

NOTICE TO BIDDERS

Sealed bids will be received by the Vermilion Parish School Board, in the Annex Building Board Room, 216 South Jefferson Street, Abbeville, Louisiana or online at www.centralbidding.com until the time of each bid opening at which time the sealed bids will be publicly opened and read for the following:

Bid 2017.622 - Janitorial Supplies for Fiscal Year 2017 - 2018

OPENING: Thursday, June 8, 2017 at 2:00 P.M.

Bid 2017.623 - HVAC Supplies for Fiscal Year 2017 - 2018

OPENING: Thursday, June 8, 2017 at 2:30 P.M.

Bids must be sealed and the envelope marked accordingly:

"Bid 2017.622 - Janitorial Supplies for Fiscal Year 2017 - 2018

OPENING: Thursday, June 8, 2017 at 2:00 P.M.", or

"Bid 2017.623 - HVAC Supplies for Fiscal Year 2017 - 2018

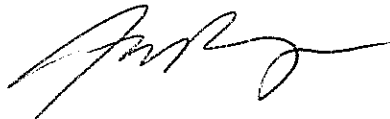
OPENING: Thursday, June 8, 2017 at 2:30 P.M."

Specifications and bid forms for the above may be obtained at the Office of the Vermilion Parish School Board, Maintenance Department (337-918-1014), located 306 W Caldwell Ave, Erath LA 70533, or Purchasing Department (337-898-5707), located at 220 South Jefferson Street, Abbeville, Louisiana 70511-0520, or online at www.centralbidding.com.

Bids submitted prior to this date and time should be properly marked on the outside of the sealed envelope and should be mailed or delivered to Rosslyn Delcambre, Purchasing Agent, Vermilion Parish School Board, 220 South Jefferson Street, P. O. Drawer 520, Abbeville, Louisiana 70510. Written receipts for bids will be issued according to law.

The Vermilion Parish School Board reserves the right to reject any and/or all bids and to waive any informalities incident thereto.

VERMILION PARISH SCHOOL BOARD



Jerome Puyau, Superintendent of Schools

PUBLICATION DATES:

May 17, and May 30, 2017

VERMILION PARISH SCHOOL BOARD
220 South Jefferson Street
Abbeville, Louisiana

INVITATION FOR BIDS

TO: Economical Janitorial & Paper Supplies Inc
Attn: Bid Department
P O Box 23607
New Orleans LA 70183-3607

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

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.

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. 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 necessary 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.**

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**

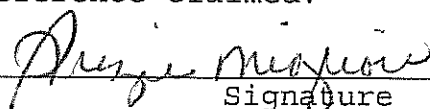
If you qualify for any one of these preferences by the standards set forth in these statutes, please indicate on the form provided below.

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 PREFERENCE LOUISIANA CLAIMED	NUMBER	ITEM PRODUCER/MANUFACTURER/PROCESSOR	LOCATION
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N/A

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.

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



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 **

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

2. JUMBO ROLL TISSUE **

<u>ITEM</u>	<u>UNIT</u>	<u>NO. OF UNITS</u>	<u>DESCRIPTION</u>
JUMBO ROLL TISSUE **	case	1,400	1. Preserve® Von Drehle Item No. 1209 or equal 2. Two ply 3. 9.0" per ply 4. 9.0" diameter, 3.6" wide 5. Core size 3.3" 6. 1,000 feet per roll 7. 12 rolls per case 8. 48 cases per pallet 9. Case cube 2.28 cubic feet 10. Shipping weight 24 lbs. 11. 100% recycled content 12. 45% minimum post consumer content 13. Needs to be green seal certified 14. EPA CPG compliant 15. LEED MR 1.1-1.3. EQ 3.4- 3.6 16. Manufacturer of product, description and specifications need to be provided PACKAGE 1. Cases must be shrink-wrapped on pallets SAMPLE 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	PK4000 ** 2,500 CASES	CASCADES H-165 PAPER TOWEL	12.10	30250.00
2	PK12 PK12 ** 1,400 CASES	CASCADES B240 ATLAS 800 JUMBO ROLL TISSUE	18.54 15.50	25956.00 21700.00

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

*Economical janitorial
and paper supplies etc*

FIRM SUBMITTING BID

P.O. Box 23607

New Orleans LA 70183-3607

ADDRESS

504-464-7166 x3110

504-465-9563

PHONE #/FAX #

Steve Migliore

SIGNATURE

NEW ORLEANS, LA 70183-3607

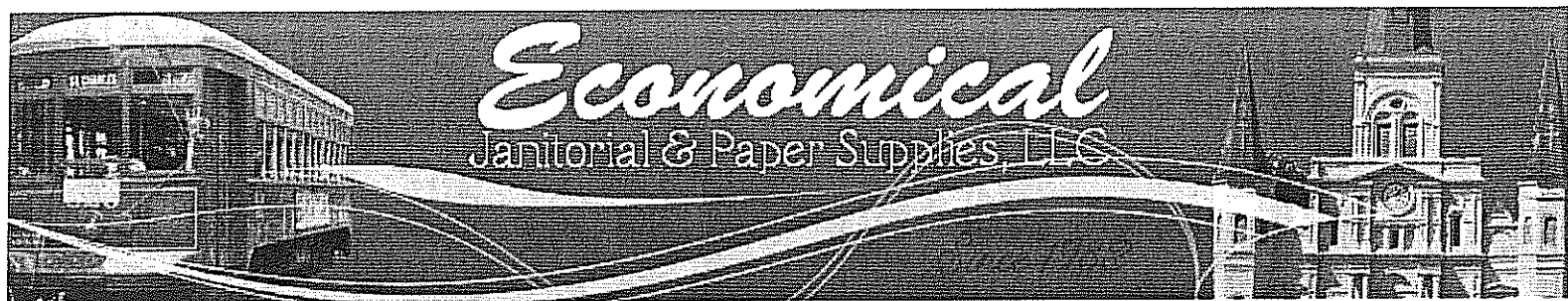
CITY AND STATE, ZIP CODE

Steve Migliore

PRINT NAME

6/3/2017

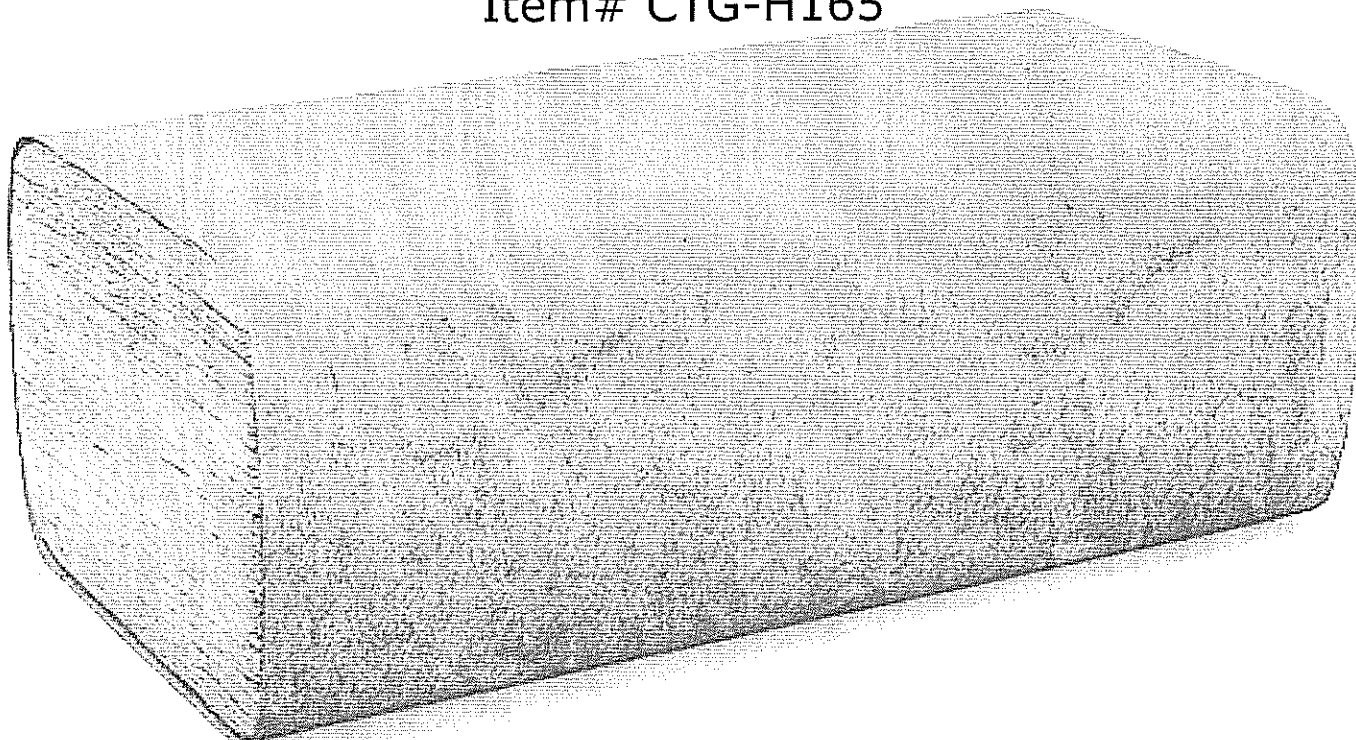
DATE



Cascades Singlefold Paper Towel

#1

Item# CTG-H165



Cascades PRO Select™ 100% recycled fiber singlefold paper towels are the economical and reliable choice for hygienic dispensing across food service, restrooms and high-traffic public venues.

Cascades singlefold paper towels combine quality absorbency, reliable performance and environmental sustainability at a low cost. The towel's single fold allows for one-at-a-time dispensing, which reduces the number of towels used, as well as the risk of cross-contamination - optimal for use in food service, restrooms, healthcare offices and high-traffic public venues, among other segments.

Color: Natural

Size: 9.1" x 10.25"

Size Folded: 9.1" x 5.1"

Ply: 1

Sold By: the Case of 4,000 (16 Packs of 250 Towels)



Cascades

Cascades PRO

Select

Cascades
PRO

#2


Jumbo Bath Tissue, 2 ply, 1000'



The economical choice for environmentally concerned customers, Cascades PRO Select™ jumbo bath tissue is strong and soft for high-traffic restrooms.

Cascades PRO Select™ jumbo bath tissue is the ideal choice for customers who want a strong and affordable bath tissue that still maintains quality. Made from 100% recycled fiber and Green Seal certified, this bath tissue will meet the needs of any of your environmentally concerned customers. Soft and reliable, high-traffic restrooms across industrial, foodservice, retail and schools will cover all bases with this jumbo bath tissue. This product is biodegradable and safe for plumbing and septic systems.

SKU:	B240
COLOR	White
ITEM SIZE:	3.45 in x 1000 ft (8.8 cm x 304.8 m)
PLY:	2
ITEMS/SHIPPING UNIT:	12
CASES/UNIT LOAD :	48 (CAN) / 54 (US) - (6 per row)
WEIGHT:	22.2 lb (10.1 kg)
DIMENSIONS SHIPPING UNIT:	18 x 18 x 10.38 in (45.7 x 45.7 x 26.4 cm)
VOLUME OF SHIPPING UNIT:	1.95 ft ³ (0.06 m ³)
SCC CODE:	0-00-67220-61240-6
UPC CODE:	0-67220-61240-6

 This product replaces item number 4151, 4097



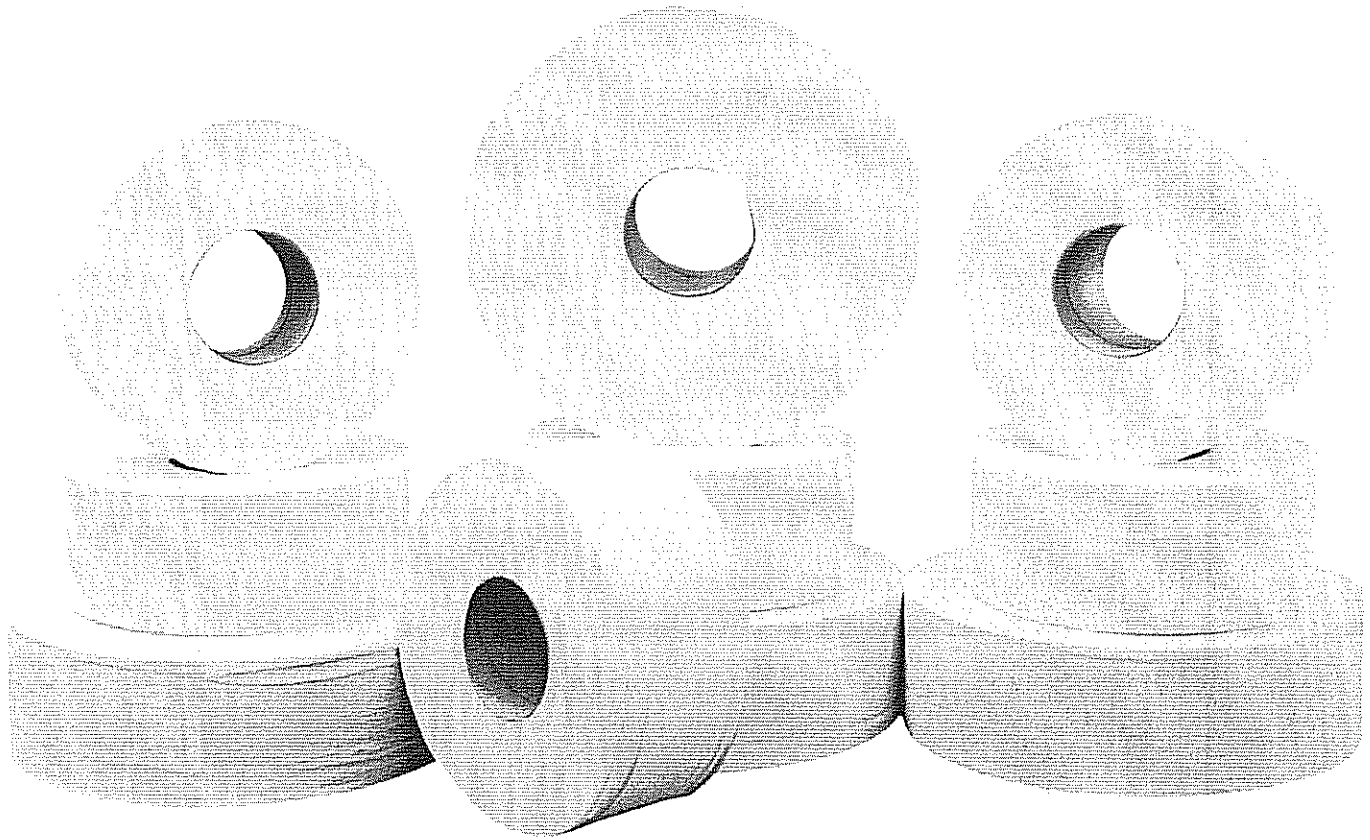


(<http://www.atlaspapermills.com/>)

JUMBO ROLLS

ARE MADE OF 100% RECYCLED FIBER

#2alt



Atlas Green Heritage brand commercial tissue products carry the Green Seal certification mark of environmental responsibility to ensure customers they are choosing truly "green" products that are better for their health and the environment.

RETAIL BATHROOM | JUMBO ROLL | FULL SIZE & ECONOMY

PRODUCT NUMBER	PRODUCT TYPE	BRAND NAME	PRODUCT DESCRIPTION	FITS UP TO DISPENSER	CASE COUNT	CASE CUBE	CASE/PALLET
700	Jumbo Roll Tissue	Green Heritage	2-ply, 1000' 3.42"w.	9" dia.	12	2.0	60
710	Jumbo Roll Tissue	Green Heritage	1-ply, 2000' 3.42"w.	9" dia.	12	2.0	60
730	Jumbo Roll Tissue	Green Heritage	2-ply, 2000' 3.42"w.	12" dia.	6	1.8	48
740	Jumbo Roll Tissue	Green Heritage	1-ply, 4000' 3.42"w.	12" dia.	6	1.7	48
* 800	Jumbo Roll Tissue	Green Heritage	2-ply, 3.42" w.Economy Size	9" dia.	12	1.7	60
901	Jumbo Roll Tissue	Green Heritage	1-ply, 3.42" w.Economy Size	9" dia.	12	1.8	60
062	Jumbo Roll Tissue	Green Heritage	2-ply, 3.42" w.Economy Size	12" dia.	6	1.7	48
064	Jumbo Roll Tissue	Green Heritage	1-ply, 3.42" w.Economy Size	12" dia.	6	1.7	48

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