

**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 Bids may not be withdrawn for at least thirty (30) days following the scheduled closing time for receipt of bids.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