

ST TAMMANY PARISH SCHOOL BOARD

COVINGTON, LOUISIANA

The St Tammany Parish School Board will receive sealed bids until 2:00 P.M. NOVEMBER 21, 2024, on COFFEE SERVICE, MATERIALS, AND SUPPLIES in accordance with the following instructions and attached specifications:

1. **Bids shall be submitted on the attached bid form.** Bids shall be submitted at the location below, sealed in an envelope clearly marked on the outside: "BID # 1870 COFFEE SERVICE, MATERIALS, AND SUPPLIES – NOVEMBER 21, 2024" OR electronically at www.centralbidding.com. 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 No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.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. The St. Tammany Parish School Board Office is located at 321N Theard Street, Covington, LA 70433 is currently closed to the public per Louisiana Governor's Proclamation Number JBE 2020-30. Sealed bids will be received in the drop box on the south side of the school board office (23rd Avenue side) The drop box will be checked at 2:00 P.M. on Thursday, November 21, 2024. Bids should be hand delivered, registered or certified mail, UPS or FedEx to this drop box or submitted electronically. Please find bid related materials and place electronic bids at www.centralbidding.com. All bidders shall be responsible for the timely delivery of their bids. Bids received after the date and time specified above will not be accepted.
3. In accordance with the Governor's Proclamation, the bid opening will be closed to the public. Bid opening participation will be available via a telephone conference. If you would like to listen to the bid opening, please send your email address and phone number to purchasing@stpsb.org at least 24 hours before the designated bid opening for instruction to join the meeting.
4. Prices on this bid must be good from time of bid award through December 31, 2025 with an option to extend the pricing and service for up to three (3) additional one (1) year terms, if both parties agree in writing. Bid will be awarded on an "All or None" basis.
5. In order to be awarded, all line items must be completed. The combined prices for all line items will determine the lowest bidder. During the award process, the apparent lowest bidder may be asked to submit additional supplementary information. Upon the request for additional information, the apparent lowest bidder shall submit the materials within ten (10) days of the request. Failure to provide the information in the designated timeframe will result in the vendor being declared non-responsive.

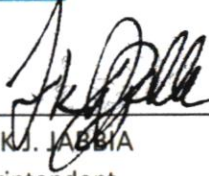
6. Submitted bid prices shall be priced by the case. The awarded vendor may be required to split or break cases, if necessary, to fulfill sufficient quantity to carry through until the next delivery or service call. The type of coffee to be supplied will be the same for each location. K-cups shall NOT be provided.
7. Bids on all items shall include a brand name, item number, unit price, unit size, units per case, case/total price. If there is any discrepancy between the unit price and total price extension, the unit price shall be considered binding and the total price will be adjusted accordingly.
8. Delivery is required to various schools and sites within St. Tammany Parish. Prices shall include all delivery charges. A list of locations is included. Coffee and Supply deliveries shall provide adequate coverage for the duration of the delivery schedules without overstocking. Any overages or changes must be approved in writing by the department or purchasing supervisor.
9. The School Board is not interested in purchasing any equipment for this service. All equipment is to be owned and maintained by the successful vendor. Equipment shall be kept clean and in working order. Service calls for broken equipment shall be handled in a timely manner (within 24 to 48 hours).
10. Awarded vendor must comply with the following requirements:
 - a. All pricing shall include initial product set-up.
 - b. All pricing shall include delivery fees.
 - c. All pricing shall include equipment and equipment maintenance.
 - d. No changes or substitutions will be allowed without written authorization from purchasing supervisor.
 - e. There shall be NO minimum order requirements. Orders will be placed on an as need basis.
 - f. Vendor shall have a minimum of two (2) years' experience providing coffee services to similar establishments.
 - g. Upon request, the vendor shall provide three (3) professional references.
11. Awarded vendor must provide coffee and related items: install and maintain brewing equipment at each specified location. Equipment shall be sufficient for the usage at each location and included, but is not limited to the following:
 - a. Pour over coffee brewer (2 or 3 burners)
 - b. Automatic water fed coffee brewers
12. Successful vendor's representative shall visit each location for servicing of equipment and restocking of product every 2 or 4 weeks as determined by location's supervisor. Representative is to ensure product levels are such that it does not result in an overstock

level with expired product. If a product reaches an expiration date, the product is to be replaced at no additional cost to the School Board. If notified of shortage of supplies, Vendor shall make arrangements to deliver products with the business week.

13. 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 one thousand dollars (1,000.00). **Bids will not be considered unless the required bid security is attached.**
14. If submitting bid electronically, then bid security must be in the form of a fully, executed **bid bond only**. A copy of the bid bond must be included in your bid documents and the **original bid bond** must be received by the St. Tammany Parish School Board within 48 hours of the bid opening. No cashier's check, certified check or money order will be accepted for an electronic bid. **Failure to comply will cause your bid to be non-responsive.**
15. A. Performance Bond in the amount of \$1000.00 will be required from the successful bidder(s).
16. Sales Tax **IS NOT** to be included in your bid price. The 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 the St. Tammany Parish School Board and the contractor/vendor. Sales tax exemptions 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. Purchase orders will be provided for each location for the period through June 30th. New purchase orders will be provided for each location for the period beginning July 1st. Each location must be invoice separately. Invoices are to detail the products provided for the month and must identify the purchase order number on each invoice. Invoices, should be signed by a school board representative and submitted in a timely manner to the St. Tammany Parish School Board, Accounts Payable Department, 321N Theard Street, Covington, Louisiana 70433 or via email at accounts.payable@stpsb.org.
18. The attached Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure (Attachment G) must be completed and signed by an authorized company official.
19. The successful bidder must be authorized by the Secretary of State to do business in Louisiana pursuant to applicable law. Documentation of such authorization must be provided if requested by the St. Tammany Parish School Board.
20. 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. Discounts less than thirty (30) days will not be considered in making an award.

21. **Repeated** failure 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.
22. 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 bidder you must indicate on your bid response that you are claiming a preference.
23. 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.
24. 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.
25. If you have any questions regarding this bid, please contact the Purchasing Department at (985) 898-3266 or purchasing@stpsb.org



FRANK J. JABBIA
Superintendent

11/4/24

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

SPECIFICATIONS AND BID FORM ON BID # 1870 COFFEE SERVICE, MATERIALS AND SUPPLIES

OPENING DATE : NOVEMBER 21, 2024

<u>ITEM</u>	<u>DESCRIPTION</u>	<u>BRAND NAME AND ITEM NUMBER</u>	<u>UNIT PRICE</u>	<u>UNIT SIZE</u>	<u>UNITS PER CASE</u>	<u>CASE PRICE</u>
1	MEDIUM ROAST BLEND, 2 OZ.					
2	MEDIUM ROAST BLEND, 2.5 OZ.					
3	COFFEE & CHICKORY DARK ROAST 2 OZ.					
4	COFFEE & CHICKORY DARK ROAST 2.5 OZ.					
5	DECAFFEINATED 2.5 OZ					
6	POWDERED CREAMER CANISTER 11.5 OZ					
7	SUGAR CANISTER, 20 OZ.					
8	YELLOW SWEETENER "SPLENDA" OR EQUAL PACKETS					
9	PINK SWEETENER "SWEET N' LOW" OR EQUAL PACKETS					
10	COFFEE FILTERS ARE TO BE INCLUDED IN THE PRICE AND NOT TO BE PRICED SEPARATELY					

NOTE : Cups, stirrers and spoons will be provide by the School Board. These items are not included in this service.

BID SUBMITTED BY:

Name of Company

Date of Quotation

Mailing Address

Discount (If Applicable)

City, State, Zip Code

Typed/Printed Name of Representative

Telephone Number

Signature of Representative

Email Address of Representative

**ACT. 581 Signature of Official Duly Authorized
to Sign Contracts and Agreements**

**FIREARM ANTI-DISCRIMINATORY ACT 581 (SB 234)
DISCLOSURE**

Per LA Act 581 (SB 234), which prohibits a public entity, including school boards, from entering into a contract with a company for the purchase of goods or services unless the aforementioned company confirms that:

1. The company does not have a practice, policy, guidance, or directive that discriminates against a firearm entity or firearm trade association based solely on the entity's or association's status as a firearm entity or firearm trade association.
2. The company will not discriminate against a firearm entity or firearm trade association during the term of the contract based solely on the entity's or association's status as a firearm entity or firearm trade association.

If the above terms meet with your understanding and agreement, please sign below and return to the St Tammany Parish School Board.

Signature of Official Duly Authorized to Sign Contracts and Agreements

Date

St Tammany Parish School Board**Locations including Schools**

SITE NAME	ADDRESS	CITY	STATE	ZIP CODE
ABITA SPRINGS ELEMENTARY	22410 LEVEL STREET	ABITA SPRINGS	LA	70420
ABITA SPRINGS MIDDLE	72079 MAPLE STREET	ABITA SPRINGS	LA	70420
ABNEY ELEMENTARY	825 KOSTMAYER AVENUE	SLIDELL	LA	70458
ABNEY EARLY CHILDHOOD	829 KOSTMAYER AVENUE	SLIDELL	LA	70458
ALTON ELEMENTARY	38276 5TH AVE	SLIDELL	LA	70460
BAYOU LACOMBE MIDDLE	27527 ST. JOSEPH STREET	LACOMBE	LA	70445
BAYOU WOODS ELEMENTARY	35614 LIBERTY DRIVE	SLIDELL	LA	70460
BONNE ECOLE ELEMENTARY	900 RUE VERAND	SLIDELL	LA	70458
BOYET JUNIOR HIGH	59295 REBEL DRIVE	SLIDELL	LA	70461
BROCK ELEMENTARY	259 BRAKEFIELD	SLIDELL	LA	70458
BROOKS EDUCATIONAL COMPLEX	2544 SGT. ALFRED DRIVE	SLIDELL	LA	70458
CAROLYN PARK MIDDLE	35708 LIBERTY DRIVE	SLIDELL	LA	70460
CHAHTA-IMA ELEMENTARY	27488 PICHON ROAD	LACOMBE	LA	70445
CJ SCHOEN ADMINISTRATIVE CMPLX	321 NORTH THEARD STREET	COVINGTON	LA	70433
CLEARWOOD JUNIOR HIGH	130 CLEARWOOD DRIVE	SLIDELL	LA	70458
COVINGTON ELEMENTARY	325 S JACKSON STREET	COVINGTON	LA	70433
COVINGTON HIGH	73030 LION DRIVE	COVINGTON	LA	70433
COVINGTON PATHWAYS	801 N TYLER STREET	COVINGTON	LA	70433
COVINGTON WAREHOUSE	19380 CLAIBORNE HILL	COVINGTON	LA	70433
CREEKSIDE JUNIOR HIGH	65434 HWY 41	PEARL RIVER	LA	70452
CYPRESS COVE ELEMENTARY	540 S MILITARY ROAD	SLIDELL	LA	70461
EDUCATIONAL CENTER	71460 EDNA STREET	COVINGTON	LA	70433
ENERGY MANAGEMENT	606 LAFITTE STREET	MANDEVILLE	LA	70448
ENERGY MANAGEMENT CENTER	321 N THEARD STREET	COVINGTON	LA	70433
FIFTH WARD JUNIOR HIGH	81419 HIGHWAY 21	BUSH	LA	70431
FLORIDA AVENUE ELEMENTARY	342 FLORIDA AVENUE	SLIDELL	LA	70458
FOLSOM ELEMENTARY	82144 HWY 25	FOLSOM	LA	70437
FOLSOM JUNIOR HIGH	83055 HAY HOLLOW ROAD	FOLSOM	LA	70437
FONTAINEBLEAU HIGH	100 BULLDOG DRIVE	MANDEVILLE	LA	70471
FONTAINEBLEAU JUNIOR HIGH	100 HURRICANE ALLEY	MANDEVILLE	LA	70471
HARRISON CURRICULUM CENTER	706 W. 28TH AVENUE	COVINGTON	LA	70433
HENRY MAYFIELD ELEMENTARY	31820 HIGHWAY 190 WEST	SLIDELL	LA	70458
HONEY ISLAND ELEMENTARY	500 S MILITARY ROAD	SLIDELL	LA	70458
INFORMATION TECHNOLOGY OFFICE	215 W. 17TH AVENUE	COVINGTON	LA	70433
INSTRUCTIONAL TECHNOLOGY CNTR	2024 LIVINGSTON STREET	MANDEVILLE	LA	70448
J.B. LANCASTER ELEMENTARY	133 PINE CREEK DRIVE	MADISONVILLE	LA	70447
LAKE HARBOR MIDDLE	1700 VIOLA STREET	MANDEVILLE	LA	70448
LAKESHORE HIGH SCHOOL	1 TITAN TRACE	MANDEVILLE	LA	70448
LEE ROAD JUNIOR HIGH	79131 HIGHWAY 40; LEE ROAD	COVINGTON	LA	70433
LITTLE OAK MIDDLE	59241 REBEL DRIVE	SLIDELL	LA	70461
LITTLE PEARL ELEMENTARY	63829 HIGHWAY 11	PEARL RIVER	LA	70452
LYON ELEMENTARY	1615 N FLORIDA STREET	COVINGTON	LA	70433
MADISONVILLE ELEMENTARY	317 HWY 1077	MADISONVILLE	LA	70447
MADISONVILLE JUNIOR HIGH	106 CEDAR STREET	MADISONVILLE	LA	70447
MAGNOLIA TRACE ELEMENTARY	1405 HWY 1088	MANDEVILLE	LA	70448
MANDEVILLE ELEMENTARY	519 MASSENA STREET	MANDEVILLE	LA	70448

St Tammany Parish School Board**Locations including Schools**

MANDEVILLE HIGH	#1 SKIPPER DRIVE	MANDEVILLE	LA	70471
MANDEVILLE JUNIOR HIGH	639 CARONDELET STREET	MANDEVILLE	LA	70448
MANDEVILLE MIDDLE	2525 SOULT STREET	MANDEVILLE	LA	70448
MARIGNY ELEMENTARY	1715 VIOLA STREET	MANDEVILLE	LA	70448
MONTELEONE JUNIOR HIGH	63000 BLUE MARLIN DRIVE	MANDEVILLE	LA	70448
NEW SLIDELL PUPIL APPRAISAL	224 BRAKEFIELD	SLIDELL	LA	70458
NORTHSHORE HIGH	100 PANTHER DRIVE	SLIDELL	LA	70461
PEARL RIVER HIGH	39110 REBEL LANE	PEARL RIVER	LA	70452
PINE VIEW MIDDLE	1200 W 27TH AVENUE	COVINGTON	LA	70433
PITCHER JUNIOR HIGH	415 S JEFFERSON AVENUE	COVINGTON	LA	70433
PONTCHARTRAIN ELEMENTARY	1500 WEST CAUSEWAY APPROACH	MANDEVILLE	LA	70471
PROJECT BELIEVE	23636 SPARROW ROAD	MANDEVILLE	LA	70448
PROJECT TEAM EAST	2552 SGT. ALFRED DRIVE	SLIDELL	LA	70458
RIVERSIDE ELEMENTARY	38480 SULLIVAN DRIVE	PEARL RIVER	LA	70452
SALMEN HIGH	300 SPARTAN DRIVE	SLIDELL	LA	70458
SIXTH WARD ELEMENTARY	72360 HIGHWAY 41	PEARL RIVER	LA	70452
SLIDELL ANNEX	980 NINTH STREET	SLIDELL	LA	70458
SLIDELL HIGH	#1 TIGER DRIVE	SLIDELL	LA	70458
SLIDELL JUNIOR HIGH	333 PENNSYLVANIA AVE	SLIDELL	LA	70458
SLIDELL SUPPORT FACILITY	100 STONE ROAD	SLIDELL	LA	70458
SLIDELL WAREHOUSE	38086 COAST DRIVE	SLIDELL	LA	70458
ST TAMMANY JUNIOR HIGH	701 CLEVELAND	SLIDELL	LA	70458
TCHEFUNCTE MIDDLE	1530 W CAUSEWAY APPROACH	MANDEVILLE	LA	70471
TRANSPORTATION CENTER	66391 JAMES STREET	MANDEVILLE	LA	70471
WHISPERING FOREST ELEMENTARY	38374 SPIEHLER ROAD	SLIDELL	LA	70458
WOODLAKE ELEMENTARY	1620 LIVINGSTON STREET	MANDEVILLE	LA	70448