

**INVITATION TO BID**

*STATE OF LOUISIANA*

Calcasieu Parish School System  
Office of Purchasing



BIDS WILL BE PUBLICLY OPENED:

Date & Time:

**RETURN BID TO**

**Purchasing Department  
Calcasieu Parish School System  
3310 Broad Street Room 1300  
Lake Charles, LA 70615**

=====> SOLICITATION # :

OPENING DATE :

=====>

VENDOR NAME AND ADDRESS

**FILL IN VENDOR NAME AND CONTACT NAME,  
ADDRESS ABOVE, BEFORE SUBMITTING BID.**

BUYER  
BUYER PHONE

(337) 217-4000

REQ. DEPARTMENT

OFFICE OF PURCHASING

FISCAL YEAR

SCHEDULED END DATE

ITEM(S) FOR:

**INSTRUCTONS TO BIDDERS**

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS
2. ALL BID PRICES **MUST** BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATIONS TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE SIGNED MANUALLY IN INK UNLESS SUBMITTED ELECTRONICALLY IN ACCORDANCE WITH CURRENT STATE STATUTES.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. LAKE CHARLES, LA OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C. O. D." REQUIREMENTS ARE NOT ACCEPTABLE. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. NO "SHORT PAYMENT" OF INVOICES ARE ALLOWED
5. DESIRED DELIVERY 45 DAYS AFTER RECEIPT OF ORDER OR SOONER

ANY QUESTIONS ABOUT ANY ITEM SHOULD BE DIRECTED TO BUYER AND PURCHASING DEPARTMENT.

CONDITIONS CONTINUED ON NEXT PAGE

VENDOR PHONE NUMBER:

FAX NUMBER:

TITLE

DATE

PRINTED NAME OF PERSON SIGNING BID

SIGNATURE (MUST BE SIGNED)