

May 29, 2013

[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 publishing its Official Journal. The shall be for one year beginning July 1, 2013 and ending June 30, 2014.

Bids will be opened and read aloud at 9:00 A.M. on Thursday, June 27, 2013, in the office of the Southeast Louisiana Flood Protection Authority – West at 7001 River Road, Marrero, Louisiana.

Bid Specifications are enclosed. Additional information may be obtained by calling Ngoc Ford at (504) 371-6849.

Yours truly,



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

Attachment

**BID NUMBER 257**

**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 9:00 A.M. on Thursday, June 27, 2013. 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 257”.
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 PROTECTION  
AUTHORITY – WEST  
BID NUMBER 257  
BID FORM**

VENDOR NAME: \_\_\_\_\_

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

\_\_\_\_\_

TELEPHONE: \_\_\_\_\_

CONTACT  
PERSON: \_\_\_\_\_

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

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

DATE: \_\_\_\_\_

RATE PER COLUMN INCH:     \$ \_\_\_\_\_