

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

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m. Tuesday, June 13, 2023, on Equipment and Supplies for the Information Technology Department in accordance with the following instructions, 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 “EQUIPMENT AND SUPPLIES FOR I.T. BID #1831 – JUNE 13, 2023.” Bids may not be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.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. Bids 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. 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 one thousand dollars(\$1,000.00). 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. 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.**
8. A performance bond in the amount of five thousand dollars (\$1,000.00) will be required from the successful bidder.
9. Contract period must begin on July 1, 2023. Prices on this bid must be valid through, at a minimum, June 30, 2024. Bids may be extended for up to three (3) additional one-year terms if both parties agree to do so.
10. **If bidding equipment, supplies, or products other than as specified,** complete manufacturer’s detailed specifications must be part of your bid including model numbers, catalog cuts, and descriptive literature. Any deviation from the specifications shall be stated as part of bid. **Failure to comply may cause your bid to being rejected.**

11. 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.
12. All equipment, supplies or products provided to STPSB shall be “brand new;” in virgin condition, unused, unopened, undamaged, in its original manufacturers packaging as would be found in a retail store. Under no circumstance may a product provided to the STPSB be refurbished, reconditioned, “like new” or previously used in any way. If the STPSB determines a product to be anything other than “brand new,” vendor will be deemed in breach of bid terms and bid award may be revoked and awarded to the next lowest bidder.
13. Bid pricing shall include all inside delivery charges to the various schools and other School Board locations within St. Tammany Parish (ATTACHMENT E).
14. **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.
15. Successful bidder(s) will be required to mark all shipments/deliveries with the purchase order number clearly visible on the exterior of each container. A packing slip must be furnished with each shipment listing the purchase order number, stock/item number and description of each item and the quantity ordered.
16. 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.
17. 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.
18. Items will be ordered via purchase order on an “as needed” basis. Items bid with a minimum order of quantities will not be considered.
19. 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.
20. 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.**
21. ATTACHMENT F “Affidavit” for compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act **must be completed, notarized and returned** with your bid.