



## 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., Thursday, December 9, 2020, and then opened and read publicly at that time by the Procurement Staff for the following project:

#### **Bid # 20-30-2 – Road Signs**

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 Project Name and the Bid Number.

Specifications are 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 Corporate Resolution or other written evidence of authority of the person signing the bid must be provided with your bid at the time of submission in order to be deemed responsive.

- Other written evidence may Include:
  - Written evidence of corporate officer in current annual report.
  - Written evidence of members in partnership, LLC, LLP or other legal entity in most current business records on file with Louisiana Secretary of State.
  - Certification of Authority by legal entity.
  - Affidavit, Resolution, or other acknowledged or authenticated document listing names of all parties authorized to submit public bids on file with Louisiana Secretary of State.

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