



# Livingston Parish Public Schools

*Excellence in Education!*

13909 Florida Boulevard

P.O. Box 1130

Livingston, Louisiana 70754-1130

Phone: (225) 686-7044 Fax: (225) 686-3052 Website: [www.lpsb.org](http://www.lpsb.org)

**Bill Spear**  
Superintendent 1

**John Watson**  
Assistant Superintendent

**Thomas Cothorn**  
Assistant Superintendent

## BID WANTED

### OFFICE SUPPLY CATALOG DISCOUNT BID

Sealed bids will be received by the Livingston Parish Public Schools, Livingston, LA until **10:30 A.M., TUESDAY, MAY 3, 2011** at which time bids will be opened and publicly read in the Livingston Parish Public Schools Office and Media Center meeting room.

Bids must be on form provided. Forms and other information may be obtained from the Livingston Parish Public Schools office, 13909 Florida Blvd., Hwy 190, PO Box 1130, Livingston, LA 70754, 225-686-4209, our website [www.lpsb.org](http://www.lpsb.org) or at [centrallauctionhouse.com](http://centrallauctionhouse.com). Bids received late will be returned unopened.

The Livingston Parish Public Schools reserves the right to reject any and all bids and waive any informalities (except submission deadline) in proposals received whenever such selection, rejection or waiver is in its interest.

**PUBLISH:**

**APRIL 14, 2011**

**APRIL 21, 2011**

### LIVINGSTON PARISH PUBLIC SCHOOLS

BY: *Sandra Pace*  
SANDRA PACE, PURCHASING AGENT

*Bill Spear*  
BILL SPEAR, SUPERINTENDENT

**SEALED BIDS: OFFICE SUPPLY CATALOG DISCOUNT**

**ACCOUNT: LIVINGSTON PARISH PUBLIC SCHOOLS  
SANDRA PACE, PURCHASING AGENT  
PO BOX 1130  
LIVINGSTON, LA 70754  
EMAIL: [SANDRA.PACE@LPSB.ORG](mailto:SANDRA.PACE@LPSB.ORG)  
(225) 686-4209**

### **REQUEST FOR SEALED BIDS**

Quotations are hereby requested by the Livingston Parish Public Schools and will be received at the Central Office Complex, 13909 Fl Blvd., HWY 190, Livingston, LA 70754 until **10:30 A.M., MAY 3, 2011**. Bid forms are available at the Central Office Complex at the above address, our website at [www.lpsb.org](http://www.lpsb.org) or at [centrallauctionhouse.com](http://centrallauctionhouse.com).

### **INSTRUCTIONS TO BIDDERS**

Prices quoted must be **F.O.B. this destination site. TRANSPORTATION CHARGES MUST BE INCLUDED IN YOUR BID.**

The Livingston Parish Public Schools, in making the awards, will consider quality and adaptability as well as price. The decision of these features rest solely with the School Board and such decision will be final.

The Livingston Parish Public Schools reserves the right to reject any and all bids, to waive all formalities, to return poor quality and unusable merchandise to the vendor, and to purchase more or less of the items bid.

All bids should be marked on outside of envelope: **SEALED BIDS: OFFICE SUPPLY CATALOG DISCOUNT, 10:30 A.M., MAY 3, 2011, ATTN: SANDRA PACE.** If you choose not to quote, please return signed bid form indicating NO BID.

**LIVINGSTON PARISH PUBLIC SCHOOLS  
PO BOX 1130  
LIVINGSTON, LA 70754**

**OFFICE SUPPLY CATALOG DISCOUNT**

**TO BE OPENED: 10:30 A.M., MAY 3, 2011**

The Livingston Parish Public Schools is seeking a catalog bid on Office Supplies.

Bidders shall submit a current catalog (must be all items in large catalog excluding furniture, equipment, and janitorial supplies) and a single discount percentage to be applied to prices in that catalog. Shipping charges should be reflected in discount.

Each bidder shall be required to submit a current catalog with his bid. Failure to do so may be the sole reason for rejection. Successful Bidder shall be required to furnish a minimum of 60 catalogs to the Central Office within 30 days of being awarded the bid. Successful bidder shall also render assistance to the schools.

All office material orders shall be packed and shipped by purchase order the best way to the Central Office Warehouse or individual schools. All items are to be shipped F.O.B. destination. "Freight Collect" shipments will be refused. Items should be packed per purchase order. Each package label should show the purchase order number.

The bidder who proposes the most advantageous discount and who offers the best service will be awarded the contract. Bids are requested on the basis of a single, fixed discount from prices stated in the current catalog submitted with bid. It is necessary that the successful bidder carry a full selection of items in stock so that the School Board will be able to order the office materials that they need. A cost analysis will be done on the discount of the 20 items listed in the bid. We will be looking at product availability and cost after discount from each vendor. The School Board recognizes that the bidding companies must be allowed to make a certain minimum gross profit on sales of items that with discount are below cost, please state the minimum gross profit expected by the bidding company.

It is estimated that the Livingston Parish Public Schools will spend approximately \$100,000.00 for materials during the bid period. (This amount is for informational purposes only and in no way binds the Board) The office supply catalog discount will be made available to all schools, central office, and various special programs in the Livingston Parish Public Schools.

The Livingston Parish Public Schools reserves the right to reject any and all bids and waive any informalities.

**Terms of the contract shall be through the period beginning MAY 6, 2011 and ending MAY 6, 2012. The Livingston Parish Public Schools requires a guarantee that prices in the catalogs submitted with the bid and the discount shall remain firm for one (1) year.**

Purchase orders of various items, quantities and amounts will be issued to the successful bidder from time to time as materials are needed throughout the term of the contract. Items ordered but known to be discontinued shall be so annotated on the original invoice and will be cancelled.

Seventy-five (75) percent of the order should be completed on first shipment, remaining items should arrive in next shipment.

\_\_\_\_\_ **PERCENT DISCOUNT**

\_\_\_\_\_ **CATALOG NUMBER**

\_\_\_\_\_ **PERCENT OF MINIMUM GROSS PROFIT**

**APPROXIMATE DELIVERY DATE FROM TIME OF ORDER:** \_\_\_\_\_

**DATE:** \_\_/\_\_/\_\_

**VENDOR:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

\_\_\_\_\_

**SIGNATURE OF REPRESENTATIVE:** \_\_\_\_\_

**PHONE NUMBER:** \_\_\_\_\_

**FAX NUMBER:** \_\_\_\_\_

**EMAIL ADDRESS:** \_\_\_\_\_

**WEB ADDRESS FOR ON-LINE ORDERING:** \_\_\_\_\_

## OFFICE CATALOG SUPPLY LIST

ITEM	ACTUAL COST ( AFTER DISCOUNT AND MINIMUM GROSS PROFIT MARGIN ALLOWANCE)
BIC CLIC STIC MED POINT BLACK – EACH	
PILOT PRECISE GELL RETRACTABLE ROLLER BALL PEN BLACK –MEDIUM EACH	
UNI-BALL VISION ELITE PEN BLACK – EACH 69000	
MMM 653 YW POST IT NOTES -- PER PACKAGE OF 12	
MMM 654 YW POST IT NOTES -- EACH	
SHARPIE TANK STYLE HIGHLIGHTER CHISEL TIP – DOZEN	
MARKS A LOT BLACK MARKER REGULAR CHISEL TIP -- EACH	
SHARPIE FINE TIP PERMANENT MARKER BLACK – EACH	
AVERY ROUND RING VIEW BINDER 1” BLACK AVE 03301 -- PER BINDER	
SMEAD MANILA FILE FOLDER LETTER SIZE SMD-10300 -- PER BOX	
SWINGLINE SF 4 PREMIUM STAPLES – PER BOX OF 5000 SWI-35450	
AVERY 5160 1 X 2 5/8 LABELS –AVE-5160- PER BOX	
AVERY 5366 FILING FOLDER LABELS –AVE-5366 PER BOX	
SCOTCH MAGIC TAPE ¾” MMM-810-1K- PER ROLL	
LIQUID PAPER FAST DRYING CORRECTION FLUID PAP-5643115 -- PER BOTTLE	
HANGING BOX FILE FOLDERS LETTER ESS-59202 PER BOX	
LIQUID PAPER ALL PURPOSE CORRECTION PEN WHITE PAP 5620115 – EACH	
COLUMBIAN INTEROFFICE 10 X 13 ENVELOPES STRING AND BUTTON CLOSURE 100 PER BOX WEV-C0880 PER BOX	
SCOTCH BOX SEALING TAPE MMM 37502CR 2”X 55 YDS – PER ROLL	
SWINGLINE 747 STAPLER SWI-74741 BLACK – PER STAPLER	
<b>TOTAL ACTUAL COST</b>	