

VERMILION PARISH SCHOOL BOARD  
220 South Jefferson Street  
Abbeville, Louisiana

INVITATION FOR BIDS

TO: Schneider Paper  
Attn: Bid Department  
4800 North St  
Baton Rouge LA 70806

FROM: Vermilion Parish School Board  
220 South Jefferson Street  
Post Office Drawer 520  
Abbeville, Louisiana 70511-0520

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ITEM: Bid 2017.622 - Janitorial Supplies for FY 2017 - 2018

BID OPENING Vermilion Parish School Board  
216 South Jefferson Street - Annex Building  
Abbeville, Louisiana 70510

Thursday, June 8, 2017 @ 2:00 P.M.

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GENERAL CONDITIONS AND INSTRUCTION TO BIDDERS

I. SUBMITTING OF BIDS:

- A. **BID FORM:** Bids must be submitted on the forms furnished by the Board. All blank lines provided on the BID FORM must be acknowledged by bid quote or N/A designation to be considered.
- B. **BID ENVELOPES:** Bids are to be placed in an addressed envelope. All bidders shall address envelopes to the Vermilion Parish School Board plainly marked "Bid 2017.622 - Janitorial Supplies for FY 2017 - 2018, Thursday, June 8, 2017 at 2:00 P.M."
- C. Only one bid should be submitted in each envelope. Those bids delivered by an express mail service (Federal Express, UPS Overnight, etc.) must contain the sealed bid envelope within the carrier's larger packet. The mail service pack/envelope is only a carrier, and is not considered the sealed bid envelope.
- D. All bids should be mailed or hand delivered to Rosslyn Delcambre, Purchasing Agent, Vermilion Parish School Board, 220 South Jefferson Street, P. O. Drawer 520, Abbeville, Louisiana, 70511-0520 or submitted online @[www.centralbidding.com](http://www.centralbidding.com). Written receipts for bids will be issued according to law.

Bids will be accepted until 2:00 P.M., Thursday, June 8, 2017; late bids arriving after the stated date and time will not be considered. Bid Samples must be packaged and sent in separate envelopes or boxes that are clearly marked. (See submitting of Bid Samples below.)

- E. All items will be purchased individually. Any bidder may bid on one or all items. On the Bid Form the bid amount quoted for the unit price shall be in accordance with the information listed on the Item Description Sheet for that product.
- F. 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.
- G. Bids are to be submitted without State, City or Parish Sales and Used Taxes.
- H. **NON-RESIDENT FIRMS:** Before any invoices shall be paid to any non-resident firm, a statement in writing shall be submitted by the vendor to the effect that vendor "has paid all taxes duly assessed by the State of Louisiana and its political subdivisions, including franchise taxes, sales taxes, and all other taxes for which it is liable to the State and its political subdivisions."

## II. SUBMITTING OF BID SAMPLES

- A. Conditions for Requirements: Bidders shall submit samples as specified on the Bid Proposal Form to the Vermilion Parish School Board, Purchasing Department, 220 South Jefferson Street, Abbeville, Louisiana, no later than 2:00 P.M., Thursday, June 8, 2017. Any product currently used by Vermilion Parish School Board that was purchased within the last 365 days may constitute as samples for bid consideration. Samples purchased more than one year shall not be considered a sample for bid proposal - new sample as specified will be requested. Failure to supply bid samples as specified may be the sole reason for bid rejection.
- B. The Vermilion Parish School Board reserves the right to request samples of items after the bid opening where not called for in the specifications if necessary to establish quality.
- C. Bidders should understand clearly that substitutes offered must be proven beyond any reasonable doubt to be equal to specified brands. The Vermilion Parish School Board does not accept responsibility for proving that the substitute is not equal and will not risk getting inferior products.

- D. **IDENTIFICATION:** Each sample must reflect the same product that will be shipped, if awarded. Each sample will be identified with the bidder's name, bid number and product trade name as indicated on the bid proposal form.
- E. **Purchase Of Samples:** The Board will buy no samples and will assume no cost incidental thereto.
- F. Samples submitted shall be considered as part of the bid, and no sample can be withdrawn or changed within thirty (30) days after bid opening or until bid is awarded. Bidders wishing to claim their samples can do so once bids have been awarded.
- G. **RETURN OF SAMPLES:** Samples not destroyed in testing may be claimed by bidders after the bid award date. Also, the board will not assume responsibility for any bid samples not claimed within 14 days of the bid award date.

### III. ITEM SPECIFICATION

- A. Wherever the name of a certain brand, make, manufacturer, or definite specification is utilized they are used only to denote the quality standard of product desired and they do not restrict bidders to the specific brand, make, manufacturer, or specification names; they are used only to set forth and convey to prospective bidders the general style, type, character, and quality of product desired; and equivalent products will be acceptable.
- B. Should a bidder be awarded a contract to supply one or more items, the exact item described in the specifications must be supplied, unless it was clearly indicated on the bid form that a different item was bided, and the contract awarded on that substitution.

### IV. BID OPENING

The opening of bids will be for reading only. Award of the bid will be made following tabulation and evaluation by the staff for compliance with specifications.

### V. REJECTION OF BIDS

The Vermilion Parish School Board reserves the right to reject any or all bids and to waive any informality.

### VI. CHANGE OR WITHDRAWAL OF BIDS

- A. **PRIOR TO BID OPENING:** Should the bidder desire to change or withdraw his bid; he shall do so in writing, this communication to be received by the Purchasing Agent prior to date and hour of bid opening.

- B. **AFTER BID OPENING:** No bids may be withdrawn for a period of thirty (30) days following the scheduled opening date. In the event of an error on a bid form submitted, unit prices offered will prevail and totals will be adjusted if necessary. Any bid on any item should include a unit price and total price.
- C. Bids containing blatantly obvious mechanical, clerical, or mathematical errors may be withdrawn by the bidder if clear and convincing sworn, written evidence of such errors is furnished to the School Board within forty-eight (48) hours of the bid opening excluding Saturdays, Sundays, and legal holidays. If the School Board determines that the error is a blatantly obvious mechanical, clerical, or mathematical error, it shall accept the withdrawal.

#### VII. BID PRICES

- A. All bid prices shall include delivery unless otherwise specified.
- B. No invoice shall be paid before all conditions of this bid have been completed to the satisfaction of the Vermilion Parish School Board.

#### VIII. DELIVERY

- A. **PLACE, DATE and HOUR:** In order for your bid to be considered, the delivery date on all items shall be on or before **Friday, July 28, 2017**, unless otherwise stated on the bid proposal form. All awarded items should be delivered to the **Vermilion Parish School Board, 306 West Caldwell Avenue, Erath, Louisiana** between the hours of **8:00 A.M. and 1:30 P.M., Monday through Friday.**

Any item not delivered 45 days after purchase order has been issued will terminate this contract.

- B. All items are to be shipped F.O.B. destination. **"Freight Collect" shipments will be refused.**
- C. Prices must include delivery and unloading into the Vermilion Parish School Board warehouse in Erath, Louisiana. **The Vermilion Parish School Board shall not incur any freight or delivery charges under any circumstances.**
- D. Successful bidders shall notify the Vermilion Parish School Board's Maintenance Supervisor, Kip Derouen (337) 918-1016, (24) hours prior to delivery. All arrangements for unloading shall be made at that time.

No delivery will be accepted without the twenty-four (24) hour notification.

#### IX. AWARDING OF BIDS

- A. **BASIS OF AWARD:** The Vermilion Parish School Board, in making the award, will consider the quality and all-around utility as well as price and will not necessarily purchase the lowest priced item offered.
- B. **INCREASE OR DECREASE IN BID QUANTITY:** At the time of award, and with the mutual consent of Purchasing Department and the vendor, the quantity of any item(s) included in the bid maybe increased by 20% or decreased by 10%, without Board approval. Any greater increase or decrease shall require Board approval.
- C. **TIE BID:** If all other factors are equal, tie bids will be decided on the basis of drawing lots, unless only one local vendor is involved. In these cases, preference will be given to the local vendor.

#### X. MATERIAL DATA SAFETY SHEETS

- A. Labels, product brochure or technical data sheets must be submitted for all chemicals bided. Hand written information on labels or technical data sheets will not be considered. Labels and/or technical data sheets on chemical items bided shall show the complete makeup of the item. NO PRODUCT CONTAINING AMMONIA, BUTYL OR FORMALDEHYDE IN ANY FORM WILL BE CONSIDERED.

#### XI. PROCUREMENT

Signed purchase orders will be issued for items on the bid, detailing each bid item.

#### XII. INVOICES

All invoices submitted to cover the cost of goods and services purchased as a result of bid award should be dated after July 1, 2017.

CONTACT PERSON: Any questions concerning this Invitation to Bid should be directed to:

**Kip Derouen**  
**Maintenance Supervisor**

Vermilion Parish School Board  
306 West Caldwell Avenue  
Erath, LA 70533

**Telephone Number (337) 918-1016**

**XIII LOUISIANA PREFERENCE**

In accordance with the provisions of LA R.S. 38:2251, preference is hereby given to materials, supplies and provisions, produced, manufactured or assembled in Louisiana, quality being equal to articles offered by competitors outside of the State. However, it will be the bidder's responsibility to indicate on his bid response which items were (or would be) produced, manufactured, or grown in Louisiana. If not stated on original bid, bidder will not be given preference.

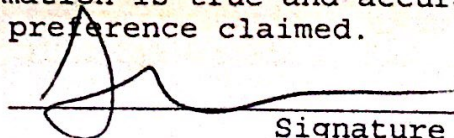
**SPECIAL CONDITIONS  
RETURN THIS WITH BID**

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 or supplier to you, and the location within Louisiana where the product(s) is (are) grown, produced, harvested, processed or manufactured, as appropriate to the item.

| PERCENT OF<br>PREFERENCE<br>LOUISIANA<br>CLAIMED | NUMBER | ITEM<br>PRODUCER/MANUFACTURER/PROCESSOR | LOCATION |
|--|--------|---|----------|
|  |        | NA                                      |          |
|  |        |   |          |
|  |        |   |          |

I certify that the above information is true and accurate and that the bidder is entitled to the preference claimed.

  
Signature

**IN ORDER TO QUALIFY FOR A PREFERENCE THE BIDDER MUST SUPPLY THE ABOVE INFORMATION AND THE ABOVE CERTIFICATION MUST BE SIGNED.**



**VERMILION PARISH SCHOOL BOARD**  
**MAINTENANCE DEPARTMENT - JANITORIAL**  
**BID SPECIFICATIONS**  
**BID 2017.622 - FISCAL YEAR 2017 - 2018**

Please note:

\*\* Indicates merchandise will not be accepted unless shrink-wrapped on pallets.

**1. PAPER TOWEL \*\***

| ITEM           | UNIT | NO. OF UNITS | DESCRIPTION   |
|----------------|------|--------------|---|
| PAPER TOWEL ** | case | 2,500        | 1. Single fold paper towel<br>2. 9-1/2" X 10-1/4" size sheet<br>3. Must dispense on at a time<br>4. No plastic wrap on towel<br>PACKAGE<br>1. Twelve (12) packs of 250 sheets per case.<br>2. Packed in cardboard boxes.<br>3. Shrink-wrapped on pallets. Will not accept if not on pallets.<br>SAMPLE<br>1. One pack of 250 sheets |

**2. JUMBO ROLL TISSUE \*\***

| ITEM                 | UNIT | NO. OF UNITS | DESCRIPTION  |
|----------------------|------|--------------|--|
| JUMBO ROLL TISSUE ** | case | 1,400        | 1. Preserve® Von Drehle Item No. 1209 or equal<br>2. Two ply<br>3. 9.0" per ply<br>4. 9.0" diameter, 3.6" wide<br>5. Core size 3.3"<br>6. 1,000 feet per roll<br>7. 12 rolls per case<br>8. 48 cases per pallet<br>9. Case cube 2.28 cubic feet<br>10. Shipping weight 24 lbs.<br>11. 100% recycled content<br>12. 45% minimum post consumer content<br>13. Needs to be green seal certified<br>14. EPA CPG compliant<br>15. LEED MR 1.1-1.3. EQ 3.4- 3.6<br>16. Manufacturer of product, description and specifications need to be provided<br>PACKAGE<br>1. Cases must be shrink-wrapped on pallets<br>SAMPLE<br>1. One roll |

VERMILION PARISH SCHOOL BOARD  
MAINTENANCE DEPARTMENT - JANITORIAL SUPPLIES

BID FORM

BID 2017.622 - FISCAL YEAR 2017-2018

| ITEM # | QUANTITY       | DESCRIPTION       | UNIT PRICE       | TOTAL                    |
|--------|----------------|-------------------|------------------|--------------------------|
| 1      | ** 2,500 CASES | PAPER TOWEL       | N/A              | Bid                      |
| 2      | ** 1,400 CASES | JUMBO ROLL TISSUE | \$17.87<br>15.75 | \$25,018.00<br>22,050.00 |

#19920  
#94568

\*\* Indicates merchandise will NOT be accepted unless shrink-wrapped on pallets.

Schneider Paper  
FIRM SUBMITTING BID

[Signature]  
SIGNATURE

4800 North Street  
ADDRESS

Baton Rouge, LA 70806  
CITY AND STATE, ZIP CODE

O: (225) 201-9739  
PHONE #/FAX #

STUART Schneider  
PRINT NAME

06-04-2017  
DATE

F: (225) 201-97897

Item #2 samples were delivered on 06-06