ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA

BID # 1847 ON PAPER

The St. Tammany Parish School Board will receive sealed bids until 2:00 PM Thursday, December 15, 2023 for PAPER in accordance with the following instructions and attached specifications.

1. Bids shall be submitted on the attached bid form. Bids shall be sealed in a sealed envelope clearly labeled on the outside "BID #1847 ON PAPER – DECEMBER 15, 2023." 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 Bids may not be withdrawn for at least thirty (30) days following the scheduled closing time for receipt of bids.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 A). 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 palleted 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, 2024 – June 30, 2024 with an option to extend the prices two additional 6-month terms, 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 be 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 verity 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 2:00 PM on Friday, December 15, 2023.

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 (include product #): _____

_____

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

Price per Ream (if sold by ream): _____

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
Site Locations

ATTACHMENT A

SITE NAME	ADDRESS	CITY	STATE	ZIP CODE	Area Code	PHONE
ABITA SPRINGS ELEMENTARY	22410 LEVEL STREET	ABITA SPRINGS	LA	70420	985	892-8184
ABITA SPRINGS MIDDLE	72079 MAPLE STREET	ABITA SPRINGS	LA	70420	985	892-2070
ABNEY ELEMENTARY	825 KOSTMAYER AVENUE	SLIDELL	LA	70458	985	643-4044
ABNEY EARLY CHILDHOOD	829 KOSTMAYER AVENUE	SLIDELL	LA	70458	985	649-1858
ALTON ELEMENTARY	38276 5TH AVE	SLIDELL	LA	70460	985	863-5353
BAYOU LACOMBE MIDDLE	27527 ST. JOSEPH STREET	LACOMBE	LA	70445	985	882-5416
BAYOU WOODS ELEMENTARY	35614 LIBERTY DRIVE	SLIDELL	LA	70460	985	641-1901
BONNE ECOLE ELEMENTARY	900 RUE VERAND	SLIDELL	LA	70458	985	643-0674
BOYET JUNIOR HIGH	59295 REBEL DRIVE	SLIDELL	LA	70461	985	643-3775
BROCK ELEMENTARY	259 BRAKEFIELD	SLIDELL	LA	70458	985	643-5166
BROOKS EDUCATIONAL COMPLEX	2544 SGT. ALFRED DRIVE	SLIDELL	LA	70458	985	646-4911
CAROLYN PARK MIDDLE	35708 LIBERTY DRIVE	SLIDELL	LA	70460	985	643-8593
CHAHTA-IMA ELEMENTARY	27488 PICHON ROAD	LACOMBE	LA	70445	985	882-7541
CJ SCHOEN ADMINISTRATIVE CMPLX	321 NORTH THEARD STREET	COVINGTON	LA	70433	985	898-3206
CLEARWOOD JUNIOR HIGH	130 CLEARWOOD DRIVE	SLIDELL	LA	70458	985	641-8200
COVINGTON ELEMENTARY	325 S JACKSON STREET	COVINGTON	LA	70433	985	892-4311
COVINGTON HIGH	73030 LION DRIVE	COVINGTON	LA	70433	985	892-3422
COVINGTON PATHWAYS	801 N TYLER STREET	COVINGTON	LA	70433	985	898-3311
COVINGTON WAREHOUSE	19380 CLAIBORNE HILL	COVINGTON	LA	70433	985	898-3350
CREEKSIDE JUNIOR HIGH	65434 HWY 41	PEARL RIVER	LA	70452	985	863-5882
CYPRESS COVE ELEMENTARY	540 S MILITARY ROAD	SLIDELL	LA	70461	985	641-3033
EARLY CHILDHOOD DEV CENTER	23468 SPARROW ROAD QUAD D	MANDEVILLE	LA	70448	985	202-0127
EDUCATIONAL CENTER	71460 EDNA STREET	COVINGTON	LA	70433	985	898-3360
FIFTH WARD JUNIOR HIGH	81419 HIGHWAY 21	BUSH	LA	70431	985	886-3273
FLORIDA AVENUE ELEMENTARY	342 FLORIDA AVENUE	SLIDELL	LA	70458	985	643-1605
FOLSOM ELEMENTARY	82144 HWY 25	FOLSOM	LA	70437	985	796-3820
FOLSOM JUNIOR HIGH	83055 HAY HOLLOW ROAD	FOLSOM	LA	70437	985	796-3724
FONTAINEBLEAU HIGH	100 BULLDOG DRIVE	MANDEVILLE	LA	70471	985	892-7112
FONTAINEBLEAU JUNIOR HIGH	100 HURRICANE ALLEY	MANDEVILLE	LA	70471	985	875-7501
HARRISON CURRICULUM CENTER	706 W. 28TH AVENUE	COVINGTON	LA	70433	985	898-3311
HENRY MAYFIELD ELEMENTARY	31820 HIGHWAY 190 WEST	SLIDELL	LA	70458	985	643-5693
HONEY ISLAND ELEMENTARY	500 S MILITARY ROAD	SLIDELL	LA	70458	985	641-3557
INFORMATION TECHNOLOGY OFFICE	215 W. 17TH AVENUE	COVINGTON	LA	70433	985	898-6416
TREEN TECHNOLOGY CNTR	2024 LIVINGSTON STREET	MANDEVILLE	LA	70448	985	674-3534
J.B. LANCASTER ELEMENTARY	133 PINE CREEK DRIVE	MADISONVILLE	LA	70447	985	792-0156
LAKE HARBOR MIDDLE	1700 VIOLA STREET	MANDEVILLE	LA	70448	985	674-4440
LAKESHORE HIGH SCHOOL	1 TITAN TRACE	MANDEVILLE	LA	70448	985	624-5046
LEE ROAD JUNIOR HIGH	79131 HIGHWAY 40; LEE ROAD	COVINGTON	LA	70433	985	892-3636
LITTLE OAK MIDDLE	59241 REBEL DRIVE	SLIDELL	LA	70461	985	641-6510
LITTLE PEARL ELEMENTARY	63829 HIGHWAY 11	PEARL RIVER	LA	70452	985	863-5906
LYON ELEMENTARY	1615 N FLORIDA STREET	COVINGTON	LA	70433	985	892-0869
MADISONVILLE ELEMENTARY	317 HWY 1077	MADISONVILLE	LA	70447	985	845-3671
MADISONVILLE JUNIOR HIGH	106 CEDAR STREET	MADISONVILLE	LA	70447	985	845-3355
MAGNOLIA TRACE ELEMENTARY	1405 HWY 1088	MANDEVILLE	LA	70448	985	626-8238
MANDEVILLE ELEMENTARY	519 MASSENA STREET	MANDEVILLE	LA	70448	985	626-3950
MANDEVILLE HIGH	#1 SKIPPER DRIVE	MANDEVILLE	LA	70471	985	626-5225
MANDEVILLE JUNIOR HIGH	639 CARONDELET STREET	MANDEVILLE	LA	70448	985	626-4428
MANDEVILLE MIDDLE	2525 SOULT STREET	MANDEVILLE	LA	70448	985	626-8778
MARIGNY ELEMENTARY	1715 VIOLA STREET	MANDEVILLE	LA	70448	985	674-3011
MONTELEONE JUNIOR HIGH	63000 BLUE MARLIN DRIVE	MANDEVILLE	LA	70448	985	951-8088
NEW SLIDELL PUPIL APPRAISAL/SWE	224 BRAKEFIELD	SLIDELL	LA	70458	985	646-4920
NORTHSHORE HIGH	100 PANTHER DRIVE	SLIDELL	LA	70461	985	649-6400
PEARL RIVER HIGH	39110 REBEL LANE	PEARL RIVER	LA	70452	985	863-2591
PINE VIEW MIDDLE	1200 W 27TH AVENUE	COVINGTON	LA	70433	985	892-6204
PITCHER JUNIOR HIGH	415 S JEFFERSON AVENUE	COVINGTON	LA	70433	985	892-3021

St Tammany Parish School Board
Site Locations

ATTACHMENT A

PONTCHARTRAIN ELEMENTARY	1500 WEST CAUSEWAY APPROACH	MANDEVILLE	LA	70471	985 626-3748
PROJECT BELIEVE	23636 SPARROW ROAD	MANDEVILLE	LA	70448	985 727-1062
PROJECT TEAM EAST/Pupil Appraisal	2552 SGT. ALFRED DRIVE	SLIDELL	LA	70458	985 646-4920
RIVERSIDE ELEMENTARY	38480 SULLIVAN DRIVE	PEARL RIVER	LA	70452	985 863-3141
SALMEN HIGH	300 SPARTAN DRIVE	SLIDELL	LA	70458	985 643-7359
SIXTH WARD ELEMENTARY	72360 HIGHWAY 41	PEARL RIVER	LA	70452	985 863-7126
SLIDELL ANNEX	980 NINTH STREET	SLIDELL	LA	70458	985 646-4917
SLIDELL HEAD START	61260 AIRPORT ROAD	SLIDELL	LA	70460	985
SLIDELL HIGH	#1 TIGER DRIVE	SLIDELL	LA	70458	985 643-2992
SLIDELL JUNIOR HIGH	333 PENNSYLVANIA AVE	SLIDELL	LA	70458	985 641-5914
SLIDELL SUPPORT FACILITY	100 STONE ROAD	SLIDELL	LA	70458	985 646-4957
SLIDELL SUPPORT FACILITY #2	221 STONE ROAD	SLIDELL	LA	70458	985 646-4957
SLIDELL WAREHOUSE	38086 COAST DRIVE	SLIDELL	LA	70458	985 646-4925
ST TAMMANY JUNIOR HIGH	701 CLEVELAND	SLIDELL	LA	70458	985 643-1592
TCHEFUNCTE MIDDLE	1530 W CAUSEWAY APPROACH	MANDEVILLE	LA	70471	985 626-7118
TRANSPORTATION CENTER	66391 JAMES STREET	MANDEVILLE	LA	70471	985 898-3373
WHISPERING FOREST ELEMENTARY	38374 SPIEHLER ROAD	SLIDELL	LA	70458	985 641-3400
WOODLAKE ELEMENTARY	1620 LIVINGSTON STREET	MANDEVILLE	LA	70448	985 626-8842