

2022 Refurbished Laptop Computers

SPECIFICATIONS FOR LAFOURCHE PARISH SCHOOL BOARD REFURBISHED LAPTOP COMPUTERS

OPENING: October 29, 2021 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: _____

Email Address: _____

(DO NOT DETACH THIS SHEET)

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

Sealed bids will be received by the Lafourche Parish School Board until 10:00 a.m. on October 29, 2021, at 10:00 am, at its office located at 701 East Seventh Street, Thibodaux, Louisiana, at which time bids in accordance with the following specifications will be publicly opened and read aloud for the purchase of REFURBISHED LAPTOP COMPUTERS.

Bid prices shall specifically EXCLUDE any and all taxes whatsoever. Act 1029 of 1991, exempts 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. 2022-102921L, TO BE OPENED ON October 29, 2021** and addressed to the Purchasing Agent, Lafourche Parish School Board, P. O. 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 downloaded & 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).

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.

(DO NOT DETACH THIS SHEET)

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 typewriter 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.

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."

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.

LAFOURCHE PARISH SCHOOL BOARD

PURCHASING DEPARTMENT

attachments

(DO NOT DETACH THIS SHEET)

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: _____

Email address: _____

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Lafourche Parish School Board Refurbished Laptop Computers October 29, 2021

ADVERTISEMENT FOR BIDS

**Lafourche Parish School Board
P.O. Box 879
Thibodaux, LA 70302**

INVITATION TO BID

Supply of Refurbished Desktop Computers for Lafourche Parish School Board.

1. The bid shall be submitted in duplicate to the Lafourche Parish School Board, P.O. Box 879, Thibodaux, LA 70302, by 10:00 a.m., October 29, 2021. Bids will not be received after this hour. On the same day, at the same hour the bids will be publically opened and read at the Lafourche Parish School Board Office at 701 East 7th Street, Thibodaux, LA .
2. All bidders must be licensed to do business in the state of Louisiana with all fees current. The laws of the State of Louisiana will govern any contract entered into.
3. Lafourche Parish School Board will purchase the following computers with the following minimum specifications through June 30, 2022 on an as needed basis.
4. Shipping costs to be included in bid. Ship to: 805 East 7th Street, Thibodaux, LA 70301

Intel Processor	i5/ i7	
Operating System 64 Bit	Win 10	
Display Options	13” Screen minimum	
Memory	(8) GB RAM	
Networking – Wireless	Dell Wireless	
Hard Drive	250GB SSD Hard drive	
Battery Options	9 Cell (97 Whr) or 9 Cell (87 Whr)	
Power Options	65 W or 90W AC Adapter	
Warranty	Minimum 3 Year Warranty	

(DO NOT DETACH THIS SHEET)

***Note: All equipment must be UL listed and FCC Class B certified.**

Questions about this ITB should be directed to:

Jennifer Tobias

jtobias@mylspd.com

985-435-4659

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

EXECUTION OF BID

EXECUTION OF BID MUST BE SIGNED IN INK. DATE _____

In compliance with this request for bid and subject to all the conditions and specifications listed herein, the undersigned offers and agrees to furnish any or all the items at the discount rate quoted in the bid.

BIDDER _____ ADDRESS _____

BY _____ CITY, STATE _____

MEMBER OF FIRM OR PERSON AUTHORIZED
TO SIGN BIDS FOR CORPORATION

TITLE

TELEPHONE NUMBER

The attached bid sheet must be filled out. All bids must be sealed and marked received no later than October 29, 2021 at 10:00 a.m.

(DO NOT DETACH THIS SHEET)

Lafourche Parish School Board Refurbished Laptop Computers
 October 29, 2021

BID SHEET

Refurbished Laptop Computers	
Competitive Price for Bid (Price should reflect all costs associated with the bid, including all hardware, software, warranties, and shipping – bid will be awarded to the lowest responsible bidder)	
Price Per Computer	\$
Name of Company	
Address	
Telephone Number	
Fax Number	
Email Address	
Printed Name – Authorized Company Representative	
Signature of Authorized Company Representative	
Date	

Lafourche Parish School Board Refurbished Desktop Computers
 October 29, 2021

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