in commendam listed in the most current partnership records on file with the Secretary of State, and such is clearly stated on the bid form.
2. The signature on the Bid is that of an authorized representative of the corporation, partnership, or other legal entity and the Bid is accompanied by a corporate resolution with certification of corporation's secretary, or if a partnership or other legal entity, explicit written evidence of the representative's authority to so act on behalf of the partnership or other legal entity.
3. The corporation, partnership, or other legal entity has filed in the records of the Secretary of State an affidavit, resolution, or other acknowledged or authentic document indicating the names of all parties authorized to submit bids for public contracts, and such is clearly stated on the bid form.

BID SURETY: The bid must be accompanied by a bid guaranty which shall be in the amount of five (5%) percent of the proposed total contract amount. Said guaranty can be in the form of a certified check, cashier's check or bid bond. If the bid guaranty is submitted in the form of a bid bond, this bond must be in substantially the same form at the "BID BOND" which is provided with the proposal forms. The bid bond 1) must be signed by an authorized officer, owner or partner of the bidding firm, or an agent or attorney in fact; 2) must be signed by the surety's agent or attorney in fact; 3) shall be accompanied by a notarized document granting general power of attorney to the surety's signer; and 4) shall be written by a surety or insurance company currently on the U.S. Department 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 policyholder's surplus as shown in the A. M. Best's Key Rating Guide.

WARNING: IT IS STRONGLY ADVISED THAT ALL BIDDERS USE THE ACTUAL BID BOND FORM PROVIDED WITH THESE BID DOCUMENTS. USE OF ANY OTHER BID BOND FORM RISKS DISQUALIFICATION OF THE ENTIRE BID.

PREPARATION AND SUBMISSION OF BIDS: Bids shall be submitted at the time and place indicated in the Invitation to Bidders and shall be enclosed in an opaque sealed envelope. The envelope shall be marked with the Project/Bid title, Project/Bid number and the name, address and state license number (if applicable) of the Bidder. If the Bid is sent through the mail or other delivery system, the sealed envelope shall be enclosed in a separate envelope with the notation "**SEALED BID ENVELOPE ENCLOSED**" on the face of it. **ELECTRONIC SUBMISSION OF THIS BID IS NOT ALLOWED. BIDS MUST BE MAILED (P.O. BOX 2768, HOUMA, LA 70361) OR DELIVERED TO TERREBONNE PARISH CONSOLIDATED GOVERNMENT AT 301 PLANT ROAD, HOUMA, LA 70363.**

A bidder may alter or correct an entry on the proposal form by crossing out the entry, entering the new figure above or below the deleted entry, and initialing on the line of change. The crossing out of and initials shall be legibly handwritten with ink or typed. Any ambiguity arising from entries altered or corrected on the Proposal Form will cause the rejection of said Bid Proposal as non-responsive.

MODIFICATION AND WITHDRAWAL OF BIDS: Bids may be modified or withdrawn by an appropriate document duly executed (in the manner that a Bid must be executed) and delivered to the place where Bids are to be submitted at any time prior to the deadline for submitting Bids. A request for withdrawal or a modification must be in writing and signed by a person duly authorized to do so; and, in case signed by a deputy or subordinate, the principal's proper written authority to such deputy or subordinate must accompany the request for withdrawal or modifications. Withdrawal of a Bid will not prejudice the rights of a Bidder to submit a new Bid prior to the Bid Date and Time. After expiration of the period for receiving Bids, no Bid may be withdrawn, modified, or explained except as provided for below.

After expiration of the period for receiving bids and in accordance with Louisiana law, more particularly, R.S. 38:2214, bids containing patently obvious, unintentional, and substantial mechanical and clerical, or mathematical errors, or errors of unintentional omission of a substantial quantity of work, labor, material, or services made directly in the compilation of the bid, may be withdrawn by the bidder if clear and convincing sworn, written evidence of such errors is furnished to the TPCG within 48 hours of the bid opening excluding Saturdays, Sundays and legal holidays.

Such errors must be clearly shown by objective evidence drawn from inspection of the original work papers, documents or materials used in the preparation of the bid sought to be withdrawn.

If the TPCG determines that the error is a patently obvious mechanical, clerical or mathematical error, or unintentional omission of a substantial quantity of work, labor, material or services as opposed to a judgment error, and that the bid was submitted in good faith, it shall accept the withdrawal and return the bid security to the bidder. A bidder who attempts to withdraw a bid under these provisions of this section shall not be allowed to re-submit a bid on the contract. Any modifications or amendments to the applicable State laws shall supersede this procedure.

TIME FOR RECEIVING BIDS: Sealed bids shall be either hand delivered by the bidder or his agent in which instance the deliverer shall be handed a written receipt, or such bid shall be sent by registered or certified mail with a return receipt requested. Bids may also be delivered by a package or express delivery service or carrier; however, if this form of delivery is utilized, the form of delivery receipt utilized by said carrier or service shall be considered as sufficient written receipt received by the bidder. **ELECTRONIC SUBMISSION OF THIS BID IS NOT ALLOWED.**

All bids must reach the Terrebonne Parish Consolidated Government's Purchasing Department at 301 Plant Road, Houma, LA, before 1:30 p.m. on the day of the bid opening. Alternatively, a bid can be delivered after 1:45 p.m., but before the scheduled 2:00 p.m. bid opening, to the Terrebonne Parish Consolidated Government's Council Meeting Room, 2nd floor of the Government Towers Building, located at 8026 Main Street, Houma, LA.

Bids received prior to the time of opening will be securely kept, unopened. No bid received after the scheduled time for opening will be considered.

Bidders are cautioned to allow ample time for transmittal of bids by mail or otherwise. Bidders are urged to secure information relative to the probable time of arrival and distribution of mail at the place where bids are to be opened. Failure of the U.S. Mail or of any express carrier or delivery service to deliver the bids timely shall not be considered due cause for the scheduled time of the bid opening to be extended.

DELIVERY: TPCG desires delivery at the earliest possible date. It is imperative that materials are delivered within the time frame stipulated on Section "B" of the official bid form/proposal form. If delivery cannot be made in the time specified on the bid form bidder must notify the Terrebonne Parish Consolidated Government.

LIQUIDATED DAMAGES: For each calendar day beyond the Specified Delivery Date, including any approved extension thereof, that the material has not been delivered, the TPCG shall retain One Hundred Dollars (\$100.00) per calendar day, from the total Bid price, as liquidated damages.

The failure on the part of the Vendor to furnish and deliver the materials within the specified time shall, without requiring any further notice or formal placing in default of the Vendor by the TPCG, constitute Legal default on the Bid on the part of the Vendor and shall, in and of itself, automatically commence the accumulation of liquidated damages in favor of the Owner for which the Vendor shall be held liable. It is the intention of the parties hereto to specifically provide that formal placing in Legal default of the Vendor by the TPCG is unnecessary, and occurs by the mere expiration of the term provided by this Bid for delivery of the material.

The liquidated damages provided for herein are intended to compensate the TPCG for all financial losses and the additional administrative burden caused by the failure of the Vendor to furnish and deliver the material in the specified time. Liquidated damages shall be due without regard to whether or not the Owner actually suffers any financial loss or incurs additional administrative burdens, but, on the contrary, shall be due solely as a result of the failure of the Vendor to furnish and deliver the material in the time specified.

INTERPRETATIONS AND ADDENDA: All questions about the meaning or intent of the Requirements and Bidding Documents are to be directed to the BID COORDINATOR. Interpretations, clarifications, or modifications considered necessary by BID COORDINATOR or WAREHOUSE MANAGER in response to such questions will be issued by Addenda as set forth below.

Bidders shall promptly notify BID COORDINATOR in writing of any ambiguity, inconsistency, or error that they may discover upon examination of the Bid Documents. Bidders requiring clarification or interpretation of any of the Bid Documents shall make a written request of the Bid Coordinator at Terrebonne Parish Consolidated Government, Purchasing Department at P.O. Box 2768, Houma, LA 70361.

All requests pertaining to questions about the meaning or intent of the Bid Documents received less than seven days prior to the date for opening of Bids may not be answered unless, in the opinion of the BID COORDINATOR or WAREHOUSE MANAGER, the ambiguity in the Bid Documents is so significant that it may necessitate postponement of the Bid date and issuance of an addendum to respond to the Bidder's request.

Any interpretation, clarification, correction, or modification to the Bidding Documents will be only by a written addendum. Interpretations, clarifications, corrections or modifications made by any other manner will not be binding and shall not be relied upon by Bidders. Addenda shall be transmitted in accordance with Louisiana Bid Law and, as provided by law, may be used to extend the time for the opening of bids.

Prior to submittal of his proposal, each Bidder shall ascertain that he has received all addenda issued. The Bidder shall acknowledge receipt of Addenda by completing the acknowledgement space provided on the Proposal/Bid Documents. Failure by a Bidder to acknowledge receipt of all addenda shall render that Bidder's Bid proposal as non-responsive.

TERMS AND CONDITIONS AGREEMENT: The Purchasing Department of the Terrebonne Parish Consolidated Government now requires vendors to register online at <https://www.tpcg.org/vendor/>. This new tool is part of our continuing efforts to make it easier for you to do business with the Parish, as well as provide you with better business opportunities.

If you have already received notice of this new procedure and have taken actions to complete this requirement, you do not have to complete this process again; however, if you have not already registered online as a vendor you will need to do so within ten days notice of award of this quotation. Failure of the successful bidder to comply with this requirement may result in the quotation being declared irregular and cause for rejection.

CERTIFICATE OF INSURANCE: The successful bidder is required to submit an insurance certificate returned within 10 days from the date of the Notice of Award of the bid. All certificates must be approved by the TPCG Risk Manager to ensure that all insurance requirements have been met before a purchase order is issued. Note: *The VENDORS who will be delivering Janitorial Supplies must comply with the requirements of "B". The VENDORS who will be shipping Janitorial Supplies must comply with the requirements of "D".* (Insurance requirements are set forth in "Terrebonne Parish Government's Insurance Requirements", attached hereto) Failure of the successful bidder to comply with this requirement may result in the bid being declared irregular and cause for rejection.

ACCEPTANCE OF BIDS: The OWNER will make the final decision regarding award of the bid within forty-five (45) days after the opening of bids. Owner reserves the right to reject all bids for just cause. In the event that a bid is awarded, a formal written notice of award of the bid will be given to the lowest responsible bidder who bid according to the instructions to bidders and specifications. The bidder to whom the bid is awarded shall, within ten (10) days from the date of the notice of such award, enter into contract; furnish any other required certificates, bonds, etc.

In the event that said bidder fails or refuses to furnish the required certificates, bonds, etc., within the said period of ten (10) days from the date of the notice of award of the bid, Owner shall have the right to disqualify said bidder and award the bid to the next lowest bidder who bid according to the instructions to bidders and specifications.

In such event, the original low bidder and his bid surety shall be liable to the Owner for the difference between the amount specified in his bid and the amount for which the Owner may otherwise procure the specified material, or the full amount of the bid guaranty, whichever is greater.

CONTRACT: The successful bidder must, within ten (10) days from the award of the bid, execute a contract with Terrebonne Parish Consolidated Government and furnish Terms and Conditions, Indemnification Agreement, insurance certificates, and bonds required.

PERFORMANCE BOND: The Successful Bidder will have ten (10) days to supply Terrebonne Parish Consolidated Government with a Performance Bond that is 50% of the Contract Price. This bond shall remain in effect at least until one year after the date of final payment, except as otherwise provided by Law or Regulation or by the Contract Documents. CONTRACTOR shall also furnish such other Bonds when required by the Supplementary Conditions. All Bonds shall be in the forms prescribed by Law or Regulation or by the Contract Documents and be executed by such Sureties as are named in the current list of "Companies Holding Certificates of Authority as Acceptable Sureties on Federal Bonds and as Acceptable Reinsuring Companies" as published in Circular 570 (amended) by the Audit Staff Bureau of Accounts, U.S. Treasury Department. A certified copy of the authority to act must accompany all Bonds signed by an agent. All bonds prescribed by the contract documents shall be written by a surety company currently possessing an A.M. Best's rating of no less than A- and currently licensed to do business in the State of Louisiana.

In addition, all insurance prescribed by the contract documents shall be written by an insurance company currently possessing an A.M. Best's rating of no less than A: VI and currently licensed to do business in the State of Louisiana.

If the Surety on any Bond furnished by CONTRACTOR is declared bankrupt or becomes insolvent or its right to do business is terminated in any state where any part of the Project is located or it ceases to meet the requirements of clauses stated above, CONTRACTOR shall within five days thereafter substitute another Bond and Surety, both of which shall be acceptable to OWNER.

TECHNICAL INFORMATION: *Any exceptions to the specifications shall be itemized, in detail, with a clear explanation of all pertinent details on a separate specification sheet.*

Literature and/or specifications providing complete technical information as required to certify that the product offered in the proposal is fully compliant with specifications herein must be submitted upon request; if requested, literature and/or specifications shall be submitted within seven (7) days. Such documentation shall include diagrams, books, brochures, photographs, or other means to verify compliance. **Failure to submit this requested information shall result in the bid being declared non-responsive and just cause for rejection.**

USE OF BRAND NAMES AND STOCK NUMBERS: Wherever in specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, they are used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equivalent products will be acceptable.

TAXES: Successful bidder must register with the Terrebonne Parish Sales and Use Tax Department for use tax purposes, and it is understood that all applicable taxes are included in the Bid proposal price.

Successful bidders, as an agent of TPCG will be authorized by TPCG to receive an exemption from Louisiana State Sales Taxes related to purchases of materials. As such, the bid proposal price shall reflect this exemption.

REFERENCE TO PREFERENCE: Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state.

BILLING & PAYMENT: VENDOR'S standard invoices must be presented to the Terrebonne Parish, Warehouse Division in duplicate, showing the quantity, description and unit price.

DELIVERY CONDITIONS: The Contractor shall be required to maintain, or have available, an inventory sufficient to provide requested items within a reasonable time period.

The Contractor shall provide adequate packing lists and other documentation at the time of delivery as required by applicable laws and regulations.

All items shall be F.O.B. destination. The term F.O.B. destination shall mean: delivered to the Terrebonne Parish Consolidated Government City Service Complex, 301 Plant Road, Houma Louisiana 70363, with all charges for transportation and unloading and inside delivery paid by the Contractor. Under no circumstances will the TPCG be liable for additional delivery charges.

The successful Contractor's delivery performance under the terms and conditions of this contract shall be satisfactory to the TPCG.

MSDS: When applicable, Vendor shall furnish Material Safety Data Sheets for their products, in compliance with the "Right to Know" law. Material Safety Data Sheets, upon award of the Contract, shall be submitted to the Warehouse Buyer at the Terrebonne Parish Consolidated Government Warehouse.

TERM OF AGREEMENT: The term of this agreement shall be effective from the date of the notice of award and will be for six (6) months and shall be subject to one additional six (6) month renewal period provided there is no change in the terms, conditions, specifications and pricing structure unless mutually agreed to by both parties.

QUANTITIES: The TPCG reserves the right to increase or decrease the quantities listed herein at any time to correspond to the actual needs of the Terrebonne Parish Consolidated Government (TPCG) Warehouse Division.

No specific quantities are guaranteed. Only such quantities of janitorial supplies, as needed by the Department during the contractual period will be ordered. Estimated usage is based on the past (6) months use.

**OFFICIAL BID FORM
SECTION "A"**

FIRM/BIDDER: _____

ADDRESS

PHONE

PROVIDE VARIOUS JANITORIAL SUPPLIES

The undersigned hereby declares and stipulates that his bid is made in good faith without collusion or in connection with any person or persons bidding for the same item(s) and that it is made in pursuance of and subject to all terms and conditions of the bid documents, the Invitation to Bidders, Requirements and Instructions For Bidders.

The undersigned declares that he has carefully examined the Specifications as prepared by the Terrebonne Parish Consolidated Government and agrees to provide all labor, material, and equipment in accordance with the specifications at the price specified on the Bid/Proposal Form.

If written notice of the acceptance of this bid or any item therein is mailed, telegraphed, or delivered to the undersigned within forty-five (45) days after the date of the opening of the bids, the undersigned agrees that he will enter into a written contract with the Parish and furnish the required certificates, bonds, etc.

The bidder unequivocally accepts the liquidated damages provisions in the amount of One Hundred (\$100.00) Dollars per day specified in the Requirements and Invitation to Bidders, in the event of failure, neglect or refusal to deliver beyond the specified delivery date.

ATTACHMENTS: 1) Power of attorney, or evidence of partnership or corporate authority authorizing the signing of the bid and evidencing authority to do business in Louisiana, as may be required in Requirements and Instructions to Bidders. 2) Bid Bond with Power of Attorney, or certified check or cashier's check payable to the Terrebonne Parish Consolidated Government.

The undersigned further acknowledges that all of the provisions and requirements of the Addenda have been taken into consideration in the preparation of the foregoing proposal.
I hereby acknowledge receipt of the following:

Addendum No.:	Date Received:	Signature:
_____	_____	_____
_____	_____	_____
_____	_____	_____

**OFFICIAL BID FORM
SECTION "B"**

FIRM/BIDDER: _____
TYPE or PRINT

ADDRESS PHONE

PROVIDE VARIOUS JANITORIAL SUPPLIES

The undersigned has carefully examined all Specifications to this bid as prepared by the Terrebonne Parish Consolidated Government and hereby proposes to furnish and deliver the described herein.

All quantities shown are ESTIMATES ONLY of anticipated volume for a six (6) month period. Quantities represent total usage and not order lot quantities. Orders will be placed on an "AS NEEDED" basis, with quantities specified at the time of order placement.

Wherever in specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, they are used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and that equivalent products will be acceptable.

Items will be awarded to the vendor who submits the lowest unit prices.

Item	Description	UOM	LA Preference	Qty.	Unit \$	Ext. Cost
	JANITORIAL SUPPLIES		Y or N			
1	Comet Disinfectant with bleach 21 oz or equal	each	Y or N	60		
2	Mop Head Rayon 24 oz saddle type cut end white	each	Y or N	72		
3	Bottle Quart Spray w/ trigger	each	Y or N	75		
4	Mop Handle, saddle type 60" Lagasse, metal end	each	Y or N	30		
5	Rags 25# box select color T-shirt	box	Y or N	120		
6	Mop, house cotton 16 oz white	each	Y or N	80		
7	Broom, straw warehouse type 34# weight	each	Y or N	40		
8	Urinal Deodorant block cherry	pack	Y or N	150		
9	Pad, wet stripping pad, black 20"	each	Y or N	10		
10	Pad 20" white buffing/polishing	each	Y or N	175		
11	Sponge scrubber (yellow/green), 3" x 6"	each	Y or N	60		
12	Dust mop 5"X36" Natural std. Cut	each	Y or N	12		
13	Mop head 32 OZ. White looped end saddle type	each	Y or N	230		
14	Pot Scrubber Green Nylon 6"X9"	each	Y or N	50		

Item	Description	UOM	LA Preference	Qty.	Unit \$	Ext. Cost
15	Gel air freshener Cherry 4.6 oz	each	Y or N	120		
16	Gel air freshener Citrus 4.6 oz	each	Y or N	24		
17	Gel air freshener Spring Fresh 4.6 oz	each	Y or N	24		
	HAND CLEANER		Y or N			
18	GOJO 14 oz original formula, or equal	each	Y or N	15		
19	Soap, Lava 4 oz bar wrapped	each	Y or N	36		
20	Ivory Snow Washing Powder 26 oz box	box	Y or N	30		
21	Soap White-gold 2.5 oz antibacterial bar, wrapped, Dial or equal	each	Y or N	20,000		
	PAPER PRODUCT		Y or N			
22	Wipes, box reinforced, 9.1 X 16.8" Wypall KC34790	box	Y or N	400		
23	Hand Towel, center pull, 9" x 590', 600 sheets per roll, white, 6 rolls per case	case	Y or N	475		
24	Toilet Tissue 2 ply roll, 4" x 1600' 12 rolls per case, 2" core	case	Y or N	225		
25	Soufflé Cups 5.5 OZ Solo UR55 or equal	case	Y or N	10		
26	Lid For Soufflé Cup Solo PL4 or equal	case	Y or N	10		
27	Styrofoam 5 compartment school tray 500/cs 11 3/4 x 8 7/8 x 1	case	Y or N	20		
	PLASTIC BAGS		Y or N			
28	Dust Pan Standard plastic black	each	Y or N	25		
29	Bag Gallon Ziplock Storage 20 box or equal	each	Y or N	200		
30	Bag Quart Ziplock Storage 25 box or equal	each	Y or N	200		
	GLOVES		Y or N			
31	Gloves, Black Polka Dot, 10 oz canvas, X-large	each	Y or N	3000		
32	Glove Rubber Grip PVC Black Rough	each	Y or N	160		
33	Glove Playtex Yellow Disposable Large	each	Y or N	60		
34	Glove, Clear disposable poly	case	Y or N	50		
35	Glove Small 100% Latex Free Non Sterile Powder Free Synthetic Medical Examination Gloves AmerCare or equal	Box	Y or N	50		
36	Glove Medium 100% Latex Free Non Sterile Powder Free Synthetic Medical Examination Gloves AmerCare or equal	Box	Y or N	100		
37	Glove Large 100% Latex Free Non Sterile Powder Free Synthetic Medical Examination Gloves AmerCare or equal	Box	Y or N	200		
38	Glove X-large 100% Latex Free Non Sterile Powder Free Synthetic Medical Examination Gloves AmerCare or equal	Box	Y or N	250		
39	Glove PVC Coated Knit Wrist	each	Y or N	36		

Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state. LA R.S. 38:2252 **Indicate on bid form if taken this preference on any item by circling y or n on the bid form.**

UNIT COST (Numerically) \$ _____

TOTAL BID (Numerically) \$ _____

TOTAL BID AMOUNT WRITTEN IN WORDS: _____

Indicate if price will hold firm for Six (6) months from date of contract or blanket purchase order:

YES _____

NO _____

If price is not firm, escalation must clearly be defined below as to the maximum percent (%) increase anticipated and if bid is accepted, any increase thereafter must be supported in writing to the TPCG Warehouse Division.

BID PRICE WILL REMAIN FIRM UNTIL DATE: _____

WITH A MAXIMUM ESCALATION PERCENTAGE OF: _____

FROM DATE OF: _____ TO DATE OF: _____

In no event to exceed the change in the United Bureau of Labor Statistics Consumer Price Index and/or Wholesale Price Index during the contract period. See LSA R.S. 38:2212 A (2).

For the purpose of comparison of bids when an escalation is bid, TPCG will apply the maximum escalation percentage quoted by the bidder to the period, which it is applied in the bid. The initial bid price and the escalation will be used to calculate the total bid price. It will be assumed, for comparison purposes, that an equal amount of material or labor is purchased each month throughout the entire contract.

In the event that the successful bidder cannot furnish a specified item or material in the required time, TPCG Warehouse Division may purchase on an emergency basis from the next lowest bidder, or available source, until such time as the successful bidder has notified the TPCG in writing that his stock capability has been replenished.

*Price of material must not include any sales and use tax amounts and prices quoted shall be considered firm for a period of forty-five (45) days after the bid opening date.

**OFFICIAL BID FORM
SECTION "B" (Continued)**

**Enclosed is the 5% bid surety as required in the form of:
Bid Bond with Power of Attorney _____ or
Certified or Cashier's Check _____**

IN TESTIMONY WHEREOF, the BIDDER has hereunto affixed his legal signature on
this _____ day of _____, 2008.

COMPANY NAME: _____

BY: _____

Signature

Print Name

TITLE: _____

FED. I.D. # : _____

BID BOND

As Principal (Bidder) and _____

As Surety, are bound unto the Terrebonne Parish Consolidated Government (hereinafter referred to as "TPCG" in the sum of _____

DOLLARS, (\$_____) for payment of which the Principal and Surety

bid themselves, their heirs, administrators, successors, and assigns, jointly and severally.

The condition of this obligation is such that Principal has submitted to TPCG a bid on a contract to **Bid #08-1/9-19 PROVIDE VARIOUS JANITORIAL SUPPLIES**

If the contract is awarded to the Principal and the Principal, within the specified time, enters into the contract in writing and gives the required bond (s) with Surety acceptable to TPCG for performance of said contract, this obligation shall be void; otherwise to remain in effect.

PRINCIPAL (Bidder)

Surety

BY: _____
OWNER OR AUTHORIZED
REPRESENTATIVE

BY: _____
AGENT OR ATTORNEY IN FACT

TYPED OR PRINTED NAME

TYPED OR PRINTED NAME

DATE SIGNED _____

DATE SIGNED _____

CORPORATE RESOLUTION

BE IT RESOLVED, by the Board of Directors of _____

_____ in a meeting duly assembled that

Name Title

of the Corporation, be, and he/she is hereby authorized, empowered and directed for and on behalf of the Corporation to negotiate for and sign any and all quotation quotations and/or contracts which this Corporation might enter for the furnishing of services for the Corporation under such terms, conditions and stipulates, and for such consideration as he/she might deem to the best interest of the Corporation.

I, _____(Name)

Secretary of _____

do hereby certify that the above and foregoing is a true and correct copy of resolution unanimously adopted at a meeting of the Board of Directors of said Corporation held on the _____ day of _____, _____ at which meeting all members of the Board of Directors were present and voted thereon and that said Resolution has been spread upon the minute books of the Corporation, and same is in full force and effect.

WITNESS MY SIGNATURE THIS _____ day of

_____, _____, at _____
Month Year Address

Secretary

Name Printed or Typed

"D"

**MINIMUM, INSURANCE REQUIREMENTS FOR VENDORS
(WITH GENERAL LIABILITY EXPOSURE ONLY)**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property, which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents, representatives, employees or subcontractor. The cost TPCG (Terrebonne Parish Consolidated Government).

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as Insurance Services Office form number GL0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial General Liability coverage ("occurrence form CG001). "Claims Made" form is unaccepted. The "occurrence form" shall not have "sunset clause".

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than Commercial General Liability: \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

ANY DEDUCTIBLES OR SELF-INSURED RETENTIONS MUST BE DECLARED TO AND APPROVED BY TPCG. At the option of TPCG, either: The insurer shall reduce or eliminate such deductibles or self-insured retentions as respects TPCG, its officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claim administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General Liability

a. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to TPCG, its officers, officials, employees, Boards, and Commissions or volunteers.

b. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit if brought, except with respect to the limits of the insurer's liability.

2. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, cancelled thirty (30) days prior written notice by certified mail, return receipt requested, has been given to TPCG.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. BEST'S RATING OF NO LESS THAN A:VI.

F. VERIFICATION OF COVERAGE

Contractor shall furnish TPCG with certificates of insurance effecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. THE CERTIFICATES ARE TO BE RECEIVED AND APPROVED BY TPCG BEFORE WORK COMMENCES. TPCG reserves the right to require complete, certified copies of all required insurance policies, at any time.

“B”

**INSURANCE REQUIREMENTS FOR CONTRACTORS
OTHER THAN NEW CONSTRUCTION OR RENOVATIONS
TERREBONNE PARISH CONSOLIDATED GOVERNMENT CONTRACTS**

Contractor shall procure and maintain for the duration of the contract insurance against claims for injuries to persons or damages to property which may arise from or in connection with the performance of the work hereunder by the Contractor, his agents representatives, employees or subcontractors. The cost of such insurance shall be included in the Contractor’s bid.

TPCG (Terrebonne Parish Consolidated Government)

A. MINIMUM SCOPE OF INSURANCE

Coverage shall be at least as broad as:

1. Insurance Services Office form number GL0002 (Ed. 1/73) covering Comprehensive General Liability and Insurance Services Office form number GL0404 covering Broad Form Comprehensive General Liability; or Insurance Services Office Commercial Liability coverage (“occurrence form CG001). “Claims Made” form is unacceptable. The “occurrence form” shall not have a “sunset clause”.
2. Insurance Services Office form number CA0001 (Ed. 1/73) covering Automobile Liability and endorsement CA0025 or CA0001 12 90. The policy shall provide coverage for owned, hired, and non-owned coverage. If an automobile is to be utilized in the execution of this contract, and the vendor/contractor does not own a vehicle, then proof of hired and non-owned coverage is sufficient.
3. Workers compensation insurance as required by the Labor Code of the State of Louisiana, including Employers Liability insurance.

B. MINIMUM LIMITS OF INSURANCE

Contractor shall maintain limits no less than:

1. Commercial General liability: \$500,000 combined single limit per occurrence for bodily injury, personal injury and property damage (or higher limits depending on size of contract).
2. Automobile Liability: \$250,000 combined single limit per accident, for bodily injury and property damage.

3. Workers Compensation and Employers Liability: Workers' Compensation limits as required by the Labor Code of the State of Louisiana and Employers Liability coverage. Exception: Employers Liability limit is to be \$1,000,000 when work is to be over water and involves maritime.

C. DEDUCTIBLES AND SELF-INSURED RETENTIONS

ANY DEDUCTIBLES OR SELF-INSURED RETENTIONS MUST BE DECLARED TO AND APPROVED BY TPCG. At the option of TPCG, either: the insurer shall reduce or eliminate such deductibles or self-insured retentions as respects TPCG, it's officers, officials, employees and volunteers; or the Contractor shall procure a bond guaranteeing payment of losses and related investigations, claims administration and defense expenses.

D. OTHER INSURANCE PROVISIONS

The policies are to contain, or be endorsed to contain, the following provisions:

1. General liability and Automobile Liability Coverage:

a. TPCG, it's officers, officials, employees, Boards and Commissions and volunteers are to be added as "additional insured" as respects liability arising out of activities performed by or on behalf of the Contractor; products and completed operations of the Contractor, premises owned, occupied or used by the Contractor. The coverage shall contain no special limitations on the scope of protection afforded to TPCG; it's officers, officials, employees or volunteers. It is understood that the business auto policy under "Who is an insured" automatically provides liability coverage in favor of TPCG.

b. Any failure to comply with reporting provisions of the policy shall not affect coverage provided to TPCG, its officers, officials, employees, Boards and commissions or volunteers.

c. The Contractor's insurance shall apply separately to each insured against whom claim is made or suit is brought, except with respect to the limits of the insurer's liability.

2. Worker's Compensation and Employer's Liability Coverage

The insurer shall agree to waive all rights of subrogation against TPCG, its officers, officials, employees and volunteers for losses arising from work performed by the Contractor for TPCG.

3. All Coverage's

Each insurance policy required by this clause shall be endorsed to state that coverage shall not be suspended, voided, canceled thirty (30) days prior written notice by certified mail, return receipt requested, has been given to TPCG.

E. ACCEPTABILITY OF INSURERS

Insurance is to be placed with insurers with an A.M. BEST'S RATING OF NO LESS THAN A:VI. This requirement will be waived for workers' compensation coverage is placed with companies who participate in the State of Louisiana Workers' Assigned Risk Pool or Louisiana Workers' Compensation Corporation.

F. VERIFICATION OF COVERAGE

Contractor shall furnish TPCG with certificates of insurance effecting coverage required. The certificates for each insurance policy are to be signed by a person authorized by that insurer to bind coverage on its behalf. THE CERTIFICATES ARE TO BE RECEIVED AND APPROVED BY TPCG BEFORE WORK COMMENCES. TPCG reserves the right to require complete, certified copies of all required insurance policies, at any time.

SUBCONTRACTORS

Contractor shall include all subcontractors as insured under its policies or shall furnish separate certificates for each subcontractor. All coverage's for subcontractors shall be subject to all of the requirements stated herein.

Bid Check List

The following items must be included and/or completed with your bid documents; otherwise your bid will be rejected.

Please mark the box if you have completed the following

1. Bid documents are enclosed in a sealed envelope bearing the:
 - Bid/project name & bid/project number on the outside of the envelope
 - bidder's name
 - bidder's address
 - bidder's state contractor's license number (if applicable)

2. Official Bid Form "Section A"
 - completely filled out
 - secretary attesting to State of Incorporation or of formation of Partnership
 - acknowledging receipt of each and every addendum

3. Official Bid Form "Section B"
 - completely filled out
 - with itemized prices completed exactly as listed
 - make/model number indicated
 - delivery time inserted
 - signed and dated
 - federal identification number
 - list type of bid surety enclosed

ATTACHMENTS

1. Bid Surety:
 - Bid bond, Cashier's or Certified Check enclosed with bid documents

2. Corporate Resolution
 - completed: authorizing the signature of the person who signed the bid
 - signed by authorized signatory (secretary)
 - dated