

STANDARD TERMS & CONDITIONS	INVITATION TO BID	
BID NUMBER: 2024-01 TIME: 11:00 AM OPEN DATE: 03/20/2023 @11:00am	BIDDER: Liberty Paper	PAGE 2
<p>6. TO ASSURE CONSIDERATION OF YOUR BID, ALL BIDS AND ADDENDA SHOULD BE RETURNED IN AN ENVELOPE OR PACKAGE CLEARLY MARKED WITH THE BID OPENING DATE AND THE BID NUMBER, OR SUBMITTED IN THE SPECIAL ENVELOPE FURNISHED FOR THAT PURPOSE</p> <p>7. BIDS SUBMITTED ARE SUBJECT TO PROVISIONS OF THE LAWS OF THE STATE OF LOUISIANA INCLUDING BUT NOT LIMITED TO L.R.S. 39:1551-1736; PURCHASING RULES AND REGULATIONS; EXECUTIVE ORDERS; STANDARD TERMS AND CONDITIONS; SPECIAL CONDITIONS; AND SPECIFICATIONS LISTED IN THIS SOLICITATION</p> <p>8. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIES COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIES THAT THIS BID IS MADE WITHOUT COLLUSION OR FRAUD. THIS BID IS TO BE MANUALLY SIGNED IN INK BY A PERSON AUTHORIZED TO BIND THE VENDOR (SEE NO. 28). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN</p> <p>9. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.</p> <p>10. CONFERENCE: IN SOME CASES, NON-MANDATORY PRE-BID CONFERENCES MAY BE HELD.</p> <p>11. BID FORMS. ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 28). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED: <u>A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND.</u> <u>B. BID FILLED OUT IN PENCIL; AND</u> <u>C. BID NOT SUBMITTED ON THE DISTRICT'S STANDARD FORMS.</u> <u>D. BIDS WITH MORE THAN ONE PRICE PER ITEM</u> BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. FAX OR EMAIL SUBMISSIONS ARE NOT ACCEPTABLE.</p> <p>12. STANDARDS OF QUALITY. ANY PRODUCT OR SERVICE BID SHALL CONFORM TO ALL APPLICABLE FEDERAL AND STATE LAWS AND REGULATIONS AND THE SPECIFICATIONS CONTAINED IN THE SOLICITATION. UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION, ANY MANUFACTURER'S NAME, TRADE NAME, BRAND NAME, OR CATALOG NUMBER USED IN THE SPECIFICATION IS FOR THE PURPOSE OF DESCRIBING THE STANDARD OF QUALITY, PERFORMANCE, AND CHARACTERISTICS DESIRED AND IS NOT INTENDED TO LIMIT OR RESTRICT COMPETITION. BIDDER MUST SPECIFY THE BRAND AND MODEL NUMBER OF THE PRODUCT OFFERED IN HIS BID. BIDS NOT SPECIFYING BRAND AND MODEL NUMBER SHALL BE CONSIDERED AS OFFERING THE EXACT PRODUCTS SPECIFIED IN THE SOLICITATION.</p> <p>13. DESCRIPTIVE INFORMATION. BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, AND TECHNICAL DATA) SUFFICIENT FOR CALCASIEU PARISH SCHOOL BOARD TO EVALUATE QUALITY, SUITABILITY, AND COMPLIANCE WITH THE SPECIFICATIONS IN THE SOLICITATION. FAILURE TO SUBMIT DESCRIPTIVE INFORMATION MAY CAUSE BID TO BE REJECTED. ANY CHANGE MADE TO A MANUFACTURER'S PUBLISHED SPECIFICATIONS SUBMITTED FOR A PRODUCT SHALL BE VERIFIABLE BY THE MANUFACTURER. IF ITEM(S) DO NOT FULLY COMPLY WITH SPECIFICATIONS (INCLUDING BRAND AND/OR PRODUCT NUMBER), BIDDER MUST STATE IN WHAT RESPECT ITEM(S) DEVIATE. FAILURE TO NOTE EXCEPTIONS ON THE BID FORM WILL NOT RELIEVE THE SUCCESSFUL BIDDER(S) FROM SUPPLYING THE ACTUAL PRODUCTS REQUESTED.</p> <p>14. BID OPENING. BIDDERS MAY ATTEND THE BID OPENING, BUT NO INFORMATION OR OPINIONS CONCERNING THE ULTIMATE CONTRACT AWARD WILL BE GIVEN AT THE BID OPENING OR DURING THE EVALUATION PROCESS. BIDS MAY BE EXAMINED WITHIN 72 HOURS AFTER BID OPENING. INFORMATION PERTAINING TO COMPLETED FILES MAY BE SECURED BY VISITING THE CALCASIEU PARISH SCHOOL BOARD DURING NORMAL WORKING HOURS. WRITTEN BID TABULATIONS WILL NOT BE FURNISHED UNLESS VENDOR HAS PROVIDED A SELF ADDRESSED STAMPED ENVELOPE IN ORIGINAL BID PACKET.</p> <p>15. AWARDS. THE CALCASIEU PARISH SCHOOL BOARD RESERVES THE RIGHT TO AWARD ITEMS SEPARATELY, GROUPED OR ON AN ALL-OR-NONE BASIS AND TO REJECT ANY OR ALL BIDS THAT ARE IN THE BEST INTEREST OF THE CALCASIEU PARISH SCHOOL BOARD.</p> <p>16. PRICES. UNLESS OTHERWISE SPECIFIED BY THE CALCASIEU PARISH SCHOOL BOARD IN THE SOLICITATION, BID PRICES MUST BE COMPLETE, INCLUDING TRANSPORTATION PREPAID TO OUR DOCK AT 3310 BROAD STREET, PRICES MUST BE FIRM FOR THE CONTRACTUAL PERIOD NOT TO EXCEED ONE CALENDAR YEAR. BIDS OTHER THAN F.O.B. DESTINATION MAY BE REJECTED. PRICES SHOULD BE QUOTED IN THE UNIT (EACH, BOX, CASE, ETC.) AS SPECIFIED IN THE SOLICITATION.</p> <p>17. DELIVERIES. BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION AS INDICATED BY THE BIDDER.</p> <p>18. TAXES. VENDOR IS RESPONSIBLE FOR INCLUDING ALL APPLICABLE TAXES IN THE BID PRICE. AS A POLITICAL SUBDIVISION IN THE STATE OF LOUISIANA IN ACCORDANCE WITH STATUTE, THE CALCASIEU PARISH SCHOOL SYSTEM IS EXEMPT FROM ALL STATE AND LOCAL SALES AND USE TAXES.</p> <p>19. NEW PRODUCTS. UNLESS SPECIFICALLY CALLED FOR IN THE SOLICITATION, ALL PRODUCTS FOR PURCHASE MUST BE NEW, NEVER PREVIOUSLY USED, AND THE CURRENT MODEL AND/OR PACKAGING. NO REMANUFACTURED, DEMONSTRATOR, USED OR IRREGULAR PRODUCT WILL BE CONSIDERED FOR PURCHASE UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION. THE MANUFACTURER'S STANDARD WARRANTY WILL APPLY UNLESS OTHERWISE SPECIFIED IN THE SOLICITATION.</p> <p>20. CONTRACT RENEWALS. UPON AGREEMENT OF THE CALCASIEU PARISH SCHOOL BOARD AND THE VENDOR, A TERM CONTRACT MAY BE EXTENDED FOR 2 ADDITIONAL 12-MONTH PERIODS AT THE SAME PRICES, TERMS AND CONDITIONS. IN SUCH CASES, THE TOTAL CONTRACT TERM CANNOT EXCEED 36 MONTHS.</p>		

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
BID NUMBER: 2024-01	Time: 11:00 AM	BIDDER: Liberty Paper	PAGE 4
OPEN DATE: : 03/20/2023 @11:00am			

EXTREMELY IMPORTANT

BIDDER IS SOLELY RESPONSIBLE FOR ENSURING THAT ITS COURIER SERVICE PROVIDER MAKES INSIDE DELIVERIES TO OUR PHYSICAL ROOM NUMBER LOCATION NOTED ABOVE. BIDS SPECIFICALLY NOT DELIVERED TO ROOM 1300 AT THE ABOVE ADDRESS BY COURIER OR USPS WILL NOT BE CONSIDERED.

BID DELIVERY DELAYS: THE CALCASIEU PARISH SCHOOL SYSTEM IS NOT RESPONSIBLE FOR ANY DELAYS CAUSED BY THE BIDDER'S CHOSEN MEANS OF BID DELIVERY. BIDDER IS SOLELY RESPONSIBLE FOR THE TIMELY DELIVERY OF ITS BID. FAILURE TO MEET THE BID OPENING DATE AND TIME SHALL RESULT IN REJECTION OF THE BID.

PUBLICIZING AWARDS: IN ACCORDANCE WITH BID PROVISIONS, UNSUCCESSFUL BIDDERS WILL BE NOTIFIED OF THE AWARD PROVIDED THEY SUBMIT WITH THEIR BID A SELF-ADDRESSED STAMPED ENVELOPE REQUESTING THIS INFORMATION.

TERMS & CONDITIONS: THIS SOLICITATION CONTAINS ALL TERMS AND CONDITIONS WITH RESPECT TO THE ITEMS HEREIN. ANY VENDOR CONTRACTS, FORMS, TERMS OR OTHER MATERIALS SUBMITTED WITH BID MAY CAUSE BID TO BE REJECTED.

THE PURCHASE ORDER IS THE ONLY BINDING DOCUMENT TO BE ISSUED AGAINST THIS CONTRACT. SIGNING OF VENDOR'S FORMS IS NOT ALLOWED.

SUBSTITUTES: ONLY BRANDS AND NUMBERS STATED IN THE AWARD ARE APPROVED FOR DELIVERY UNDER THIS CONTRACT AND ANY SUBSTITUTION MUST RECEIVE "PRIOR" WRITTEN APPROVAL OF THE SUPERVISOR OF PURCHASING, THE BUYER OR THEIR DESIGNEE.

INVOICES: INVOICES FOR ITEMS ON PURCHASE ORDERS WILL BE SUBMITTED TO THE CALCASIEU PARISH SCHOOL SYSTEM ACCOUNTS PAYABLE DEPARTMENT. INVOICES MUST INCLUDE THE PURCHASE ORDER NUMBER AND SHALL HAVE REFERENCE TO THE DELIVERY TICKET NUMBER, DELIVERY DATE, QUANTITIES, UNIT PRICES AND DELIVERY POINT. A SEPARATE INVOICE FOR EACH ORDER DELIVERED AND ACCEPTED SHALL BE SUBMITTED BY THE VENDOR IN DUPLICATE DIRECTLY TO THE ACCOUNTS PAYABLE DEPARTMENT. INVOICES SHALL SHOW THE AMOUNT OF ANY CASH DISCOUNT AND SHALL BE SUBMITTED ON THE VENDOR'S OWN INVOICE FORM.

PAYMENT: PAYMENTS TO INVOICES WILL BE MADE EITHER ON THE BASIS OF UNIT PRICE AS LISTED IN THIS CONTRACT FOR ITEMS RECEIVED ONLY. BACK ORDERED ITEMS, DAMAGED OR "PENDING" REPLACEMENT ITEMS WILL NOT BE PAID UNTIL ALL ITEMS ARE RECEIVED. THESE PAYMENTS IN NO WAY RELIEVE THE VENDOR OF HIS RESPONSIBILITY TO EFFECT SHIPMENT OF THE BALANCE OF ANY ORDER. PAYMENT WILL BE MADE TO VENDOR AT ADDRESS SHOWN ON THE ORDER. THE CALCASIEU PARISH SCHOOL SYSTEM CANNOT "SHORTY-PAY" ANY INVOICE AS IT WOULD BE IN VIOLATION OF DISTRICT ACCOUNTING POLICIES.

VENDOR LIST: THE BIDDER WHO SIGNS THE BID WILL BE DESIGNATED AS PRIME VENDOR ON ANY ASPECT OF THIS SOLICITATION. IF ADDITIONAL VENDOR DISTRIBUTORS ARE AUTHORIZED TO FULFILL IN WHOLE OR PART ANY PORTION OF THIS SOLICITATION, THE BIDDER MUST SUBMIT WITH THE BID A LIST OF THOSE ADDITIONAL AUTHORIZED AGENTS OR DISTRIBUTORS, INCLUDING THE COMPLETE BUSINESS ADDRESS. THE PRIME VENDOR WILL BE RESPONSIBLE FOR THE ACTIONS OF ANY DISTRIBUTOR AND/OR AUTHORIZED AGENTS LISTED.

CONTRACTUAL PERIOD: THE CALCASIEU PARISH SCHOOL BOARD INTENDS TO AWARD ALL ITEMS IN THIS SOLICITATION FOR AN INITIAL PERIOD NOT TO EXCEED 12 MONTHS. DELAYS IN AWARDED BEYOND THE ANTICIPATED STARTING DATE MAY RESULT IN A CHANGE IN THE CONTRACT PERIOD. IF THIS SITUATION OCCURS, AN AWARD MAY BE MADE FOR LESS THAN TWELVE (12) MONTHS.

EXTENSIONS: AT THE OPTION OF THE CALCASIEU PARISH SCHOOL SYSTEM AND ACCEPTANCE BY THE VENDOR, THIS CONTRACT MAY BE EXTENDED FOR TWO ADDITIONAL TWELVE (12) MONTH PERIODS AT THE SAME PRICE, TERMS AND CONDITIONS. TOTAL CONTRACT TIME MAY NOT EXCEED THIRTY-SIX (36) MONTHS.

QUANTITIES: THIS IS AN OPEN-ENDED REQUIREMENTS SOLICITATION. QUANTITIES SHOWN ARE BASED ON PREVIOUS USAGES OR ESTIMATES. WHERE USAGE IS NOT AVAILABLE, A QUANTITY OF ONE (1) MAY INDICATE A LACK OF HISTORY ON THE ITEM. THE SUCCESSFUL BIDDER MUST SUPPLY AT BID PRICES ACTUAL REQUIREMENTS AS ORDERED WHETHER THE TOTAL OF SUCH REQUIREMENTS IS MORE OR LESS THAN THE QUANTITIES SHOWN.

CDBG/EEOC COMPLIANCE RIDER: BY SUBMITTING AND SIGNING THIS BID, THE BIDDER CERTIFIES THAT HE AGREES TO ADHERE TO THE MANDATES DICTATED BY SECTION 3 OF THE HOUSING AND URBAN DEVELOPMENT ACT OF 1968 AS AMENDED IN SECTION 109 OF THE HOUSING AND COMMUNITY ACT OF 1974.

CERTIFICATION OF NO SUSPENSION OR DEBARMENT: BY SIGNING AND SUBMITTING THIS BID, THE BIDDER CERTIFIES THAT THEIR COMPANY, ANY SUBCONTRACTORS, OR PRINCIPALS ARE NOT SUSPENDED OR DEBARRED BY THE GENERAL SERVICES ADMINISTRATION (GSA) IN ACCORDANCE WITH THE REQUIREMENTS IN OMB CIRCULAR A-133

A LIST OF PARTIES WHO HAVE BEEN SUSPENDED OR DISBARRED CAN BE VIEWED VIA THE INTERNET AT WWW.SAM.GOV

CPSB CONTACT: max2.caldarera@cpsb.org
sandy.kramer@cpsb.org

STANDARD TERMS & CONDITIONS	INVITATION TO BID	
BID NUMBER: 2024-01 Time: 11:00 AM: 03/20/2023 @11:00am	BIDDER: Liberty Paper	PAGE 5

CONTRACT PERFORMANCE EVALUATION: IN AN EFFORT TO IMPROVE OUR SOLICITATIONS TO MEET THE NEEDS OF THE INDIVIDUALS WE SERVE, THE VENDOR'S PERFORMANCE WILL BE MONITORED. INDIVIDUAL FEEDBACK WILL BE REQUESTED REGARDING CUSTOMER SERVICE, DELIVERY, PRODUCT QUALITY, BILLING, OVERALL EFFECTIVENESS OF THE CONTRACT, AND ANY NEEDED CHANGES. THEIR RESPONSES WILL BE CONSIDERED IN DETERMINING OUR OPTIONS FOR RENEWALS OR REVISIONS AND REBIDDING.

LICENSING: BIDDERS MUST BE PROPERLY LICENSED BY THE STATE OF LOUISIANA IN ORDER TO CONDUCT BUSINESS THROUGH THIS CONTRACT. IN AREAS OF SOLICITATION WHERE NO LICENSE IS REQUIRED, BIDDER MUST BE CURRENTLY REGISTERED WITH THE STATE OF LOUISIANA, SECRETARY OF STATE CORPORATIONS DATABASE. FAILURE TO BE CURRENTLY REGISTERED MAY BE REASON FOR BID REJECTION.

PERMITTING: BY SIGNING THIS DOCUMENT, THE BIDDER ASSURES THE CALCASIEU PARISH SCHOOL SYSTEM THAT HE HAS OBTAINED ALL REQUIRED PERMITS AND OR CERTIFICATES NECESSARY TO LEGALLY PERFORM BUSINESS TRANSACTIONS WITHIN THE JURISDICTION OF THE PARISH OF CALCASIEU, AND THE STATE OF LOUISIANA

FORCE MAJEURE: THE INABILITY OF CPSB TO USE THE GOODS/MATERIALS/SUPPLIES WHICH ARE THE SUBJECT OF THIS BID BECAUSE OF A FORCE MAJEURE EVENT OR OCCURRENCE OF A FORCE MAJEURE EVENT WHICH RENDERS THE USE OF GOODS/MATERIALS/SUPPLIES BY CPSB IMPRACTICAL, SHALL BE CAUSE FOR CPSB TO TERMINATE OR CANCEL THE BID OR BID PROCESS AND/OR WITHDRAW THE ACCEPTANCE OF A BID OR AWARD OF A CONTRACT AT ANY TIME PRIOR TO PAYMENT BY CPSB PURSUANT HERETO.

.....
 END-Standard Terms & Conditions

(The following pages are Product Specifications and Pricing Sheets)

.....
ADDITIONAL SPECIFICATIONS FOR BID

See attached for product descriptions and price submission.

Prices shall include all charges (including freight and sales tax) that may be imposed in fulfilling the terms of this contract. CPSB is tax exempt.

For each item offered "as equal" to the brand name specified, each bidder is required to furnish, with his bid, catalog cuts and/or descriptive literature properly labeled with the bid and item number with full illustrations and detailed specifications. In addition, all differences in specifications from brand name must be so marked for the purpose of bid evaluation. FAILURE TO SUBMIT THE DESCRIPTIVE LITERATURE SHALL BE CAUSE FOR REJECTION OF THAT ITEM AND/OR ENTIRE BID.

All items must be inspected by franchise dealer for shipping damage and re-adjusted for maximum playing condition, prior to delivery.

All items must be fully assembled and ready to use, prior to delivery.

All items must be provided with a free cleaning kit and name tag identifying the school assignment.

Awarded bidder must be able to provide one (1) year of free repair service for each respective item. Free repair service shall apply to manufacturer's defects and any free repairs covered under the manufacturer's warranty.

All manufacturer warranties shall be honored, and each bidder must be an authorized warranty center for each manufacturer.

VENDOR PRICE SUBMISSION SHEET			INVITATION TO BID			
BID NUMBER: 2023-01			BIDDER:			PAGE 6
TIME: 10:00 AM			Liberty Paper			
OPEN DATE: 2/16/2022						
LINE NO.	COMMODITY/SERVICE DESCRIPTION	QUANTITY	UNIT	UNIT PRICE	EXTENDED TOTAL	

1	Copy Paper 8.5x11 20lb Copy Paper - June Delivery	5,880	Cases	\$ 35.30	\$ 207,564.00
2	Copy Paper 8.5x11 20lb Copy Paper - Dec Delivery	5040	Cases	\$ 35.30	\$ 177,912.00

--	--	--	--	--	--

