

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

BID # 1819 ON PAPER

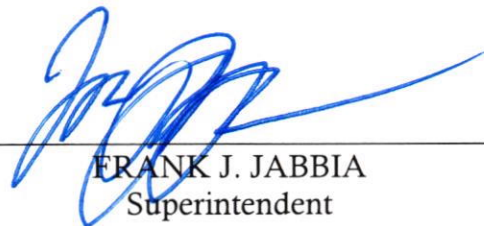
The St. Tammany Parish School Board will receive sealed until 3:00 PM Thursday, December 15, 2022 for PAPER in accordance with the following instructions and attached specifications.

1. Bids shall be submitted on the attached bid form (ATTACHMENT A). Bids shall be sealed in a sealed envelope clearly labeled on the outside "BID #1819 ON PAPER – DECEMBER 15, 2022." Bids submitted without this form will be considered non-responsive. Bids may not be withdrawn for at least thirty (30) days following the scheduled closing time for receipt of bids.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 returned unopened to the bidders.
3. Bids may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered, or submitted electronically.
4. Proposals may be submitted electronically at www.centralbidding.com.
5. You may find related bid materials including detailed specifications necessary to complete your bid at www.centralbidding.com and/or www.stpsb.org/bids.
6. Bid price shall include delivery charges to individual schools and offices throughout St. Tammany Parish (Current list of locations included on ATTACHMENT B). Locations may be updated at anytime. Delivery is defined as driver unloading paper from the delivery truck and placing the paper inside the building. The driver is not required to distribute the paper throughout the school or office. In the case of a truckload delivery, the School Board will provide a forklift and driver to remove palletted paper from the rear of the delivery truck. Length of time for delivery shall be stated as part of bid. Bidders are cautioned to quote realistic delivery times.
7. 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)(c). 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.

8. Schools and offices of the St. Tammany Parish School Board will order paper from the successful bidder as needed. There will be a ten (10) case minimum order unless vendor agrees to accept a smaller order at the same case price.
9. Prices on this bid must be good from January 1, 2023 – June 30, 2023 with an option to extend the prices through December 31, 2023 if both parties agree to do so. Bid will be awarded on an “All or None” Basis.
10. The quantities listed on the bid form are estimates based on purchases made during the current fiscal year period. Actual quantities may vary.
11. All bids must be accompanied by a bid security in the form of a bid bond, certified check, cashier’s check or money order in the amount of 5% of the total amount of the bid based on the approximate quantities listed on the bid form and your price quote. **Bids will not be considered unless the required bid security is provided in the correct amount.**
12. **If submitting a bid electronically, 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.**
13. A performance bond in the total amount of the order will be required from the successful bidder, and shall be based on approximate quantities listed on the bid form.
14. Bidders must provide one (1) sample ream of 8-1/2” x 11” paper, and shall also provide catalog cuts, descriptive literature and detailed specifications on products being offered.
15. Purchase orders will be issued for each order. Purchase order numbers must be included on all invoices, delivery memorandum, bills of lading, packaging and correspondence.
16. 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.
17. In accordance with LA Revised Statute 38:2252, “Preference is hereby given to materials, supplies and provisions, produced, manufactured or grown in Louisiana, quality being equal to articles offered by competitors outside of the state.” As a bidder you must indicate on your bid response that you are claiming a preference.
18. Successful bidder must consent to and yield to the exclusive venue and jurisdiction of the 22nd 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.

19. 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.
20. The successful bidder(s) shall furnish a Certificate of Insurance within fifteen (15) calendar days following award but prior to start of service. Certificate shall provide for 30-day notice of cancellation, specifically name St. Tammany Parish School Board, its officers, and/or officials as additional insured, and:
 - a) Comprehensive General Liability - \$1,000,000.00 combined single limit. Coverage to include premises, operations, contractor's protective liability, products and completed operation, contractual liability.
 - b) Comprehensive General Automobile Liability Insurance with minimum limits of Bodily Injury – Each Person \$1,000,000.00, Bodily Injury – Each Occurrence \$1,000,000.00, Property Damage – Each Occurrence \$1,000,000.00. Coverage shall be written to include all owned, non-owned and hired vehicles.
 - c) Workers' Compensation - State of Louisiana, Employer's Liability, Statutory requirements \$1,000,000.00. Provide waiver of subrogation in favor of the St. Tammany Parish School Board.
21. The School Board reserves the right to select a higher priced item where, in the judgment of the School Board, such item is of superior quality or design or would be more suitable for the purpose intended. The School Board further reserves the right to adjust quantities by increasing or decreasing and to reject any and all bids.
22. Bid opening will be available for public observation at the St Tammany Parish School Board Office located at 321 N. Theard Street Covington, La 70433 at 3:00 PM on December 15, 2022.
23. If you have any questions regarding this bid, please contact the Purchasing Department via email at purchasing@stpsb.org.



FRANK J. JABBIA
Superintendent

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

**SPECIFICATIONS AND BID FORM ON PAPER
FOR ST. TAMMANY PARISH SCHOOLS AND OFFICES**

The following paper is to be No. 1 Grade Xerographic or No. 1 Grade Xerographic Multi-Purpose. Paper is to be mill/factory cut, mill/factory wrapped in moisture proof wrappers, and packaged in cases. Bids will not be accepted on No. 1 Xerographic recycled paper.

ITEM 1: 8-1/2" x 11" - 20 lb., 92 Brightness, White, No. 1 Grade Xerographic Paper

Quantity – Approximately 5,000 cases

Brand Name: _____

Manufacturer: _____

of sheets per ream: _____ # of reams per case: _____

Price per Case: _____

Length of Time for Delivery: _____

If truckload purchased and delivered to one (1) location (approximately 1 truckload).

Price per Case: _____ Cases/Truckload: _____

Length of Time for Delivery: _____

ITEM 2: 8-1/2" x 14" - 20 lb., 92 Brightness, White, No. 1 Grade Xerographic Paper

Quantity: - Approximately 100 cases

Brand Name: _____

Manufacturer: _____

of sheets per ream: _____ # of reams per case: _____

Price per Case: _____

Length of Time for Delivery: _____

If truckload purchased and delivered to one (1) location (approximately 1 truckload).

Price per Case: _____ Cases/Truckload: _____

Length of Time for Delivery: _____

ITEM 3: 8-1/2" x 11", 20 lb., Colored, No. 1 Grade Xerographic Paper

Quantity – Approximately 65 cases

Brand Name: _____

Manufacturer: _____

Colors: _____

of sheets per ream: _____ # of reams per case: _____

Price per Case: _____

Length of Time for Delivery: _____

BID SUBMITTED BY:

Name of Company

Date of Bid

Mailing Address

Discount (If Applicable)

City, State, Zip Code

Name of Representative

Telephone Number

Signature of Representative

Email Address of Representative

St Tammany Parish School Board
Locations including Schools

ATTACHMENT B

SITE NAME	ADDRESS	CITY	STATE	ZIP CODE
ABITA SPRINGS ELEMENTARY	22410 LEVEL STREET	ABITA SPRINGS	LA	70420
ABITA SPRINGS MIDDLE	72079 MAPLE STREET	ABITA SPRINGS	LA	70420
ABNEY ELEMENTARY	825 KOSTMAYER AVENUE	SLIDELL	LA	70458
ABNEY EARLY CHILDHOOD	829 KOSTMAYER AVENUE	SLIDELL	LA	70458
ALTON ELEMENTARY	38276 5TH AVE	SLIDELL	LA	70460
BAYOU LACOMBE MIDDLE	27527 ST. JOSEPH STREET	LACOMBE	LA	70445
BAYOU WOODS ELEMENTARY	35614 LIBERTY DRIVE	SLIDELL	LA	70460
BONNE ECOLE ELEMENTARY	900 RUE VERAND	SLIDELL	LA	70458
BOYET JUNIOR HIGH	59295 REBEL DRIVE	SLIDELL	LA	70461
BROCK ELEMENTARY	259 BRAKEFIELD	SLIDELL	LA	70458
BROOKS EDUCATIONAL COMPLEX	2544 SGT. ALFRED DRIVE	SLIDELL	LA	70458
CAROLYN PARK MIDDLE	35708 LIBERTY DRIVE	SLIDELL	LA	70460
CHAHTA-IMA ELEMENTARY	27488 PICHON ROAD	LACOMBE	LA	70445
CJ SCHOEN ADMINISTRATIVE CMPLX	321 NORTH THEARD STREET	COVINGTON	LA	70433
CLEARWOOD JUNIOR HIGH	130 CLEARWOOD DRIVE	SLIDELL	LA	70458
COVINGTON ELEMENTARY	325 S JACKSON STREET	COVINGTON	LA	70433
COVINGTON HIGH	73030 LION DRIVE	COVINGTON	LA	70433
COVINGTON PATHWAYS	801 N TYLER STREET	COVINGTON	LA	70433
COVINGTON WAREHOUSE	19380 CLAIBORNE HILL	COVINGTON	LA	70433
CREEKSIDE JUNIOR HIGH	65434 HWY 41	PEARL RIVER	LA	70452
CYPRESS COVE ELEMENTARY	540 S MILITARY ROAD	SLIDELL	LA	70461
EDUCATIONAL CENTER	71460 EDNA STREET	COVINGTON	LA	70433
ENERGY MANAGEMENT	606 LAFITTE STREET	MANDEVILLE	LA	70448
ENERGY MANAGEMENT CENTER	321 N THEARD STREET	COVINGTON	LA	70433
FIFTH WARD JUNIOR HIGH	81419 HIGHWAY 21	BUSH	LA	70431
FLORIDA AVENUE ELEMENTARY	342 FLORIDA AVENUE	SLIDELL	LA	70458
FOLSOM ELEMENTARY	82144 HWY 25	FOLSOM	LA	70437
FOLSOM JUNIOR HIGH	83055 HAY HOLLOW ROAD	FOLSOM	LA	70437
FONTAINEBLEAU HIGH	100 BULLDOG DRIVE	MANDEVILLE	LA	70471
FONTAINEBLEAU JUNIOR HIGH	100 HURRICANE ALLEY	MANDEVILLE	LA	70471
HARRISON CURRICULUM CENTER	706 W. 28TH AVENUE	COVINGTON	LA	70433
HENRY MAYFIELD ELEMENTARY	31820 HIGHWAY 190 WEST	SLIDELL	LA	70458
HONEY ISLAND ELEMENTARY	500 S MILITARY ROAD	SLIDELL	LA	70458
INFORMATION TECHNOLOGY OFFICE	215 W. 17TH AVENUE	COVINGTON	LA	70433
INSTRUCTIONAL TECHNOLOGY CNTR	2024 LIVINGSTON STREET	MANDEVILLE	LA	70448
J.B. LANCASTER ELEMENTARY	133 PINE CREEK DRIVE	MADISONVILLE	LA	70447
LAKE HARBOR MIDDLE	1700 VIOLA STREET	MANDEVILLE	LA	70448
LAKESHORE HIGH SCHOOL	1 TITAN TRACE	MANDEVILLE	LA	70448
LEE ROAD JUNIOR HIGH	79131 HIGHWAY 40; LEE ROAD	COVINGTON	LA	70433
LITTLE OAK MIDDLE	59241 REBEL DRIVE	SLIDELL	LA	70461
LITTLE PEARL ELEMENTARY	63829 HIGHWAY 11	PEARL RIVER	LA	70452
LYON ELEMENTARY	1615 N FLORIDA STREET	COVINGTON	LA	70433
MADISONVILLE ELEMENTARY	317 HWY 1077	MADISONVILLE	LA	70447
MADISONVILLE JUNIOR HIGH	106 CEDAR STREET	MADISONVILLE	LA	70447
MAGNOLIA TRACE ELEMENTARY	1405 HWY 1088	MANDEVILLE	LA	70448
MANDEVILLE ELEMENTARY	519 MASSENA STREET	MANDEVILLE	LA	70448

St Tammany Parish School Board**ATTACHMENT B****Locations including Schools**

MANDEVILLE HIGH	#1 SKIPPER DRIVE	MANDEVILLE	LA	70471
MANDEVILLE JUNIOR HIGH	639 CARONDELET STREET	MANDEVILLE	LA	70448
MANDEVILLE MIDDLE	2525 SOULT STREET	MANDEVILLE	LA	70448
MARIGNY ELEMENTARY	1715 VIOLA STREET	MANDEVILLE	LA	70448
MONTELEONE JUNIOR HIGH	63000 BLUE MARLIN DRIVE	MANDEVILLE	LA	70448
NEW SLIDELL PUPIL APPRAISAL	224 BRAKEFIELD	SLIDELL	LA	70458
NORTHSHORE HIGH	100 PANTHER DRIVE	SLIDELL	LA	70461
PEARL RIVER HIGH	39110 REBEL LANE	PEARL RIVER	LA	70452
PINE VIEW MIDDLE	1200 W 27TH AVENUE	COVINGTON	LA	70433
PITCHER JUNIOR HIGH	415 S JEFFERSON AVENUE	COVINGTON	LA	70433
PONTCHARTRAIN ELEMENTARY	1500 WEST CAUSEWAY APPROACH	MANDEVILLE	LA	70471
PROJECT BELIEVE	23636 SPARROW ROAD	MANDEVILLE	LA	70448
PROJECT TEAM EAST	2552 SGT. ALFRED DRIVE	SLIDELL	LA	70458
RIVERSIDE ELEMENTARY	38480 SULLIVAN DRIVE	PEARL RIVER	LA	70452
SALMEN HIGH	300 SPARTAN DRIVE	SLIDELL	LA	70458
SIXTH WARD ELEMENTARY	72360 HIGHWAY 41	PEARL RIVER	LA	70452
SLIDELL ANNEX	980 NINTH STREET	SLIDELL	LA	70458
SLIDELL HIGH	#1 TIGER DRIVE	SLIDELL	LA	70458
SLIDELL JUNIOR HIGH	333 PENNSYLVANIA AVE	SLIDELL	LA	70458
SLIDELL SUPPORT FACILITY	100 STONE ROAD	SLIDELL	LA	70458
SLIDELL WAREHOUSE	38086 COAST DRIVE	SLIDELL	LA	70458
ST TAMMANY JUNIOR HIGH	701 CLEVELAND	SLIDELL	LA	70458
TCHEFUNCTE MIDDLE	1530 W CAUSEWAY APPROACH	MANDEVILLE	LA	70471
TRANSPORTATION CENTER	66391 JAMES STREET	MANDEVILLE	LA	70471
WHISPERING FOREST ELEMENTARY	38374 SPIEHLER ROAD	SLIDELL	LA	70458
WOODLAKE ELEMENTARY	1620 LIVINGSTON STREET	MANDEVILLE	LA	70448