

LEGAL NOTICE ADVERTISEMENT FOR BIDS

Sealed bids will be received by the Lafourche Parish School Board until 2:00 p.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 JANITORIAL SUPPLIES 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. 2023-070722JANITORIAL TO BE OPENED THURSDAY, JULY 7, 2022 AT 2:00 P.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 JANITORIAL

**SPECIFICATIONS FOR
JANITORIAL SUPPLIES**

BID OPENING: THURSDAY, JULY 7, 2022 – 2:00 P.M.

NOTE: Bid response now required in DUPLICATE.

BIDDER: _____

SIGNATURE: _____

NAME: _____
(PRINT OR TYPE)

ADDRESS: _____

CITY, STATE, ZIP CODE: _____

AREA CODE & PHONE: _____

EMAIL ADDRESS _____

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

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: _____

RETURN SEALED BID TO:
LAFORCHE PARISH SCHOOL DISTRICT
ATTN: PURCHASING DEPARMENT
BID NO. 2023-070722 JANITORIAL
701 E. 7TH STREET
THIBODAUX, LA 70301

JANITORIAL SUPPLIES

SPECIAL TERMS AND CONDITIONS

(Specific to Bid)

This contract will be effective for a one (1) year period beginning at the time 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 manufacture. The district must be notified in writing 15 days prior to any price increase.
3. **Quantities-** based on contents loss due to Hurricane Ida Lafourche Parish School District estimates our spending to be approximately \$250,000.00. PLEASE NOTE THERE IS NO GAURANTEED ANNUAL VOLUMES. 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 no later than August 16, 2016 at 12:00 PM (Central Standard Time). You may contact Ms. Tobias by email: jtobias@mylpsd.com Requests after this date and time will not be answered. Any information pertaining to any questions for clarification or corrections will be made by an addendum which will be listed on the centralbidding.com 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.

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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, 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 and individual clubs, groups or organizations within a campus 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.

BID NAME: JANITORIAL SUPPLIES

BID SHEET

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 following will provide the district with a basic understanding of the products and / or services being offered. All information must be completed to be considered. Please submit along with bid sheet a sample contract with your organizational terms and conditions.

COMPANY NAME: _____

COMPANY WEBSITE ADDRESS: _____

SALES REPRESENTATIVE: _____ PHONE: _____

EMAIL ADDRESS: _____

- 1. Provide a basic description of the types of products / services offered.

- 2. List the percentage discount for catalog orders:

- 3. List the average lead time for catalog orders (from order placement to delivery):

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4. List product / service guarantee and warranty:

5. List shipping costs or percentage per order:

6. Can merchandise be returned to the company and credit issued? Yes No

7. If yes, will it be for full credit? Yes No

8. IF no, what percentage will be credited? _____%

9. List the appropriate sports (s) for the product referenced in your catalog.

10. Does your company accept Purchase Orders? Yes No

NAME AND TITLE OF AUTHORIZED REPRESENTATIVE: _____

ORIGINAL SIGNATURE: _____

Original Signature	Date
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