

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

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m. on Friday, June 2, 2023, for Janitorial Supplies in accordance with the following instructions and attached specifications and bid form.

1. **Bids shall be submitted on the attached bid form.** Bids shall be sealed in an envelope clearly marked on the outside, BID # 1833 JANITORIAL SUPPLIES – JUNE 2, 2023. Bids submitted without this form will be considered non-responsive. Bid may not be withdrawn for at least thirty (30) days following the scheduled closing time for receipt of bids.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 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 proposers.
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, 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. Bids on any item shall include a unit price and total price. If there is any discrepancy between the unit price and the total price extension, the unit price shall be considered binding and the total price will be adjusted accordingly.
7. All prices shall include transportation charges to the St. Tammany Parish School Board Slidell Support Facility, 100 Stone Road, Slidell, Louisiana 70460. Prices on this bid must be good through June 30, 2024.
8. Bidders may bid on the entire list of supplies or any individual item or any combination of items, other than those specified on the bid form. All bids shall include the brand name and stock/model/item number of the item being bid.
9. Any deviations from specifications, including chemical or material content, size or weight, number of items per case or carton, volume per container or package, etc., shall be clearly indicated on bid form.

10. All bids shall 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 five percent (5%) of the total amount of the bid. Bids will not be considered unless the correct bid security is attached.
11. **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. Cashiers' 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.**
12. A Performance Bond in the total amount of the order(s) will be required from the successful bidder(s) prior to placing an order, if the amount to be purchased exceeds \$1,000.00.
13. If bidding items other than as specified, bidder shall include catalog cuts and descriptive literature with the bid item number clearly marked/labeled on each sheet for identification purposes. This information should be included in the bid response with the completed bid form.
14. Samples are required on items only if bidding an item stock # that is not specified on the bid form. Vendor must contact Dale Roark, dale.roark@stpsb.org or (985) 966-3044, to schedule an appointment to drop off sample(s). **All samples shall be delivered to the Slidell Support Facility, 100 Stone Road, Slidell, Louisiana 70460 no later than the scheduled time for opening bids.** All samples shall be labeled to show the name brand, bid item number, manufacturer and bidder. Bidders will be notified when samples can be picked up after evaluation. Failure to submit samples and catalog cuts may be sole cause for rejection of bid. Material Safety Data Sheets are required for each chemical product bid. The chemicals shall be contained in compatible, stable packaging which bears a batch number which will permit identification of the date, time, and location of the manufacture of that specific batch of product.
15. Quantities listed on this bid will be ordered between July 1, 2023 and June 30, 2024. The quantities on the bid form are estimates and represent estimated requirements for the entire year. Due to lack of storage, orders will be placed on an "as needed" basis. Items bid with minimum order quantities will not be considered.
16. **Delivery is to 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.