



**ST. TAMMANY PARISH**

MICHAEL B. COOPER  
PARISH PRESIDENT

**NOTICE TO BIDDERS**

Sealed bids will be received by the Department of Procurement, until **2:00 p.m., Tuesday, December 1, 2020**, and then opened and read publicly at that time by the Procurement Staff for the, following project:

**Bid #20-28-2 – Justice Center Replace Carpet & Repaint Interior**

Each paper bid must be submitted in a sealed envelope. The outside of the envelope shall show the Name and Address of the Bidder, the State Contractor's License Number of the Bidder (if the work is estimated at \$50k or more), the Project Name and the Bid Number.

**The project classification is:**

**Building Construction**

This Bid package is available online at <http://www.stpgov.org/> or at [www.bidexpress.com](http://www.bidexpress.com).

It is the Vendor's responsibility to check the Parish website frequently for any possible addenda that may be issued. The Parish is not responsible for a Vendor's failure to download any addenda documents required to complete a submission.

**A mandatory pre-bid conference will be held at 5:00 PM CST/CDT on Tuesday, November 10, 2020, at the Shipping & Receiving Loading Dock located on Theard Street on the side of the St. Tammany Parish Justice Center.**

Bids will be received at 21454 Koop Dr., Suite 2F, Mandeville, LA 70471 from each bidder or his agent and given a written receipt, by certified mail with return receipt requested, or electronically at [www.bidexpress.com](http://www.bidexpress.com).

**Due to the COVID-19 pandemic, and in an effort to help slow the spread of the virus, Openings will take place outside at the "Pavilion" of Building B located at 21454 Koop Drive, Mandeville, La. 70471. Any questions regarding this should be directed to the Department of Procurement via email at [purchasing@stpgov.org](mailto:purchasing@stpgov.org). Please call the Procurement office at 985-898-2520 and we will meet you at the front entrance of Building B to collect bids and issue a receipt.**

Procurement Department