

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

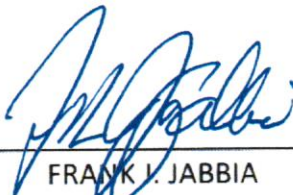
**BID # 1873 ON PAPER**

The St. Tammany Parish School Board will receive sealed bids until 2:00 PM Thursday, December 5, 2024 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 #1873 ON PAPER – DECEMBER 5, 2024." 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 Bids may not be withdrawn for at least thirty (30) days following the scheduled closing time for receipt of bids.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](http://www.centralbidding.com).
5. You may find related bid materials including detailed specifications necessary to complete your bid at [www.centralbidding.com](http://www.centralbidding.com) and/or [www.stpsb.org/bids](http://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 palletted 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, 2025 – June 30, 2025 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 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 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.**
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 one (1) sample ream of 8-1/2” x 14” and shall also provide catalog cuts, descriptive literature and detailed specifications on products being offered. The exterior package of the sample should be labeled referencing Bid #1873 Paper SAMPLES.
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. The attached Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure (Attachment G) must be completed and signed by an authorized company official.
18. 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.

19. Successful bidder must consent to and yield to the exclusive venue and jurisdiction of the 22<sup>nd</sup> 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.
20. 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.
21. 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.
22. 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.
23. 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 Thursday, December 5, 2024.
24. If you have any questions regarding this bid, please contact the Purchasing Department via email at [purchasing@stpsb.org](mailto:purchasing@stpsb.org)



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FRANK J. JABBIA  
Superintendent

ST TAMMANY PARISH SCHOOL BOARD

SPECIFICATIONS AND BID FORM ON PAPER

BID # 1873 DECEMBER 5, 2024

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: \_\_\_\_\_

| PER CASE   | PRICE | PRODUCT/ITEM NO. | RMS PER CS |
|------------|-------|------------------|------------|
| Blue       | \$    |                  |            |
| Green      | \$    |                  |            |
| Pink       | \$    |                  |            |
| Canary     | \$    |                  |            |
| Golden Rod | \$    |                  |            |

| PER REAM   | PRICE | PRODUCT/ITEM NO. | MINIMUM<br>NUMBER<br>REAMS PER<br>ORDER |
|------------|-------|------------------|-----------------------------------------|
| Blue       | \$    |                  |                                         |
| Green      | \$    |                  |                                         |
| Pink       | \$    |                  |                                         |
| Canary     | \$    |                  |                                         |
| Golden Rod | \$    |                  |                                         |
| Salmon     | \$    |                  |                                         |
| Lilac      | \$    |                  |                                         |
| Gray       | \$    |                  |                                         |
| Turquoise  | \$    |                  |                                         |

# of sheets per ream: \_\_\_\_\_

Length of Time for Delivery: \_\_\_\_\_

**BID SUBMITTED BY:**

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Name of Company

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Date of Bid

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Mailing Address

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Discount (If Applicable)

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City, State, Zip Code

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Name of Representative (print)

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Telephone Number

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Signature of Representative

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Email Address of Representative

**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**

ATTACHMENT A.

| <b>SITE NAME</b>               | <b>ADDRESS</b>             | <b>CITY</b>   | <b>STATE</b> | <b>ZIP CODE</b> |
|--------------------------------|----------------------------|---------------|--------------|-----------------|
| 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 |