

**INVITATION TO BID****STATE OF LOUISIANA**Calcasieu Parish School System  
Office of Purchasing**BIDS WILL BE PUBLICLY OPENED:**

Date &amp; Time: 3/17/17 @ 10 A.M.

**RETURN BID TO**Purchasing Department  
Calcasieu Parish School System  
3310 Broad Street Room 1300  
Lake Charles, LA 70615

=====&gt; SOLICITATION # :

2018-07

OPENING DATE :

Mar 17, 2017

=====&gt;

VENDOR NAME AND ADDRESS

ECONOMICAL JANITORIAL  
& PAPER SUPPLIES, INC.  
P. O. BOX 23607  
NEW ORLEANS, LA 70185-3607  
704-454-7166**FILL IN VENDOR NAME AND CONTACT NAME,  
ADDRESS ABOVE, BEFORE SUBMITTING BID.**

BUYER

STEVE WIESCHHAUS

BUYER PHONE

(337) 217-4000

REQ. DEPARTMENT

CENTRAL WAREHOUSE

OFFICE OF PURCHASING

FISCAL YEAR

2018

SCHEDULED END DATE

Mar 17, 2017

ITEM(S) FOR: COPY PAPER FOR 2017/2018 SCHOOL YEAR

**TO BE COMPLETED BY VENDOR***10-15 WORKING DAYS OR AS NEEDED*

1. DELIVERY WILL BE MADE IN THIS NUMBER OF DAYS AFTER RECEIPT OF PURCHASE ORDER

2. *N30* % CASH DISCOUNT FOR PROMPT PAYMENT IF MADE WITHIN THIRTY (30) DAYS. CASH DISCOUNTS FOR LESS THAN 30 DAYS OR LESS THAN ONE (1) PERCENT WILL BE ACCEPTED, BUT WILL NOT BE CONSIDERED IN AWARD DETERMINATION.3. *2018-07* BID REFERENCE NUMBER. (THIS NUMBER WILL APPEAR ON RESULTING PURCHASE ORDER OR CONTRACT).**INSTRUCTIONS TO BIDDERS**

1. READ THE ENTIRE BID, INCLUDING ALL TERMS AND CONDITIONS AND SPECIFICATIONS
2. ALL BID PRICES **MUST** BE TYPED OR WRITTEN IN INK. ANY CORRECTIONS, ERASURES OR OTHER FORMS OF ALTERATIONS TO UNIT PRICES SHOULD BE INITIALED BY THE BIDDER.
3. THIS BID IS TO BE SIGNED MANUALLY IN INK UNLESS SUBMITTED ELECTRONICALLY IN ACCORDANCE WITH CURRENT STATE STATUTES.
4. BID PRICES SHALL INCLUDE DELIVERY OF ALL ITEMS F.O.B. LAKE CHARLES, LA OR AS OTHERWISE PROVIDED. BIDS CONTAINING "PAYMENT IN ADVANCE" OR "C. O. D." REQUIREMENTS ARE NOT ACCEPTABLE. PAYMENT IS TO BE MADE WITHIN 30 DAYS AFTER RECEIPT OF PROPERLY EXECUTED INVOICE OR DELIVERY, WHICHEVER IS LATER. NO "SHORT PAYMENT" OF INVOICES ARE ALLOWED
5. PERFORMANCE BOND OR IRREVOCABLE LETTER OF CREDIT BY SUCCESSFUL VENDOR ON ALL ORDERS WILL BE 50%
6. DESIRED DELIVERY *45* DAYS AFTER RECEIPT OF ORDER OR SOONER

ANY QUESTIONS ABOUT ANY ITEM SHOULD BE DIRECTED TO BUYER AND PURCHASING DEPARTMENT.

X3110

CONDITIONS CONTINUED ON NEXT PAGE

VENDOR PHONE NUMBER: 504-464-7166

FAX NUMBER: 504-465-9563

TITLE

President

DATE

3/15/2017

PRINTED NAME OF PERSON SIGNING BID

SIGNATURE (MUST BE SIGNED)

Suzie Migliore

STANDARD TERMS & CONDITIONS		INVITATION TO BID	
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7. 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 IN FURNISHED FOR THAT PURPOSE

8. 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

9. IMPORTANT: BY SIGNING THE BID, THE BIDDER CERTIFIED COMPLIANCE WITH ALL INSTRUCTIONS TO BIDDERS, TERMS, CONDITIONS AND SPECIFICATIONS, AND FURTHER CERTIFIED 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. 30). ALL BID INFORMATION SHALL BE MADE WITH INK OR TYPEWRITTEN

10. ADDRESS ALL INQUIRIES AND CORRESPONDENCE TO THE BUYER AT THE PHONE AND ADDRESS SHOWN ABOVE.

11. CONFERENCE:  
IN SOME CASES, NON-MANDATORY PRE-BID CONFERENCES MAY BE HELD.

12. BID FORMS.  
ALL WRITTEN BIDS, UNLESS OTHERWISE PROVIDED FOR, MUST BE SUBMITTED ON, AND IN ACCORDANCE WITH, FORMS PROVIDED, PROPERLY SIGNED (SEE NO. 30). BIDS SUBMITTED IN THE FOLLOWING MANNER WILL NOT BE ACCEPTED:  
A. BID CONTAINS NO SIGNATURE INDICATING INTENT TO BE BOUND;  
B. BID FILLED OUT IN PENCIL; AND  
C. BID NOT SUBMITTED ON THE DISTRICT'S STANDARD FORMS.  
D. BIDS WITH MORE THAN ONE PRICE PER ITEM

BIDS MUST BE RECEIVED AT THE ADDRESS SPECIFIED IN THE SOLICITATION PRIOR TO BID OPENING TIME IN ORDER TO BE CONSIDERED. TELEGRAPHIC AND FAX ALTERATIONS TO BIDS RECEIVED BEFORE BID OPENING TIME WILL BE CONSIDERED PROVIDED FORMAL BID AND WRITTEN ALTERATION HAVE BEEN RECEIVED AND TIME-STAMPED BEFORE BID OPENING TIME. ENTIRE BID SHOULD BE RETURNED, EXCEPT ITEM PAGES NOT BID.

13. 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.

14. DESCRIPTIVE INFORMATION.  
BIDDERS PROPOSING AN EQUIVALENT BRAND OR MODEL SHOULD SUBMIT WITH THE BID INFORMATION (SUCH AS ILLUSTRATIONS, DESCRIPTIVE LITERATURE, 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) BID 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.

15. 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.

16. 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.

17. 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.

18. DELIVERIES.  
BIDS MAY BE REJECTED IF THE DELIVERY TIME INDICATED IS LONGER THAN THAT SPECIFIED IN THE SOLICITATION AS INDICATED BY THE BIDDER.

19. 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.

20. 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.

21. 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.

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22. **CONTRACT CANCELLATION.**  
 THE CALCASIEU PARISH SCHOOL BOARD HAS THE RIGHT TO CANCEL ANY CONTRACT, IN ACCORDANCE WITH PURCHASING RULES AND REGULATIONS, FOR CAUSE, INCLUDING BUT NOT LIMITED TO, THE FOLLOWING:  
 (1) FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE CONTRACT;  
 (2) FAILURE OF THE PRODUCT OR SERVICE TO MEET SPECIFICATIONS, CONFORM TO SAMPLE QUALITY OR TO BE DELIVERED IN GOOD CONDITION;  
 (3) MISREPRESENTATION BY THE VENDOR;  
 (4) FRAUD, COLLUSION, CONSPIRACY OR OTHER UNLAWFUL MEANS OF OBTAINING ANY CONTRACT WITH THE DISTRICT;  
 (5) CONFLICT OF CONTRACT PROVISIONS WITH CONSTITUTIONAL OR STATUTORY PROVISIONS OF STATE OR FEDERAL LAW;  
 (6) ANY OTHER BREACH OF CONTRACT.
23. **DEFAULT OF CONTRACTOR.**  
 FAILURE TO DELIVER WITHIN THE TIME SPECIFIED IN THE BID WILL CONSTITUTE A DEFAULT AND MAY CAUSE CANCELLATION OF THE CONTRACT. WHERE THE DISTRICT HAS DETERMINED THE VENDOR TO BE IN DEFAULT, THE DISTRICT RESERVES THE RIGHT TO PURCHASE ANY OR ALL PRODUCTS OR SERVICES COVERED BY THE CONTRACT ON THE OPEN MARKET AND TO CHARGE THE CONTRACTOR WITH COST IN EXCESS OF THE CONTRACT PRICE. UNTIL SUCH ASSESSED CHARGES HAVE BEEN PAID, NO SUBSEQUENT BID FROM THE DEFAULTING CONTRACTOR WILL BE CONSIDERED.
24. **ORDER OF PRIORITY.**  
 IN THE EVENT THERE IS A CONFLICT BETWEEN THE INSTRUCTIONS TO BIDDERS OR STANDARD CONDITIONS AND THE SPECIAL CONDITIONS, THE SPECIAL CONDITIONS SHALL GOVERN.
25. **APPLICABLE LAW.**  
 ALL CONTRACTS SHALL BE CONSTRUED IN ACCORDANCE WITH AND GOVERNED BY THE LAWS OF THE STATE OF LOUISIANA.
26. **COMPLIANCE WITH CIVIL RIGHTS LAWS.**  
 BY SUBMITTING AND SIGNING THIS BID, BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE FOLLOWING AS APPLICABLE: TITLE VI AND VII OF THE CIVIL RIGHTS ACT OF 1964, AS AMENDED BY THE EQUAL OPPORTUNITY ACT OF 1972, FEDERAL EXECUTIVE ORDER 11246, FEDERAL REHABILITATION ACT OF 1973, AS AMENDED, THE VETERAN'S READJUSTMENT ASSISTANCE ACT OF 1974, TITLE IX OF THE EDUCATION AMENDMENTS OF 1972, THE AGE ACT OF 1975, AND BIDDER AGREES TO ABIDE BY THE REQUIREMENTS OF THE AMERICANS WITH DISABILITIES ACT OF 1990. BIDDER AGREES NOT TO DISCRIMINATE IN ITS EMPLOYMENT PRACTICES, AND WILL RENDER SERVICES UNDER ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION WITHOUT REGARD TO RACE, COLOR, RELIGION, SEXUAL ORIENTATION, NATIONAL ORIGIN, VETERAN STATUS, POLITICAL AFFILIATION, OR DISABILITIES. ANY ACT OF DISCRIMINATION COMMITTED BY BIDDER, OR FAILURE TO COMPLY WITH THESE STATUTORY OBLIGATIONS WHEN APPLICABLE, SHALL BE GROUNDS FOR TERMINATION OF ANY CONTRACT ENTERED INTO AS A RESULT OF THIS SOLICITATION.
27. **SPECIAL ACCOMMODATION.**  
 ANY "QUALIFIED INDIVIDUAL WITH A DISABILITY" AS DEFINED BY THE AMERICANS WITH DISABILITIES ACT WHO HAS SUBMITTED A BID AND DESIRES TO ATTEND THE BID OPENING, MUST NOTIFY THIS OFFICE IN WRITING NOT LATER THAN SEVEN DAYS PRIOR TO THE BID OPENING DATE OF THEIR NEED FOR SPECIAL ACCOMMODATIONS. IF THE REQUEST CANNOT BE REASONABLY PROVIDED, THE INDIVIDUAL WILL BE INFORMED PRIOR TO THE BID OPENING.
28. **INDEMNITY.**  
 VENDOR AGREES, UPON RECEIPT OF WRITTEN NOTICE OF A CLAIM OR ACTION, TO DEFEND THE CLAIM OR ACTION, OR TAKE OTHER APPROPRIATE MEASURE, TO INDEMNIFY, AND HOLD HARMLESS, THE CALCASIEU PARISH SCHOOL BOARD, ITS OFFICERS, ITS AGENTS AND ITS EMPLOYEES FROM AND AGAINST ALL CLAIMS AND ACTIONS FOR BODILY INJURY, DEATH OR PROPERTY DAMAGES CAUSED BY THE FAULT OF THE VENDOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. CONTRACTOR IS OBLIGATED TO INDEMNIFY ONLY TO THE EXTENT OF THE FAULT OF THE CONTRACTOR, ITS OFFICERS, ITS AGENTS, OR ITS EMPLOYEES. HOWEVER, THE VENDOR SHALL HAVE NO OBLIGATION AS SET FORTH ABOVE WITH RESPECT TO ANY CLAIM OR ACTION FROM BODILY INJURY, DEATH OR PROPERTY DAMAGES ARISING OUT OF THE FAULT OF THE DISTRICT, ITS OFFICERS, ITS AGENTS OR ITS EMPLOYEES.
29. **OTHER CONDITIONS.**  
 VENDOR AGREES IN THE SUBMISSION OF HIS/HER BID THAT THEY FULLY UNDERSTAND THE CONDITIONS SET FORTH IN WHICH A PERFORMANCE BOND OF FIFTY (50) PERCENT IS REQUIRED ONLY FOR THOSE ITEMS IN WHICH THE VENDOR WAS THE SUCCESSFUL BIDDER. VENDOR ALSO ACKNOWLEDGES THAT THIS BOND SHALL BE SUBMITTED WITHIN TEN (10) WORKING DAYS AFTER NOTIFICATION OF AWARD IS GIVEN UNLESS ADDITIONAL TIME IS AGREED TO BY CPSB AND ITS AGENT IN CHARGE OF THIS BID.
30. **SIGNATURE AUTHORITY.**  
 IN ACCORDANCE WITH L.R.S. 39:1594 (ACT 121), THE PERSON SIGNING THE BID MUST BE:  
 1. A CURRENT CORPORATE OFFICER, PARTNERSHIP MEMBER OR OTHER INDIVIDUAL SPECIFICALLY AUTHORIZED TO SUBMIT A BID AS REFLECTED IN THE APPROPRIATE RECORDS ON FILE WITH THE SECRETARY OF STATE; OR  
 2. AN INDIVIDUAL AUTHORIZED TO BIND THE VENDOR AS REFLECTED BY A CORPORATE RESOLUTION, CERTIFICATE OR AFFIDAVIT; OR  
 3. OTHER DOCUMENTS INDICATING AUTHORITY WHICH ARE ACCEPTABLE TO THE PUBLIC ENTITY.

\*\*\*\*\*  
**Bid Delivery Instructions for Calcasieu Parish School System:**  
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BIDDERS ARE HEREBY ADVISED THAT THE U.S. POSTAL SERVICE DOES NOT ALWAYS MAKE DELIVERIES TO OUR PHYSICAL LOCATION.

Bids may be mailed through the U.S. Postal Service to our Box at:  
 Purchasing Department  
 P.O. Box 800  
 Lake Charles, LA 70601-0800

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Bids may also be delivered by hand or courier service to our physical location as follows:

Purchasing Department  
Room 1300  
3310 Broad Street  
Lake Charles, LA 70615

Bids may also be submitted electronically in accordance with Act 690 of the 2008 Louisiana Legislature at

[www.centralbidding.com](http://www.centralbidding.com)

\*\*\*\*\*  
**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 or his designee.

**Price Reductions:** Whenever there is a reduction in price, which is lower than originally submitted on bid, that is offered to similar customers contracting for the same period and under the same terms and conditions, said reduction must be presented directly to the Supervisor of Purchasing for the Calcasieu Parish School System. All price offers apply to all entities of the Calcasieu Parish School Board.

**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 "shortly-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 awarding 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.

**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/EOC 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 any bid for \$25,000 or more, 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.epls.gov](http://www.epls.gov)

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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. To view the content of the contract performance evaluation, please go to: [www.cpsb.org](http://www.cpsb.org) and select the tab entitled "Current Bids". Individual reports of deficient performance will be appropriately addressed during the term of this contract.

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.

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 shall 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

END-Standard Terms & Conditions  
 (The following pages are Product Specifications and Pricing Sheets)

ADDITIONAL SPECIFICATIONS FOR BID

- See attached for specifications and delivery requirements.
- Submit only one (1) price per line item. Multiple price submissions will result in disqualification.

**FOR SUCCESSFUL BIDDER – A PERFORMANCE BOND OR IRREVOCABLE LETTER OF CREDIT WILL BE REQUIRED FOR 50% OF CONTRACT AMOUNT WITHIN 10 DAYS OF ISSUANCE OF PURCHASE ORDER**

CALCASIEU PARISH SCHOOL BOARD  
 BID NO. 2018-07 FOR COPY PAPER (YEAR 2017-2018)  
 TO BE OPENED ON 3/17/2017 @ 10:00 A.M.

CPSB STOCK NO.	ITEM DESCRIPTION	UNIT	QTY	UNIT PRICE	TOTAL PRICE
10020000	COPY PAPER 20#, WHITE 8-1/2 X 11, <u>EACH REAM MUST BE MOISTURE BARRIER PROTECTED</u>	10/sec CSE	Boise B&P-8511 15,960	22.10	352716.00
10050000	COPY PAPER 20#, WHITE 8-1/2 X 14, <u>EACH REAM MUST BE MOISTURE BARRIER PROTECTED</u>	10/sec CSE	Boise OX9004 30	30.63	918.90

In accordance with the Louisiana Revised Statutes, a preference shall be allowed for products produced, manufactured or grown in Louisiana of equal quality.

DO YOU CLAIM PREFERENCE? \_\_\_\_\_ YES \_\_\_\_\_ ☒ NO

If yes, specify location within Louisiana where this product is manufactured, produced or grown: N/A

### SPECIAL INSTRUCTIONS TO VENDOR

MATERIALS WILL BE INVOICED WHEN DELIVERED

### VENDOR DELIVERY INSTRUCTIONS

AWARDED VENDOR MUST AGREE TO DELIVER 8-1/2 X 11 COPY PAPER AS FOLLOWS:

10 TRUCKS - 8,400 CASES BETWEEN JUNE 1-15, 2017 *SM*  
 9 TRUCKS - 7,560 CASES BETWEEN DECEMBER 1-15, 2017 *SM*

AWARDED VENDOR MUST AGREE TO DELIVER 8-1/2 X 14 COPY PAPER AS FOLLOWS:

ALL 8-1/2 X 14 COPY PAPER MUST BE DELIVERED BY JUNE 1-15, 2017 *SM*

VENDOR NAME:

*Economical Janitorial and Paper Supplies LLC*

# ECONOMICAL JANITORIAL & PAPER SUPPLIES, L.L.C.

P.O. BOX 23607  
NEW ORLEANS, LA 70183  
(504) 464-7166  
FAX (504) 465-9563

March 15, 2017

Special Meeting of the Board of Directors of  
Economical Janitorial & Paper Supplies LLC

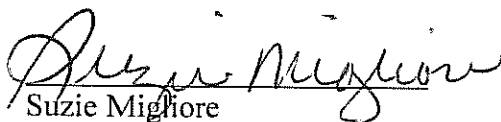
A special meeting of the Board of Directors was called on Wednesday, March 15, 2017 at the offices of Economical Janitorial & Paper Supplies, LLC located at:

1420 Sams Avenue  
Suite F  
Harahan, LA 70123

Suzie Migliore was appointed chairperson of the meeting and a waiver of notice and of the reading of the previous meeting minutes was approved by all present which included all directors.

The purpose of this meeting was to authorize Suzie Migliore, President of Economical Janitorial & Paper Supplies, LLC to bid on supplying product to Calcasieu Parish School Board Solicitation Number 2018-07.

All present voted to authorize the above and being no further business the chairperson adjourned the meeting.

  
Suzie Migliore

ACORD™

## CERTIFICATE OF LIABILITY INSURANCE

DATE (MM/DD/YYYY)

12/28/2016

THIS CERTIFICATE IS ISSUED AS A MATTER OF INFORMATION ONLY AND CONFERS NO RIGHTS UPON THE CERTIFICATE HOLDER. THIS CERTIFICATE DOES NOT AFFIRMATIVELY OR NEGATIVELY AMEND, EXTEND OR ALTER THE COVERAGE AFFORDED BY THE POLICIES BELOW. THIS CERTIFICATE OF INSURANCE DOES NOT CONSTITUTE A CONTRACT BETWEEN THE ISSUING INSURER(S), AUTHORIZED REPRESENTATIVE OR PRODUCER, AND THE CERTIFICATE HOLDER.

IMPORTANT: If the certificate holder is an ADDITIONAL INSURED, the policy(ies) must be endorsed. If SUBROGATION IS WAIVED, subject to the terms and conditions of the policy, certain policies may require an endorsement. A statement on this certificate does not confer rights to the certificate holder in lieu of such endorsement(s).

<b>PRODUCER</b> <b>J Smith Lanier &amp; Co-Lexington</b> <b>Powell-Walton-Milward</b> <b>P O Box 2030</b> <b>Lexington, KY 40588</b>		<b>CONTACT NAME:</b> Brenda Stickrod <b>PHONE (A/C, No, Ext):</b> 800-796-3567 <b>E-MAIL ADDRESS:</b> bstickrod@pwm-jsl.com <b>FAX (A/C, No):</b> 859-254-8020	
<b>INSURED</b> <b>Economical Janitorial &amp; Paper Supplies</b> <b>P. O. Box 23607</b> <b>New Orleans, LA 70183</b>		<b>INSURER(S) AFFORDING COVERAGE</b> <b>INSURER A:</b> Zurich American Insurance Compa <b>INSURER B:</b> Travelers Property Casualty Co. <b>INSURER C:</b> <b>INSURER D:</b> <b>INSURER E:</b> <b>INSURER F:</b>	
		<b>NAIC #</b> <b>16535</b> <b>25674</b>	

## COVERAGES

CERTIFICATE NUMBER:

REVISION NUMBER:

THIS IS TO CERTIFY THAT THE POLICIES OF INSURANCE LISTED BELOW HAVE BEEN ISSUED TO THE INSURED NAMED ABOVE FOR THE POLICY PERIOD INDICATED. NOTWITHSTANDING ANY REQUIREMENT, TERM OR CONDITION OF ANY CONTRACT OR OTHER DOCUMENT WITH RESPECT TO WHICH THIS CERTIFICATE MAY BE ISSUED OR MAY PERTAIN, THE INSURANCE AFFORDED BY THE POLICIES DESCRIBED HEREIN IS SUBJECT TO ALL THE TERMS, EXCLUSIONS AND CONDITIONS OF SUCH POLICIES. LIMITS SHOWN MAY HAVE BEEN REDUCED BY PAID CLAIMS.

INSR LTR	TYPE OF INSURANCE	ADDL SUBR INSR WVD	POLICY NUMBER	POLICY EFF (MM/DD/YYYY)	POLICY EXP (MM/DD/YYYY)	LIMITS
A	<input checked="" type="checkbox"/> COMMERCIAL GENERAL LIABILITY <input type="checkbox"/> CLAIMS-MADE <input checked="" type="checkbox"/> OCCUR GEN'L AGGREGATE LIMIT APPLIES PER: <input type="checkbox"/> POLICY <input type="checkbox"/> PRO-JECT <input type="checkbox"/> LOC OTHER:		GLO435382705	01/01/2017	01/01/2018	EACH OCCURRENCE \$1,000,000 DAMAGE TO RENTED PREMISES (Ea occurrence) \$500,000 MED EXP (Any one person) \$10,000 PERSONAL & ADV INJURY \$1,000,000 GENERAL AGGREGATE \$2,000,000 PRODUCTS - COMP/OP AGG \$2,000,000 S
A	AUTOMOBILE LIABILITY <input checked="" type="checkbox"/> ANY AUTO <input type="checkbox"/> ALL OWNED AUTOS <input type="checkbox"/> SCHEDULED AUTOS <input checked="" type="checkbox"/> HIRED AUTOS <input checked="" type="checkbox"/> NON-OWNED AUTOS		BAP435382805	01/01/2017	01/01/2018	COMBINED SINGLE LIMIT (Ea accident) \$1,000,000 BODILY INJURY (Per person) \$ BODILY INJURY (Per accident) \$ PROPERTY DAMAGE (Per accident) \$ S
B	<input checked="" type="checkbox"/> UMBRELLA LIAB <input checked="" type="checkbox"/> OCCUR <input type="checkbox"/> EXCESS LIAB <input type="checkbox"/> CLAIMS-MADE <input type="checkbox"/> DED <input checked="" type="checkbox"/> RETENTION \$10000		ZUP91M2462216NF	01/01/2017	01/01/2018	EACH OCCURRENCE \$5,000,000 AGGREGATE \$5,000,000 S
A	WORKERS COMPENSATION AND EMPLOYERS' LIABILITY ANY PROPRIETOR/PARTNER/EXECUTIVE OFFICER/MEMBER EXCLUDED? <input checked="" type="checkbox"/> Y <input checked="" type="checkbox"/> N (Mandatory in NH) If yes, describe under DESCRIPTION OF OPERATIONS below	N/A	WC435382605	01/01/2017	01/01/2018	<input checked="" type="checkbox"/> PER STATUTE <input type="checkbox"/> OTH-ER E.L. EACH ACCIDENT \$1,000,000 E.L. DISEASE - EA EMPLOYEE \$1,000,000 E.L. DISEASE - POLICY LIMIT \$1,000,000

DESCRIPTION OF OPERATIONS / LOCATIONS / VEHICLES (ACORD 101, Additional Remarks Schedule, may be attached if more space is required)

Certificate Holder is included as Additional Insured when required by written contract with respects to the Auto Liability and General Liability policies described above and subject to provisions and limitations of the policy.

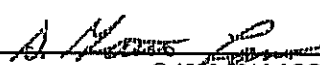
## CERTIFICATE HOLDER

## CANCELLATION

Calcasieu Parish School System  
 Attn: Roy Hayes - Risk Manager  
 P.O. Box 800  
 Lake Charles, LA 70602

SHOULD ANY OF THE ABOVE DESCRIBED POLICIES BE CANCELLED BEFORE THE EXPIRATION DATE THEREOF, NOTICE WILL BE DELIVERED IN ACCORDANCE WITH THE POLICY PROVISIONS.

AUTHORIZED REPRESENTATIVE



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# PAPER WITH PURPOSE®

Inspired by your printing needs and designed with a conscience, Boise papers support your daily business while our initiatives benefit the communities where we all live, work, and connect. We understand that our responsibility to the environment, the economy, and society as a whole is to give back in the most relevant and meaningful ways we can; because taking good care of tomorrow starts today.

## American Red Cross

### American Red Cross

The American Red Cross shelters, feeds and provides emotional support to victims of disasters; supplies about 40 percent of the nation's blood; teaches skills that save lives; provides international humanitarian aid; and supports military members and their families. Through our unique paper partnership, Boise helps offset administrative costs so the Red Cross can redirect more funds to their critical humanitarian efforts.



### Box Tops for Education™

Boise Paper has proudly funded over \$10.5 million to Box Tops for Education™ program which has helped over 80,000 schools across America earn cash for the things they need.



### Project UP™

Boise Paper believes in the power of community and the importance of green space in every city. That's why we created Project UP – to help turn abandoned urban spaces into community parks for all to enjoy. With the help of the Arbor Day Foundation, we can rebuild communities one tree at a time.



### Made in the USA

For decades, Boise Paper has made exceptional paper with pride at our mills right here in the United States. Domestic manufacturing and distribution mean local jobs, faster delivery, and more responsive service.



### 99.99% Jam-Free® Guarantee

Boise Paper delivers performance you can count on. If our 99.99% jam-free guaranteed papers cause more than one jam in 10,000 sheets in your high-speed digital equipment, Boise Paper will provide a refund up to the total purchase price of the paper involved or replace it.



### ColorLok®

More vivid colors, bolder blacks, and faster drying – that's ColorLok Technology. When printing results matter the most, turn to Boise POLARIS® papers with the ColorLok logo.



### Sustainable Forestry Initiative

The Sustainable Forestry Initiative® (SFI®) is a North American standard, developed by professional foresters, conservationists, scientists, and others, to promote sustainable forest management and address key environmental, social, and economic forest values.



### Forest Stewardship Council

The Forest Stewardship Council® (FSC®) is a global forestry certification organization with standards designed to protect and maintain natural communities and high conservation value forest, while respecting and protecting the rights of workers, communities, and indigenous peoples.

# BOISE® COPY PAPER

## Everyday Printing and Copying



### Proudly manufactured for exclusive use by schools and governments

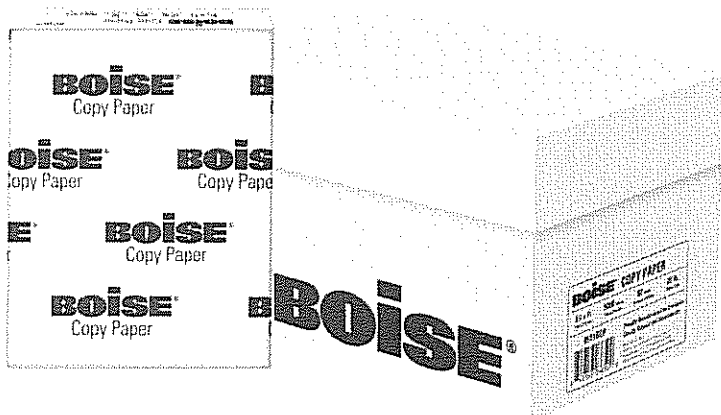
Boise Copy Paper delivers a product perfect for all your everyday print needs. Whether it is for a local school, library, or legislative branch, Boise Copy Paper provides dependability to the services we rely on everyday.

#### Features & Benefits

- Consistent performance in all copiers and printers
- SFI certified fiber sourcing
- Proudly Made in the USA

#### Product Specifications

Brightness	Weight	Product Number	Size	Sheets/Ream	Reams/Carton
92	20	BCP-8511	8½" x 11"	500	10



**BOISE®**  
Paper with Purpose™

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EVERYDAY PAPERS



# Boise Paper is Proud to be America's TOP SELLING BRAND

Source: The NPD Group / U.S. Total Channel Tracking Service / Technology Paper / Jan 2012 - June 2016

## COPIER PAPER

### Trusted results in all copiers and printers

Ideal for: Everyday printing and copying

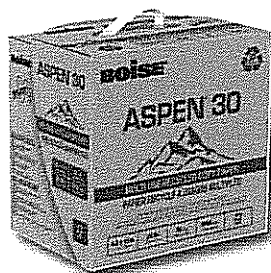
- » Engineered for consistent performance and excellent run-ability
- » 99.99% Jam-Free® performance guaranteed
- » Supports building urban parks through Project UP™
- » 24 lb sheet optimized for two-sided printing and copying with minimal show-through
- » Also available in SPLOX® and 5 ream carton



Brightness	Weight	Product Number	Size	Sheets/ Ream	Reams/ Carton	Sourcing
Boise X-9						
92	20	OX9001	8½" x 11"	500	10	SFI
		OX9001JR	8½" x 11"	500	5	SFI
		OX9001-P	8½" x 11" 3HP	500	10	SFI
		OX9004	8½" x 14"	500	10	SFI
		OX9007	11" x 17"	500	5	SFI
24		CC2241	8½" x 11"	500	10	SFI
		CC2241-P	8½" x 11" 3HP	500	10	SFI
		CC2247	11" x 17"	500	5	SFI
Boise X-9 SPLOX						
92	20	SP-8420	8½" x 11"	2,500 Sheets/Carton		FSC
		SP-8420-P	8½" x 11" 3HP	2,500 Sheets/Carton		FSC
24		SP-9224	8½" x 11"	2,000 Sheets/Carton		FSC



Brightness	Weight	Product Number	Size	Sheets/Ream	Reams/Carton	Sourcing
Boise ASPEN 30						
92	20	054901	8½" x 11"	500	10	SFI
		054901JR	8½" x 11"	500	5	SFI
		054901-P	8½" x 11" 3HP	500	10	SFI
		054904	8½" x 14"	500	10	SFI
		054907	11" x 17"	500	5	SFI
Boise ASPEN 30 SPLOX						
92	20	SP-RC20	8½" x 11"	2,500 Sheets/Carton		FSC
		SP-RC20-P	8½" x 11" 3HP	2,500 Sheets/Carton		FSC
Boise ASPEN 100						
92	20	055011	8½" x 11"	500	10	FSC
		055031	8½" x 11" 3HP	500	10	FSC
		055014	8½" x 14"	500	10	FSC
		055017	11" x 17"	500	5	FSC
Boise ASPEN 100						
92	20	054922	8½" x 11"	500	10	FSC
		054924	8½" x 14"	500	10	FSC
		054925	11" x 17"	500	5	FSC



\* Not all Boise products available in all areas and 5 ream cartons

