

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

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m., Thursday, June 1, 2023, on Air Filters in accordance with the following instructions and attached specifications

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1. Bids shall be submitted on the attached bid form. All conventional paper bids shall be either hand delivered or sent by registered or certified mail, UPS or FedEx with a return receipt requested to the St. Tammany Parish School Board Office, 321 N. Theard Street, Covington, Louisiana 70433, in a sealed envelope clearly marked on the outside "BID 1835 ON AIR FILTERS – JUNE 1, 2023." All bids arriving after this date and hour will be returned unopened to the bidders. No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.
2. Bidders also have the option to submit bids electronically. Please find bid related materials and place electronic bids at www.centralbidding.com.
3. All bids shall be accompanied by bid security in the form of an **original, 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 required bid bond or check is attached.**
4. **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.** 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.**
5. A Performance Bond in the amount of \$5,000.00 will be required from the successful bidder(s).
6. Bid prices shall include all inside delivery charges to the St. Tammany Parish School Board, Covington Warehouse, 19380 Claiborne Hill, Covington, Louisiana 70433 and Slidell Support Facility, 221 Stone Road, Slidell, Louisiana 70460. The prices offered on this bid must be good through June 30, 2024.
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. If bidding items other than that specified, bidder shall include catalog cuts, descriptive literature, manufacturers specifications and state brand and model numbers of item being bid. Any deviations from specifications, including number of items per case or carton, must be clearly indicated on the bid form. Failure to submit samples, manufacturer(s) specification sheet and/or descriptive literature and catalog cuts may be sole cause for rejection of bid.

9. Items listed under location #1 will be awarded on an “all or none” basis. Items listed under location #2 will be awarded on an “all or none” basis. If your bid is based on being awarded all items for both locations, please indicate on your bid response.

10. 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.

11. Cash discounts, if offered for a period of thirty (30) days or more with the beginning date to be determined by the date of invoice or date of delivery whichever occurs last, will be taken into consideration in determining the low bidder.

12. Samples, if requested, must be provided free of charge to the St. Tammany Parish School Board. Sample(s) must reflect the same product that will be shipped, if awarded. If not destroyed or consumed in testing or evaluation, sample will be returned, upon request, at the bidder’s expense. The St. Tammany Parish School Board reserves the right to damage or destroy sample if it is considered reasonably necessary to do so for the purpose of testing, inspection or evaluation.

13. The quantities listed on the bid form are estimates **only** and represent the estimated total requirements for all School Board locations for the period starting once bid is awarded through June 30, 2024. Because of a lack of storage space, the successful bidder(s) will be required to make deliveries as needed to each warehouse. Delivery will include the unloading of filters to a designated area at each facility. St. Tammany Parish School Board will expect delivery of standard size filters within 7-10 days ARO and delivery of special order sizes no later than 30 days ARO. Bidder must indicate on bid form which filter size is standard or special order. It will be the responsibility of the successful bidder(s) to have the required filters delivered within the specified number of days after receipt of order(s). Orders will be placed as needed through June 30, 2024.

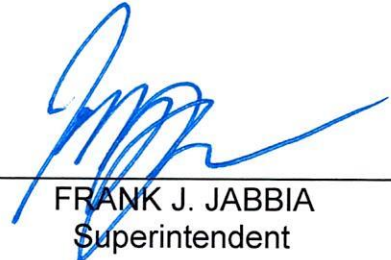
14. **Repeated** failures to deliver within the time specified may result in the St. Tammany Parish School Board re-awarding the item(s) to the second lowest bidder with the successful bidder forfeiting their Performance Bond.

15. In accordance with LA Revised Statute 38:2251, “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.

16. 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.

17. The School Board reserves the right to select a higher priced item where, in the judgement 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.

18. The School Board reserves the right to obtain clarification of a vendor's bid or to obtain additional information necessary to properly evaluate their bid. Failure to a vendor to respond, within forty-eight 48 hours, to such a request for additional information or clarification may result in rejection of the vendor's bid.



FRANK J. JABBIA
Superintendent

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

**SPECIFICATIONS AND BID FORM
ON AIR FILTERS**

LOCATION #1 - The following filters represent the estimated usage **only** for the Covington Warehouse, 19380 Claiborne Hill, Covington, Louisiana 70433. Filters to be pleated type, MERV 8 or MERV 10, MOD 40. Shall be Flanders, Precisionaire, Purolator, Koch, Glasfloss, OK Filter, Columbus Industries or equal. (12 per case) **Any deviations from specifications, including number of items per case or carton, must be clearly indicated on the bid form. Call Dispatcher's Phone # (985) 898-3350 at least one day prior to delivery.**

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
1	10 x 20 x 1	2 cases					
2	10 x 24 x 1	20 cases					
3	10 x 30 x 1	7 cases					
4	12 x 12 x 1	3 case					
5	12 x 16 x 1	1 case					
6	12 x 18 x 1	1 case					
7	12 x 20 x 1	6 cases					
8	12 x 24 x 1	10 cases					
9	12 x 30 x 1	4 cases					
10	13 ³ / ₈ x 77 ¹ / ₂ x 1 (EXACT SIZE)	4 cases					
11	13.5 x 27.5 x 1	4 cases					

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
12	13.75 x 27.75 x 1 (EXACT SIZE)	2 cases					
13	14 x 20 x 1	2 cases					
14	14 x 25 x 1	10 cases					
15	14 x 28 x 1	20 cases					
16	15 x 20 x 1	70 cases					
17	15 x 24 x 1	2 cases					
18	15.5 x 29.5 x 1	1 case					
19	16 x 16 x 1	6 cases					
20	16 x 20 x 1	15 cases					
21	16 x 24 x 1	1 case					
22	16 x 25 x 1	37 cases					
23	16 x 30 x 1	16 cases					
24	18 x 18 x 1	3 cases					
25	18 x 24 x 1	4 cases					
26	19.5 x 35.5 x 1 (EXACT SIZE)	1 case					
27	20 x 20 x 1	40 cases					

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
28	20 x 21 x 1	1 case					
29	20 x 22 x 1	3 cases					
30	20 x 24 x 1	8 cases					
31	20 x 25 x 1	2 cases					
32	20 x 30 x 1	5 cases					
33	20 x 32 x 1	1 case					
34	20 x 36 x 1	1 case					
35	21.5 x 23.3125 x 1 (EXACT SIZE)	1 case					
36	22 x 22 x 1	1 case					
37	22 x 24 x 1	10 cases					
38	23.5 x 35.5 x 1 (EXACT SIZE)	7 cases					
39	24 x 24 x 1	20 cases					
40	24 x 30 x 1	2 cases					
41	24 x 36 x 1	10 cases					
42	25 x 25 x 1	4 cases					
43	12 x 20 x 2	4 cases					

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
44	12 x 24 x 2	8 cases					
45	14 x 25 x 2	1 case					
46	15 x 20 x 2	2 cases					
47	16 x 16 x 2	1 case					
48	16 x 20 x 2	60 cases					
49	16 x 24 x 2	11 cases					
50	16 x 25 x 2	60 cases					
51	18 x 18 x 2	3 cases					
52	18 x 24 x 2	1 case					
53	18 x 30 x 2	1 case					
54	20 x 20 x 2	50 cases					
55	20 x 24 x 2	20 cases					
56	20 x 25 x 2	26 cases					
57	20 x 30 x 2	2 cases					
58	21 x 42 x 2	1 case					
59	21.5 x 23.5 x 2 (EXACT SIZE)	2 cases					

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
60	22 x 22 x 2	6 cases					
61	22 x 24 x 2	6 cases					
62	24 x 24 x 2	20 cases					
63	24 x 30 x 2	1 case					
64	24 x 34 x 2	1 case					
65	25 x 25 x 2	1 case					
66	16 x 25 x 4 (6/case)	4 cases					
67	20 x 25 x 4 (6/case)	1 case					
68	24 x 24 x 4 (6/case)	2 cases					

TOTAL COST FOR LOCATION #1 (ITEMS 1- 68) _____

LOCATION #2 - The following filters represent the estimated usage **only** for the Slidell Support Facility, 221 Stone Road, Slidell, Louisiana 70460. Filters to be pleated type, MERV 8 or MERV 10, MOD 40. Shall be Flanders, Precisionaire, Purolator, Koch, Glasfloss, OK Filter, Columbus Industries or equal. (12 per case). **Any deviations from specifications, including number of items per case or carton, must be clearly indicated on the bid form. Call Dispatcher's Phone # (985) 646-4925 at least one day prior to delivery.**

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
1	7.5 x 19.5 x 1 (EXACT SIZE)	2 cases					
2	7.5 x 40.5 x 1 (EXACT SIZE)	3 cases					
3	10.75 x 36.25 x 1 (EXACT SIZE)	15 cases					
4	12 x 12 x 1	6 cases					
5	12 x 20 x 1	2 cases					
6	12 x 24 x 1	9 cases					
7	14 x 20 x 1	2 cases					
8	14 x 30 x 1	8 cases					
9	15 x 54.5 x 1 (EXACT SIZE)	3 cases					
10	16 x 20 x 1	50 cases					
11	16 x 24 x 1	4 cases					
12	16 x 25 x 1	15 cases					
13	16 x 30 x 1	2 cases					
14	16 x 36 x 1	4 cases					

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
15	18 x 22 x 1	2 cases					
16	18 x 24 x 1	4 cases					
17	20 x 20 x 1	30 cases					
18	20 x 22 x 1	6 cases					
19	20 x 24 x 1	3 cases					
20	20 x 25 x 1	10 cases					
21	20 x 30 x 1	3 cases					
22	20.5 x 23.5 x 1	2 cases					
23	24 x 24 x 1	25 cases					
24	24 x 28 x 1	4 cases					
25	24 x 30 x 1	2 cases					
26	24 x 36 x 1	2 cases					
27	29 x 19 ³ / ₄ x 1 (EXACT SIZE)	2 cases					
28	12 x 24 x 2	10 cases					
29	14 x 25 x 2	3 cases					
30	15 x 20 x 2	20 cases					
31	15 x 24 x 2	2 cases					

Item #	Filter Size	Quantity Yearly Estimate	Name Brand	Model #	Standard Size or Special Order	Case Price	Total Cost
32	16 x 16 x 2	5 cases					
33	16 x 20 x 2	60 cases					
34	16 x 24 x 2	40 cases					
35	16 x 25 x 2	30 cases					
36	18 x 18 x 2	10 cases					
37	18 x 20 x 2	10 cases					
38	18 x 24 x 2	10 cases					
39	18 x 25 x 2	2 cases					
40	18 x 33 x 2	2 cases					
41	20 x 20 x 2	60 cases					
42	20 x 22 x 2	10 cases					
43	20 x 24 x 2	60 cases					
44	20 x 25 x 2	60 cases					
45	20 x 30 x 2	10 cases					
46	24 x 24 x 2	30 cases					

TOTAL COST FOR LOCATION #2 (ITEMS 1-46) _____

NOTE: The following page must be completed, signed and returned with bid submittal.

ORDERS: A purchase order will be processed for each vendor that has been awarded items on the bid. Orders will be placed by a maintenance representative either by phone, fax or email. **A packaging slip must be furnished with each shipment listing the purchase order number, filter size, quantity, case price and name of maintenance representative who submitted order.**

NOTE: By signing below the bidder certifies compliance with all instructions and specifications stated in the bid documents. Bid must be signed by a company official duly authorized to sign bids/contracts.

BID SUBMITTED BY:

Name of Company

Date of Bid

Mailing Address

Discount (If Applicable)

City, State, Zip Code

Typed/Printed Name of Representative

Telephone Number

Signature of Representative

Email Address of Representative