

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

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m. Thursday, December 18, 2025 on Packaged Terminal Air Conditioners (PTAC) for various schools within St. Tammany Parish, in accordance with the following instructions and attached specifications.

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1. Bids shall be submitted on the attached bid form. All bids shall be received and date stamped by the St. Tammany Parish School Board Office located at 321 N. Theard Street, Covington, Louisiana 70433 by one of the methods below. All bids shall be in a sealed envelope clearly marked on the outside **"BID #1889 ON PACKAGED TERMINAL AIR CONDITIONERS – DECEMBER 18, 2025."** All bids arriving after this date and time or not in the proper location or format will be returned unopened to the bidders. The responsibility for timely delivery rests solely with the bidder. Bids delayed through any means of delivery service and arriving after the deadline will not be accepted. No bid may be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.

2. Bids may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered by bidder or his/her agent in which instance the deliverer shall be provided a written receipt.

3. Alternatively, bidders also have the option to submit bids electronically @ www.centralbidding.com.

4. You may find related materials including detailed specifications necessary to complete your bid @ www.centralbidding.com and/or www.stpsb.org/bids.

5. At the time set for the opening of bids, their contents will be publicly opened and read aloud for the information of bidders and others properly interested who may be present in person or by representative.

6. All bids shall include the expected delivery date and all applicable delivery charges for 100 units of 208/230V and 100 units of 265V to the Maintenance Warehouse, 38123 Hwy. Dept. Rd., Pearl River, LA 70452. Installation of the units will be done by the School Board Maintenance Department. **Prices shall be good through June 30, 2026, with the option to purchase more through 12/31/26.**

7. Sales tax IS NOT to be included in your bid prices. 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. Brand name(s) are given for purposes of identification and to denote the standard of quality desired, and do not in any way, restrict bidders to a specific make and manufacturer. If bidding equipment other than as specified, deviations from specifications must be stated as part of your bid. Manufacturer detailed specifications/literature shall be included as part of your bid. **Failure to provide manufacturer(s) specification sheet and/or descriptive literature shall be sole cause for rejection of bid.**

9. **ALL BIDS SHALL BE ACCOMPANIED BY A BID SECURITY IN THE FORM OF AN ORIGINAL, FULLY EXECUTED BID BOND, CERTIFIED CHECK, CASHIER'S CHECK, OR MONEY ORDER IN THE AMOUNT OF FIVE PERCENT (5%) OF THE TOTAL AMOUNT OF THE BID. BIDS WILL NOT BE CONSIDERED UNLESS THE REQUIRED CHECK OR BID BOND IS ATTACHED.**

10. **If submitting a bid electronically, then a bid security must be in the form of an original, valid fully executed bid bond.** A COPY OF THE VALID FULLY EXECUTED BID BOND MUST BE INCLUDED IN YOUR BID DOCUMENTS. THE ORIGINAL FULLY EXECUTED BID BOND MUST BE SUBMITTED TO THE STPSB WITHIN FORTY-EIGHT (48) HOURS OF THE BID OPENING. 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.**
11. The attached Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure must be completed and signed by an authorized company official.
12. 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.
13. 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.
14. 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 bidder you must indicate on your bid response that you are claiming a preference.
15. 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.
16. 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.
17. The School Board reserves the right to obtain clarification of a vendor's bid or to obtain additional information necessary to properly evaluate their bid. Failure of a vendor to respond, within forty-eight 48 hours, to such a request for additional information or clarification may result in rejection of the vendor's bid.



FRANK J. JABBIA
Superintendent

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

**SPECIFICATIONS AND BID #1889 FORM ON
PACKAGED TERMINAL AIR CONDITIONERS**

ITEM 1

Packaged Terminal Air Conditioners completely assembled as a unitary package consisting of controls, cooling and heating sections. Shall be 208/230 voltage with a nominal 15,000 BTUH cooling capacity and a 3.5 or greater kwh heating capacity that operates on a 20 amp circuit. Each unit shall be no larger than 42 inches long and 16 inches high to fit in the existing building wall openings.

****ALL UNITS TO COME WITH ATTACHED PLUGS****

To be as **Amana Model** *PTC153J35AXXX, PTC153K35AXXX*, **Amana Model** *PTH153J35AXXX, PTH153K35AXXX*, **Comfort Air G Model** *PTAC15G130A, PTHP15G130A*, **Comfort Air H Model** *PTAC15H130A, PTHP15H130A*, **Cooper & Hunter Model** *CH-PTHE15HP*, **Distinctions Model** *DCP153J35BA, DCP153A35AA, DHP153J35BA, DHP153A35AA*, **Dura Star Model** *DRPTAC15Y32351A, DRPTHP15Y32351A*, **Friedrich Model** *PDE15K5SGR3, PDH15K5SGR3*, **Frigidaire Model** *FFRP152LT3*, **GE Zoneline Model** *AZ45E15DAB, AZHS15DRXXA*, **Gree Model** *GAE15AED3NRNB5GCP, GAA15AED3NRNB5GCP*, **Hotpoint Model** *AHES15D3XXA, AHHS15D3XXA*, **Midea Model** *MP15EMB92, MP15HMB92* or equal.

Quantity: 100 each (with the option to purchase more through 12/31/26)

100 Units to be delivered to the Maintenance Warehouse, 38123 Hwy. Dept. Rd., Pearl River, Louisiana 70452. **Call Dispatcher's Phone # (985) 768-6836 at least one day prior to delivery.** Deliveries shall be made between 7:00 a.m. and 2:30 p.m.

PLEASE NOTE: BIDDER MUST INDICATE ESTIMATED DELIVERY TIME

PTAC'S MUST BE DELIVERED ON PALLETS WITH 3½" OPENING FOR PALLET JACK, NOT STACKED MORE THAN FOUR UNITS HIGH

Unit price must include delivery/freight charge.

Name Brand: _____

Model Number: _____

Unit Price: _____

Delivery Time: _____

Warranty: _____

ITEM 2

Packaged Terminal Air Conditioners completely assembled as a unitary package consisting of controls, cooling and heating sections. Shall be 265 volts with a nominal 15,000 BTU cooling capacity and/or a 3.5 kw and/or 13,000 BTU heating capacity that operates on a 20 amp circuit. Each unit shall be no larger than 42 inches long and 16 inches high to fit in the existing building wall openings.

****ALL UNITS TO COME WITH ATTACHED PLUGS****

To be as **Amana Model** *PTC154L35AXXX, PTC154K35AXXX*, **Amana Model** *PTH154J35AXXX, PTH154K35AXXX*, **Comfort Air G Model** *PTAC15G230A, PTHP15G230A*, **Comfort Air G Model** *PTAC15H230A, PTHP15H230A*, **Distinctions Model** *DHP154J35BA, DHP154A35AA*, **Friedrich Model** *PDE15R5SGR3, PDH15R5SGR3*, **Frigidaire Model** *FFRP152LT6*, **GE Zoneline** *AZ45E15EAC, AZHS15ECXXA*, **Gree Model** *GAE15AEP3NRNB5GCP, GAA15AEP3NRNB5GCP* or equal.

Quantity: 100 each (with the option to purchase more through 12/31/26)

100 Units to be delivered to the Maintenance Warehouse, 38123 Hwy. Dept. Rd., Pearl River, Louisiana 70452. **Call Dispatcher's Phone # (985) 768-6836 at least one day prior to delivery.** Deliveries shall be made between 7:00 a.m. and 2:30 p.m.

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Unit price must include delivery/freight charge

Name Brand: _____

Model Number: _____

Unit Price: _____

Delivery Time: _____

Warranty: _____

NOTE: If bidding equipment other than as specified, deviations from specifications must be stated as part of your bid. Manufacturer descriptive literature, and/or detailed specifications shall be included as part of your bid. **Failure to provide manufacturer(s) specification sheet and/or descriptive literature and catalog cuts shall be sole cause for rejection of bid.**

NOTE: THE FOLLOWING PAGE MUST COMPLETED, SIGNED AND RETURNED WITH BID.

BID SUBMITTED BY:

Name of Company

Date of Bid

Mailing Address

Discount (If Applicable)

City, State, Zip Code

Expected Date of Delivery

Telephone Number

Typed/Printed Name of Representative

Email Address of Representative

Signature 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