

LEGAL NOTICE ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Lafourche Parish School Board until 9:00 a.m. on Thursday, July 7, 2022 at its office located at 701 East Seventh Street, Thibodaux, Louisiana, at which time bids will be publicly opened and read aloud for the purchase of CLASSROOM EQUIPMENT, SUPPLIES AND FURNITURE for the 2022-2023 Fiscal school year.

Bidding documents and detailed specifications may be obtained from the office of the Lafourche Parish School Board.

Bid prices shall specifically EXCLUDE any and all taxes whatsoever. Act 1029 of 1991 exempt local governments from state and local tax effective September 1, 1991. Bid prices shall include any shipping charges, if applicable.

All bids, *in duplicate copies*, shall be submitted in a sealed envelope and clearly marked: **BID NO. 2023-070722CLASSROOM TO BE OPENED THURSDAY, JULY 7, 2022 AT 10:00 A.M CST.** and addressed to the District Purchasing Agent, Lafourche Parish School Board, 701 East 7th Street/ PO Box 879, Thibodaux, Louisiana 70302. The name and address of the company submitting the bid should appear on the top left corner of the envelope containing the bid document.

Bids can be submitted electronically at WWW.CENTRALBIDDING.COM.

It is the responsibility of the bidder to see that his bid, *in duplicate*, is delivered to the office of the Lafourche Parish School Board located at 701 East Seventh Street, Thibodaux, Louisiana, before the time of opening. In order for your company to be provided proof of delivery time, bids should be **hand delivered** or sent by **registered or certified mail** only. The bidder may designate UPS, Federal Express, or other delivery service as his agent for delivery. Timely delivery is solely the responsibility of the bidder.

Any bid received after the scheduled closing time will be returned unopened.

Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(A)(1)(C).

The Lafourche Parish School Board reserves the right to select any part of the bid or the whole bid as well as to reject any and all bids whenever such selection, rejection or waiver is in its interest.

LAFOURCHE PARISH SCHOOL BOARD

Ray Bernard, President

Jarod Martin, Superintendent

ADVERTISEMENTS:

First	June 13, 2022
Second	June 20, 2022
Third	June 27, 2022

BID NUMBER 2023-070722 CLASSROOM

**SPECIFICATIONS FOR
CLASSROOM EQUIPMENT, SUPPLIES AND FURNITURE**

BID OPENING: THURSDAY, JULY 7, 2022– 10:00 A.M. CST

NOTE: Bid response now required in DUPLICATE.

BIDDER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

E-MAIL ADDRESS: _____

THIS PAGE MUST BE RETURNED WITH BID

**LAFOURCHE PARISH SCHOOL BOARD
P. O. BOX 879
THIBODAUX, LA 70302**

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Evidence of authority to submit the bid shall be required in accordance with R.S. 38:2212(A)(1)(c).

BIDDING DOCUMENTS: The forms furnished as part of the specifications, must be used for filing of bids, and must be signed by Bidder. No bids will be considered unless made on the forms provided and must not be detached from the bidding document of which it forms a part. The complete set of Bidding Documents must be used in preparing bids; neither the Lafourche Parish School Board nor its representatives assume any responsibility for error or misinterpretation resulting from the use of incomplete sets of Bidding Documents.

BRAND NAME OR EQUAL: The name of a certain brand, make, manufacturer, or definite specifications is to denote the quality standard of the article desired, and does not restrict bidders to the specified brand, make, manufacturer, or specifications named. It is to set and convey to prospective bidders the general style, type, character and quality of the article desired.

The equivalent or alternate article specified may be bid upon. The bidder must write in his bid catalog the number and make of article bid upon and submit with his bid a cut or drawing giving principal dimensions and specifications, if applicable.

SAMPLES: Samples requested by the Lafourche Parish School Board must be furnished free of any charge to the Lafourche Parish School Board. If not destroyed or consumed in testing or evaluation, or required to be retained in connection with the award, same will be returned upon request, at Bidders expense. The LPSD reserves the right to damage, destroy or consume supplies if it is considered reasonably necessary to do so for purposes of testing, inspection or evaluation. Prospective bidders are solely responsible for submitting all required product samples to the Purchasing Agent prior to the opening of bids. When product samples are required to be submitted with a bid, the product samples must be received by the Purchasing Agent prior to the bid opening time and date.

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CONSIDERATION OF BID: The Board reserves the right to select any part of the bid or the whole bid as well as to reject any and all bids whenever such selection, rejection or waiver is in its interest.

All blanks within the Bidding Document shall be filled in by DIGITAL or manually in ink. When make/model section of item is not filled in, the item specified in the specifications will be expected to be delivered. When no brand, make or model number is indicated in the specifications, Bidder must indicate brand, make or model number to be provided.

The Bidders name, complete address, phone number and principals of the company must be furnished.

****Catalog price, unit price as well as price for extended price must be quoted.** In case of discrepancy between the unit price and the extended price, price quoted for the unit will be considered the bid. Prices are to include delivery to local dealership.

Bidders are cautioned to insure the prices are correct as written/typed. A careless error in the bid preparation or in quoting prices will not relieve the Bidder's responsibility.

Per Louisiana Revised Statutes Title 38:2221, "NO CONTRACT SHALL BE LET ON A COST-PLUS BASIS."

Price Changes. Price changes are not effective unless mutually agreed to in writing. A letter from the manufacture is required from each supplier for each awarded line item. Documentation must contain an explanation outlining the price increase.

DISCOUNTS FOR PROMPT PAYMENT: Discounts/Terms for prompt payment will not be considered in the evaluation of bids. However, any offered discount will form a part of the award and will be taken if payment is made within the discount period indicated in the proposal by the Bidder. As an alternative to offering a prompt payment discount in conjunction with the bid, Bidder's awarded contracts may include prompt payment discounts on individual invoices.

DELIVERY: Workmanship and character of finish of all materials delivered are to be subject to the approval of the Lafourche Parish School Board. The item may be rejected if it fails to meet the specifications or is damaged in any way.

In the event of the failure of the Bidder to meet the above requirements or to deliver articles within the time specified elsewhere in these specifications, the Board reserves the right, without prior notice or putting in default but by mere lapse of time, to obtain the articles from any other person or firm at such price as may be charged without competitive bids. The difference between the price paid and the contract price paid shall be deducted from the following or any subsequent payment to the contractor.

CORRECTION OF MISTAKES: Do not erase, correct or write over any prices or figures necessary for the completion of the bid. Corrections should be made by drawing a line through the unwanted text(s) or number(s) and rewriting the correct text(s) or number(s). ***If a correction is necessary, the bidder shall initial each correction. Failure to comply with these requirements may cause your bid to be disqualified. No bids shall be altered or amended after the specified time for opening.***

WITHDRAWAL OF BID: A bid may not be modified or canceled during the acceptance period, except as provided for in Louisiana Revised Statutes 38:2214. The bid may be withdrawn if there is clear and convincing evidence of obvious mechanical, clerical or mathematical error furnished within 48 hours of the bid opening.

RETURN SEALED BID TO:
LAFOURCHE PARISH SCHOOL DISTRICT
ATTN: PURCHASING DEPARTMENT
BID NO. 2023-070722 CLASSROOM
701 E. 7TH STREET
THIBODAU, LA 70301

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THE PRINCIPALS OF THE COMPANY ARE:

PRESIDENT: _____

VICE PRESIDENT: _____

SECRETARY: _____

TREASURER: _____

BIDDER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

E-MAIL ADDRESS: _____

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CLASSROOM EQUIPMENT, SUPPLIES AND FURNITURE JULY 7, 2022

SPECIAL TERMS AND CONDITIONS (Specific to Bid)

This contract will be effective for a one (1) year period beginning upon the date of award.

1. In the event this bid expires before another is awarded, the vendor shall extend the contract on a month-to-month basis by mutual agreement. The month-to-month renewal will not exceed 90 days from the expiration date of the bid.
2. **Price increases-** bid pricing shall be firm for the original contract period. For purposes of ordering additional quantities specified and/or related commodity group items not specified herein, or renewal options. The district shall have to be in agreement with the vendor in regard to any increases in price, and vendor must provide documented proof by the manufacturer. The district must be notified in writing 15 days prior to any price increase.
3. **Quantities-** PLEASE NOTE THERE IS NO GAURANTEED QUANTITY. Please note the quantities listed are estimates only. The district makes no guarantees as to quantities and may purchase more or less than those stated in this bid.
4. **Questions and/ or clarification** – vendors needing clarification or finding errors, omissions, or correction in the specification shall contact the Purchasing Agent by email. You may contact Ms. Tobias by email: jtobias@mylpsd.com Requests within 24 hours of the bid date and time are not required to be answered. Any information pertaining to any questions for clarification or corrections will be made by an addendum which will be listed on the central bidding website: before the bid is due.
5. **Deliveries-** Deliveries will be made either to the school site or as designated in the Purchase Order.
6. **Stock-** The successful vendor shall be an established firm maintaining a sufficient in-stock inventory to fulfill normal district requirements. “out-of-stock” items should be available within forty-eight (48) hours. An inspection may be made prior to award to ensure that the vendor maintains adequate stock and facilities to meet the district requirements.
7. **Award letters-** an awarded vendor(s) is/are required to present their award letter issued by the District Purchasing Department to the school secretary or department administrator when entering a school campus/ department. This letter is only a notice of award, not an endorsement of the product or service, or guarantee of service acceptance by individual school sites.
8. **District access-** Companies are not authorized to make unsolicited contacts with individual schools. IF/when a campus has an interest in a particular Vendor product/service; the school will make the initial contact with the company. Once services are requested by the school,

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companies are asked to limit their contacts with district representatives to only those times necessary to conduct appropriate activities. No school visits are to be made during the first two or last two weeks of the school year, or at the end of the semester unless directly requested by the district personnel. A district school calendar is available at the district website. Vendors are encouraged to contact a school or department prior to their visit to arrange for an appropriate time to meet with district personnel. It is the option of district personnel to determine if the awarded vendor will be granted an appointment.

9. **Selection process after award-** This is a multiple award bid the Purchasing Department will determine which company they wish to use based on cost, appropriateness or availability for the school.
10. **Catalog/Flyers/Brochures-** vendor shall submit any catalogs, flyers, or brochures of products that your company offers in electronic format, if possible.

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**BID NAME: CLASSROOM EQUIPMENT, SUPPLIES AND FURNITURE
LIST**

Failure to return this completed document may result in bid disqualification. Please answer the questions on the form completely. If any section requires additional explanation, the vendor should list any and all exceptions/deviations on the deviation form.

The attached Band Equipment Supply list will provide the district with a basic understanding of the products and / or services requested. All information must be completed on the attached bid sheet to be considered- enter zero (0.00) for non-bid items.

****PLEASE SEE ATTACHED BID SHEET
“CLASSROOM EQUIPMENT, SUPPLIES AND
FURNITURE”**

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