ST. TAMMANY PARISH SCHOOL BOARD
COVINGTON, LOUISIANA

The St. Tammany Parish School Board will receive sealed bids until 2:00 p.m. Tuesday, July 7, 2026, on Chromebook Repair Parts and Miscellaneous Supplies for Information Technology 2026 in accordance with the following instructions, attached specifications and bid form.

1. **Bids shall be submitted on the attached bid form.** Bids shall be sealed in an envelope clearly marked on the outside "BID # 1896 CHROMEBOOK REPAIR PARTS & MISC SUPPLIES FOR I.T. – 2026." Bids may not be withdrawn for at least thirty (30) days after the scheduled closing time for receipt of bids.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 deemed non-responsive and not considered.

3. Bids may be sent via registered or certified mail, UPS or FedEx with a return receipt requested, hand delivered or submitted electronically via www.centralbidding.com.

4. Bidders that submit electronically via www.centralbidding.com must furnish the original fully executed ATTACHMENT E (Affidavit for compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act) upon award. **Failure to comply will cause your bid to be non-responsive.**

5. All submitted bids must include completed and fully executed ATTACHMENT B (Certification Regarding Debarment/Suspension), ATTACHMENT C (Certificate Regarding Lobbying), ATTACHMENT D (Non-CollusionStatement), ATTACHMENT E (Affidavit for compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act), and ATTACHMENT F (Firearm Anti-Discriminatory Act 581 (SB 234). **Failure to comply will cause your bid to be non-responsive.**

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

7. All bids shall be accompanied by a bid security in the form of a valid 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 correct bid security is attached.

8. **If submitting a bid electronically, then 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 the bonding company cannot validate within this timeframe, the bid may be awarded to next lowest responsive bidder. Cashiers' 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.**

9. A performance bond in the amount of one thousand dollars ($1,000.00) will be required from the successful bidder.

10. **Prices on this bid must be valid upon Bid award through, at a minimum, June 30, 2027.** Bids may be extended for up to three (3) additional one-year terms if both parties agree to do so.

11. 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.

12. **If bidding equipment, supplies, or products other than as specified**, complete manufacturer's detailed specifications must be part of your bid including model numbers, catalog cuts, and descriptive literature. Any deviation from the specifications shall be stated as part of bid. **Failure to comply may cause your bid to be rejected.**

13. Bidders may bid on the entire list of supplies or any individual item or any combination of items other than those specified on the bid form. All bids shall include the brand name and stock/model/item number of the item being bid.

14. All equipment, supplies or products provided to STPSB shall be "brand new;" in virgin condition, unused, unopened, undamaged, in its original manufacturers packaging as would be found in a retail store. Under no circumstance may a product provided to the STPSB be refurbished, reconditioned, "like new" or previously used in any way. If the STPSB determines a product to be anything other than "brand new," vendor will be deemed in breach of bid terms and bid award may be revoked and awarded to the next lowest bidder.

15. **Delivery is to be Freight on Board (FOB) destination**. The STPSB will not be responsible for items lost or damaged in transit or additional shipping and/or freight charges.

16. Successful bidder(s) will be required to mark all shipments/deliveries with the purchase order number clearly visible on the exterior of each container. A packing slip must be furnished with each shipment listing the purchase order number, stock/item number and description of each item and the quantity ordered.

17. 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). 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.

18. Items will be ordered via purchase order on an "as needed" basis. Items bid with a minimum order of quantities will not be considered.

19. Federal funds may be used to make purchases from this bid. As such, ATTACHMENT A "Contract Provisions for Procurement Contracts" will be applicable and shall be considered part of the bid documents.

20. 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.

21. 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.

22. The School Board further reserves the right to adjust quantities by increasing or decreasing and to reject any and all bids when in the best interest of the School Board.

23. Successful bidder(s) must maintain designated account representative to assist with orders, billing, shipping, incorrect pricing, operations, etc. If representative vacates their position, successful bidder(s) must assign a new representative and notify the STPSB in writing at purchasing@stpsb.org within fifteen (15) days of change.

24. Invoice(s) must be those of the successful bidder and must show the purchase order number, complete unit description, quantity ordered, quantity delivered, quantity billed for, unit price and total amount along with any discontinued and/or unavailable items. Items being invoiced must match the purchase order. (i.e. unit/item description, quantity delivered, quantity ordered, unit price)

25. Credits must be applied to original invoice and purchase order must be referenced.

26. Invoice(s) shall be submitted to the St. Tammany Parish School Board, Accounts Payable Department, 321 North Theard Street, Covington, LA 70433 OR invoices may be emailed to Accounts.Payable@stpsb.org.

27. Questions regarding this bid can be made via email to purchasing@stpsb.org.

28. 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 Central Standard Time (CST) on Tuesday, July 7, 2026.

FRANK A. JABBIA
Superintendent

ATTACHMENT A

St. Tammany Parish Public School Board Contract Addendum

Louisiana recently enacted new requirements that govern the collection, disclosure and use of personally identifiable information of students. The new laws include increased contract requirements between schools or districts and anyone entrusted with such personally identifiable information. The items listed below are specific requirements necessary for any contract that governs the release of student information.

Sensitive information must be protected at a level that can ensure that only those who are authorized to view the information are allowed access (secure passwords, encryption, etc.) The vendor's network must maintain a high level of electronic protection to ensure the integrity of sensitive information and to prevent unauthorized access in these systems. Regular review of the protection methods used and system auditing are also critical to maintain protection of these systems. Vendor agrees to protect and maintain the security of data with protection security measures that include maintaining secure environments that are patched and up to date with all appropriate security updates as designated by a relevant authority.

In order to ensure that only appropriate individuals and entities have access to personally identifiable student data, organizations must implement various forms of authentication to establish the identity of the requester of the information with a level of certainty that is commensurate with the sensitivity of the data. Each organization must individually determine the appropriate level of assurance that would provide, in its specific environment, reasonable means of protecting the privacy of student data it maintains. No individual or entity should be allowed unauthenticated access to confidential personally identifiable student records or data at any time.

The individual, vendor or entity shall implement appropriate measures designed to ensure the confidentiality and security of personally identifiable information, protect against any anticipated access or disclosure of information, and prevent any other action that could result in substantial harm to St. Tammany Parish Public School Board or any individual identified with the data or information in vendor's custody.

Vendor agrees that any and all St. Tammany Parish Public School Board personally identifiable student data will be stored, processed, and maintained solely on designated servers and that no St. Tammany Parish Public School Board data at any time will be processed on or transferred to any portable or laptop computing device or any portable storage medium, unless that storage medium is in use as part of the vendor's designated backup and recovery processes. All servers, storage, backups, and network paths utilized in the delivery of the service shall be contained within the states, districts, and territories of the United States unless specifically agreed to in writing by a St. Tammany Parish Public School Board employee with signature authority.

Vendor agrees that any and all data exchanged shall be used expressly and solely for the purposes enumerated in the Original Agreement or Contract. Data shall not be distributed, repurposed or shared across other applications, environments, or business units of vendor. As required by Federal and State law, vendor further agrees that no data of any kind shall be revealed, transmitted, exchanged or otherwise passed to other vendors or interested parties.

St. Tammany Parish Public School Board Contract Addendum

Vendor agrees that, as required by applicable state and federal law, auditors from state, federal, St. Tammany Parish Public School Board, or other agencies so designated by the School System, shall have the option to audit the outsourced service. Records pertaining to the service shall be made available to auditors and St. Tammany Parish Public School Board during normal working hours for this purpose.

Vendor agrees to comply with the Louisiana Database Breach Notification Law (Act 499) and all applicable laws that require the notification of individuals in the event of unauthorized release of personally identifiable information or other event requiring notification. In the event of a breach of any of the vendor's security obligations or other event requiring notification under applicable law, vendor agrees to notify St. Tammany Parish Public School Board immediately and assume responsibility for informing all such individuals in accordance with applicable law and to indemnify, hold harmless and defend St. Tammany Parish Public School Board and its employees from and against any claims, damages, or other harm related to Notification Event.

The vendor agrees that upon termination of this Agreement it shall return all data to St. Tammany Parish Public School Board in a useable electronic form, and erase, destroy, and render unreadable all St. Tammany Parish Public School Board data in its entirety in a manner that prevents its physical reconstruction through the use of commonly available file restoration utilities, and certify in writing that these actions have been completed within 30 days of the termination of this Agreement or within 7 days of the request of an agent of St. Tammany Parish Public School Board, whichever shall come first.

Vendor and St. Tammany Parish Public School Board acknowledge that unauthorized disclosure or use of the protected information may irreparably damage St. Tammany Parish Public School Board in such a way that adequate compensation could not be obtained from damages in an action at law. Accordingly, the actual or threatened unauthorized disclosure or use of any protected information shall give St. Tammany Parish Public School Board the right to seek injunctive relief restraining such unauthorized disclosure or use, in addition to any other remedy otherwise available (including reasonable attorney fees). Vendor hereby waives the posting of a bond with respect to any action for injunctive relief. Vendor further grants St. Tammany Parish Public School Board the right, but not the obligation, to enforce these provisions in vendor's name against any of vendor's employees, officers, board members, owners, representatives, agents, contractors, and subcontractors violating the above provisions.

Vendor must have established and implemented a clear data breach response plan outlining organizational policies and procedures for addressing a potential breach, which is an essential step in protecting the privacy of student data. Prompt response is essential for minimizing the risk of any further data loss and; therefore, plays an important role in mitigating any negative consequences of the breach, including potential harm to affected individuals. A data breach is any instance in which there is an unauthorized release or access of personally identifiable information or other information not suitable for public release. This definition applies regardless of whether an organization stores and manages the data directly or through a contractor, such as a cloud service provider.

St. Tammany Parish Public School Board Contract Addendum

A vendor's audit strategy will require the following actions to protect and retain audit logs. The storing of audit logs and records on a server separate from the system that generates the audit trail. Access to audit logs must be restricted to prevent tampering or altering of audit data. Retention of audit trails must be based on a schedule determined collaboratively with operational, technical, risk management, and legal staff.

Vendor is permitted to disclose Confidential Information to its employees, authorized subcontractors, agents, consultants and auditors on a need to know basis only, provided that all such subcontractors, agents, consultants and auditors have written confidentiality obligations to vendor and St. Tammany Parish Public School Board.

The confidentiality obligations shall survive termination of any agreement with vendor for a period of fifteen (15) years or for so long as the information remains confidential, whichever is longer and will inure to the benefit of St. Tammany Parish Public School Board.

This contract addendum amends any prior agreement or contract between The St. Tammany Parish Public School Board or individual school(s) and _____ (Company Name) and is effective as of _____ (Date).

Authorized Representative Signature	Authorized Representative Signature
Frank J. Jabbia	
Authorized Representative Name (Please Print)	Authorized Representative Name (Please Print)
Superintendent	
Title	Title
St. Tammany Parish School Board	
Company	Company
November 23, 2020	
Date	Date

ATTACHMENT B

DEBARMENT AND SUSPENSION CERTIFICATION FORM
(REQUIRED)

INSTRUCTIONS TO BIDDERS FOR COMPLETING CERTIFICATION FORM

NOTE: Each responsive bidder must include this certification statement with its bid on each contract equaling or exceeding $25,000 or any contract for audit services regardless of amount.

1. By signing and submitting this form, the prospective lower tier participant is providing the certification set out on the reverse side in accordance with these instructions.

2. The certification in this clause is a material representation of fact upon which reliance was placed when this transaction was entered into. If it is later determined that the prospective lower tier participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

3. The prospective lower tier participant shall provide immediate written notice to the person to whom this proposal is submitted if at any time the prospective lower tier participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.

4. The terms *covered transaction, debarred, suspended, ineligible, lower tier covered transaction, participant, person, primary covered transaction, principal, proposal,* and *voluntarily excluded,* as used in this clause, have the meanings set out in the Definitions and Coverage sections in accordance with the OMB guidelines of 2 CFR 180 that implement Executive Order 12549 and 12689. (Contact the person to whom this proposal is submitted for assistance in obtaining a copy of those regulations.)

5. The prospective lower tier participant agrees by submitting this form that, should the proposed covered transaction be entered into, it shall not knowingly enter into any lower tier covered transaction with a person who is debarred, suspended, declared ineligible, or voluntarily excluded from participation in this covered transaction, unless authorized by the department or agency with which this transaction originated.

6. The prospective lower tier participant further agrees by submitting this form that it will include this clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transaction" without modification in all lower tier covered transactions and in all solicitations for lower tier covered transactions.

7. A participant in a covered transaction may rely upon a certification that a prospective participant in a lower tier covered transaction has not been debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless the participant knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the eligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

8. Nothing contained in the foregoing shall be construed to require establishment of a system of records in order to render in good faith the certification required by this clause. The knowledge and information of a participant is not required to exceed that which is normally possessed by a prudent person in the ordinary course of business dealings.

9. Except for transactions authorized under Paragraph 5 of these instructions, if a participant in a covered transaction knowingly enters into a lower tier covered transaction with a person who is suspended, debarred, ineligible, or voluntarily excluded from participation in this transaction, in addition to other remedies available to the Federal Government, the department or agency with which this transaction originated may pursue available remedies, including suspension and/or debarment.

Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion - Lower Tier Covered Transactions

This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 2 CFR Part 180. The regulations were published in the November 26, 2003, Federal Register (pages 66534-66566).

(BEFORE COMPLETING CERTIFICATION, READ ATTACHED INSTRUCTIONS)

(1) The prospective lower tier participant certifies, by submission of this proposal, that neither it nor its principals are presently debarred, suspended, proposed for debarment, declared ineligible, or voluntarily excluded from participation in this transaction by any Federal department or agency.

(2) Where the prospective lower tier participant is unable to certify any of the statements in this certification, such prospective participant shall attach an explanation to this proposal.

Organization Name PR/Award Number or Project Name

Name and Title of Authorized Representative

Signature Date

CERTIFICATION REGARDING LOBBYING

CERTIFICATION FOR CONTRACTS, GRANTS, AND COOPERATIVE AGREEMENTS

The undersigned certifies, to the best of his or her knowledge and belief, that:

1. No Federal appropriated-funds have been paid or will be paid, by or on behalf of the undersigned, to any person for influencing or attempting to influence an officer or employee of congress, or an employee of a member of congress in connection with the awarding of any Federal contract, the making of any Federal grant, the making of any Federal loan, the entering into of any cooperative agreement, and the extension, continuation, renewal, amendment, or modification of any Federal contract, grant, loan, or cooperative agreement.

2. If any funds other than Federal-appropriated funds have been paid or will be paid to any person for influencing or attempting to influence an officer or employee of any agency, a member of congress, an officer or employee of congress, or an employee of a member of congress in connection with this Federal contract, grant, loan, or cooperative agreement, the undersigned shall complete and submit Standard Form-LLL, Disclosure Form to Report Lobbying, in accordance with its instructions.

3. The undersigned shall require that the language of this certification be included in the award documents for all sub-awards at all tiers (including sub-contracts, sub-grants, and contracts under grants, loans and cooperative agreements) and that all sub-recipients shall certify and disclose accordingly.

This certification is a material representation of fact upon which reliance was placed when this transaction was made or entered into. Submission of this certification is a prerequisite for making or entering into this transaction imposed by section 1352, title 31, U.S. Code. Any person who fails to file the required certification shall be subject to a civil penalty of not less than $10,000 and not more than $100,000 for each such failure.

By_____ Date: _____
(Signature of Official Authorized to Sign Application)

By _____ Date: _____
(Name and Title of Authorized Official)

The bidder, _____, certifies or affirms the truthfulness and accuracy of each statement of its certification and disclosure, if any. In addition, the bidder understands and agrees that the provisions of 31 U.S.C. Chap. 38 Administrative Remedies for False Claims and Statements, apply to this certification and disclosure if any.

ATTACHMENT D

NON-COLLUSION STATEMENT

The Antitrust Division of the United States Department of Justice seeks to prevent collusion, expose monopolies, and preserve competition in public purchasing. Collusion occurs when providers of the same goods or services get together and agree to fix or set prices. In procurement, it is the most commonly known as "price-fixing" or "bid-rigging."

Vendors, by submitting this signed bid, certify that the accompanying bid is not the result of, or affected by, any unlawful act of collusion with any other person or company engaged in the same line of business or commerce, or any other fraudulent act punishable under Louisiana or United States law.

We certify that we have not, either directly or indirectly, entered into any agreement or participated in any unlawful act of collusion, no attempt has been made to induce any other person or vendor to submit or not to submit a bid; that this bid has been independently arrived at without collusion with any other bidder, competitor or potential competitor; that this bid has not been knowingly disclosed prior to the opening of bids to any other bidder or competitor; that the above stated statement is accurate under penalty of perjury.

Name of Firm _____

Complete Address of Firm _____

_____

Telephone Number _____

Signature of Authorized Representative _____

Typed Name of Authorized Representative _____

Title of Authorized Representative _____

Date _____

ATTACHMENT E

STATE OF _____

PARISH/COUNTY OF _____

AFFIDAVIT

BEFORE ME, the undersigned authority, personally came and appeared:

_____,

Who, after being duly sworn, did state and affirm the following:

1. That he/she is employed by _____ **(Company Name)** in the position of _____;
2. That _____ **(Company Name)** has submitted a Response to Request for Proposal_____ **(Number/Title of RFP)** from the St. Tammany Parish School Board; and
3. That any and all telecommunications and video surveillance equipment to be purchased in connection with the Response to Request for Proposal _____ **(Number/Title of RFP)**, if awarded to _____ **(Company Name)**, is and/or will be from a manufacturer that is in compliance with Section 889(a) of the Fiscal Year 2019 National Defense Authorization Act.

_____ _____
Signature Printed Name

_____ _____
Title Company Name

SWORN TO AND SUBSCRIBED before me, Notary Public, this ____ day of _____2022.

_____ _____
Signature Printed Name

My commission expires: _____

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