

**JEFFERSON PARISH SHERIFF'S OFFICE  
INSTRUCTIONS TO BIDDERS AND GENERAL CONDITIONS  
MATERIALS AND SUPPLIES**

Sealed bids will be received in the Jefferson Parish Sheriff's Purchasing Department, 1233 Westbank Expressway, Room 411, Harvey, Louisiana, 70058, until the date and hour specified on Page 1 of the enclosed Bid Proposal, at which time they will be publicly opened. **LATE BIDS WILL NOT BE ACCEPTED.**

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 the bid proposal.

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. The Jefferson Parish Sheriff's Office will accept one bid only from each vendor. Items bid on must meet or exceed specifications outlined in the bid proposal.

**Official Bid Documents and Bid Specifications**-Bid Specifications are available in written or electronic form from the Sheriff's Office Purchasing Division, or its designated design professional (Architect/Engineer). To obtain the bid specifications in written form, you may contact the Sheriff's Purchasing Division at 504-363-5742. Or you may visit our website @[www.jpso.com](http://www.jpso.com). Click on "Public Notices" > "Public Bids" and follow the instructions.

**To obtain bid documents electronically**-You may go directly to our vendor's website at [www.centrauctionhouse.com](http://www.centrauctionhouse.com) and click on "Click Here to View Listings" at the bottom of the page.

**Submittal of Bid Response**-To submit a response to the bid, you may do so in written or electronic form. If responding in writing, please submit the information located on the bidders check list to the Sheriff's Purchasing Division by the date and time noted.

**Electronic Submittals of Bids**

In accordance with LRS 38:2212 (1) (f) (i), the Jefferson Parish Sheriff's Office offers bidders the ability to respond to this bid electronically. Please visit our website at [www.jpso.com](http://www.jpso.com), click on "Public Notices" > "Public Bids" and follow instructions.

**Submitting your bid response electronically**-You may submit your response electronically with Central Bidding (our electronic bidding vendor).

**Proper Form and Authorization**

**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 PHOTOCOPIES OF SIGNATURE WILL DISQUALIFY BID.**

**Use of Brand Names and Stock Numbers**

The product specifications set forth by this bid invitation are described and made pursuant to LRS 38:2212.1 (C)(1) and (2). Wherever in the specifications the name of a certain brand, make, manufacturer, or definite specification is utilized, it is only to denote the quality standard of product desired, and does not restrict bidders to the specific brand, make, manufacturer or specification name. The named brand, make, manufacturer or definite specification is utilized only to set forth and convey to prospective bidders general style, type, character, and quality of product desired. Equivalent products will be acceptable. If a bidder proposes to supply an equivalent product, then the bidder shall provide the name of the brand, make, manufacturer and complete product specifications with the bid submittal.

### **Louisiana Preferences**

As directed under Louisiana Revised Statute Title 38:2184, 39:1595 and J.P. Ordinance No. 16866, a 10% 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.

If this preference is taken, **Bidder will specify which items are “Louisiana Products”**. Bidder will provide an affidavit form (see Page 3 of these instructions) specifying the source of their products to verify compliance with the aforementioned requirements.

### **License in Good Standing**

All local and state Occupational and Sales Tax licenses must be in good standing.

### **Award of Contract**

Every contract shall be awarded to “Lowest Responsible Bidder”, taking into consideration the conformity with the bid proposal specifications and requirements that were advertised.

Upon acceptance of your bid, the Jefferson Parish Sheriff’s Office will issue a Purchase Order to the successful bidder. No materials or supplies should be shipped or considered purchased under this bid until receipt of this Purchase Order. If the Sheriff desires to waive the issuance of a Purchase Order, you will be notified in writing on how to proceed under this bid.

### **Term of Contract**

Term of contract will be for a period of one year, unless otherwise stated. Contracts will begin upon the date of the award letter.

### **Right to Reject**

The Jefferson Parish Sheriff’s Office reserves the right to reject any and all bids in whole or in part and to waive any and all formalities in the best interest of the Jefferson Parish Sheriff’s Office.

LRS 38:2212.3 also allows the Sheriff’s Office to reject the lowest bid if received from a bidder domiciled in a Communist country, or if the materials or supplies are manufactured in a Communist country, including but not limited to the Soviet Union, China, North Korea and Vietnam.

### **Non-discrimination**

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, sex or religion except that any exemption from such prohibition against discrimination on the basis of religion as provided in the Civil Rights Acts of 1964, or Title VI and VII of the Act of April 11, 1968 shall also apply, as amended: nor discriminate on the basis of age under the Age Discrimination Act of 1975, as amended; nor with respect to an otherwise qualified handicapped individual as provided in Section 504 of the Rehabilitation Act of 1973, as amended.

ANY PERSON REQUIRING SPECIAL ACCOMMODATIONS SHALL NOTIFY THE SHERIFF’S PURCHASING SECTION OF THE TYPE(S) OF ACCOMMODATION REQUIRED NOT LESS THAN SEVEN (7) DAYS BEFORE THE BID OPENING.

### **Insurance Requirements**

If you are the successful bidder, you will be required to provide Proof of Liability Insurance, if material and/or labor are included in the bid.

### **Errors or Omissions**

LRS 38:2214 (C) allows for the withdrawal of bids that contain patently obvious, unintentional, or substantial mechanical, clerical or mathematical errors or omissions. The bidder may withdraw the bid if convincing sworn, written evidence of such errors is furnished to the Jefferson Parish Sheriff’s Office within forty-eight (48) hours of the bid opening, excluding weekends and legal holidays. Any bidder who attempts to withdraw a bid under this provision will not be allowed to resubmit a bid under this Bid Proposal.

**Compliance with Bid Requirements**

In accordance with LRS 38:2212 (A)(1)(b), the provisions and requirements of this sections, those stated in the advertisement for bids, and those required on the bid form shall not be considered as informalities and shall not be waived by any public entity.

**Bidder's Checklist**

Utilize the Jefferson Parish Sheriff's Office Bidders Checklist on page 5 of these instructions to ensure that your bid is in compliance with our requirements.

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**NOTICE TO BIDDERS: ITEMS PURCHASED FROM LOUISIANA RETAILERS ARE SUBJECT  
TO LOUISIANA PREFERENCE LAWS. USE THIS AFFIDAVIT ONLY IF YOU ARE  
CLAIMING THIS PREFERENCE**  
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SPECIAL CONDITIONS

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

BID OPENING DATE: \_\_\_\_\_

In accordance with the Louisiana Revised Statutes 39:1595, a preference of 7% or 10% may be allowed for products produced, manufactured, grown or assembled in Louisiana and Jefferson Parish of equal quality. Such preferences shall only apply to bidders whose Louisiana business workforce is comprised of a minimum of fifty percent Louisiana residents.

Do you claim this preference? Yes \_\_\_\_\_ No \_\_\_\_\_

SPECIFY ITEM NUMBER \_\_\_\_\_

CONDITIONS OF PURCHASE

The following conditions, unless otherwise stated in the bid document, will apply to all purchase orders:

Merchandise must be accompanied by delivery slip or shipping list showing items shipped or delivered and the purchase order number. THE PURCHASE ORDER NUMBER must appear on all invoices, delivery memoranda, bills of lading, packages and correspondence.

The Jefferson Parish Sheriff's Office is not responsible for goods delivered or work done without a written order. No allowance for boxing or crating. Unauthorized quantities in excess of this order will be returned or held subject to shippers order, expense and risk.

Contractors warrants that the merchandise to be furnished hereunder will be in full conformity with the specifications, drawing or sample, and agrees that this warranty shall survive acceptance of the merchandise and that contractor will bear the cost of inspecting rejected merchandise.

All rejected goods will be held at contractor's risk and expense, subject to contractor's prompt advice as to disposition. Unless otherwise arranged, all rejected goods will be returned at contractor's expense.

Contractor will, at its expense, defend the Jefferson Parish Sheriff's Office against any claim that any merchandise to be furnished hereunder infringes a patent or copyright in the United States or Puerto Rico, and will pay all costs, damages and attorney's fees that a court finally awards as a result of such claim.

Witness: \_\_\_\_\_

Signature: \_\_\_\_\_

Witness: \_\_\_\_\_

Print Name: \_\_\_\_\_

**JEFFERSON PARISH SHERIFF'S OFFICE  
BIDDERS CHECK LIST**



**CHECK OFF EACH LINE AS YOU COMPLETE INSTRUCTIONS:**

- \_\_\_\_\_ Vendor has read the Instructions to Bidders and General Conditions.
- \_\_\_\_\_ Vendor has read the Bid Proposal and Specifications Sheet.
- \_\_\_\_\_ Terms and delivery and/or completion date are in accordance with the bid specifications.
- \_\_\_\_\_ Confirmation that the bid price will hold firm for term of contract is included.
- \_\_\_\_\_ The Bid Proposal is completed and signed **in ink** by authorized representative. **One (1) ORIGINAL BID and ONE (1) COPY** will be absolutely necessary as part of this bid requirement. The bid may not be considered if you fail to comply with this requirement.
- \_\_\_\_\_ The Louisiana Preference Affidavit (see page 3 of instructions) is completed and attached if the Vendor is claiming the preference allowed under state statutes.
- \_\_\_\_\_ Bid proposal and required copies are sealed in an envelope.
- \_\_\_\_\_ Label is affixed to the outside of the bid envelope with required information. If the label provided by us is not used, the following information must appear on the outside of the sealed envelope:

**Jefferson Parish Sheriff's Office  
1233 Westbank Expressway, Room 411  
Harvey, LA 70058**

**ATTN: Karen Leonard  
Purchasing Department**

**BID NUMBER: (refer to JPSO bid number)**

**OTHER INFORMATION AND DOCUMENTS**

The Jefferson Parish Sheriff requires other information and documents prior to the award of the bid to the successful "Lowest Responsible Bidder". This other information and documents must be provided to the Sheriff's Office within ten (10) days of the bidder being notified that he is the lowest bidder.

- \_\_\_\_\_ Bid Affidavit (see page 6 of instructions) has been signed and notarized.
- \_\_\_\_\_ Tax Identification Number (TIN).

**BID AFFIDAVIT**

**STATE OF LOUISIANA**

**PARISH OF JEFFERSON**

**BEFORE ME**, the undersigned authority, personally came and appeared

\_\_\_\_\_, who after being by me duly sworn,  
deposed and said that he is the fully authorized \_\_\_\_\_ of \_\_\_\_\_

(herein after referred to as bidder) the party who submitted a bid for \_\_\_\_\_

which bid was received by the Jefferson Parish Sheriff's Office on \_\_\_\_\_ and said  
affiant further said:

(1) That bidder 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 bidder whose services in connection with the construction of the public building or project or in securing the public contract were in the regular course of their duties for bidder; and

(2) That no part of the contract price received by bidder 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 bidder whose services in connection with the construction of the public building or project were in the regular course of their duties for bidder.

(3) Said bid is genuine and the bidder has not colluded, conspired or agreed directly or indirectly with any other bidder to offer a sham or collusive bid.

(4) Said bidder has not in any manner directly or indirectly agreed with any other person to fix the bid price of affiant or any other bidder, or to fix any overhead profit or cost element of said bid price, or that of any other bidder, or to induce any other person to refrain from bidding.

(5) All statements contained in said bid are true and correct.

(6) Neither affiant nor any member of this company has divulged information regarding said bid or any data relative thereto to any other person, firm or corporation.

\_\_\_\_\_  
Authorized Representative

**SWORN TO AND SUBSCRIBED**  
**BEFORE ME THIS** \_\_\_\_\_  
**DAY OF** \_\_\_\_\_, 20\_\_\_\_\_

\_\_\_\_\_  
**NOTARY PUBLIC**

**NOTICE TO VENDORS**

1. **BID TABULATIONS WILL NOT BE GIVEN OVER THE TELEPHONE.**
2. **TAB SHEET WILL BE MAILED TO ANY VENDOR REQUESTING SAME, ONLY AFTER THE BID HAS BEEN AWARDED.**
3. **ALTHOUGH NOT MANDATORY, IT IS SUGGESTED THAT THE VENDOR OR A REPRESENTATIVE BE PRESENT AT BID OPENINGS.**
4. **ACCEPTANCE OF BIDS WILL BE DOCUMENTED BY THE TIME STAMP IN THE JEFFERSON PARISH SHERIFF'S PURCHASING DEPARTMENT. ANY BIDS THAT ARE DEEMED LATE BY THIS CLOCK WILL NOT BE ACCEPTED.**

**THERE WILL BE NO EXCEPTIONS**