

May 17, 2012

[Name of Contact Person]

[Company Name]

[Company Address]

[Company Address]

**RE: Publishing the Official Journal of the Southeast Louisiana
Flood Protection Authority – West**

Dear Sir/Madam:

The Southeast Louisiana Flood Protection Authority – West, for and on behalf of its member Districts, West Jefferson Levee District and Algiers Levee District, is seeking bids for its Official Journal. The period shall be for one year beginning July 1, 2012 and ending June 30, 2013.

Bids will be opened and read aloud on Monday, June 18, 2012 at 10:00 A.M., in the office of the Southeast Louisiana Flood Protection Authority – West at 7001 River Road, Marrero, Louisiana.

Bid Specifications and additional information may be obtained by calling Janis Rogers at (504) 371-6845.

Yours truly,

Giuseppe R. Miserendino
Regional Director
Southeast Louisiana Flood Protection Authority – West

GRM/jmr

Attachment

BID NUMBER 243

**SPECIFICATIONS FOR OFFICIAL JOURNAL
SOUTHEAST LOUISIANA FLOOD PROTECTION AUTHORITY – WEST
(and its member districts)
WEST JEFFERSON LEVEE DISTRICT
ALGIERS LEVEE DISTRICT**

1. Bid may be mailed or delivered to the Southeast Louisiana Flood Protection Authority – West, 7001 River Road, Marrero, Louisiana, 70072 by 10:00 AM on Monday, June 18, 2012. Any bid received after that time shall be returned unopened.
2. The bid form, furnished as part of the specifications, must be used for filing bid and must be signed by bidder. Bid must be received in a sealed envelope and marked “Bid Number 243”.
3. The Southeast Louisiana Flood Protection Authority – West is exempt from paying sales tax. Bid **MUST NOT** include tax.
4. Bid shall be valid for 30 days.
5. Publication shall cover the entire West Bank of Jefferson and Orleans Parish, including Algiers.
6. The newspaper shall have been published in an office physically located in Jefferson Parish for a period of five (5) years preceding its selection; shall not have missed during that period as many as three (3) consecutive issues, unless caused by fire, flood, strike, or natural disaster; must have maintained a general paid circulation in Jefferson Parish for a period of five (5) years; and shall have been entered in a U.S. Post Office in Jefferson Parish under a Second Class mailing permit for a period of its selection.
7. The newspaper shall furnish a rate per column inch for all Southeast Louisiana Flood Protection Authority – West minutes and other legal notices required to be published.
8. With a minimum thirty (30) day notice prior to the end of the first year agreement and by mutual agreement by both parties, this contract may be extended for an additional year, the cost to be negotiated.

SOUTHEAST LOUISIANA FLOOD AUTHORITY – WEST

BID NUMBER 243

BID FORM

VENDOR NAME: _____

ADDRESS: _____

TELEPHONE: _____

CONTACT
PERSON: _____

TITLE: _____

SIGNATURE: _____

DATE: _____

RATE PER COLUMN INCH: \$ _____