

## INVITATION FOR BIDS

TO:

FROM: Pointe Coupee Parish School Board  
P.O. Drawer 579  
New Roads, LA 70760

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ITEM: JANITORIAL/PAPER SUPPLIES

BID PERIOD: July 1, 2013 to June 30, 2014

BID OPENING: June 4, 2013 at 11:30 a.m.

Pointe Coupee Parish School Board

321 Napoleon Street , P.O. Drawer 579,

New Roads, LA 70760

At the above time and place bids will be opened and read aloud; the public is invited. All bids shall be sealed and submitted to the above address on or before the above time and date.

Enclosed are bid forms, specifications, general rules, conditions, and instructions for bidding. Bids shall be submitted only on the forms provided. **It is mandatory that you return the signed Contract Conditions (page 6), the Contract Section (Page 7), and the actual bid form.** All information on the bid form must be signed by a duly authorized representation of the firm and returned in a **SEALED ENVELOPE MARKED "BID FOR JANITORIAL/PAPER SUPPLIES (Maintenance)" indicating the date and hour of opening.** **Please find bid related materials and post electronic bids at [www.centralbidding.com](http://www.centralbidding.com).**

Prices quoted shall include handling and delivery to the School Board Warehouse located at 321 Napoleon Street, New Roads, Louisiana.

Bids submitted are binding on all bidders from July 1, 2013 through June 30, 2014. Errors in quoted prices or in preparation of the bid will not relieve the Vendor except as provided under Louisiana RS 38:2214.

INVITATION FOR BIDS

Page 2

Orders shall originate...

Where notice is required under any of the terms of the bid or contract, it shall be sent to the respective parties to this bid and contract as follows:

**SCHOOL BOARD:**      **NAME** Pointe Coupee Parish School Board  
**NAME/TITLE** Donald Fuselier/ Director of Support Services  
**ADDRESS** P. O. Drawer 579  
New Roads, LA 70760  
**PHONE** (225) 638-4437

**CONTRACTOR:**      **NAME** Nikki Klein  
**(Please Complete)**      **TITLE** BID AGENT  
**ADDRESS** ALL AMERICAN POLY  
40 TURNER PLACE  
PISCATAWAY, NJ 08854  
**PHONE** 732-752-3200 ext 1124

The Pointe Coupee Parish School Board, the Louisiana Department of Education, the United States Department of Agriculture, the Comptroller General of the United States, or any of their duly authorized representatives, may have access to any books, documents, papers and records of the contractor which are directly pertinent to this specific contract, for the purpose of making audit, examination, excerpts, and transcriptions.

Contractor shall comply with applicable federal, state, and local laws and regulations pertaining to wages, hours, and conditions of employment. In connection with contractor's performance of work under this Agreement, contractor agrees not to discriminate against any employee(s) or application(s) for employment because of age, race, religion, sex, creed, national origin, handicap or disability.

Contact Person: If you have any questions concerning this Invitation for Bid, please phone (225) 638-4437, Mr. Donald Fuselier or Yvonne David.

## GENERAL RULES, CONDITIONS AND INSTRUCTIONS TO BIDDERS

### **SECTION I: BIDS**

The date, time and place of bid openings will be shown on all Invitations to Bid.

All bids shall be sealed and submitted to the address given in the Invitation to Bid on or before the time of the bid opening.

Bids shall be submitted only on the bid proposal form provided.

All information required on the Section V: Contract Conditions and Contract Section must be supplied to constitute a regular bid.

Bids and amendments thereto received after the date and time designated for the opening of bids or received unsealed will not be considered.

The bid form must be typed or completed in ink. Any correction made by erasure or the use of correction fluid must be initialed by the person signing the bid.

Bids must be signed by a duly authorized representative of the firm and returned in a **SEALED ENVELOPE MARKED "BID FOR JANITORIAL/PAPER SUPPLIES (Maintenance)" indicating the date and hour of opening. Please find bid related materials and post electronic bids at www.centralbidding.com.**

Any notation appearing on the outside of the envelope containing the sealed bid which is intended to amend the bid in any manner will not be considered.

The bidder shall be solely responsible for the timely furnishing of bids. When bids are hand delivered a receipt shall be issued. Upon request, receipts will be issued by vendors for bids returned by other means. The prices quoted shall include handling and delivery to the School Board Warehouse.

When samples are required, they must be submitted by the vendor to the Maintenance Department at least two working days prior to the date of bid opening. Samples shall be a representative of the product to be furnished if awarded the bid.

Bids submitted are binding on all bidders for 30 days from the date of the bid opening and for the year 2013-2014 for bidders receiving bids. Errors in quoted prices or in preparation of the bid will not relieve the vendor except as provided under Louisiana RS 38:2214.

All products quoted shall have been processed and packed in accordance with good commercial practice and shall be in good condition at the time of delivery. All products shall conform in all respects to all applicable standards promulgated under the Federal Food, Drug, and Cosmetic Act in effect at the time of delivery. Safety Data sheets (MSDS) shall be submitted with each chemical product delivered and as requested.

Bids shall not include state and local sales taxes.

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 School Board Maintenance Department.

## **SECTION II: AWARDS**

Bids will be opened at the announced date, time and place of the bid opening.

Bids will be awarded BY ITEM to the lowest responsible bidder whose bid is responsive and most advantageous to the School Board. The School Board reserves the right to reject any and/or all bids, and to waive informalities.

The right is reserved to increase or to decrease the quantities, where shown, for any item or items in bid. Quantities, when listed, are estimates only; however, every effort will be made to make the estimates realistic.

When brand name or equal is specified, the School Board will be the sole determiner of product equality and all decisions as to equality will be final.

One copy of the vendor's bid proposal countersigned by a duly authorized representative of the School Board, mailed or delivered to the address given on his/her bid proposal, will be considered sufficient notice of acceptance to bid and award of the contract.

## **SECTION III: DELIVERIES**

Deliveries shall be made to the School Board Warehouse located at 321 Napoleon Street, New Roads, LA 70760 between these hours:

### **Delivery Hours:**

**7:00 - 11:00 a.m. & 1:00 - 3:00 p.m.**

Delivery trucks shall be allowed to unload within a reasonable time frame. Drivers and helpers shall deliver merchandise to the receiving area as designated by the Director of Support Services or his/her designee at the School Board Warehouse.

The Director of Support Services or his/her designee will check the number of items delivered against the requisition/purchase order and invoice at the time of delivery and the Director of Support Services or his/her designee and the delivery person will sign the appropriate forms for shortages, errors, and/or obviously damaged goods.

Deliveries shall be subject to a reweighing. Payment shall be made on the basis of net weight of materials delivered.

The vendor must give immediate notice to the Maintenance Department of inability to deliver. The Pointe Coupee Parish School Board reserves the right to cancel that portion of an order which the vendor has failed to deliver at the time specified.

If a vendor is temporarily out of stock of a particular ITEM, he/she may deliver an equal or superior product at an equal or lower price with prior approval of the Director of Support Services, respectively.

When delivered products appear to be below the grade of the products specified, the buyer reserves the right to submit the items in doubt to the nearest local or regional USDA office for official inspection and grading. The expense of the inspection shall be paid by the vendor if any article fails in any way to meet specifications.

The contractor is required to provide service described in these contract documents. Should a strike or lock out occur, the contractor is not relieved of his responsibilities to fulfill the term of the contract.

#### **SECTION IV: INVOICES AND STATEMENTS**

Successful vendors shall be required to leave duplicate packing slip with the representative who receives the items at the School Board Warehouse.

Statement shall be submitted to the School Board Office for Maintenance Department orders, no later than seven (7) days after the month in which delivery was made. Each statement shall contain a record of all purchases for the month (in chronological order with invoice number listed).

All invoices will be paid after monthly statements have been received. Any questions regarding the payment schedule should be directed to the School Board Chief Financial Officer or the Director of Support Services.

**SECTION V: CONTRACT CONDITIONS**

Repeated failure to make delivery in accordance with specifications will result in the termination of the contract and/or disqualification of the vendor until such time as she/he furnishes satisfactory evidence that future obligations can be fulfilled. Failure to render prompt service will be considered in making subsequent awards.

Contracts may be terminated at any time on thirty (30) days notice upon the mutual agreement of both parties, or at any time if the terms of the contract are violated in any way.

By the signature of its authorized representative on this document, the bidder hereby certifies that it is in compliance with Executive Order 11246, entitled "Equal Employment Opportunity," as amended by Executive Order 11375, and as supplemented in Department of Labor regulations (41 CFR Part 60), with Section 503 of the Rehabilitation Act of 1973 and with the Americans with Disabilities Act of 1990.

ALL AMERICAN POLY

NAME OF FIRM: \_\_\_\_\_

SIGNATURE OF AUTHORIZED REPRESENTATIVE: John Telli

PRINT NAME OF AUTHORIZED REPRESENTATIVE: Nikki Klein

TITLE OF AUTHORIZED REPRESENTATIVE: BID AGENT

COMPLETE ADDRESS OF FIRM: 40 TURNER PLACE 40 TURNER PLACE  
PISCATAWAY, NJ 08854 PISCATAWAY, NJ 08854

TELEPHONE NUMBER OF FIRM: 732-752-3200 ext 1124

DATE: 6/3/2013

**\*\* NOTE: IT IS MANDATORY THAT YOU COMPLETE AND RETURN THIS PAGE**

**CONTRACT SECTION:**

In compliance with the attached request for bids and subject to conditions imposed in the specifications and general rules, conditions, and instructions, the undersigned firm offers and agrees to furnish any or all items at the price set opposite each item for the period July 1, 2013 to June 30, 2014, upon award to it of this contract by the Pointe Coupee Parish School Board.

**NAME OF FIRM:** ALL AMERICAN POLY

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** *[Handwritten Signature]*

**TYPED NAME OF AUTHORIZED REPRESENTATIVE:** Nikki Klein

**TITLE OF AUTHORIZED REPRESENTATIVE:** BID AGENT

**COMPLETE ADDRESS OF FIRM:** 40 TURNER PLACE  
PISCATAWAY, NJ 08854

**TELEPHONE NUMBER OF FIRM:** 732-752-3200 ext 1124

**FAX NUMBER:** FAX# 732-752-2305

**DATE:** 6/3/2013

**OUR PURCHASE ORDER WILL FOLLOW BID AWARD.**

**NAME OF SCHOOL SYSTEM:** Pointe Coupee Parish School Board

**SIGNATURE OF AUTHORIZED REPRESENTATIVE:** \_\_\_\_\_

**TYPED NAME OF AUTHORIZED REPRESENTATIVE:** Donald L. Fuselier

**TITLE:** Director of Support Services

**COMPLETE ADDRESS:** P.O. Drawer 579, New Roads, LA 70760

**TELEPHONE NUMBER:** (225) 638-4437 (Maintenance Department)

**FAX NUMBER:** (225) 638-4238

**DATE:** \_\_\_\_\_

**\*\* NOTE: IT IS MANDATORY THAT YOU COMPLETE AND RETURN THIS PAGE**

The Pointe Coupee Parish School System does not discriminate on the basis of race, color, national origin, sex, religion, age or disability in employment or the provisions of services.

POINTE COUPEE PARISH SCHOOL BOARD  
 MAINTENANCE DEPARTMENT  
 JANITORIAL/PAPER SUPPLIES  
 JULY 1, 2013 - JUNE 30, 2014

ALL AMERICAN POLY  
 40 TURNER PLACE  
 PISCATAWAY, NJ 08854

Company \_\_\_\_\_

DATE 6/3/2013

ITEM NO.	QUANTITY	DESCRIPTION	BRAND	UNIT PRICE	TOTAL PRICE
01	125 cases (4 - 1 gallon containers)	Neutral Floor Cleaner, Hi-Tech or equal, Appearance: Blue Green Fragrance: <b>Fresh</b> pH: 7 to 8 (Submit Sample) Flash Point: None Solvents: None %Non Volatile: 4%			
02	50 cases (4 - 1 gallon containers)	Pine 32 DISINFECTANT GERMICIDAL CLEANER & DEODORANT ( Active Ingredients - Didecyl dimethyl ammonium chloride 0.94%, ammonium chloride 0.62% or equal (Submit Sample)			
03	200 cases	Bleach - Clorox, Purex or equal (1 gal. plastic containers 6 gals. per case)			
04	25 cases	Window Cleaner (ready to use), cleans all glass surface - Windex, Hunter or equal 4-1 gallon containers per case			
05	30 cases	Hand Soap, Disinfectant (Dial or equal) 4 - 1 gallon plastic cont. per case			
06	50	Soap Dispensers, Impact Clervu or Equal IMP 9330 (30oz.) 4 ½ x 4 x 6 ¼ See through tank. Accommodates liquid and lotion soaps - Meet ADA requirements (Submit Sample)			
07	20 dozen	Broom, #36 Warehouse - 5 sew 28/lb doz. 100% broom corn, wire bound, 1" diameter X 42" long for indoor and outdoor use			

ITEM NO.	QUANTITY	DESCRIPTION	BRAND	UNIT PRICE	TOTAL PRICE
08	5	Long Handle Broom			
09	30 dozen	Mops, heavy duty wet - #36 cotton 32 oz. mop on handle			
10	10	Mop Bucket/wringer combo 26 qt. Bucket, metal 16-24 oz. Wringer, side press, on 3 inch casters, dirt trap, Rubbermaid or equal NSF listed			
11	2 dozen	Dust Mop Frame (metal) 24"			
12	1 dozen	Dust Mop Frame (metal) 36"			
13	12 dozen	Dust Mop Head only 24" x 3" Washable - reusable			
14	12 dozen	Dust Mop Head only 36" x 3" Washable - reusable			
15	12 dozen	Dust Mop Head only 48" x 3" Washable - reusable			
16	2 dozen	Dust Mop Handles (Snap - On, metal)			
17	24	Dust Pan, Lobby (Plastic) Self-opening and closing lid provides simple, trouble free operation 30" handle or longer. Heavy duty for use in office areas, theaters, or other public areas.			
18	200 lbs	Floor Compound - Oil Base - 50 lb container			
19	50 cases	Garbage Liners, 12-16 gallon (24" x 33") Natural - 1000 per case 6 Micron (Submit Sample)	ALL AMERICAN POLY	17.87	893.50
20	150 cases	Garbage Liners, 44 gallon (40x48) super wt leak proof to fit 44 gallons; extra heavy duty: high density; Mobile or equal 250 per case 16 Micron (Submit Sample)	ALL AMERICAN POLY	25.71	3856.50
21	50 cases	Garbage Liners, 38 x 58 inch 1.2 mils. Black, 100 per case (4 rolls) (Submit Sample)	ALL AMERICAN POLY	15.26	763.00
22	150 cases	Paper Hand Towels, Multifold Towels 4000 towels per case (16 packages - 250 towels) 9-1/8" x 9-1/2" towel size			

ITEM NO.	QUANTITY	DESCRIPTION	BRAND	UNIT PRICE	TOTAL PRICE
23	200 cases	Paper Hand Towels, Single Fold Brown, 4020 single fold sheets per case (22) 3.4" x 11 <sup>3</sup> / <sub>4</sub> " x 8 1/8"			
24	25 cases	Paper Towels, Brown Roll (7.75 in X 800 Ft/Roll) 6 rolls per case (Submit Sample)			
25	50	Dispensers to fit the above Brown Roll Paper Towels (7.75 x 800 Ft/Roll) (Submit Sample)			
26	100 cases	Toilet Tissue – Jumbo roll 9", 2 ply, 1000'			
27	150 cases	Toilet Tissue – Single Roll – 500 Sheets 2 Ply 4.5 x 3.1 (Atlas or Equal)			
28	50	<b>Locking Double</b> Roll Toilet Tissue <b>Chrome</b> Dispenser (Submit Sample) To fit above Single Roll Tissue Impact 2501, San Jamar R260XC or equal			
29	4 cases	Brillo, SOS, or equal (State Pack)			
30	4 cases	Comet or Equal			
31	4 cases	Furniture Polish – Lemon Luster			
32	15 cases	Time Mist Air Freshener with odor counteractant, or equal Fragrance – Country Garden, Baby Powder, etc. 12 per case 6.6oz cans			
33	30 dozen	Disinfectant Fragrant Spray, (Hospital) lemon scent or equal 16 oz. can			
34	4 dozen <b>Medium</b>	Gloves – Yellow Flock Lined – for general cleaning and mild chemical handling 12" length with embossed nonslip grip 18-20 mil thick			
35	4 dozen <b>Large</b>	Gloves – Yellow Flock Lined – for general cleaning and mild chemical handling 12" length with embossed nonslip grip 18-20 mil thick			

ITEM NO.	QUANTITY	DESCRIPTION	BRAND	UNIT PRICE	TOTAL PRICE
36	4 dozen <b>X Large</b>	Gloves – Yellow Flock Lined – for general cleaning and mild chemical handling 12” length with embossed nonslip grip 18-20 mil thick			
37	100 boxes (More or less)	Gloves – Powdered latex disposable gloves, single use only, packaged 100 per box State Packaging per case <b>Size: LARGE</b>			
38	20 cases	Clorox or Equal - Disinfectant Wipe, Fresh Fragrance or Lemon, PK 12 Disinfectant Wipe, Premoistened Polypropylene Material, Sheet Size 7 x 8 In, EPA Registered, Pop Up Canister, Count 35, Package 12 (Submit Sample) <b>If different STATE PACK</b>			
39	20 cases	PURELL® Instant Hand Sanitizer (Gojo) 9659-12 Brand or Equal Kills 99.99% of most common germs that may cause illness. Works in as little as 15 seconds. No water or towels needed. Specially formulated with moisturizers to leave hands feeling soft and refreshed. Alcohol-based. 12 fluid oz. pump bottles 12 to a case <b>If different STATE PACK</b>			
40	20 Boxes	Urinal Deodorizer Screen (Wave 2.0 or Equal) Scent – Melon or Cucumber Melon Freshens for 30 days, 10 per case or state pack <b>Submit Sample</b>			
41	30	Microfiber - Dust Mop Pad Blue 5" x 48" Janilink or equal <b>Submit Sample</b>			
42	1 dozen	Dust Mop Frame (metal) 5” x 48” to fit the above microfiber dust mop pads			

**Louisiana Preference**

**Special Conditions**

**Return This Page With Bid**

If you qualify for any one of these preferences by the standards set forth in these statutes, please indicate on the form provided below.

Specify percent of preference claimed, contract item number(s) to which preference applies, the name of the producer, manufacturer or processor of supplies, and the location within Louisiana where the products(s) is/are grown, produced, harvested, processed or manufactured, as appropriate to the item.

<b>Percent of Preference Claimed</b>	<b>Item Number</b>	<b>Producer/Manufacturer/Processor</b>	<b>Louisiana Location</b>
_____	_____	_____	_____
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I certify that the above information is true and accurate and that bidder is entitled to the preference claimed.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

In order to qualify for a preference the bidder must supply the above information and the above certification must be signed.