



1433 Internationale  
Parkway  
Woodridge, IL 60517  
www.follett.com  
Tel: 800.621.4272  
Dir: 630.972.5600  
Fax: 630.972.5700

August 23<sup>rd</sup>, 2013

LPSS Purchasing Department  
113 Chaplin Drive  
Lafayette, LA 70508

**RE: Paperback Books Bid**

Follett Educational Services, (FES) is pleased to respond to your above-mentioned bid. FES is submitting the following catalog:

Supplemental Materials K-12 Catalog: FES is offering a 32% off Publisher Prices. Published prices and titles are subject to change. Please call account manager for latest pricing and availability.

Shipping & Handling Fee: No Charge  
Payment Terms: Net 30 Days

Shipped F.O.B. Destination

FES is also a major provider of *brand-new* classroom literature, reference books and test preparation materials from all leading publishers. We can supply any title currently in print.

In addition to lower prices on all your classroom book needs, you can save even more by taking advantage of **FES' Book Buy-Back Program**. This program gives you the option to convert your excess or surplus textbooks into **cash or credit** that you can apply toward all your FES purchases!

For over 130 years, FES has been the leading provider of quality pre-owned textbooks to K-12 schools and districts (the same textbooks you would otherwise buy brand new from publishers at substantially higher prices). Every pre-owned textbook we sell undergoes a thorough quality inspection and reconditioning process backed by a 100% Satisfaction Guarantee, so you can buy with confidence. FES now distributes Rand McNally educational products, including atlases, wall maps, and web-based Rand McNally Classroom.

In conclusion percentage quoted will be honored for the term of the bid. Catalogs are updated annually Fall/Winter. FES will send updated catalogs to all requesting parties.

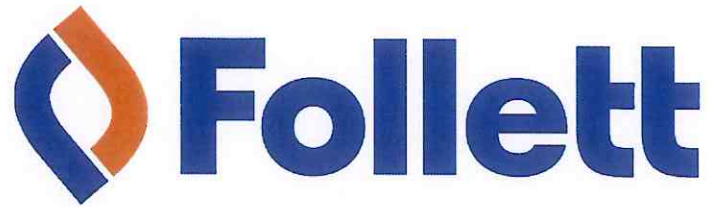
Inquiries relating to this bid should be addressed to John Fleming, 1-800-621-4272 ext. 5641 or [jfleming@follett.com](mailto:jfleming@follett.com). Inquiries relating to sales or ordering should be referred to Kathy Moushon at ext. 4191 or [kmoushon@follett.com](mailto:kmoushon@follett.com).

Thank you for this opportunity and your consideration.

Best Regards,

  
John F. Fleming  
Director

Kathy Moushon  
Inside Sales Consultant



## Product Summary Letter

Follett Educational Services, Inc (FES) has been providing quality, pre-owned textbooks to the K-12 market for over 130 years. Our inventory contains millions of books gathered from a network of customers worldwide. FES provides replacement textbooks, workbooks, teacher's editions, Advanced Placement (AP) titles or entire classroom sets.

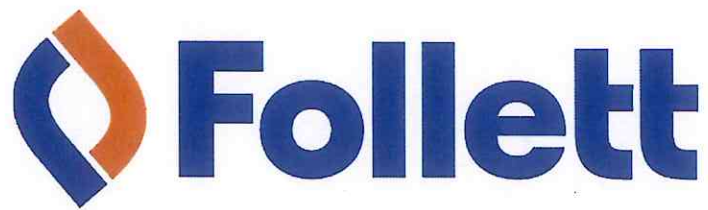
FES pre-owned textbooks undergo a comprehensive inspection, followed by a thorough reconditioning process, which includes a review of the cover, binding, text pages and signature page. FES' high quality pre-owned textbooks are a cost-effective alternative to buying the same textbooks new from publishers at much higher prices. Every book FES sells is backed by a 100% customer satisfaction guarantee.

FES is also a major provider of *brand-new* classroom literature, reference books and test preparation materials from all leading publishers. We can supply any title currently in print.

In addition to lower prices on all classroom book needs, FES customers can save even more by taking advantage of FES' Book Buy-Back Program. This program gives schools the option to convert their excess or surplus textbooks into cash or credit that they can apply toward all their FES purchases!

FES has a 100,000+ square foot warehouse. It houses 5,000,000+ books and over 48,677+ titles with a value of \$35,000,000 of inventory. FES also has a dedicated Inside Sales Consultant that will help you with all your needs.

Your dedicated Inside Sales Consultant will be there for you from the time your order is placed to the time your order is delivered. Inside Sales Consultant will handle and discrepancies to assure all your needs are met.



## **Guarantee and Return Policy**

Follett Educational Services, Inc (FES) will guarantee your complete satisfaction with the quality of our products. Every FES pre-owned textbook undergoes a thorough and detailed inspection and reconditioning process. FES will accept returns on all books within 60 days of date of purchase.

### **Customer Error**

- FES will accept returns due to customer error. Customers are asked to obtain authorization and complete the return within 60 days of the original invoice date.
- All books and classroom materials returned must be in the same condition as they were originally shipped.
- Premium Textbooks, Reference Books, Test Preparation Materials, Playaways, Paperback Novels and Literature Guides must be in original publisher condition.
- A credit (good for one year from date of issuance) will be issued for all books and classroom materials.
- Original and return freight charges will be at the customer's expense.
- Merchandise purchased through a third party will be restricted to a 60 day return policy unless otherwise noted in their contract.

### **FES Error**

- FES will honor returns on any materials found to be defective or damages for a period of one year from the original invoice date. Customers are asked to obtain a return authorization.
- Books must be returned within 30 days of the date of return authorization.
- A credit (good for one year from date of issuance) will be issued for all books and classroom materials.
- Original and return freight charges will be at FES' expense



**SPECIFICATIONS AND BID FORM FOR  
PAPERBACK BOOKS, BID #03-14**

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Sealed bids will be received by the Lafayette Parish School System (LPSS) Purchasing Department, 113 Chaplin Drive, Lafayette, LA up to 2:00 pm on August 26, 2013 for Paperback Books.

All bids shall be submitted sealed to the LPSS Purchasing Department on or before the above time and date, at 113 Chaplin Drive, Lafayette, LA 70508/ P.O. Drawer 2158, Lafayette, LA 70502 with a sealed envelope plainly marked "Sealed Bid 03-14, Paperback Books, opening August 26, 2013 at 2:00 pm. ALL BIDS SHALL BE SENT BY REGISTERED OR CERTIFIED MAIL WITH A RETURN RECEIPT REQUESTED. At the above time and place bids will be publicly opened and read aloud in the Personnel Conference room.

**I. General Qualification of Bidder**

- A. All vendors submitting bids must be engaged in the regular business of book sales, either wholesale or retail.

**II. General Information**

- A. The bidder will provide a brief description of services designed to aid in the selection and ordering of books.
- B. LPSS reserves the right to return for credit any book(s) ordered which are defective or considered unsuitable after examination by appropriate school authority.
- C. The bidder will describe discount policy using publisher's list price as base.
- D. The bidder will describe billing practices to include cancellation, back orders, and credit adjustments.
- E. Bids shall be submitted without state, city, or parish taxes.
- F. Vendors shall not require a minimum order quantity.

**III. Ordering**

- A. Purchase orders will be issued as required throughout the period of this contract and will become an integral part of the resulting contract. The purchase order indicates that sufficient funds have been obligated.
- B. LPSS will be responsible for payment of books that have been ordered using a LPSS purchase order.
- C. Individual schools will be responsible for payment of books that have been ordered using a school purchase order.

**IV. Bid Award**

- A. The bidder who proposes the most advantageous discount schedule and delivery time will be awarded the book business covered herein.

**V. Delivery**

- A. Delivery is of prime importance since the majority of these books are being used as a part of the English curriculum.
- B. The successful bidder must be able to deliver within ten (10) days ARO.
- C. Bids are to include delivery to the various schools in Lafayette Parish and the LPSS warehouse.
- D. All books are to be shipped F.O.B. Destination. No freight charges are to be added to the invoice.

**VI. Invoicing**

- A. Itemized invoices are to be submitted in duplicate to the LPSS at the time of delivery of book(s).
- B. Out-of-print titles will be indicated on the invoice(s) and will be cancelled.

**VII. Contract Period**

- A. Contract period shall be from date of award to June 30, 2014.
- B. LPSS reserves the right to renew the contract at the same terms and conditions for an additional twenty-four (24) month period. Renewal option will be renewed in twelve (12) month periods.

**VIII. Interpretation of Bid**

- A. Any questions pertaining to this bid shall be submitted, in writing, to:  
Lee Francis  
Purchasing Agent  
PO Drawer 2158  
Lafayette, LA 70502  
337-521-7329  
337-233-0782 (fax)

**BID PROPOSAL FORM, BID #03-14**

**Brief description of services:** FES has access to State Reading Lists to assist in choosing titles. You can access our website at [www.follett.com](http://www.follett.com).

**Brief description of billing practices:** FES provides an a invoice with every order that will contain information on backorders, out of stock, cancellation and credit adjustments. Your dedicated Inside Sales Consultant can you help with all your needs.

**Discount from Publisher's List Price:** 32% off Publisher Prices - see cover letter

**Delivery Time ARO:** 5-10 business days


**Envelope containing bid should be marked on the outside "Sealed Bid—Paperback Books—#03-14 Opening August 26, 2013 at 2:00 pm.**

The bidder acknowledges receipt of addendum:

No.1 DATED \_\_\_\_\_ No.2 DATED \_\_\_\_\_ No.3 DATED \_\_\_\_\_  
No.4 DATED \_\_\_\_\_ No.5 DATED \_\_\_\_\_ No.6 DATED \_\_\_\_\_

That I have read and agree to comply with and be subject to the provisions and/or penalties involved in the "General Conditions and Instructions to Prospective Bidders" and the bid form as contained herein the bid documents.

Follett Educational Services  
Name of Firm

  
Signature of Bidder

1433 Internationale Parkway  
Address

John F. Fleming  
Typed Name of Bidder

800-621-4272  
Telephone Number

800-638-4424  
Fax Number



<p style="text-align: center;"><b>Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions</b></p>
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This certification is required by the regulations implementing Executive Order 12549, Debarment and Suspension, 13 CFR Part 145. The regulations were published as Part VII of the May 26, 1988 Federal Register (pages 19160-19211).

**INSTRUCTIONS FOR CERTIFICATION**

1. By signing and submitting this proposal, the prospective primary participant is providing the certification set out below.
2. The inability of a person to provide the certification required below will not necessarily result in denial of participation in this covered transaction. The prospective participant shall submit an explanation of why it cannot provide the certification set out below. The certification or explanation will be considered in connection with the department or agency's determination whether to enter into this transaction. However, failure of the prospective primary participant to furnish a certification or an explanation shall disqualify such person from participation in this transaction.
3. The certification in this clause is a material representation of fact upon which reliance was placed when the department or agency determined to enter into this transaction. If it is later determined that the prospective primary participant knowingly rendered an erroneous certification, in addition to other remedies available to the Federal Government, the department or agency may terminate this transaction for cause or default.
4. The prospective primary participant shall provide immediate written notice to the department or agency to which this proposal is submitted if at any time the prospective primary participant learns that its certification was erroneous when submitted or has become erroneous by reason of changed circumstances.
5. 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 of the rules implementing Executive Order 12549. You may contact the department or agency to which this proposal is submitted for assistance in obtaining a copy of those regulations (13 CFR Part 145).
6. The prospective primary participant agrees by submitting this proposal 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 entering into this transaction.
7. The prospective primary participant further agrees by submitting this proposal that it will include the clause titled "Certification Regarding Debarment, Suspension, Ineligibility and Voluntary Exclusion—Lower Tier Covered Transactions," provided by the department or agency entering into this covered transaction, without modification, in all lower tier covered transactions and in all solicitations for lower tier covered transactions.
8. A participant in a covered transaction may rely upon a certification of a prospective participant in a lower tier covered transaction that it is not debarred, suspended, ineligible, or voluntarily excluded from the covered transaction, unless it knows that the certification is erroneous. A participant may decide the method and frequency by which it determines the ineligibility of its principals. Each participant may, but is not required to, check the Nonprocurement List.

9. 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.
10. Except for transactions authorized under paragraph 6 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 may terminate this transaction for cause or default.

### CERTIFICATION

- (1) The prospective primary participant certifies to the best of its knowledge and belief that it and its principals:
- (a) Are not presently debarred, suspended, proposed for disbarment, declared ineligible, or voluntarily excluded from covered transactions by any Federal department or agency;
  - (b) Have not within a three-year period preceding this application been convicted of or had a civil judgment rendered against them for commission of fraud or a criminal offense in connection with obtaining, attempting to obtain, or performing a public (Federal, State, or local) transaction or contract under a public transaction; violation of Federal or State antitrust statutes or commission of embezzlement, theft, forgery, bribery, falsification or destruction of records, making false statements, or receiving stolen property;
  - (c) Are not presently indicted for or otherwise criminally or civilly charged by a governmental entity (Federal, State, or local) with commission of any of the offenses enumerated in paragraph (1)(b) of this certification; and
  - (d) Have not within a three-year period preceding this application had one or more public transactions (Federal, State, or local) terminated for cause or default.
- (2) Where the prospective primary participant is unable to certify to any of the statements in this certification, such prospective primary participant shall attach an explanation to this proposal.

Business Name Follett Educational Services

Date 8/23/13

By John F. Fleming - Director  
Name and Title of Authorized Representative

  
Signature of Authorized Representative



## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.6/7/10

(Bidder: The general rules and conditions that follow apply to all purchases and become a definite part of each formal invitation to bid, purchase order or other award issued by the Lafayette Parish School Board, unless otherwise specified. Bidders are expected to fully inform themselves as to the conditions, requirements, and specifications before submitting bids: failure to do so will be at the bidder's own risk and he cannot secure relief on the plea of error).

### INSTRUCTIONS

#### SUBMITTING OF SEALED BIDS

**A. Option 1 - Electronic Bids Submitted Online:**

Electronic bids may be submitted online at [www.centralauctionhouse.com/rfp.php?cid=87](http://www.centralauctionhouse.com/rfp.php?cid=87).

**Option 2 - Sealed Bid Envelope:**

1. The bidder shall be solely responsible for the timely furnishing of bids. In order to guarantee the timely furnishing of bids, the bid must be returned by certified, registered mail with a return receipt requested, or hand delivered. The LPSB will not accept responsibility or guarantee the timeliness of bids received by any other means.
2. All bids must be received in the envelope provided with the invitation to bid or in an envelope labeled as follows: "SEALED BID". Bid/Project Description, Bid Number, Opening Date and Time, Bidder's Company Name and contractor's number (if applicable toward public works project). The LPSB shall not be responsible if a bid is not received due to lack of improper labeling of the envelope.
3. Bid shall be submitted under separate cover. The Board shall not be responsible for bid if not submitted under separate cover.

**B. Bid Forms:**

1. Bids must be submitted on the forms furnished in the bid package.
2. **Signature:** Bid forms must be signed in ink. Typed, printed or stamped names shall be reason to reject the bid. An unsigned bid shall be considered a "**NO BID**".
3. The forms should not be detached from the specifications of which it forms a part.
4. **Completeness:**
  - a. All information required in the bid must be supplied to constitute a proper bid.
  - b. On lines provided, the bidder must insert the manufacturer's brand name and identifying numbers along with any other information necessary to sufficiently identify the article(s) offered. Failure to do so may prevent consideration of the item bid.
  - c. Failure on the part of any bidder to supply all required information shall be cause to reject said bid from consideration.

<b>GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.6/7/10</b>
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5. **Place, Date and Hour:**

- a. All bids shall be submitted to the location specified.
- b. The bid form designates the date and hour of the bid opening. Bids shall be received until the stated date and time: bids arriving after the started date and time **will not be considered**. The responsibility for timely delivery of bids rests solely with the bidder.

6. **Response to Invitations:** In the event you cannot submit a bid, please return the bid package with an explanation why you are unable to bid on these requirements. The large number of firms on the bid list makes it necessary to delete from the "NOTIFICATION TO BID LIST" bidders who fail to respond to three successive invitations to bid.

7. **Bid Response:** More than one offer from an individual, firm, partnership, corporation or association under the same or different name will be rejected. **Bidders shall offer only ONE ITEM AND PRICE for each line item bid.** No alternatives will be accepted, unless requested by the LPSS. If an "equivalent" item is to be bid, the bidder must select the brand and model that is functionally equivalent to the specified item and submit his bid for that item. A discount price offered for a quantity purchase of the same manufacturer and model would not be considered a limitation; however, only the unit price requested will be considered in award.

C. **Specifications:**

1. Specifying of certain brand, catalog number, make or manufacturer is to denote the quality, type and standard of the article desired that has been cited as meeting the needs of the Lafayette Parish School Board; however, bids are invited that are comparable products that would equally satisfy requirements stated herein.
2. Articles offered must be new merchandise (unless specifically excepted) and must be of equal or superior grade.
3. **Questions Regarding Specifications:** Any information relative to interpretation of specifications and drawings shall be requested of the Board in writing. Any interpretation made to prospective bidders will be expressed as an addendum to the specifications which, if issued, will be sent to all prospective bidders no later than three (3) days before the date set for opening of bids. Oral answers will not be binding on the Board.

D. **Technical Data:**

1. **COMPLETE MANUFACTURER'S SPECIFICATIONS MUST ACCOMPANY ALL BIDS WHEN BIDDING AN ALTERNATE. FAILURE TO SUBMIT COMPLETE MANUFACTURER'S SPECIFICATIONS WILL BE REASON TO REJECT THE BID.**
2. All deviations from the specifications must be noted in detail by the bidder, in writing, at the time of submittal on the formal bid where specified. The absence of a written list of specification deviations at the time of submittal of the bid will hold the bidder strictly accountable to the Lafayette Parish School Board to the specifications as written.



<b>GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.6/7/10</b>
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E. **Bid Samples:** When required as stated in the Bid Proposal. (May be required after bid opening for evaluation purposes.)

1. **Submittal:** Samples shall be submitted to the Lafayette Parish School Board Purchasing Department, at the same location as the bid opening, **no later than the date and our of the bid opening.**
2. **Identification:** Each sample shall be identified with the bidder's name, bid number, bid item number, product trade name and identification (catalog number, model number, etc.), and/or as otherwise indicated in the bid invitation forms.
3. **Payment for Samples:** The Board will buy no samples and will assume no-cost incidental thereto. When samples are requested, they must be sent prepaid and within the specified time.
4. **Return of Samples:** Samples not destroyed in testing must be claimed by bidders within fourteen (14) days after bid award date. The Board will assume no responsibility for samples not claimed within the time specified, and it will pay for no samples damaged in testing.
5. **Rejection:** Failure to provide requested sample within specified time may result in forfeiture of award.
6. **Demonstration/Evaluation:** The Board reserves the right to request a demonstration in order to properly evaluate any item(s) on the bid. Failure to demonstrate as requested without reason acceptable to the Board shall be reason to reject the bid.

F. **Warranty:**

1. Bidder guarantees to replace or repair at his expense all materials of his supply found to be defective within one (1) year from the day of delivery where such defects are due to defective materials and/or workmanship. This is to include any freight/delivery charges required for shipping to or from the particular Lafayette Parish School Board facility.
2. Warranty repair/service for equipment will be performed at the school when possible.

G. **Asbestos:**

No asbestos material or asbestos containing material shall be a part of or included in any product sold or furnished to the Lafayette Parish School Board by any person or supplier.

H. **Non-Collusion:**

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

I. **Freight:**



## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.6/7/10

Delivery is to be made to the location(s) listed in the bid. All bid prices are to include delivery to the specified location(s). (F.O.B. destination).

### J. Taxes:

In accordance with Act 1029, effective September 1, 1991, the Lafayette Parish School Board is exempt from Sales Tax on all purchases.

### K. Evaluation of Offers:

1. The Lafayette Parish School Board, in making its award, will consider the lowest responsive bidder. The Lafayette Parish School Board reserves the right to reject any and/or all bids.
2. **Bids for All or Part:** With the exception of public works projects, the Board reserves the right to award on an "ALL-OR-NONE" and/or partial basis whichever is in the best interest of the Lafayette Parish School Board. Bidder may restrict his bid to consideration as "ALL-OR-NONE" by so stating, but shall give a unit price for each item; any bid in which the bidder names a total price for all the articles without quoting a price on each item shall be rejected.
3. **Cash Discounts:** Cash Discounts, if offered, will be taken in consideration in determining the low bid. **DISCOUNTS OF LESS THAN THIRTY (30) DAYS WILL NOT BE CONSIDERED IN MAKING AN AWARD.** Beginning date of discount period shall be determined by date of invoice or date of delivery of merchandise whichever occurs first.
4. All items listed in this solicitation will be awarded on the basis of a firm fixed price.
5. **Errors in Bids:** Bids containing errors may be withdrawn by the contractor in accordance with L.R.S. 38:3314.C. Erasures or changes in bids must be initialed.
6. **Tie Bids:** Tie bids will be decided on the basis of drawing lots, unless only one instate vendor is involved. In these cases, preference will be given to the instate vendor as provided for in L.R.S. 38.2225.C.
7. **Ability & Experience:** Considerations used for determining bidder responsibility include "financial ability, skill, integrity, business judgement, experience, reputation, quality of previous work on contracts, and any other similar factors bearing on bidders' ability to successfully perform the contract". Each proposal will receive equal consideration and special attention directed to the contractor's qualifications as provided for in L.R.S. 38.2216.C (2) (a).

### L. Purchases Without Bid Security, Contracts & Performance (Delivery) Security

1. **Failure to Perform:** In the event a successful bidder fails to perform (deliver) on an awarded bid and no bid security and/or performance securities were required, the Board shall declare the bidder in default. The Board then has the option of excusing the bidder if it determines good cause exists or it may require a penalty as liquidated damages. In the event a penalty is directed,

## GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.6/7/10

it shall be the Board's option to invoke the following:

- a. Payment to the Board in the amount equal to the difference between the unit price bid times the quantity on an item to item basis of that of the successful bidder and the next responsible low bidder(s) and/or
- b. If it becomes necessary to re-bid, payment to the Board in the amount equal to the difference between the unit price times the quantity on an item basis of that of the successful bidder on the original bid and that of the lowest responsible bidder(s) on the re-bid.

### M. Change or Withdrawal of Bids:

1. **Change or Withdrawal Prior to Bid Opening:** Should any bidder desire to change or withdraw his bid he shall do so prior to the date and hour of the opening.
2. **Withdrawal After Bid Opening-But Prior to Bid Award:** No bid may be withdrawn after the scheduled closing time for receipt of bids for sixty (60) calendar days, except as provided in Section 2214 of L.R.S. Title 38, which states the bidder shall give notice in writing of his claim of right to withdraw his bid within forty-eight hours after the conclusion of the bid opening procedure.

### N. Rejection of Bids:

The Board reserves the right to reject any and all bids for just cause. In accordance with L.R.S. 38:2212(1)(1)(b) those stated in the advertisement for bids, and those requirements in the bid packet shall not be considered informalities and shall not be waived by any public entity.

### O. Award & Acceptance:

1. **Bid Tabulation:** Copy of bid tabulation may be received upon written request and by submitting a stamped, self-addressed envelope.
2. If awarded, the LPSS will award the contract to the lowest responsive and responsible bidder. The LPSS reserves the right to award the contract in the aggregate or to make a split award to more than one bidder, whichever is in the best interest of the public.
3. **Notice of Acceptance:** A written award in the form of a purchase order, contract, written notice of award of any combination of these three to the successful bidder shall be deemed to result in a binding contract for the purchase of materials or supplies without further action by either party as provided for in L.R.S 38:2216.B. If the bid and resulting award regards the construction of doing of any public works, a written contract must be entered into according to L.R.S. 38:2216.A(1).

### P. Delivery Provisions:

1. Shipment is not to begin until receipt of the purchase order or other notification by the Purchasing Agent to proceed. All deliveries of products shall be made within 45 days ARO designated, freight prepaid. At the time delivery is made an authorized agent must sign a dray



<b>GENERAL CONDITIONS AND INSTRUCTIONS TO BIDDERS Rev.6/7/10</b>
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receipt.

2. **Responsibility of Materials Shipped:** Successful bidder shall be responsible for the materials or supplies until they are delivered to the location(s) specified in the bid specifications. If materials or supplies are rejected they must be removed by and at the expense of the bidder promptly after notification of rejection.
3. **Inspections:** Inspection and acceptance of goods will be made after delivery.
4. **Time of Delivery:** Deliveries will be accepted between 8:30 A.M. and 2:30 P.M.
5. **Packing Slips or Delivery Tickets:** **ALL SHIPMENTS OR DELIVERIES** shall be accompanied by Packing Slips or Delivery Tickets, and contain the following information:
  - a. Purchase Order number,
  - b. Name of the article and stock number (Supplier's),
  - c. Quantity ordered,
  - d. Back orders,
  - e. Name of the vendor.

**Q. Excluded Parties:**

Bidders shall complete and sign the "Certification Regarding Debarment, Suspension, and Other Responsibility Matters Primary Covered Transactions" Form. This form must be included with the bid proposal.

**BIDDERS ARE CAUTIONED THAT FAILURE TO COMPLY WITH THESE CONDITIONS SHALL BE CONSIDERED SUFFICIENT REASON FOR REFUSAL TO ACCEPT THE GOODS.**

**The Special Case of Meals:**

Contracts which relate to school lunch program are exempt from the provisions and requirements contained herein.

(SPECIAL CONDITIONS found on succeeding pages always supersede the General Conditions).

**LAFAYETTE PARISH SCHOOL BOARD  
BILLY D. GUIDRY, EXECUTIVE DIRECTOR & CHIEF FINANCIAL OFFICER**