

**ST. TAMMANY PARISH SCHOOL BOARD  
COVINGTON, LOUISIANA**

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m., Thursday, December 15, 2022, for Assistive Devices and Adaptive Physical Therapy Catalog Bid in accordance with the following instructions, attached specifications and bid form(s).

1. **Bids shall be submitted on the attached bid form.** Bids shall be sealed in an envelope clearly marked on the outside “ASSISTIVE DEVICES AND ADAPTIVE PHYSICAL THERAPY CATALOG BID #1818 – DECEMBER 15, 2022.” Bids may not be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.
2. All bids shall be received by the St. Tammany Parish School Board Office (STPSB) located at 321 N. Theard Street, Covington, LA 70433 by one of the methods below. Any bids arriving after this date and time or not in the proper location or format will be deemed non-responsive and not considered.
3. Bids may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered, or submitted electronically.
4. Alternatively, bids may be submitted electronically at [www.centralbidding.com](http://www.centralbidding.com).
5. You may find related bid materials including detailed specifications necessary to complete your bid at [www.centralbidding.com](http://www.centralbidding.com) and/or [www.stpsb.org/bids](http://www.stpsb.org/bids).
6. All bids shall be accompanied by a bid security in the form of a valid fully executed bid bond, certified check, cashier's check or money order in the amount of five hundred dollars (\$500.00). Bids will not be considered unless the correct bid security is attached.
7. **If submitting a bid electronically, then bid security must be in the form of an original, valid fully executed bid bond and be included in your bid submittal.** The STPSB must be able to verify the validity of the bond within 72 hours. If bonding company cannot validate within this timeframe, bid may be awarded to next lowest responsive bidder. Cashier's check, certified check or money order will not be accepted for an electronic bid. **Failure to comply will cause your bid to be non-responsive.**
8. Prices on this bid must be valid through, at a minimum, December 31, 2023. Bids may be extended for up to three additional one-year terms if both parties agree to do so.
9. All shipments shall be Freight on Board (FOB) Destination. The STPSB will not be responsible for items lost or damaged in transit or additional shipping and/or freight charges.
10. Shall include any and all fees including; inside delivery charges, unpacking, setup,

professional assembly on site or prior to delivery to manufacturers standards and installation by a certified technician (ATP), individual custom fitting as needed upon the therapist's request, maintenance and repair as covered by manufacturer warranty to Harrison Curriculum Center located at 706 W. 28<sup>th</sup> Avenue, Covington, LA 70433.

11. Details of warranty shall be stated as part of your bid. Warranty and service work must be performed by certified professional on-site at Harrison Curriculum Center located at 706 W. 28<sup>th</sup> Avenue, Covington LA 70433.
12. Cash discounts, if offered, will be taken into consideration in determining the low bidder. DISCOUNTS LESS THAN THIRTY (30) DAYS WILL NOT BE CONSIDERED IN MAKING AN AWARD. Beginning date for discount period shall be determined by date of invoice or date of delivery of merchandise whichever occurs last.
13. Sales tax IS NOT to be included in your bid price. St. Tammany Parish School Board is exempt from sales tax as provided by LA R.S. 47:301 (8). Sales tax exemption only applies to purchases between St. Tammany Parish School Board and the contractor/vendor. Sales tax exemption does not apply to purchases made directly by the contractor/vendor to other companies on behalf of the school board. Those purchases are not sales tax exempt.
14. Federal funds may be used to make purchases from this bid. As such, ATTACHMENT A "Contract Provisions for Procurement Contracts" will be applicable and shall be considered part of the bid documents.
15. The following attached forms must be completed and returned with your bid: ATTACHMENT B "Certification Regarding Debarment/Suspension," ATTACHMENT C "Certificate Regarding Lobbying, Disclosure of Lobbying Activities" and ATTACHMENT D "Non-Collusion Statement." **Failure to comply will cause your bid to be non-responsive.**
16. Successful bidder must consent to and yield to the exclusive venue and jurisdiction of the 22<sup>nd</sup> Judicial District Court for the Parish of St. Tammany, and waive any and all claims of entitlement to removal of any case from this jurisdiction, including any removal to any Federal Court, in connection with any proposal or bid.
17. All bids must be submitted on the BID FORM furnished herein. Bidder shall indicate a percent discount (if any), shipping prices and/or handling terms or additional fees, list any items that are excluded from discount and/or shipping and handling on bid form. Bidder can submit additional document(s) if deemed necessary.
18. It is the intent of the specifications to invite bids on high quality merchandise. Mentioning a brand, manufacturer, and number is done only to establish the standard of quality desired. It is not the intent to eliminate brands of equal quality but instead to set forth and convey to prospective bidders the general style, type, character, and quality of the product desired.