

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

**BID # 1892 ON PAPER
(2ND BID REQUEST)**

The St. Tammany Parish School Board (STPSB) will receive sealed bids until **2:00 PM Thursday, February 26, 2026 for PAPER (2nd BID REQUEST)** in accordance with the following instructions and attached specifications.

1. Bids shall be submitted on the attached bid form. All bids shall be received and date stamped by the STPSB 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 labeled on the outside "**BID #1892 PAPER (2ND BID REQUEST) – FEBRUARY 26, 2026.**" 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. 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 Bids may not be withdrawn for at least thirty (30) days following the scheduled closing time for receipt of bids.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. 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 electronically at www.centralbidding.com.
4. You may find related bid materials including detailed specifications necessary to complete your bid at 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. 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.
7. **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. Awarded bidder personnel shall be easily identified by the use of identification badge, uniform or shirt with the awarded bidder's logo clearly visible. Vehicles used by awarded bidder shall have magnetic or a removable logo sign identifying the awarded bidder name. 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.

8. 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.
9. 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. **The ten (10) case minimum order shall be a combination of letter/legal/color**, unless vendor agrees to accept a smaller order at the same case price.
10. Prices on this bid must be valid from bid award and ending June 30, 2026 with an option to extend the prices through December 31, 2026, if both parties agree to do so. Bid will be awarded on an "All or None" Basis for ITEM 1, ITEM 2, and ITEM 3 ONLY, not OPTIONAL PURCHASE.
11. The quantities listed on the bid form are estimates based on purchases made during the current fiscal year period. The estimates do not indicate the actual quantity that will be ordered. Actual quantities may be more or less than the quantities listed. Because of lack of storage facilities, orders will be placed on a monthly or "as needed" basis.
12. All bids must 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 5% of the total amount of the bid based on the approximate quantities listed on the bid form and/or your price quote. (Anything that states "OPTIONAL" should not be included in the amount) **Bids will not be considered unless the required bid security is provided in the correct amount and/or the required check or Bid Bond. Failure to comply will cause your bid to be non-responsive.**
13. **If submitting a bid electronically, bid security must be in the form of an original, valid fully executed bid bond. A copy of the fully, executed bid bond must be included in your bid documents and the original, fully executed bid bond must be received by the STPSB office within 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.**
14. A performance bond in the amount of five percent (5%) of the total amount of the bid based on the approximate quantities listed on the bid form will be required from the successful bidder.
15. All samples shall be delivered to the STPSB, Attn: Purchasing Department, 321 N. Theard Street, Covington LA. 70433 no later than the scheduled bid opening date. Samples must be provided free of charge to the STPSB. **The exterior package of the sample(s) should be labeled referencing Bid #1892 - PAPER SAMPLES.**

16. Bidders must provide one (1) sample ream of 8-1/2" x 11" white paper, and one (1) sample ream of 8-1/2" x 14", and one (1) sample ream of 8-1/2" x 11" colored paper (any color that is being offered) with bid submittal along with manufacturer(s) detailed specification sheet and/or descriptive literature and/or catalog cuts for each sample ream product being offered. ***FAILURE TO SUBMIT SAMPLES ALONG WITH DETAILED SPECIFICATION SHEET AND/OR DESCRIPTIVE LITERATURE AND/OR CATALOG CUTS WILL CAUSE YOUR BID TO BE NON-RESPONSIVE.**
17. Each sample ream being offered shall be wrapped with **printed Manufacturer Name, Brand & Product/Item Number.** **Sample(s) must reflect the same product(s) being offered on bid form.** Sample(s) submitted must be the exact product(s) to be delivered should the bid be awarded. If not destroyed or consumed in testing or evaluation, sample will be returned, upon request, at the bidder's expense. The STPSB reserves the right to damage or destroy sample if it is considered reasonably necessary to do so for the purpose of testing, inspection or evaluation.
18. 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.
19. 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.
20. The attached Firearm Anti-Discriminatory Act 581 (SB 234) Disclosure (**Attachment B**) must be completed and signed by an authorized company official.
21. 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.
22. 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.
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 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.
25. 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.
26. 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.
27. **Termination for Cause:** If repeated deliveries are not made within the time specified due to failure on the part of the vendor, or is received in an unsatisfactory condition or is damaged or is in an unusable condition or failure to meet quantity requirements, STPSB will give thirty (30) days written notice to the awarded bidder to render satisfactory service. At the expiration of thirty (30) days, if the unsatisfactory conditions have not been corrected, the St. Tammany Parish School Board reserves the right to cancel the contract and re-award the item(s) to the second lowest bidder with the successful bidder forfeiting the Performance Bond.
28. 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
SPECIFICATIONS AND BID FORM ON PAPER**

BID # 1892 - February 26, 2026

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: _____ Product/Item No. _____

Manufacturer: _____

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

Price per Case: _____

Length of Time for Delivery: _____

***OPTIONAL:** 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: _____ Product/Item No. _____

Manufacturer: _____

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

Price per Case: _____

Length of Time for Delivery: _____

***OPTIONAL:** 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: _____ Product/Item No. _____

Manufacturer: _____

List other colors being offered in table below:

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

***OPTIONAL PURCHASE – per ream**

PER REAM	PRICE	PRODUCT/ITEM NO.	MINIMUM NUMBER REAMS PER ORDER
Blue	\$		
Green	\$		
Pink	\$		
Canary	\$		
Golden Rod	\$		
Salmon	\$		
Lilac	\$		
Gray	\$		
	\$		

of sheets per ream: _____

Length of Time for Delivery: _____

NOTE: Bidder must complete above table(s) with price, product/item no., reams per case, minimum number and reams per order.

The following page must be completed, signed and returned with bid.

BID SUBMITTED BY:

Name of Company

Date of Bid

Mailing Address

Discount (If Applicable)

City, State, Zip Code

Name of Representative (print)

Telephone Number

Signature of Representative

Email Address of Representative

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 CMLPX	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

**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