

**INVITATION FOR SEALED BIDS**

BE IT KNOWN, that at eleven o'clock a.m. (11:00 a.m.), Central Standard Time on Friday, the 12<sup>th</sup> day of August, 2011, sealed bids will be opened by Dale N. Atkins, Clerk of Civil District Court for the Parish of Orleans at her office, Room 402 – Civil Courts Building, 421 Loyola Avenue, New Orleans, Louisiana, for the purchase of 14,000 printed and numbered case binders and 1,000 printed, but not numbered, case binders.

The 14,000 printed and numbered case binders shall be constructed from fifteen point (15 point) manila stock, **BLUE** in color, **a sample of exact shade of BLUE must be obtained from the office of the Clerk**, with overall dimensions of 9-1/2" x 15-1/2" laminated back flap, plus a 1-3/4" ear on left side and 9-1/2" x 14-11/16" single thickness front flap. (Manila stock refers to type paper).

Additionally, each binder shall have:

1. A 2" enameled fastener embedded in earflap at left side;
2. A 13/16" full-cut tab at right side back flap, beginning 1-1/2" from fold;
3. All corners round;
4. Sixteen score marks 1/8" apart on ear flap and seven score marks 1/8" apart on ear flap for added extension;
5. Printing in black on outside and inside front flap (**sample must be obtained from office of Clerk**);
6. Poly-laminated color-coded label application consisting of three 1-1/2" numeric and one 1" double digit numeric labels starting 1-1/2" from fold and located front and back of tab. A poly-laminated year band shall be located 8" from fold; also front and back shall be outlined in black ink for visibility;
7. Black numbers printed on the face of the jacket to correspond with color-coded numbers.

The color sequence shall be:

Year band – 12 Color – Yellow

<u>Poly-Laminate</u> <u>Numeric Labels</u>	<u>Colors</u>	<u>Poly-Laminate</u> <u>Numeric Labels</u>	<u>Colors</u>
0	Red	5	Blue
1	Pink	6	Lavender
2	Yellow	7	Brown
3	Gold	8	Gray
4	Green	9	Lt. Orange

The 1,000 printed, but not numbered, case binders shall have the same specifications as the 14,000 printed and numbered case binders, except the above numbering specifications.

Additionally, four full sets of 3/4" year number labels are required. **A sample of the numbering will be provided.**

It is understood that time is of the essence to this contract. The first 5,000 numbered folders (#1 – 5,000) **shall be delivered on or before December 9, 2011. The balance of the folders shall be delivered on or before January 20, 2012. Failure to meet either delivery date will result in an automatic 20% deduction of the bid price.**

Any damage to folders as result of packaging, shipping, or handling will be at the supplier's expense. Replacement of any damaged folders will be at the supplier's expense.

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Bids submitted pursuant to the aforesaid specifications shall be delivered to or received by Dale N. Atkins, Clerk, Civil District Court for the Parish of Orleans, at Room 402 – Civil Courts Building, 421 Loyola Avenue, New Orleans, Louisiana on or before the time aforesaid.

At the time and place aforesaid, all timely bids will be opened by a designated representative of the Clerk of Court. Upon completion of the opening of the bids, the Clerk of Court will review and calculate the submitted timely bids for the purpose of the purchase of the aforementioned case binders from the lowest responsible bidder. The Clerk of Civil District Court reserves the right to waive any informalities of the bids submitted hereunder and to accept or reject any and all bids submitted.

Any inquiries should be directed to Chelsey Richard Napoleon, Chief Deputy for the Clerk of Civil District Court, Rm. 402 – 421 Loyola Avenue, New Orleans, LA. 70112

Dale N. Atkins, Clerk, Civil District Court  
Parish of Orleans – 421 Loyola Avenue, Room 402  
New Orleans, LA 70112 – (504) 592-9100

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